



FISCAL YEAR 2017-2018 ADOPTED BUDGET

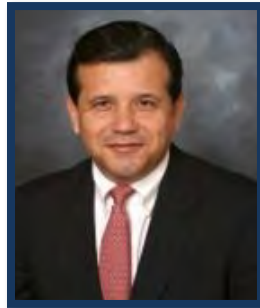
SAFETY | LIVABILITY | PROSPERITY

CITY OF SANTA ANA





City of Santa Ana Annual Budget



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Council Member
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Ward

1



Mayor Pro-Tem
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Ward

2



Councilmember
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Ward

3



Councilmember
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Ward

4



Councilmember
Juan Villegas
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Ward

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Councilmember
Sal Tinajero
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Ward

6

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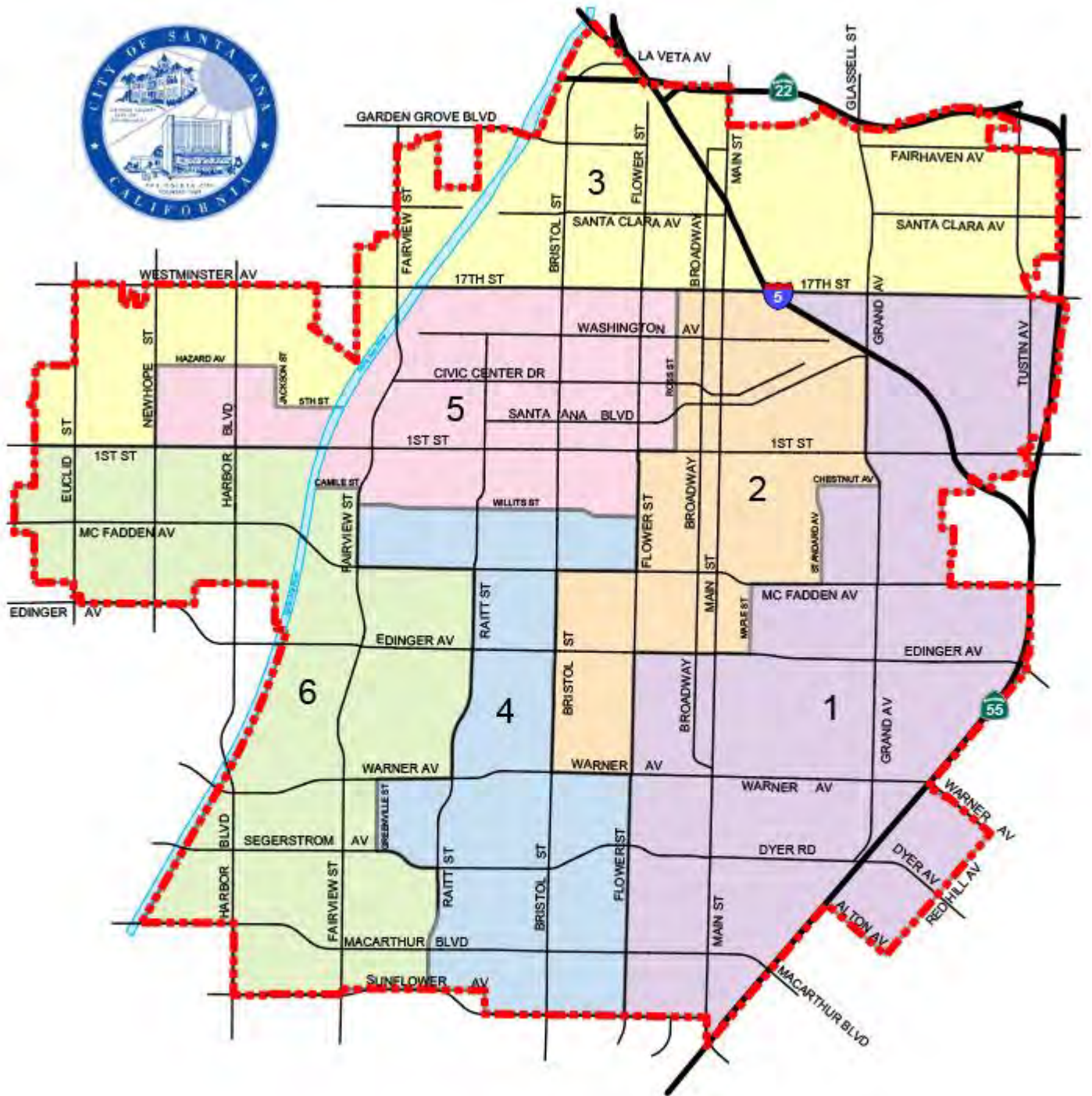
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City Council Ward Map



City of Santa Ana Council Wards

Adopted January 17, 2012

CYNTHIA J. KURTZ

INTERIM CITY MANAGER

MARIA D. HUIZAR

CLERK OF THE COUNCIL

SONIA R. CARVALHO

CITY ATTORNEY

CITY MANAGER'S OFFICE/COMMUNITY DEVELOPMENT AGENCY

ROBERT CORTEZ

DEPUTY CITY MANAGER

FINANCE & MANAGEMENT SERVICES

FRANCISCO GUTIERREZ

EXECUTIVE DIRECTOR

INFORMATION TECHNOLOGY DEPARTMENT

JACK CIULLA

CHIEF TECHNOLOGY INNOVATIONS OFFICER

PUBLIC WORKS AGENCY

FRED MOUSAVIPOUR

EXECUTIVE DIRECTOR

PERSONNEL SERVICES AGENCY

EDWARD S. RAYA

EXECUTIVE DIRECTOR

PLANNING & BUILDING AGENCY

HASSAN HAGHANI

EXECUTIVE DIRECTOR

POLICE DEPARTMENT

DAVID VALENTIN

ACTING POLICE CHIEF

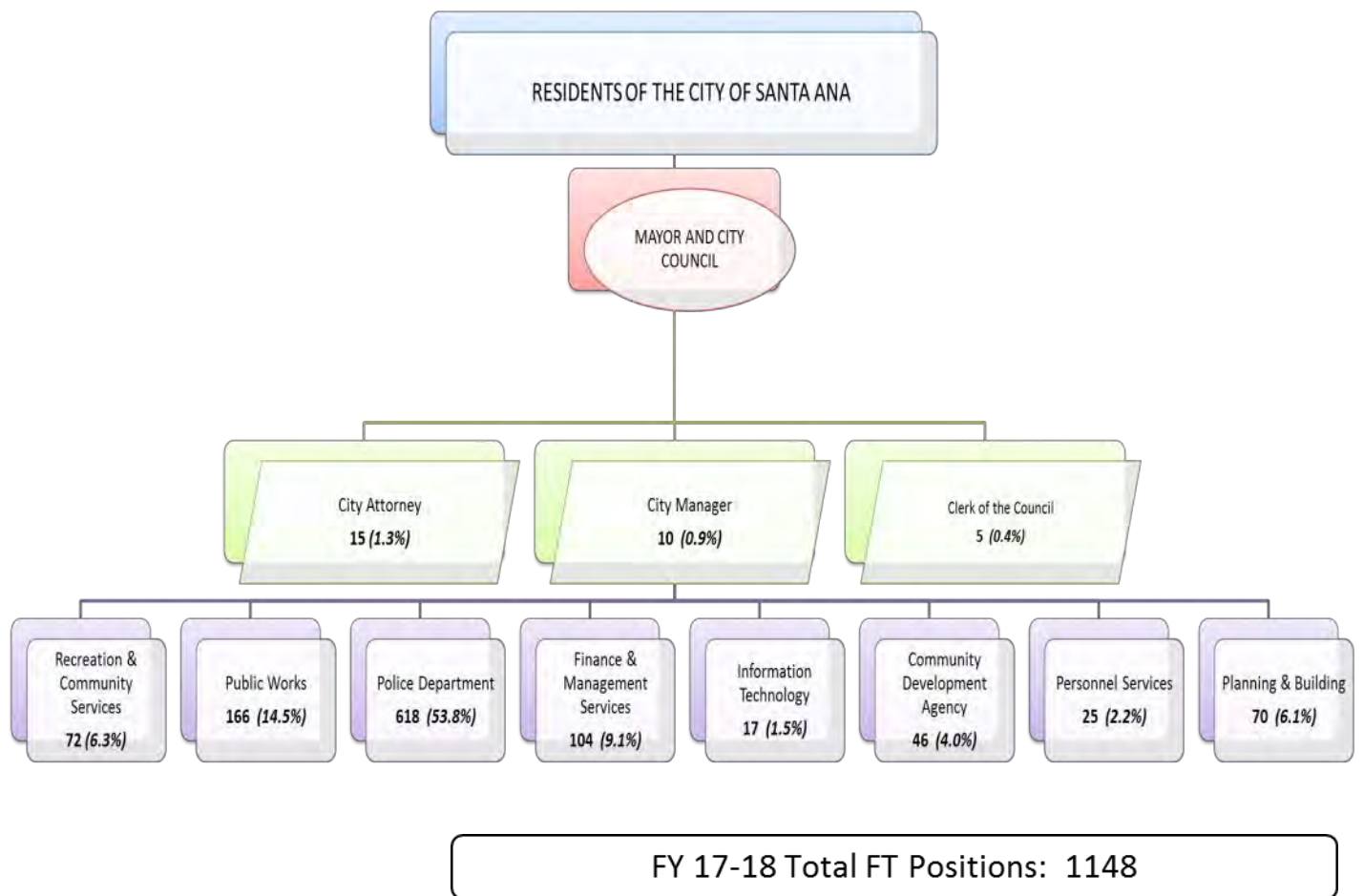
PARKS, RECREATION & COMMUNITY SERVICES

GERARDO R. MOUET

EXECUTIVE DIRECTOR














FY 17-18 ORGANIZATIONAL CHART AND FULL-TIME EMPLOYEES



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, telecommunications, fleet maintenance, corporate yard operations, Public Works Agency's engineering and administrative services, communications 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 FY2021-2022.
	<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.

MAYOR
Miguel A. Pulido
MAYOR PRO TEM
Michele Martinez
COUNCILMEMBERS
P. David Benavides
Vicente F. Sarmiento
Jose Solorio
Sal Tinajero
Juan Villegas



INTERIM CITY MANAGER
Cynthia J. Kurtz
CITY ATTORNEY
Sonia R. Carvalho
CLERK OF THE COUNCIL
Maria D. Huizar

CITY OF SANTA ANA

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June 6, 2017

Honorable Mayor and City Council:

It is my pleasure to present the Proposed City of Santa Ana Budget for fiscal year July 1, 2017 to June 30, 2018. The recommended budget reflects the City's effort to maintain current service levels in the areas of public safety, recreation and library programs, customer service and citywide capital improvements while seeking efficiencies through the usage of information technology. The General Fund Budget of \$234.2 million supports these core services. As part of budgeting best practices to engage Community stakeholders, City Staff conducted thirteen Community Outreach Budget Meetings, during the months of March and April, specifically two in each City ward and one at City Council chambers. City staff recorded the community's various suggestions, comments and feedback in order to identify key community priorities and were provided to the City Council for consideration. Overall, the City-Wide Budget for fiscal year 2017-18 totals \$510.7 million which includes the Capital Improvement Program amounting to \$44.9 million.

Additionally, the General Fund Budget was developed in part utilizing a two-year Financial Forecast (Forecast) which functions as a tool in developing a framework for understanding future revenue and expenditure trends. The current Forecast continues to reflect moderate revenue growth in sales tax, property tax and utility user's tax while incorporating key expenditure assumptions related to CalPERS retirement rates and health insurance costs. The CalPERS retirement rates reflects the first of a three-year phased discount rate reduction that would effectively reduce the discount rate from 7.5% to 7% beginning in FY 2018-19. The Forecast also highlights the necessity in utilizing one-time revenues to balance the General Fund Budget while the City focuses on identifying key strategies to improve revenue growth, explore process improvements, leveraging the use of smart technology, and reducing costs in non-core areas.

The fiscal year 2017-18 Proposed City-Wide Budget also continues funding for the City's Strategic Plan that was established during FY 14-15. The City's Proposed Capital Improvement Program includes investment in street and traffic improvement, city infrastructure and facility improvements such as playground equipment and a children's patio expansion at the Library. Overall, the Proposed City-Wide Budget provides a balanced budget along with organizational changes which streamline services that will promote a transformative city government organization to improve the quality of life for the Santa Ana community.

Cynthia J. Kurtz
Interim City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Santa Ana
California**

For the Fiscal Year Beginning

July 1, 2016

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, 2016.

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.



The City of Santa Ana's FY 2016-2017 Approved Operating Budget received the Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO). The award process includes peer reviews and evaluations of cities' operating budget through a set of guidelines.

The above award is valid for a period of one year only. We believe our current budget for FY 2017-2018 continues to conform to program requirements, and we are submitting it to CSMFO to determine its eligibility for another award.

Santa Ana at a Glance

Incorporation

In 1886, Santa Ana was incorporated as a City in the County of Orange and designated as the County Seat. Santa Ana is the financial and governmental center of Orange County and a major city in the State.

Government

The City functions as a charter city and operates under a Council/Manager form of Government. A Council consisting of six Council members and a directly elected Mayor governs the City.

County

Orange County

Population

342,930



Attractions

Bowers Museum of Cultural Arts	Kidseum
Discovery Science Center	Old Courthouse Museum
Santa Ana Zoo	Fairhaven Memorial park
Historic Downtown Santa Ana	Santa Ana Public Library
Santa Ana Artists' Village	Santa Ana Firefighters' Museum
Dr. Willella Howe-Waffle House & Medical Museum	

Parks, Recreation & Community Centers

City Parks		
1) Adams	12) French	24) Sandpointe
2) Angels Community Park	13) Friendship	25) Santa Anita
3) Birch	14) Heritage	26) Santiago
4) Bomo Koral	15) Jerome	27) Sarah May Downie Herb Garden
5) Cabrillo	16) Lillie King	28) Sasscer
6) Centennial	17) Mabury	29) Segerstrom Triangle
7) Cesar Chavez Campesino	18) Madison	30) Thornton
8) Chepa's	19) Memorial	31) Windsor
9) Delhi	20) Morrison	32) Fisher
10) Eldridge	21) Portola	33) Saddleback
11) Edna	22) Prentice Park	34) El Salvador
	23) Riverview	35) Rosita

Santa Ana at a Glance

Recreation Facilities

1) Cabrillo Tennis Center	7) Sandpointe Recreation	14) Santa Anita Recreation Center
2) Corbin Center	8) Santa Ana Senior Center	15) Santa Ana Stadium
3) El Salvador Community	9) Southwes Senior Center	16) Salgado Recreation Center
4) Jerome Recreation Center	10) Wildlife and Watershed Interpretative Center	17) Santa Ana Zoo at Prentice Park
5) Logan Recreation Center	11) Godinez Gym & Performing Arts Center	18) Neal Machander Tennis Center
6) Memorial Recreation Center	12) Santiago Lawn Bowling	19) Santiago Cabin
	13) Fisher Cabin	

Libraries

- 1) Main Library
- 2) Newhope Library
- 3) Garfield Library

Public Safety

Sworn Police Personnel	383
# of Police Facilities	6
Police Dept Budget (General Fund)	\$115,871,365
# of Fire Stations	10
Fire Dept. Budget (General Fund)	\$50,417,145
% of Public Safety Budget Vs. General Fund Budget	71%



CITY PROFILE

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 also making it the 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 334,217. 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.



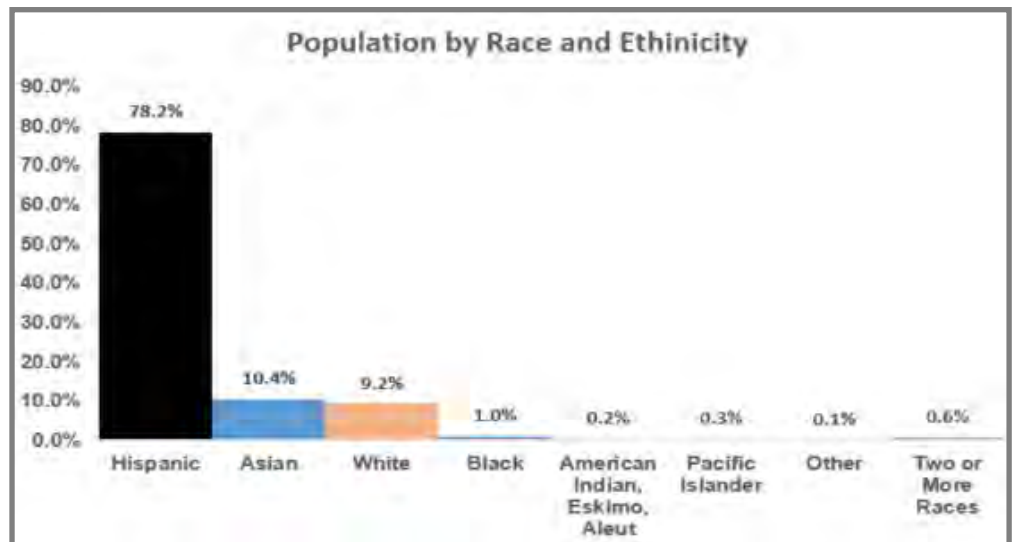
Bower's Museum

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.

As it pertains to municipal services, the City provides for 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 along with a variety of other programs and services. 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.

Being one of the most established communities in Southern California, the City's population median age is 30.2 years, ranking it as one of the youngest cities in Orange County. Along with a young population, Santa Ana celebrates an ethnically diverse community with the make up of 78.2% Hispanic, 9.2% White, 10.4% Asian, 3.5% two or more races, 1.0% Black or African American, 0.2% American Indian and Alaska Native, 0.3% of Native Hawaiian and other Pacific Islander, and 0.1% other race.

Median Age
30.2 Years



Source: US Census Bureau - American Community Survey

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 headquarter 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.

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 and 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.

On May 2, 2017, City staff developed and presented a three-year forecast to serve as a tool to provide policy makers a road map guiding strategic decision-making. Key elements of the forecast are included in the adopted budget for fiscal year 2017-2018 such as: continued maintenance of the twenty percent (20%) general fund reserve level, conservative and moderate growth for both Sales and Property Tax respectively, and continue provide core City services.

Employer	# of Employees	% of Total Employment
County of Orange	18,039	11.3%
Santa Ana Unified School District	4,665	2.9%
Santa Ana College	3,175	2.0%
First American Title Co.	1,770	1.1%
City of Santa Ana	1,424	0.9%
KPC Healthcare (formerly Integrated Healthcare Holdings)	1,130	0.7%
Southern CA News Group	601	0.4%
Superior Court of CA - County of Orange	742	0.5%
Abbott Medical Optics Inc.	600	0.4%

Source: 2016 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 approximately 26,000 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.

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.



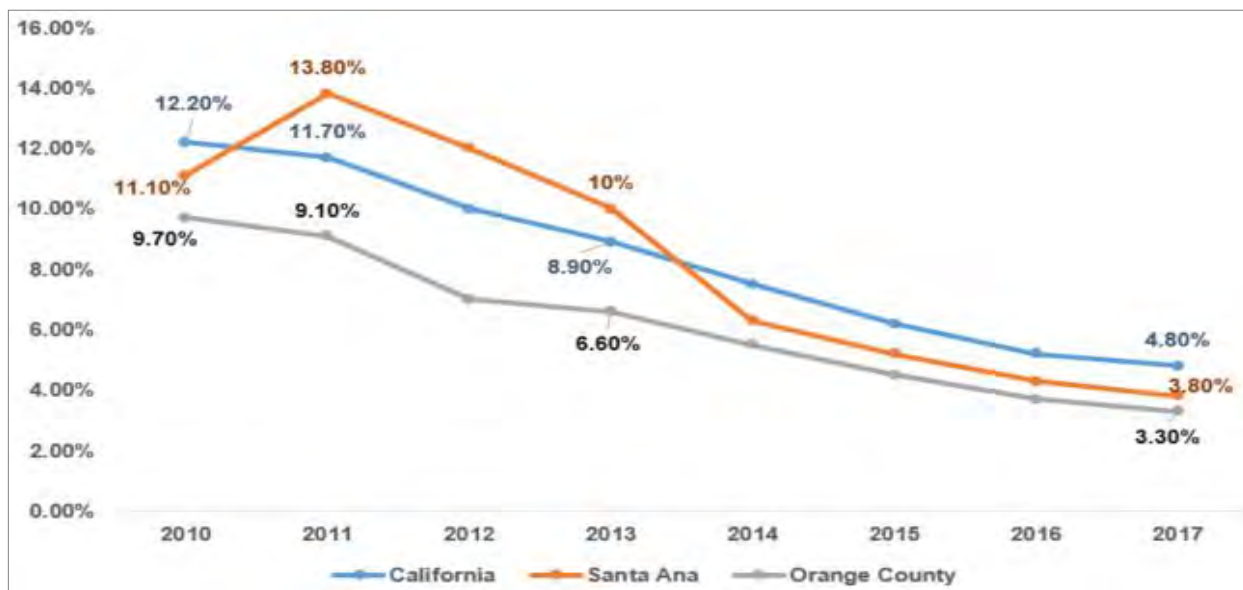
Main Place Mall



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 2017 preliminary numbers, Santa Ana’s unemployment rate has declined to pre-recessionary levels of 3.8%, dropping from it’s peak of 13.8% in 2009. The decrease in unemployment rate signifies high consumer buy power and an improvement to the overall economy. Consumer spending impacts the majority of economic growth in the United States due to the fact that more of the population having disposable income to spend.

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). Since its approval, the City has achieved a 20% reserve level and has established an Economic Uncertainty. However, on May 2, 2017, the City has forecasted a structural deficit for FY 17-18 and FY 18-19. In order to address the deficit and allow for an opportunity to develop and implement strategies, staff recommends changes in the fiscal policy to allow the use of one-time revenue to balance the budget. The revised policy was brought forth for City Council consideration on June 6, 2017 and was adopted thereafter.

On May 15, 2017, staff presented options for consideration for the Economic Development, Infrastructure, Budget and Technology Committee (Committee). The presentation provided an opportunity to review the current policy and discuss options. As expenditures related to the General Fund budget grows a corresponding increase is required to continue maintenance of a 20% reserve. To maintain the operating reserve level at 20% as of June 30, 2017, staff is projecting that an additional \$2.6 million would be required. Best management practices by the GFOA, calls for a minimum of two months reserve. Therefore, the Committee recommended a range that includes a minimum reserve level of two months (16.67%) up to 20%. To further protect the reserves, the Committee is recommending a provision requiring that the use of the operating reserves be limited to financially declared emergencies.

In addition, the policy maintains base elements of providing a balanced budget including that ongoing revenues should match ongoing expenditures, as well as that one time funds may only be used for one-time non-recurring expenditures or term specific projects or programs. The revised policy addresses times that the City may encounter structural challenges. In addition, the policy will now include terminology and define one-time funds such as the ending operating balance, operating reserve account, and the unallocated amount.

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 over \$35 million in new grant funding for Public Safety, Active Transportation, Park Site and Improving Community Health. Also through the efforts of the Santa Ana Police Department, the Department of Justice awarded the City funding for Community Oriented Policing Services (COPS) grant for the third consecutive year in the amount of \$1.25 million. This The grant allows for the City to continue to fund an additional ten police officers.

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).

ANNUAL STATEMENT OF INVESTMENT POLICY

The objective of the Investment Policy is to outline the City's investment guidelines, rules, and practices. The primary goals of the City's investment policy are:

- a) To assure compliance with all Federal, state, and local laws governing investment of monies.
- b) To provide the safety of principal and sufficient liquidity.
- c) To provide an investment return within the parameters of the Statement of Investment Policy and Investment Portfolio guidelines.

The Policy applies to all financial assets of the City, with the exception of Bond Proceeds. Finance and Management Services Agency Treasury and Customer Service staff continually analyze the portfolio and act to maximize earnings while safeguarding assets and maintaining liquidity.

On an annual basis, Treasury staff conducts an evaluation of the City's Policy document to determine compliance and applicable Federal and State regulations and with industry standards and best practices to determine if any enhancements or newly adopted rules and regulations are required to be incorporated within the document. Based on these regular staff evaluations period updates and revisions to the investment policy are recommended.

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.
- 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 Policies

- 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 General Fund 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.

Basis of Budgeting

- Budgets for all Governmental Funds are prepared on a modified accrual basis. This defines that revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. For example, Property taxes, utility user's taxes, hotel visitors' taxes, interest and business taxes are susceptible to accrual. Sales taxes collected and held by the state at year-end on behalf of the City are also recognized as revenue. Other receipts and taxes become measurable and available when cash is received by the City and are recognized as revenue at that time.

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.

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 of other governmental agencies, developers, tax increment pass-through and others under the terms of agreements for which the deposits were made.

Fund Balance

AVAILABLE RESOURCES BY FUND							
Fund	Fund Description	Fund Balance Resources 7/1/2016	Projected Revenues FY 16-17	Projected Expenditures FY 16-17	Net Increase/ Decrease FY 16-17	Projected Fund Balance 6/30/2017	Estimated Cash Balance 7/1/2016
11	General Fund	65,207,640	225,978,228	226,368,703	(390,475)	64,817,165	44,084,539
General Fund Special Revenues							
21	Cable TV Fund	1,120,071	100,753	26,418	74,335	1,194,406	1,082,051
22	Parks and Recreation Special Revenue	409,828	67,559	35,220	32,338	442,166	406,231
50	Council Special Projects	9,492,493	(61,422)	4,272,665	(4,334,087)	5,158,407	9,073,124
51	Capital Outlay	(2,917,771)	3,054,919	1,745,825	1,309,094	(1,608,677)	2,870,961
52	Strategic Plan	2,241,627	1,842,225	1,856,094	(13,869)	2,227,758	2,092,471
53	City Services	-	-	-	-	-	-
120	Fire Facilities Fund	1,081,526	493,953	477,064	16,889	1,098,415	1,002,016
407	Community Development Maintenance	(324)	(2)	(327)	324	-	(257)
418	South Main Corridor Capital Improvement Proj	4,692,582	2,515,560	7,664	2,507,896	7,200,478	4,692,582
Subtotal General Fund Special Revenues		16,120,032	8,013,546	8,420,624	(407,079)	15,712,953	23,726,499
Internal Service Fund							
70	Equipment Replacement	2,055,869	1,178,443	1,044,089	134,354	2,190,223	2,053,343
71	Central Services	631,625	841,133	945,367	(104,234)	527,391	574,181
72	Copier Lease Program	(16,260)	-	-	-	(16,260)	(16,260)
73	Building Maintenance	2,339,767	3,927,392	3,671,007	256,385	2,596,153	2,396,201
75	Fleet Maintenance	5,607,677	3,858,282	4,651,980	(793,698)	4,813,979	3,074,092
76	Stores & Property Control	668,476	1,094,739	1,391,315	(296,577)	371,900	297,973
80	Liability and Property	15,693,466	6,423,113	13,864,524	(7,441,411)	8,252,056	26,640,779
81	Employee Group Benefits	4,211,774	21,201,121	20,925,227	275,895	4,487,669	4,090,643
82	Workers Compensation	(2,872,753)	5,533,790	6,456,565	(922,775)	(3,795,528)	16,954,382
85	City Yard Operations	290,731	1,100,138	1,171,299	(71,161)	219,570	121,076
86	Engineering Services	(567,316)	6,357,505	6,703,477	(345,972)	(913,288)	(366,459)
101	Administration Services	(5,612,826)	6,031,753	4,934,462	1,097,291	(4,515,535)	2,232,348
102	Communications Services	5,705,208	-	-	-	5,705,208	5,483,594
109	Information Services Technology Plan	7,274,581	7,299,705	7,419,362	(119,657)	7,154,924	3,564,398
Subtotal Internal Service Fund		35,410,019	64,847,114	73,178,674	(8,331,560)	27,078,459	91,925,572
Community Development Agency Fund							
25	CDA Special Revenue	55,991	2,786	58,542	(55,756)	235	348,698
123	Workforce Investment Act	(1,760)	3,254,989	3,281,401	(26,412)	(28,173)	(393,189)
124	Orange County Grants	-	635,272	657,734	(22,462)	(22,462)	11,421
130	HOME	610,171	1,137,862	1,734,569	(596,707)	13,464	583,530
132	Department of Labor	0	1,158,537	1,158,537	0	1	(144,435)
133	Housing Authority-Issuer Fee	2,659,443	133,165	104,017	29,148	2,688,591	2,651,881
134	UDAG	21,967	227	-	227	22,194	21,956
135	CDBG/ESG*	(208,980)	5,984,163	6,937,097	(952,935)	(1,161,915)	(240,329)
136	Housing Authority-HAP	177,868	27,881,745	27,996,316	(114,571)	63,297	161,682
137	Housing Authority-NED	-	1,839,093	1,839,093	-	-	-
140	Housing Authority-Administration	697,843	2,989,926	3,049,896	(59,970)	637,872	705,423
142	Neighborhood Stabilization Program	918,177	105,564	40,551	65,013	983,190	915,489
143	CalHome	1,636,157	44,830	-	44,830	1,680,987	416,500
145	Rental Rehabilitation Grant	368,200	3,800	-	3,800	372,000	368,011
405	HOPWA	-	1,582	1,582	-	-	(172)
417	Inclusionary Housing	5,476,284	2,494,407	184,992	2,309,415	7,785,699	5,464,736
607	Successor Housing Agency	46,541,116	4,459,835	3,742,853	716,982	47,258,097	9,234,653
652	2003 Tax Allocation Bond Series A	(12,260,992)	1,274,810	3,137,784	(1,862,974)	(14,123,966)	2,517,915
653	South Main Commercial Corridor	6,199,661	596	6,200,257	(6,199,661)	-	199,401
654	2011 Tax Allocation Bond Series A	(55,245,665)	4,213,755	4,515,977	(302,221)	(55,547,886)	6,088,664
658	2003 Tax Allocation Bond Series A	(10,636,578)	2,897,150	432,509	2,464,641	(8,171,937)	5,439
670	Successor Agency	(7,030,851)	7,170,507	863,487	6,307,020	(723,831)	15,455
671	RDA Obligation Retirement Fund	7,059,457	9,727,447	9,970,225	(242,777)	6,816,680	18,802,986
Subtotal Community Development Agency Fund		(12,962,490)	77,412,046	75,907,419	1,504,627	(11,457,863)	65,954,183

Fund Balance (Continued)

Special Revenue Fund							
20	OTS Traffic Offender Program	56,515	38,188	84,476	(46,288)	10,227	52,362
23	Inmate Welfare Fund	116,872	275,378	121,427	153,951	270,823	149,366
24	Police Special Revenue Fund	(19,073)	1,202,817	1,263,792	(60,975)	(80,048)	(131,561)
26	Criminal Activities Fund	4,590,080	131,215	4,597,425	(4,466,211)	123,869	4,461,873
29	Special Gas Tax Fund	17,343,043	5,997,702	7,079,916	(1,082,214)	16,260,830	12,374,887
31	Air Quality Improvement Fund	617,509	848,881	252,963	595,918	1,213,427	613,862
74	Civic Center	(551,641)	5,070,276	4,747,592	322,684	(228,957)	(666,141)
125	Urban Area Security Initiative Grant	(317,429)	1,535,743	1,699,860	(164,117)	(481,547)	(308,651)
127	COPs Hiring Grant	(58,290)	1,315,254	1,242,483	72,771	14,480	(465,351)
128	Law Enforcement Grants	1,181,600	1,048,745	580,336	468,409	1,650,009	1,126,262
152	Public Library Grant	42,590	-	26,067	(26,067)	16,524	42,420
153	Library Grants	(27,106)	213,337	195,171	18,166	(8,940)	(31,885)
66-167	Equitable Sharing	(4,137)	5,608,859	3,680,318	1,928,541	1,924,404	(23,628)
169	FACT Program	74,333	190,907	158,883	32,024	106,357	65,660
Subtotal Special Revenue Fund		23,044,865	23,477,302	25,730,710	(2,253,408)	20,791,457	44,268,759
Enterprise Funds							
27	Parking Enterprise	17,744,227	4,523,273	5,243,580	(720,307)	17,023,920	7,374,872
56	Sanitary Sewer Services	24,421,633	5,323,968	5,779,642	(455,674)	23,965,959	5,822,338
57	Federal Clean Water Protection	5,315,610	3,385,083	2,415,511	969,573	6,285,182	5,211,805
60	Water Enterprise	28,962,585	51,529,250	47,261,448	4,267,802	33,230,387	23,010,081
66	Water Utility Capital Construction	65,535,756	3,290,508	2,325,445	965,062	66,500,818	10,206,325
67	The Depot	9,316,867	601,888	1,197,121	(595,233)	8,721,634	(136,529)
68	Sanitation Enterprise	4,255,948	7,520,466	6,719,095	801,372	5,057,319	3,843,703
69	Refuse Collection Enterprise	8,096,388	19,188,886	17,608,102	1,580,785	9,677,173	7,147,154
Subtotal Enterprise Funds		163,649,013	95,363,322	88,549,943	6,813,379	170,462,392	265,825,714
Capital Fund							
30	Prop. 1B Infrastructure Bond	(582,655)	726,890	-	726,890	144,236	(582,655)
32	Measure M	20,012,439	15,509,191	14,552,578	956,613	20,969,052	7,877,285
33-49	Transportation Area Funds	4,798,917	1,362,809	9,421	1,353,388	6,152,305	4,797,283
54	Sewer Capital Recovery	706,935	981,406	-	981,406	1,688,340	325,911
55	Sewer Connection Project	8,963,591	1,121,096	1,631,684	(510,587)	8,453,004	8,932,557
58	Residential Street Improvement	2,133,889	514,119	252,559	261,561	2,395,450	2,676,567
59	Select Street Construction	27,010,057	17,048,886	17,302,501	(253,615)	26,756,442	18,238,167
147	Federal Aid Safety Program	(252,309)	957,745	1,723,608	(765,863)	(1,018,172)	(141,506)
148	Traffic System Management Grant	(263,103)	378,997	2,421,529	(2,042,532)	(2,305,636)	(302,641)
161	State Capital Grants Fund	(213,725)	-	18,459	(18,459)	(232,184)	(179,243)
169	Habitat Conservation Fund	74,333	190,907	158,883	32,024	106,357	65,660
172	State Recreation Trails Program	15,967	165	-	165	16,132	15,959
201	Local Drainage Area Fees	1,787,676	275,192	104,980	170,212	1,957,888	120
301-31	Park Acquisition & Development	8,155,229	2,346,210	1,003,958	1,342,252	9,497,480	7,076,465
400	Police Building Debt Service	19,407	4,643,146	4,616,991	26,155	45,562	16,676
404	COSA 2014 Lease Financing Debt Service	23,935	5,169,830	5,158,826	11,004	34,939	23,935
Subtotal Capital Fund		72,390,584	51,226,589	48,955,977	2,270,612	74,661,197	125,887,786

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 - \$234,200,795	
Police Department	115,871,365
Fire Department	50,417,145
Parks, Recreation & Community Services	19,966,850
Non-Departmental & Interfund Transfers	14,598,981
Planning & Building Agency	10,106,100
Public Works Agency	6,847,195
Finance & Management Services	5,575,056
City Attorney's Office	3,191,160
City Manager's Office	2,802,902
Bowers Museum	1,476,130
Personnel Services	1,706,001
Clerk of the Council's Office	1,094,794
Community Development Agency	465,675
Special Revenue Fund - \$26,169,829	
Police Department - \$15,334,394	
OTS Traffic Offender Program	38,386
Inmate Welfare Fund	397,566
Police Special Revenue	1,263,438
Criminal Activities Fund	499,245
Civic Center Security	2,086,000
Urban Area Security Initiative Grant	1,756,797
COPS Hiring Grant	1,372,020
Law Enforcement Grants	998,929
Equitable Sharing	1,169,893
Parks, Recreation & Community Services - \$4,741,605	
Civic Center (Maintenance/Capital)	4,609,405
FACT Program	192,600
Public Library Fund Grant	17,000
National Arts and Humanities Award	-
IMLS Memories to Migration	165,000
Public Works Agency - \$6,830,745	
Special Gas Tax Fund	9,529,725
Planning and Building Agency - \$328,525	
Air Quality Improvement Fund	480,025
Personnel Services Agency - \$319,025	
Air Quality Improvement Fund	315,115
Finance & Management Services - \$1,278,685	
Air Quality Improvement Fund	1,278,685
Capital Fund - \$52,674,283	
Public Works Agency - \$31,302,309	
Measure M	15,415,601
Transportation Area Funds	696,276
Sewer Capital Recovery	346,752
Sewer Connection Project	1,975,300
Residential Street Improvement	186,000
Select Street Construction	10,871,060
Federal Aide Safety Program	1,135,000
Traffic System Management Grant	335,000
Drainage Assessment	341,320
Parks, Recreation & Community Services - \$11,580,835	
State Capital Grants Fund	5,124,530
Park Acquisition & Development	6,456,305
Non-Departmental - \$9,791,139	
Police Building Debt Service	4,622,660
COSA 2014 Lease Financing Debt Service	5,168,480

Enterprise Fund - \$107,226,454	
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

Internal Service Fund - \$82,303,088	
Personnel Services Agency - \$44,789,529	
Liability & Property	
Employee Group Benefits	
Workers Compensation	
Finance & Management Services Agency - \$14,126,772	
Equipment Replacement	
Central Services	
Building Maintenance	
Fleet Maintenance	
Stores & Property Control	
City Yard Operations	
Information Services Technology - \$9,071,817	
Information Services Technology Plan	
Public Works Agency - \$14,314,970	
Engineering Services	
Administrative Services	

Community Development Agency - \$81,731,543	
Housing Assistance	42,806,900
Successor Agency	25,246,650
CDBG & Other Grants	13,677,993

Debt Management Schedule FY 2017-2018

OBLIGATIONS	FUND	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
PLEGED REVENUES						
Capitalized Leases						
Civic Center Parking Project - All Points Lease*	011	637,019	637,019	637,019	637,019	637,019
Civic Center Parking Facilities Lease - Civic Center Authority	074	2,600,000	-	-	-	-
Total		3,237,019	637,019	637,019	637,019	637,019
Long-Term Debt Service						
Police Administration & Holding Facility 1994 (50%)**	400	4,612,657	4,611,563	4,613,750	4,613,282	4,612,032
2014 Lease Revenue Financing (50% 2004 SAPD/City Hall)***	404	5,157,478	5,151,748	5,156,545	5,161,348	5,156,157
2003 Tax Allocation Bonds Series A (South Main)	652	1,273,405	1,270,905	1,271,940	1,271,015	1,272,963
2003 Tax Allocation Bonds Series B (South Main)	658	2,889,000	2,893,125	2,890,500	-	-
Water Notes - OCWD Wells 35, 37, and 38	062	99,935	-	-	-	-
Water Revenue Bonds Series 2014**	060	1,361,525	1,355,075	1,353,700	1,355,450	1,350,325
2007 Local Street Improvement Fund	029	4,174,556	4,174,431	4,178,931	4,175,631	4,172,821
2011 Tax Allocation Bonds Series A (Merged Projects)	654	4,994,725	5,285,975	6,775,556	9,284,825	9,572,738
Motorola Equipment Lease-Purchase 800 MHz Countywide System	Various	486,766	486,766	486,766	486,766	486,766
Holman Capital - Financing Motorola 800 MHz Non-Equipment	Various	124,937	124,937	124,937	124,937	124,937
Holman Capital - Financing Motorola 800 MHz Lease-Purchase	011	206,502	206,502	206,502	206,502	206,502
Total		25,381,485	25,561,027	27,059,127	26,679,755	26,955,241

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

Funded in part by General Fund

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.

Although the City does not have any constitutional debt that impacts its debt limit, the City does have other debt obligations that impact its cash flow and that need to be paid. These include capitalized leases and long-term debt service bonds such as tax allocation bonds, certificates of participation, and other debt as listed in Table 1-10 above.

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 community overview meeting to present the draft plan and seek additional input from the community.

"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

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

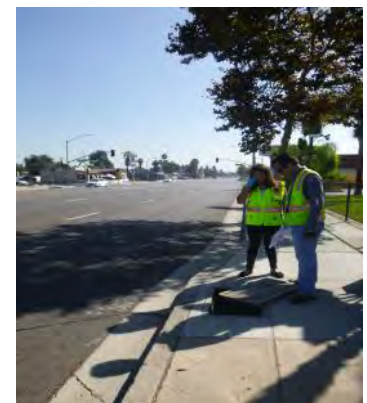
Team Santa Ana

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.

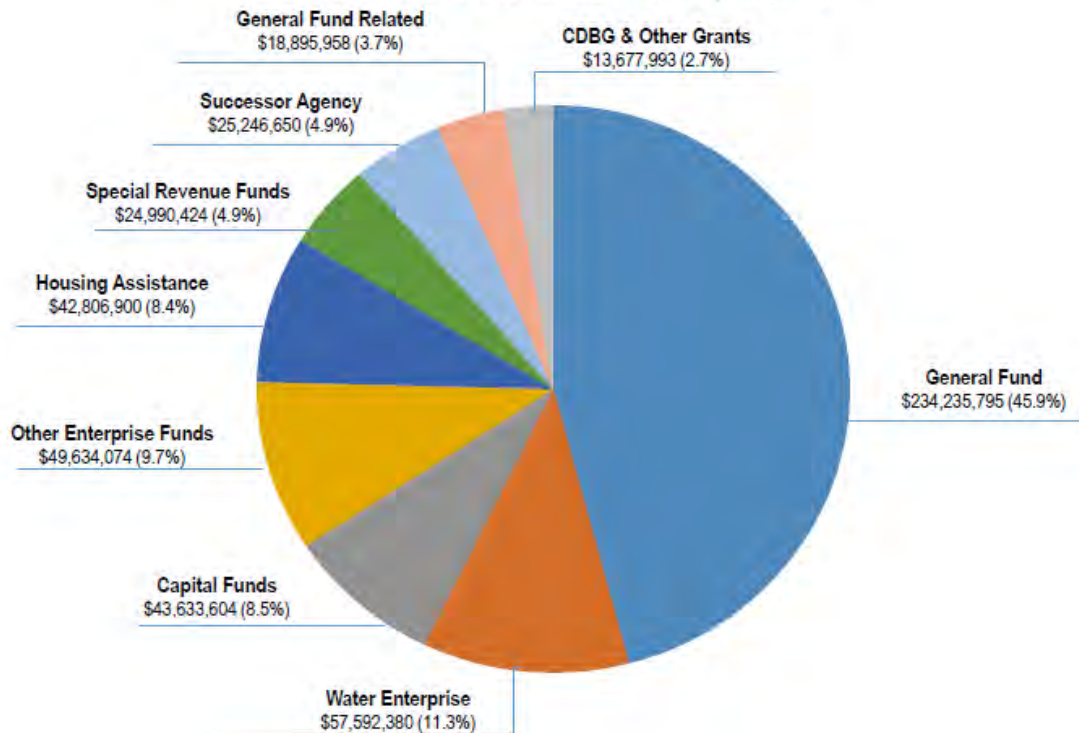


FY 17-18 Proposed Citywide Budget

Estimated Revenues: \$438,646,729

Prior Year Carry-Forward: \$72,067,049

Total Revenues: \$510,713,778



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 45.9 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 \$18.9 million in revenue for the City.

The City will dedicate \$43.6 million in various Capital Improvement Projects (CIP) in FY 2017-18. 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 4.9 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.

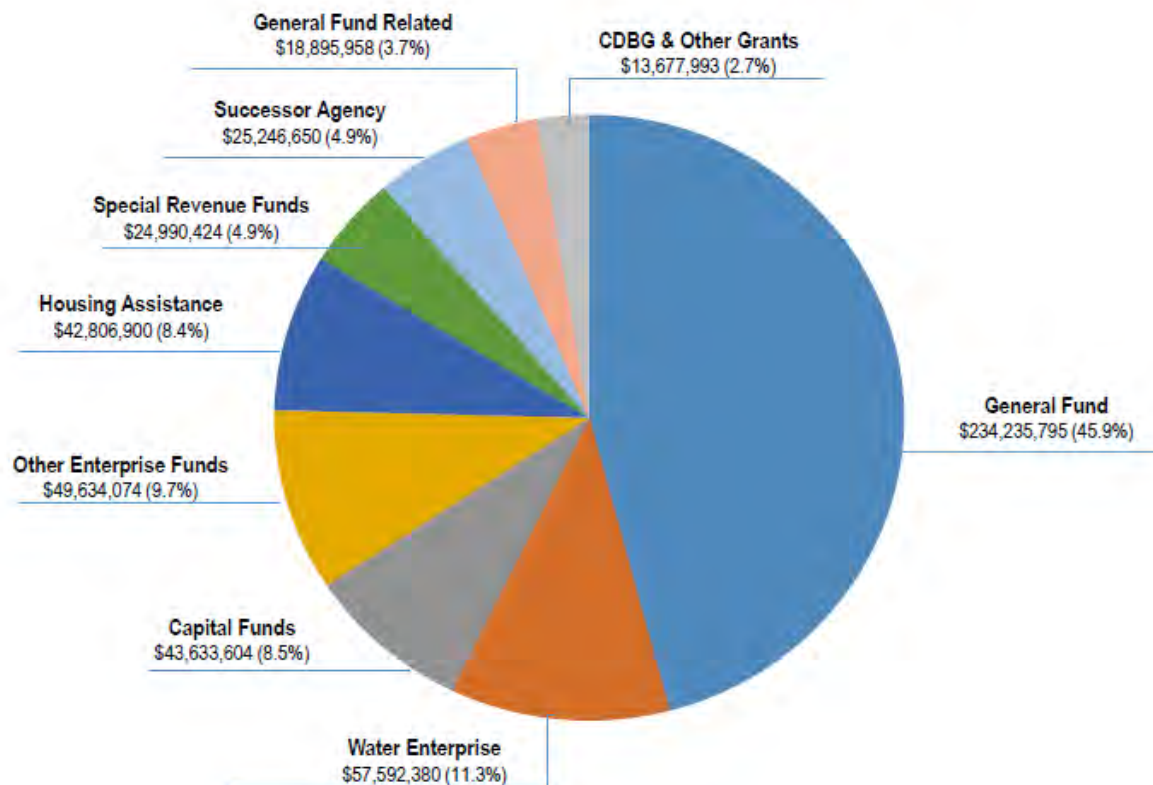
TOTAL CITY-WIDE REVENUE SUMMARY BY FUNDS					
	Actual	Actual	Adopted	Adopted	% Change from
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 16-17 to FY 17-18
General Fund	210,587,008	212,135,156	228,970,000	234,265,795	2.3%
General Fund Special Revenues					
Cable TV Fund	269,095	260,961	204,000	320,000	56.9%
Parks and Recreation Special Revenue	178,455	69,328	62,500	62,500	0.0%
Council Special Projects	-	11,250,000	9,648,840	5,333,626	N/A
Capital Outlay	581,687	550,548	2,045,455	2,353,787	15.1%
Strategic Plan	3,014,500	3,014,500	2,494,500	2,494,500	0.0%
City Services	0	0	0	600,000	N/A
Fire Facilities Fund	0	-	600,000	490,000	N/A
Community Development Maintenance	2,438	1,225	0	0	#DIV/0!
South Main Corridor Capital Improvement Projects	0	4,942,582	4,692,582	4,692,582	0.0%
Subtotal General Fund Special Revenues	4,046,175	20,089,144	19,747,877	16,346,995	-17.2%
Internal Service Fund					
Equipment Replacement	666,195	912,415	1,488,000	1,282,325	-13.8%
Central Services	1,019,567	937,842	1,264,000	1,330,084	5.2%
Copier Lease Program	23,755	-	-	-	N/A
Building Maintenance	3,171,619	3,636,988	3,883,410	4,313,618	11.1%
Fleet Maintenance	3,663,496	3,944,638	4,523,390	4,554,255	0.7%
Stores & Property Control	2,511,999	2,071,930	1,527,480	1,532,225	0.3%
Liability and Property	6,497,169	5,950,504	13,905,633	14,069,603	1.2%
Employee Group Benefits	19,184,982	19,987,601	22,427,170	23,805,871	6.1%
Workers Compensation	5,752,770	6,723,950	6,723,950	6,914,055	2.8%
City Yard Operations	745,789	1,040,199	1,098,665	1,114,265	1.4%
Engineering Services	4,789,082	5,173,421	7,742,215	8,040,780	3.9%
Administration Services	4,387,274	6,122,677	6,600,595	6,274,190	-4.9%
Communications Services	1,473,371	1,518,550	0	0	N/A
Information Services Technology Plan	5,365,599	5,615,420	8,794,931	9,071,817	3.1%
Subtotal Internal Service Fund	59,252,667	63,636,136	79,979,439	82,303,088	2.9%
Community Development Agency Fund					
CDA Special Revenue	343,119	506,497	265,500	591,108	122.6%
Workforce Investment Act	3,824,476	3,698,236	3,169,814	3,293,184	3.9%
Orange County Grants	801,408	765,381	800,000	2,740,000	242.5%
HOME	178,987	1,207,018	1,369,061	1,236,500	-9.7%
Department of Labor	1,373,784	1,320,235	91,175	0	-100.0%
Housing Authority-Issuer Fee	79,370	84,587	269,300	240,670	-10.6%
UDAG	141	0	0	0	N/A
CDBG/ESG*	4,186,141	9,184,538	5,775,465	5,817,201	0.7%
Housing Authority-HAP	25,613,156	26,282,427	26,781,270	25,728,256	-3.9%
Housing Authority-NED	1,892,399	1,808,432	2,160,000	1,840,544	-14.8%
Housing Authority-Administration	2,705,428	2,992,300	3,564,765	3,710,130	4.1%
Neighborhood Stabilization Program	1,135,273	1,399,148	235,000	20,000	-91.5%
CallHome	2,552	4,047	0	0	N/A
Rental Rehabilitation Grant	30,455	3,947	0	0	N/A
HOPWA	2,352,848	104,585	2,700	2,700	0.0%
Inclusionary Housing	12,236	4,919,655	10,935,015	11,264,600	3.0%
Successor Housing Agency	747,313	312,836	5,070,320	14,197,760	180.0%
2003 Tax Allocation Bond Series A	16,098	29,014	0	0	#DIV/0!
South Main Commercial Corridor	1,765	2,297	0	0	N/A
2011 Tax Allocation Bond Series A	39,436	70,915	0	0	N/A
2003 Tax Allocation Bond Series A	13	71	0	0	N/A
Successor Agency	217,789	248,343	230,075	800,000	247.7%
RDA Obligation Retirement Fund	10,945,874	14,310,895	16,071,769	10,248,890	-36.2%
Subtotal Community Development Agency Fund	56,500,061	69,255,404	76,791,229	81,731,543	6.4%

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

Special Revenue Fund					
OTS Traffic Offender Program	40,310	30,949	119,205	38,386	-67.8%
Inmate Welfare Fund	315,899	294,433	379,745	397,566	4.7%
Police Special Revenue Fund	1,066,373	1,290,678	1,061,080	1,263,438	19.1%
Criminal Activities Fund	3,048,233	1,697,692	450,885	499,245	N/A
Special Gas Tax Fund	9,152,321	7,277,273	6,830,745	9,529,725	39.5%
Air Quality Improvement Fund	525,175	320,544	1,838,550	2,073,825	12.8%
Civic Center	3,075,082	4,267,524	5,683,530	6,695,405	17.8%
Urban Area Security Initiative Grant	2,668,233	2,492,134	4,097,444	1,756,797	-57.1%
COPs Hiring Grant	400	1,290,819	983,770	1,372,020	N/A
Law Enforcement Grants	1,553,284	1,170,791	991,060	998,929	N/A
Public Library Grant	197,449	100,000	45,000	17,000	-62.2%
Library Grants	10,000	470,841	353,265	165,000	-53.3%
Equitable Sharing	0	0	5,719,600	1,169,893	N/A
FACT Program	265,589	285,730	191,415	192,600	0.6%
Subtotal Special Revenue Fund	21,918,348	20,989,409	28,745,294	26,169,829	-9.0%
Enterprise Funds					
Parking Enterprise	5,355,039	4,551,776	8,391,820	6,277,344	-25.2%
Sanitary Sewer Services	4,759,980	4,904,149	7,091,605	7,024,865	-0.9%
Federal Clean Water Protection	2,897,340	2,809,281	4,569,830	3,878,290	-15.1%
Water Enterprise	55,882,253	45,358,607	53,303,360	53,192,380	-0.2%
Water Utility Capital Construction	7,699,221	3,376,756	4,158,000	4,400,000	5.8%
The Depot	757,193	592,665	966,890	1,824,350	N/A
Sanitation Enterprise	8,071,614	8,009,780	9,088,970	8,646,050	-4.9%
Refuse Collection Enterprise	17,382,535	18,292,316	20,807,765	21,983,175	5.6%
Subtotal Enterprise Funds	102,805,174	87,895,331	108,378,240	107,226,454	-1.1%
Capital Fund					
Prop. 1B Infrastructure Bond	1,551,000	0	0	0	N/A
Measure M	8,362,517	8,454,924	19,151,322	15,415,601	-19.5%
Transportation Area Funds	396,053	889,510	2,485,815	696,276	N/A
Sewer Capital Recovery	43,839	697,596	1,629,500	346,752	-78.7%
Sewer Connection Project	906,631	1,737,477	1,500,000	1,975,300	31.7%
Residential Street Improvement	3,747,794	4,760,708	221,000	186,000	-15.8%
Select Street Construction	8,244,544	8,191,813	2,257,795	10,871,060	381.5%
Federal Aid Safety Program	23,432	80,969	2,357,900	1,135,000	N/A
Traffic System Management Grant	66,745	255,482	1,317,000	335,000	N/A
State Capital Grants Fund	1,471,494	1,030,800	5,213,713	5,124,530	-1.7%
Habitat Conservation Fund	0	36,448	0	0	N/A
State Recreation Trails Program	250,608	110,050	0	0	N/A
Local Drainage Area Fees	263,915	211,976	0	341,320	
Park Acquisition & Development	1,843,363	2,917,671	5,327,825	6,456,305	21.2%
Police Building Debt Service	4,292,569	4,635,975	4,622,660	4,622,660	0.0%
COSA 2014 Lease Financing Debt Service	5,173,503	5,166,871	5,169,830	5,168,480	0.0%
Subtotal Capital Fund	36,638,006	39,178,271	51,254,360	52,674,283	2.8%
Total Available Funds	491,747,440	513,178,851	593,866,439	603,233,547	1.6%
Less: Internal Service Funds	(59,252,667)	(63,636,136)	(79,979,439)	(82,303,088)	2.9%
Net Total Available Funds	432,494,773	449,542,715	513,887,000	520,930,459	1.4%

FY 17-18 Proposed Citywide Budget

Appropriations: \$510,713,778



CITYWIDE APPROPRIATIONS

Total Citywide budgeted appropriations for FY 2017-18 amount to \$510,713,778 and the above pie chart illustrates where the funding will be expended. As illustrated above, the General Fund is the largest fund with a total of \$234.2 million or 45.9 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 \$175.9 million, or approximately 34 percent of City-Wide appropriations have been allocated to uphold the City's commitment to public safety. Public safety includes appropriations of \$125.5 million allocated to the various Police funds (i.e., General Fund, Homeland Security Grants, Civic Center Police Security, among others) and \$50.4 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 remain approximately the same compared to prior year reflecting no significant operational changes. Other Enterprise Funds, are comprised of Parking Enterprise Fund, Sanitary Sewer Services, the Federal Clean Water Protection Fund, the Depot, and Refuse, The Depot, Sanitation Enterprise and Refuse Collection Enterprise, represent 9.7 percent of the total Citywide appropriations. Compared to prior fiscal year 2016-2017 adopted budget, appropriations for FY 2017-2018 decreased by approximately one percent which reflects no significant changes in operations.

Community Development (which includes Housing Assistance, Community Development Block Grant/other grants and the Successor Agency) accounts for 16 percent of the total City budget and increased approximately by 2 percent when compared to FY 2016-17.

Capital Funds appropriations have increased by 2.8 percent from FY 2016-17 as a result of the additional allocation of funding towards Park Acquisition and Development, which reflects additional development, enhancement, and renovation of the City's parklands.

TOTAL CITY-WIDE APPROPRIATIONS SUMMARY BY FUNDS					
	Actual	Actual	Adopted	Adopted	% Change from
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 16-17 to FY 17-18
General Fund	210,587,008	212,135,156	228,970,000	234,265,795	2.3%
General Fund Special Revenues					
Cable TV Fund	93,514	36,462	204,000	320,000	56.9%
Parks and Recreation Special Revenue	517,706	16,594	62,500	62,500	0.0%
Council Special Projects	-	1,820,807	9,648,840	5,333,626	N/A
Capital Outlay	198,109	538,121	2,045,455	2,353,787	15.1%
Strategic Plan	-	1,841,973	2,494,500	2,494,500	0.0%
City Services	-	-	-	600,000	N/A
Fire Facilities Fund	-	706,685	600,000	490,000	N/A
Community Development Maintenance	288,297	296,142	-	-	N/A
Peebler Fund - South Main Corridor	-	250,000	4,692,582	7,208,142	53.6%
Subtotal General Fund Special Revenues	1,097,626	5,506,784	19,747,877	18,862,555	-4.5%
Internal Service Fund					
Equipment Replacement	0	0	1,488,000	1,282,325	N/A
Central Services	1,053,897	881,524	1,264,000	1,330,084	5.2%
Copier Lease Program	36,348	9,982	-	-	#DIV/0!
Building Maintenance	3,794,719	3,597,329	3,883,410	4,313,618	11.1%
Fleet Maintenance	4,823,496	4,615,644	4,523,390	4,554,255	0.7%
Stores & Property Control	1,312,226	1,288,093	1,527,480	1,532,225	0.3%
Liability and Property	8,411,542	9,877,869	13,905,633	14,069,603	1.2%
Employee Group Benefits	18,577,575	19,802,679	22,427,170	23,805,871	6.1%
Workers Compensation	8,451,716	7,348,913	6,723,950	6,914,055	2.8%
City Yard Operations	742,279	1,053,787	1,098,665	1,114,265	1.4%
Engineering Services	4,831,165	5,925,322	7,742,215	8,040,780	3.9%
Administration Services	4,364,412	4,445,636	6,600,595	6,274,190	-4.9%
Communications Services	2,239,471	1,868,471	-	-	#DIV/0!
Information Services Technology Plan	5,881,681	6,002,584	8,794,931	9,071,817	3.1%
Subtotal Internal Service Fund	64,520,528	66,717,834	79,979,439	82,303,088	2.9%
Community Development Agency Fund					
CDA Special Revenue	516,131	94,224	265,500	591,108	122.6%
Workforce Investment Act	3,843,322	2,841,296	3,169,814	3,293,184	3.9%
Orange County Grants	788,675	774,450	800,000	2,740,000	242.5%
HOME	178,987	596,848	1,369,061	1,236,500	-9.7%
Department of Labor	1,222,269	1,093,696	91,175	-	-100.0%
Housing Authority-Issuer Fee	11,165	25,371	269,300	240,670	-10.6%
CDBG/ESG*	4,186,140	9,393,519	5,775,465	5,817,201	0.7%
Housing Authority-HAP	26,088,129	26,449,824	26,781,270	25,728,256	-3.9%
Housing Authority-NED	1,892,399	1,808,432	2,160,000	1,840,544	-14.8%
Housing Authority-Administration	2,726,740	2,992,920	3,564,765	3,710,130	4.1%
Neighborhood Stabilization Program	469,452	1,016,583	235,000	20,000	-91.5%
HOPWA	2,281,714	11,503	2,700	2,700	0.0%
Inclusionary Housing	(106,350)	43,280	10,935,015	11,264,600	3.0%
Successor Housing Agency	950,279	2,386,837	5,313,296	14,197,760	167.2%
2003 Tax Allocation Bond Series A	1,021,297	646,646	1,278,981	1,278,130	-0.1%
South Main Commercial Corridor	5,441,403	(13)	-	-	N/A
2011 Tax Allocation Bond Series A	4,261,066	4,253,248	4,216,500	5,001,375	18.6%
2003 Tax Allocation Bond Series A	670,831	555,598	2,898,225	2,893,725	-0.2%
Successor Agency	874,548	1,387,734	2,226,315	1,364,672	-38.7%
RDA Obligation Retirement Fund	11,984,760	9,981,189	16,071,769	10,248,890	-36.2%
Subtotal Community Development Agency Fund	69,302,955	66,353,182	87,424,151	91,469,445	4.6%

**TOTAL CITY-WIDE APPROPRIATIONS SUMMARY
BY FUNDS**

	-	-	-	-	
Special Revenue Fund					
OTS Traffic Offender Program	132,390	107,805	119,205	38,386	-67.8%
Inmate Welfare Fund	348,774	203,553	379,745	397,566	4.7%
Police Special Revenue Fund	1,314,637	1,164,559	1,061,080	1,263,438	19.1%
Criminal Activities Fund	1,486,265	5,917,074	450,885	499,245	10.7%
Special Gas Tax Fund	11,636,432	12,960,751	6,830,745	9,529,725	39.5%
Air Quality Improvement Fund	439,087	397,914	1,838,550	2,073,825	12.8%
Civic Center	3,075,082	4,267,524	5,683,530	6,695,405	17.8%
Urban Area Security Initiative Grant	2,868,719	1,644,278	4,097,444	1,756,797	-57.1%
COPs Hiring Grant	119,465	1,172,306	983,770	1,372,020	N/A
Law Enforcement Grants	1,413,856	967,876	991,060	998,929	N/A
Public Library Grant	111,755	24,351	45,000	17,000	-62.2%
Library Grants	26,656	149,399	353,265	165,000	-53.3%
Equitable Sharing	-	4,137	5,719,600	1,169,893	-79.5%
FACT Program	258,475	253,436	191,415	192,600	0.6%
Subtotal Special Revenue Fund	23,231,594	29,234,964	28,745,294	26,169,829	-9.0%
Enterprise Funds					
Parking Enterprise	2,844,157	4,007,701	8,391,820	6,277,344	-25.2%
Sanitary Sewer Services	4,193,320	4,990,630	7,091,605	7,024,865	-0.9%
Federal Clean Water Protection	2,028,761	2,879,942	4,569,830	3,878,290	-15.1%
Water Enterprise	43,378,198	41,693,227	53,303,360	53,192,380	-0.2%
Water Utility Capital Construction	1,088,244	4,397,293	4,158,000	4,400,000	5.8%
The Depot	758,619	814,184	966,890	1,824,350	88.7%
Sanitation Enterprise	7,510,351	6,922,885	9,088,970	8,646,050	-4.9%
Refuse Collection Enterprise	15,894,512	17,557,991	20,807,765	21,983,175	5.6%
Subtotal Enterprise Funds	77,696,162	83,263,852	108,378,240	107,226,454	-1.1%
Capital Fund					
Prop. 1B Infrastructure Bond	685,028	(366,744)	-	-	N/A
Measure M	9,079,553	8,046,428	19,151,322	15,415,601	-19.5%
Transportation Area Funds	20,648	-	2,485,815	696,276	N/A
Sewer Capital Recovery	-	85,442	1,629,500	346,752	-78.7%
Sewer Connection Project	108,639	49,469	1,500,000	1,975,300	31.7%
Residential Street Improvement	3,592,204	4,594,933	221,000	186,000	-15.8%
Select Street Construction	6,019,313	8,650,000	2,257,795	10,871,060	381.5%
Federal Aid Safety Program	72,231	309,726	2,357,900	1,135,000	N/A
Traffic System Management Grant	(21,406)	463,450	1,317,000	335,000	N/A
State Capital Grants Fund	281,798	1,164,444	5,213,713	5,124,530	-1.7%
Habitat Conservation Fund	1,619	19,240	-	-	N/A
State Recreation Trails Program	1,173	-	-	-	N/A
Local Drainage Area	757,648	31,431	-	341,320	
Park Acquisition & Development	195,586	1,302,904	5,327,825	6,456,305	21.2%
Police Building Debt Service	4,621,728	4,618,716	4,622,660	4,622,660	8.8%
COSEA 2014 Lease Financing Debt Service	5,168,546	5,155,867	5,169,830	5,168,480	9.8%
Total Available Funds	477,020,180	497,337,078	604,499,361	612,971,449	1.4%
Less: Internal Service Funds and Transfers	(78,839,165)	(75,392,685)	(90,612,361)	(92,040,990)	1.6%
Net Total Available Funds	398,181,015	421,944,394	513,887,000	520,930,459	1.4%

City of Santa Ana Full-Time Authorized Personnel

Department	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Change 16-17 to 17-18	
Police	579.0	601.0	617.0	618.0	1.0	0.2%
Public Works Agency	144.0	157.0	158.0	166.0	8.0	5.1%
Finance & Management Services Agency	112.0	118.0	103.0	104.0	1.0	1.0%
Planning & Building Agency	47.0	61.0	70.0	70.0	0.0	0.0%
Parks & Recreation Ser- vices Agency	65.0	68.0	68.0	72.0	4.0	5.9%
Community Development Agency	53.0	50.0	44.0	46.0	2.0	4.5%
Personnel Services Agency	26.0	25.0	25.0	25.0	0.0	0.0%
Information Technology	0.0	0.0	16.0	17.0	1.0	6.3%
City Attorney's Office	13.0	13.0	14.0	15.0	1.0	7.1%
City Manager's Office	10.0	10.0	10.0	10.0	0.0	0.0%
Clerk of the Council	4.0	4.0	5.0	5.0	0.0	0.0%
Total	1053.0	1107.0	1130.0	1148.0	18.0	1.6%

FISCAL YEAR 2017-18: PERSONNEL CHANGES

For FY 2017-2018, there was an additional 18 positions added to the budget reflecting an increase of 1.6 percent to the authorized positions. The additional positions approved play a pivotal role in the implementation of new and existing programs. Some of the highlights of these efforts include: Economic Development Specialist II, Arts & Culture Specialist, Youth Services Supervisor, and a Recreation Leader. More specifically, the Arts and Culture Specialist position will provide support to the Community Development Agency and the Arts and Culture Commission in order to ensure the community has equal access to the Arts.

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 meetings that were held, the community expressed that there are the most needs within the area of youth programs and services. To address the needs, the Youth Services Supervisor and Recreation Leader positions will emphasize on expansion of youth programs.

Other significant changes includes a reduction in the Santa Ana Jail Operations resulting in the deletion of the following: 8 Correctional Officers, 2 Correctional Supervisors, and 1 Senior Correctional Records Specialist. The decrease in personnel in the Jail Operations is a part of the City Councils direction to phase out an agreement with Immigrations and Customs Enforcement (ICE), the largest contract for detainees at the jail.

FY 2017-18 Full-Time Authorized Personnel Changes

Additions/Deletions

Organizational Changes

Department	Qty.	Position	Fiscal Impact	General Fund	Non-General Fund
City Attorney's Office	1	Assistant City Attorney	240,000 ³	240,000	0
	1		240,000	240,000	0
Community Development Agency	1	Arts & Culture Specialist	92,680 ¹	0	92,680
	1	Economic Development Specialist II	92,600	92,600	0
	2		185,280	92,600	92,680
Finance & Management Services	1	Accountant I	20,374	20,374	0
	1	Senior Accounting Assistant	103,091	103,091	0
	(1)	Accounting Assistant	(103,091) ²	(103,091)	0
	1		20,374	20,374	0
Information Technology		Network Specialist/WAN Systems			
	1	Administrator	140,850	0	140,850
	1	Web Systems Technician	85,310	0	85,310
	(1)	Project Management Officer	(226,160)	0	(226,160)
	1		0	0	0
Parks, Recreation & Community Services	1	Librarian	92,920	0	92,920
	2	Recreation Leader	110,970 ²	110,970	0
	1	Youth Services Supervisor	88,382 ²	88,382	0
	4		292,272	199,352	92,920
Police Department	(8)	Correctional Officer	(1,052,674)	(1,052,674)	0
	(2)	Correctional Supervisor	(333,260)	(333,260)	0
	(1)	Sr. Correctional Records Specialist	(96,551)	(96,551)	0
	1	Personnel Technician	81,621 ^{2,3}	81,621	0
	1	Senior Management Analyst	147,122 ³	147,122	0
	(9)		(1,253,742)	(1,253,742)	0
Public Works Agency	1	Management Aide	131,056	0	131,056
	1	Assistant Engineer I (Parking Pgm)	171,805	171,805	0
	1	Senior Office Assistant	31,641 ²	0	31,641
	2	Construction Inspector I	245,974	0	245,974
	1	Water Services Supervisor	148,633	0	148,633
	3	Water Services Quality Inspector	384,381	0	384,381
	(1)	Equipment Operator	(114,084)	0	(114,084)
	8		999,406	171,805	827,601
	General Fund Positions	(2)			
	Non-General Fund Positions	10			
	Total	8	483,590	(529,611)	1,013,201

¹ Strategic Plan Funding

² Includes reduction in part time staffing

³ Funding through contractual or operational savings

FY 2017-18 Full-Time Authorized Personnel Changes

Reallocations

	Qty.	Position	Fiscal Impact	General Fund	Non-General Fund
City Attorney's Office					
	(1)	Senior Legal Secretary	(110,177)	(110,177)	0
	1	Litigations Assistant	110,177	110,177	0
			0	0	0
Community Development Agency					
	(1)	Senior Receptionist	(99,314)	0	(99,314)
	1	Senior Office Assistant	95,826	0	95,826
			(3,488)	0	(3,488)
Finance & Management Services					
	(1)	Management Aide	(87,065)	0	(87,065)
	1	Management Analyst	93,939	0	93,939
			6,874	0	6,874
Personnel Services Agency					
	(1)	Personnel Services Specialist	(104,470)	0	(104,470)
	1	Risk Management Assistant	104,470	0	104,470
	(1)	Risk Management Coordinator	(133,599)	0	(133,599)
	1	Risk Management Supervisor	144,015	0	144,015
			10,416	0	10,416
Planning & Building Agency					
	(1)	Associate Planner	(170,287)	(170,287)	0
	1	Senior Planner	178,201	178,201	0
	(1)	Code Enforcement Supervisor	(168,492)	(168,492)	0
	1	Code Enforcement Principal (AM)	195,770	195,770	0
			35,192	35,192	0
Police Department					
	(1)	Police Services Officer	(103,197)	(103,197)	0
	1	Communications Services Officer	103,197	103,197	0
			0	0	0
Public Works Agency					
	(1)	Engineering Aide	(185,339)	0	(185,339)
	1	Assistant Engineer II	185,339	0	185,339
	(1)	Senior Water Systems Operator	(130,624)	0	(130,624)
	1	Water Services Production Supervisor	131,226	0	131,226
			602	0	602
		Total	49,596	35,192	14,404

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. 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

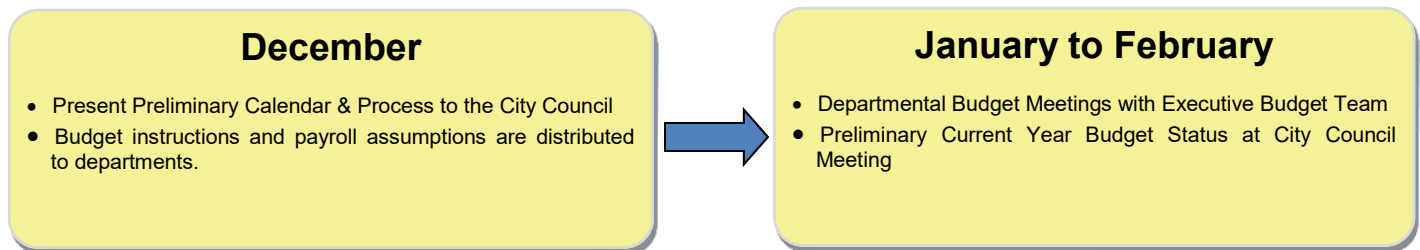
The following budget calendar indicates the months in which significant budget processes occur. The boxed calendar lists the major activities for the month while the narrative on the monthly budget processes provides a detailed description of the listed budget activities. While the monitoring and implementation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

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.

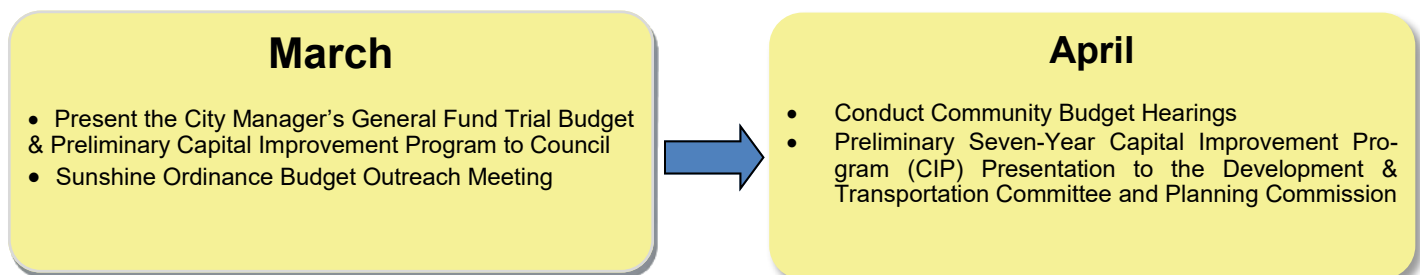
From January to February, the Executive Budget Team meets with department representatives to review, discuss & plan the anticipated goals, Supplemental Budget Requests, overall Budgets for the upcoming Fiscal Year and progress in the Strategic Plan elements assigned to the respective departments.

In February, the City Manager presents a Mid-Year Budget Review in order to update the City Council of the current Fiscal Year's Budget.



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 presents a preliminary status of the current budget for the 3rd quarter as well as a General Fund one-year forecast and two 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 expert opinion of the City's consultants.

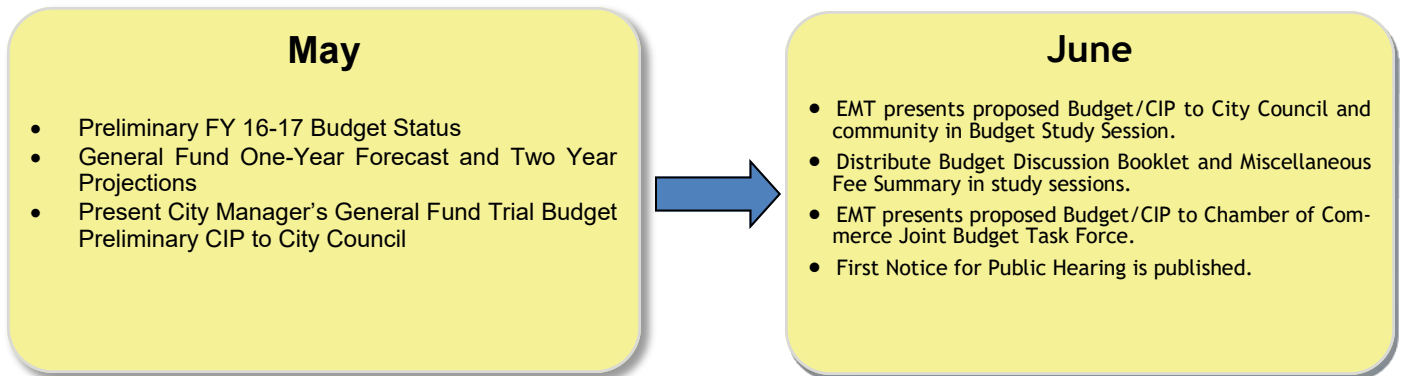


These indicators are merged with the projected assumptions for the upcoming budget cycle. The first funds to be forecasted are the internal funds due to the impacts of the internal cross-charges on other funds. Between November and December, the resulting goals and objectives are presented in a series of collaborative sessions between the Executive Management Team (EMT) and staff. The results are then presented to the City Council for concurrence.

Furthermore, in the month of May, 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.

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.



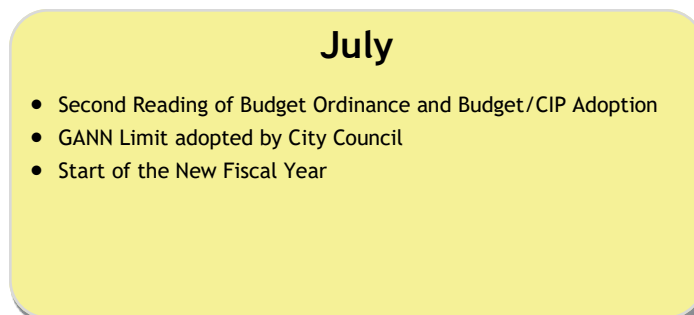
The City Manager and EMT present the proposed budget to the City Council in a Budget Study Session. The Council, after reviewing the proposed budget and receiving public comment, may direct staff to revise the proposed budget. Executive Budget Summaries are made available to the public at budget discussion 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.

In the month of June, the City Manager conducts individual meetings with each City Councilmember for budgetary review of the budget and economic conditions overview. The propose of the sessions is to support the preparation of the Fiscal Year 2017-2018 and intends to provide a status of the current year's budget, a preliminary projection General Fund revenues and expenditures for FY 2016-2017,

Moreover, 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 re-produced 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 2017-18 BUDGET CALENDAR



Date	Presented Items
December 20, 2016	Approved FY 17-18 Budget Calendar
January 2017	Commenced negotiations with bargaining units
February 21, 2017	Receive and file FY 2017-2018 Budget Calendar update
March/April 2017	Conduct Community Budget Outreach Meetings
April 2017	<ul style="list-style-type: none"> • Preliminary Capital Improvement Program (CIP) to Planning Commission
May 2, 2017	<ul style="list-style-type: none"> • Preliminary FY 2016-2017 Budget Status (3rd Quarter Update) • General Fund One-Year Forecast (FY 17-18) and Two Year Projections • Present City Manager's General Fund Trial Budget • Preliminary CIP (includes Water & Sewer) to City Council
May 16, 2017	<p>City Manager's Proposed FY 17-18 Budget</p> <p>Work Study Session</p> <p><i>Includes CIP, Miscellaneous Fees, and Personnel Resolution</i></p>
June 6, 2017	<p>Tentative Budget/CIP Ordinance Adoption</p> <p><i>Adopt Miscellaneous Fees, and Personnel Resolution</i></p>
June 19, 2017	City Council one-on-one meetings—review of Proposed Budget and CIP
June 20, 2017	Final Budget/CIP Ordinance Adoption
July 1, 2017	Start of the new Fiscal Year

ORDINANCE NO. NS-2919

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, 2017

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, 2017.

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 2017-2018, commencing July 1, 2017, 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 2017-2018 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 2017-2018, the several amounts stated as proposed expenditures from such funds, respectively, in those columns of the Budget that are headed "FY 17-18". 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/her opinion, such revisions are necessary and proper.

Section 5. In accordance with Governmental Accounting Standards Board Statement 54, the City Manager or his/her 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/she 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 2017-2018 City Budget.

Section 9. Upon and from the effective date of this ordinance, expenditures of monies appropriated hereby are authorized beginning July 1, 2017.

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 5th day of July, 2017.



Miguel A. Pulido
Mayor

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

By: 

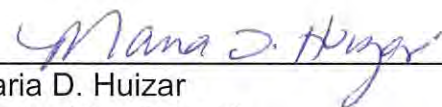
Lisa Storck
Assistant City Attorney

AYES:	Councilmembers	<u>Benavides, Pulido, Sarmiento, Solorio</u> <u>Tinajero, Villegas (6)</u>
NOES:	Councilmembers	<u>Martinez (1)</u>
ABSTAIN:	Councilmembers	<u>None (0)</u>
NOT PRESENT:	Councilmembers	<u>None (0)</u>

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, MARIA D. HUIZAR, Clerk of the Council do hereby attest to and certify the attached Ordinance No. NS-2919 to be the original ordinance adopted by the City Council of the City of Santa Ana on July 5, 2017, and that said ordinance was published in accordance with the Charter of the City of Santa Ana.

Date: 7/10/2017



Maria D. Huizar
Clerk of the Council
City of Santa Ana

REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

JUNE 20, 2017

TITLE:

RESOLUTION ESTABLISHING THE APPROPRIATION LIMIT OF THE CITY OF SANTA ANA FOR FY 2017-18 {STRATEGIC PLAN NO. 4, 1D}

Cynthia Huntz
CITY MANAGER

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 _____

RECOMMENDED ACTION

Adopt a resolution establishing the appropriation limit for the fiscal year 2017-18.

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 the cities establish this limit by resolution. Adoption of the subject resolution is necessary for compliance with these provisions for the fiscal year ending June 30, 2018.

As detailed in the exhibits to the subject resolution, the City's spending limitation from "Proceeds of Taxes" is calculated to be \$1,041,257,416 (Exhibit 1) for fiscal year 2017-18. This represents the permitted growth rate factor of 1.0441 times the fiscal year 2016-17 appropriations limit of \$997,277,479.

Additionally, Exhibit 1 identifies the factors used to determine the allowable increase from the prior year; Exhibit 2 categorizes FY 2017-18 anticipated revenues from "Proceeds of Taxes" and "Non-Proceeds of Taxes"; and Exhibit 3 computes the fiscal year 2017-2018 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 2017-18 appropriation subject to limitation is \$185,816,470, which is \$855,440,946 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 *Do*
Executive Director
Finance and Management Services Agency

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

EXHIBIT 1
 COMPUTATION OF APPROPRIATION LIMIT
 FOR FISCAL YEAR ENDING JUNE 30, 2018

Fiscal Year 2016-17 Appropriations Limit	\$	997,277,479
California Per Capita Personal Income:		3.690% *
Converted into a Factor		1.0369
Population Growth:		0.69% *
Converted into a Factor:		1.0069
Calculation of factor for fiscal year 2017-18 (1.0369 x 1.0069):		1.0441
Fiscal Year 2017-18 Appropriations Limit	\$	1,041,257,416

* Source: State of California, Department of Finance, Price and Population Information - FY 2017-18

EXHIBIT 2
SCHEDULE TO CATEGORIZE ANTICIPATED REVENUES
FOR FISCAL YEAR ENDING JUNE 30, 2018

<u>REVENUE</u>	<u>PROCEEDS OF TAXES</u>	<u>NON-PROCEEDS OF TAXES</u>	<u>TOTALS</u>
TAXES:			
Property Tax	\$ 73,360,459	\$ -	\$ 73,360,459
Sales Tax	52,619,000	-	52,619,000
Hotel Visitors' Tax	9,900,000	-	9,900,000
Business Tax	11,770,000	-	11,770,000
Documentary Stamp Tax	800,000	-	800,000
Utility Users' Tax	27,780,000	-	27,780,000
Medical Marijuana Tax	2,500,000	-	2,500,000
Total Taxes	<u>178,729,459</u>	<u>-</u>	<u>178,729,459</u>
FROM STATE:			
State Motor Vehicle License	153,627	-	153,627
Homeowner Prop Tax Subvention	201,205	-	201,205
State Gas Tax	-	9,529,725	9,529,725
SB90 Reimbursements	-	97,000	97,000
State Grants	-	1,323,068	1,323,068
Total State	<u>354,832</u>	<u>10,949,793</u>	<u>11,304,625</u>
OTHER GOVERNMENT:			
Community Development (CDBG)	-	5,602,201	5,602,201
Urban Area Security Initiative Grant	-	1,756,797	1,756,797
Social Services Agency Grant	-	2,740,000	2,740,000
Housing (Section 8)	-	30,284,691	30,284,691
Workforce Innovation & Opportunity Act	-	3,022,836	3,022,836
Measure M, Street Grants	-	21,993,906	21,993,906
Civic Center and Park	-	5,708,600	5,708,600
Program Income	-	179,000	179,000
Other Federal Grants	-	4,609,949	4,609,949
Total Other Government	<u>-</u>	<u>75,897,980</u>	<u>75,897,980</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	-	5,803,105	5,803,105
Franchise Fees	-	8,570,047	8,570,047
Fines and Forfeitures	-	5,193,499	5,193,499
Charges for Services	-	24,054,881	24,054,881
From Use of Property	-	6,095,292	6,095,292
Others	-	2,300	2,300
Others - Inter-Agency	-	4,537,918	4,537,918
Total Locally Raised	-	54,257,042	54,257,042
OTHER MISCELLANEOUS:			
Donation	-	125,000	125,000
Sale of Junk and Property	-	500	500
Attorney Reimbursements	-	979,890	979,890
Expense Reimbursements	-	1,747,343	1,747,343
Indirect Cost Recovery	-	2,538,822	2,538,822
From Prior Year Fund Balances	-	30,651,801	30,651,801
Refuse Program Saving	-	1,352,000	1,352,000
Interfund Transfers	-	8,124,850	8,124,850
Total Other Miscellaneous	-	45,520,206	45,520,206
FROM USE OF MONEY:			
Earnings on Investment	388,467	434,033	822,500
TOTAL REVENUES	\$ <u>179,472,758</u>	\$ <u>187,059,054</u>	\$ <u>366,531,812</u>

EXHIBIT 3
APPROPRIATION SUBJECT TO LIMITATION
FOR FISCAL YEAR ENDING JUNE 30, 2018

Proceeds from taxes	\$ 179,472,758
Less: Exclusions	<u>(6,343,712)</u>
Appropriation subject to limitation	\$ 185,816,470
Current year limit	1,041,257,416
Over(under) limit	<u>\$ (855,440,946)</u>

RESOLUTION NO. 2017-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA ESTABLISHING THE APPROPRIATION LIMIT OF THE CITY OF SANTA ANA FOR FISCAL YEAR 2017-2018

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA ANA AS FOLLOWS:

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

- A. Article XIII B of the Constitution of the State of California, adopted by the voters of the State of California in 1979, imposes upon State and local government the obligation to limit each fiscal year's appropriations to those established in fiscal year 1978-79 as adjusted for by inflation and population, together with other specified changes required or permitted.
- B. In June of 1990, the voters of the State of California approved Proposition 111, which amended Article XIII B to establish the limit originally calculated for fiscal year 1986-87 as a new adjustment base and to change the definition of the cost of living to be either the percentage change in California per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction.
- C. Proposition 111 further modified Article XIII B requirements by making certain capital outlay, debt service, emergency and court ordered expenditures not subject to the limit and by allowing expenditures in excess of one year's limit to be offset by under expenditures in an immediately following year.
- D. The City of Santa Ana has opted to use as the inflation adjustment factor, the percentage change in the California per capita personal income from the preceding year.
- E. The City of Santa Ana has opted to use as the population adjustment factor, the County's percentage change in population from the preceding year.

Resolution No. 2017-_____

- F. Section 7910 of the Government Code of the State of California requires the governing body of each local jurisdiction each year to, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or noticed special meeting. Fifteen days prior to the meeting, documentation used in the determination of the appropriations limit and other necessary determinations shall be available to the public.
- G. This matter came before the City Council at its regularly scheduled meeting of June 20, 2017.
- H. The Executive Director, Finance and Management Services Agency of the City of Santa Ana, has determined the City's appropriation limit for fiscal year 2017-2018 in accordance with said provisions of the Constitution and laws of the State of California, and the documentation used in the determination has been available to the public since not later than June 5, 2017, in the office of the Executive Director, Finance & Management Services Agency.

Section 2. Based upon the above referenced facts and all facts specified in the accompanying Request for Council Action and its attachments, and each of them, the appropriation limit of the City of Santa Ana for fiscal year 2017-2018 is hereby found and determined to be \$1,041,257,416.

Section 3. This Resolution shall take effect immediately upon its adoption by the City Council, and the Clerk of the Council shall attest to and certify the vote adopting this Resolution.

ADOPTED this _____ day of _____, 2017.

Miguel A. Pulido
Mayor

APPROVED AS TO FORM:

Sonia R. Carvalho
City Attorney

By: 

Ryan O. Hodge
Assistant City Attorney

Resolution No. 2017-____

AYES: Councilmembers _____
NOES: Councilmembers _____
ABSTAIN: Councilmembers _____
NOT PRESENT: Councilmembers _____

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Maria D. Huizar, Clerk of the Council, do hereby attest to and certify the attached Resolution No. 2017-_____ to be the original resolution adopted by the City Council of the City of Santa Ana on June 20, 2017.

Date: _____

Clerk of the Council
City of Santa Ana

Resolution No. 2017-_____

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, 53, 120 418 and also Capital Outlay fund 51. Fund 11 is the largest of these funding sources. The pie charts in the following pages illustrate FY 17-18 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 & 2-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.

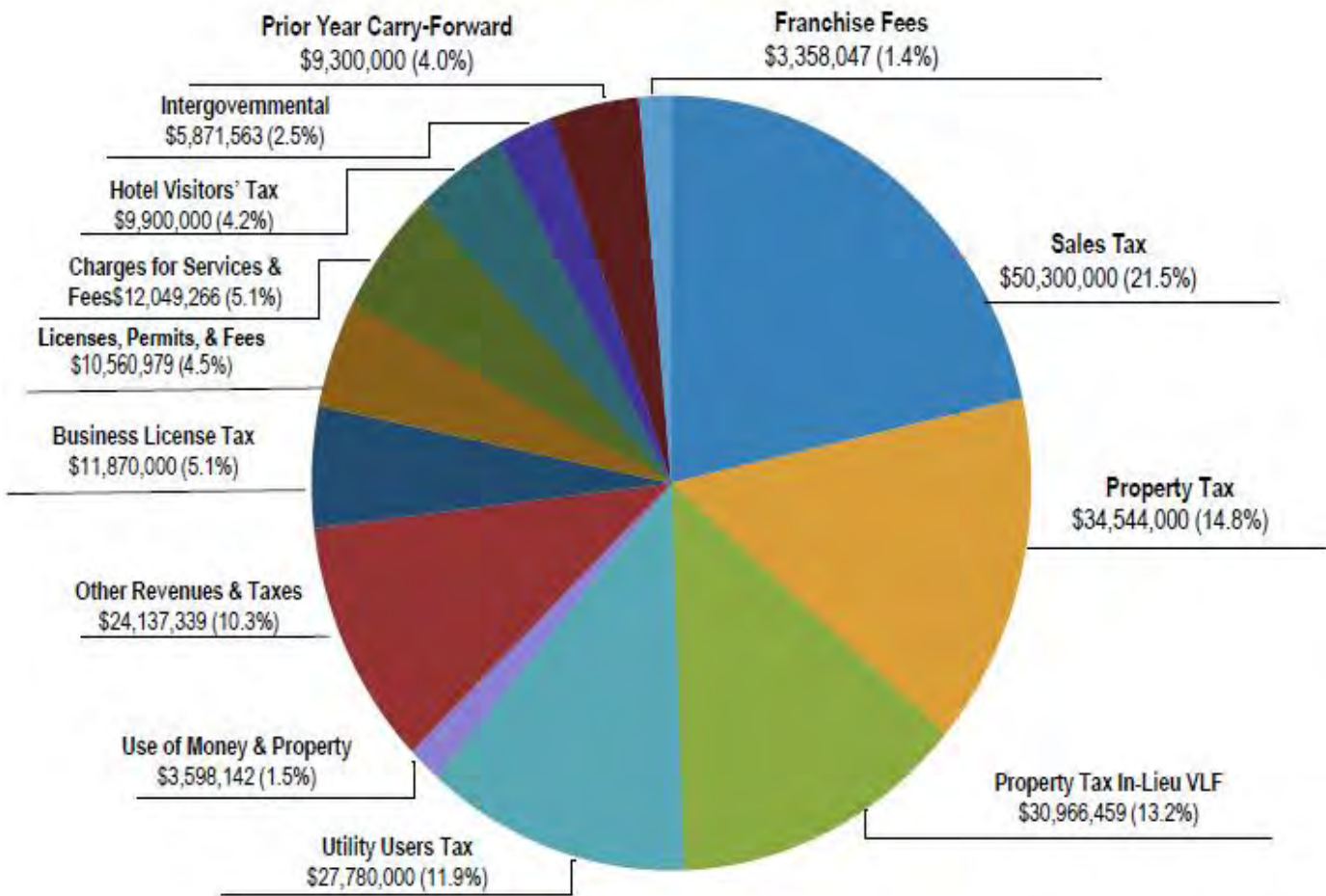
The most discretion that the City exercises is on the General Fund. The top six General Fund (GF) revenue sources are effective indicators that measure the performance of the GF since they account for over two-thirds of all GF revenues. The Budget Office develops objective and conservative assumptions 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 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>	<u>FY 17-18*</u>
Sales Tax	\$ 38,030,800	\$ 32,986,012	\$ 35,957,909	\$ 37,044,637	\$ 39,139,609	\$ 42,261,087	\$ 43,232,124	\$ 47,920,703	46,504,000	50,300,000
Property Tax	30,528,608	27,288,432	26,849,861	27,140,228	28,249,824	29,484,372	30,866,045	32,403,883	33,022,000	34,544,000
Property Tax In-Lieu of VLF	27,818,307	25,785,704	24,992,233	25,132,962	25,611,653	26,864,824	27,552,574	28,547,330	30,096,000	30,966,459
Utility Users Tax	27,692,711	26,097,219	23,585,306	24,392,105	24,414,675	25,035,497	24,918,869	25,102,411	27,780,000	27,780,000
Business License	10,026,518	9,944,049	10,380,184	10,317,438	10,671,117	11,200,935	11,342,904	11,634,639	11,632,323	11,870,000
Hotel Visitors Tax	6,148,803	5,650,400	5,970,305	7,024,418	7,490,325	8,519,161	8,983,179	8,881,934	9,430,000	9,900,000
Total	\$ 140,245,747	\$ 127,751,816	\$ 127,735,798	\$ 131,051,788	\$ 135,577,202	\$ 143,365,875	\$ 146,895,695	\$ 154,490,900	\$ 158,464,323	\$ 165,360,459

*Adopted Budget Figures

FY 2017-18 General Fund 11 Revenue Sources:



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 decrease by 2 percent in comparison to FY 2016-17. The decrease in revenues is mostly associated with the reduction of the Water Overhead as well as the Police Department Jail Facility Rental that is due to the termination of the Immigration and Customs Enforcement Agency. However, 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 4.4 percent compared to FY 2016-17. 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 8.2 percent and Hotel Visitors Tax to increase by 5.0 percent.

Property Tax and Property Tax In-Lieu of VLF also demonstrate signs of growth. Property Tax revenue is anticipated to increase by 4.6 percent compared to FY 2016-17. Property Tax In-Lieu of VLF is anticipated to increase 2.9 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 2016-17, which reflects water conservation efforts and decrease in the price of natural gas and the expansion of Telecommunications. Business License revenues are projected to have a modest increase of 2 percent based on trends and increases in the number of business licenses issued throughout the City.

MAJOR REVENUE ASSUMPTIONS

Sales Tax

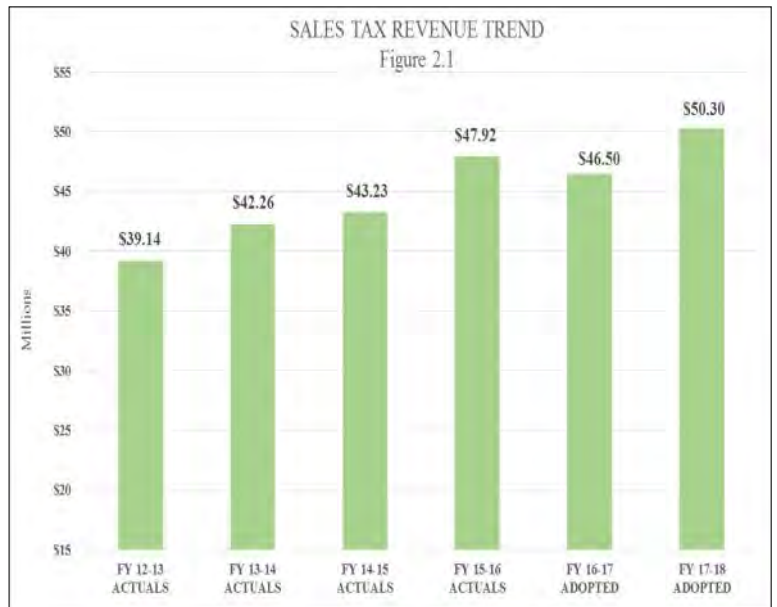
In 1955, the State legislature passed the Bradley-Burns Uniform Local Sales & Use Tax Law authorizing the State Board of Equalization to collect sales taxes for all California cities and counties. By 1967, all cities and counties in the state had adopted local ordinances under this law.

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 Mu-niServices LLC., the City anticipates receiving \$50.3 million in sales tax revenue in FY 17-18.

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.

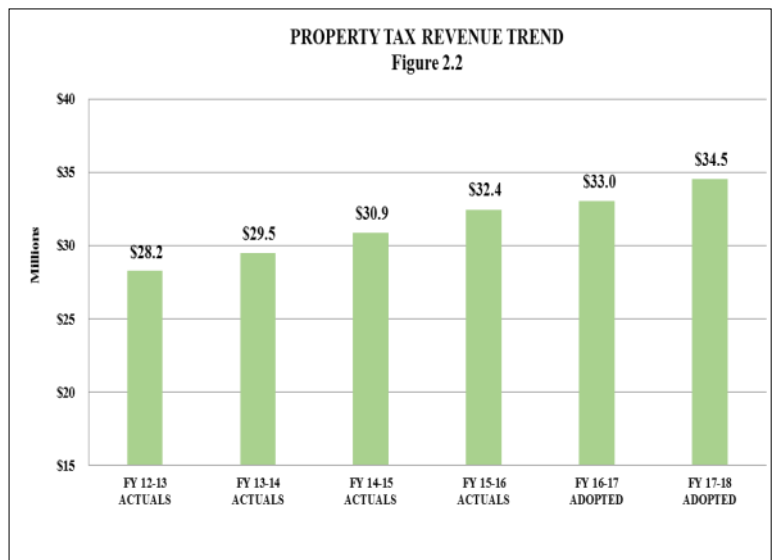


Property Tax

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.

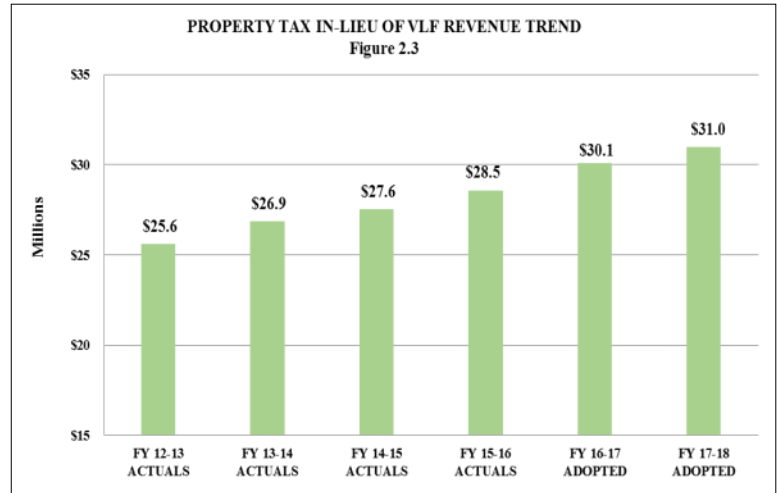
The Treasurer-Tax Collector prepares and distributes the tax bills and collects the taxes due. Taxes received by the county are then apportioned by the Auditor-Controller to participating cities and agencies based on an established formula. The Tax Collector charges the City 1/4 of 1 percent of the amounts 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 \$31.0 million, which represents 13.8 percent of the total General Fund budgeted revenues. It is also anticipated to increase by 2.9 percent based on an in-house calculation derived from a trend analysis.



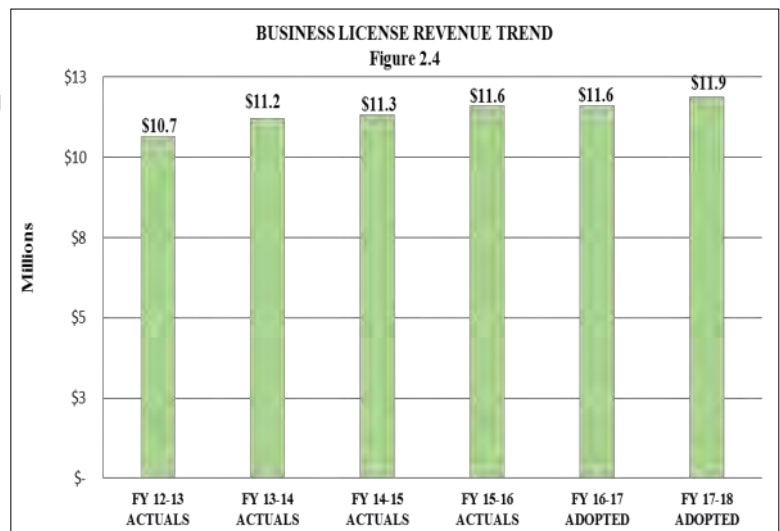
Utility Users Tax

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 2017-18. 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 2012-13, the UUT projections for FY 2017-18 show a conservative budgeting assumption to reflect the reduction on the price of natural gas and a citywide water conservation efforts.

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 2017-18, this tax provides approximately 5.3 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 2012-13 through fiscal year 2017-18 of 11.2 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 4.4 percent of the General Fund revenues. Figure 2.5 depicts growth of hotel visitors tax from fiscal year 2012-13 to fiscal year 2017-18.

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 2012-13 reflects the economical impact from the recession, but shows constant growth in the following years.

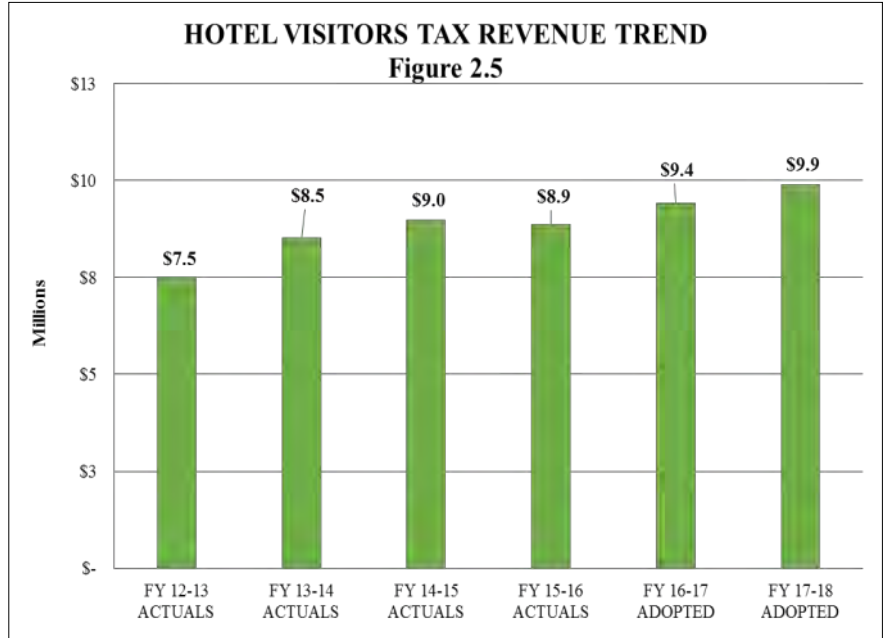
**SUMMARY OF MAJOR REV & EXP**

Table 1	FY 14-15	FY 15-16	FY 16-17	FY 17-18	CHANGE	
Resources by Category	Actual	Actual	Adopted	Adopted	16-17 To 17-18	
Taxes	161,961,075	163,884,180	170,012,483	179,180,664	9,168,181	5.4%
Intergovernmental	10,788,673	9,861,539	8,521,802	5,871,563	(2,650,239)	-31.1%
Use of Money	12,631,324	14,005,557	17,018,300	3,598,142	(13,420,158)	-78.9%
Miscellaneous	10,614,132	9,970,158	10,331,856	10,317,134	(14,722)	-0.1%
Franchise Fees	3,379,399	3,226,419	3,308,620	3,358,047	49,427	1.5%
Changes for Service	9,548,436	9,914,103	10,244,709	12,049,266	1,804,557	17.6%
License and Permits	5,331,965	4,725,961	4,654,774	5,432,680	777,906	16.7%
Fines	5,904,545	5,421,200	4,877,456	5,128,299	250,843	5.1%
Transfers-in	12,799	0	0	0	0	N/A
Prior Year Carry-Forward	0	0	0	9,300,000	9,300,000	
TOTAL REVENUE	220,172,348	221,009,115	228,970,000	234,235,795	5,265,795	2.3%

ACCOUNT CODE	ACTUAL	ACTUAL	ADOPTED	ADOPTED	% Change
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	16/17 to 17/18
Taxes					
50045 Business Tax	11,342,904	11,634,639	11,632,323	11,870,000	2.0%
50200 Documentary Stamp Tax	783,795	1,310,887	800,000	800,000	0.0%
50021 Half-cent Sales Tax (Safety Prop 172)	2,014,254	1,927,830	2,330,160	2,319,000	-0.5%
50201 Homeowner Property Tax Subvention	212,640	208,946	230,000	201,205	-12.5%
50030 Hotel Visitors Tax	8,983,179	8,881,934	9,430,000	9,900,000	5.0%
50046 Medical Marijuana Tax	0	749,397	1,500,000	3,500,000	133.3%
50011 Property Tax	30,866,045	32,403,883	33,022,000	34,544,000	4.6%
50016 Property Tax In Lieu VLF	27,552,574	28,547,330	30,096,000	30,966,459	2.9%
50012 Santa Ana Property Tax Residual (CDA)	12,054,691	5,196,222	6,688,000	7,000,000	4.7%
50020 Sales Tax	43,232,124	47,920,703	46,504,000	50,300,000	8.2%
50030 Utility Users Tax	0	0	27,780,000	0	-100.0%
50031 Utility Users Tax - Electric	11,958,470	11,512,856	0	11,560,970	N/A
50032 Utility Users Tax - Gas	2,064,252	1,985,711	0	2,963,200	N/A
50033 Utility Users Tax - Telephone	8,498,082	9,222,384	0	10,326,303	N/A
50034 Utility Users Tax - Water	2,398,065	2,381,460	0	2,929,527	N/A
Total Taxes	161,961,075	163,884,180	170,012,483	179,180,664	5.4%
Intergovernmental					
50506 AB109 Reimbursement	161,757	0	165,000	173,568	5.2%
52365 AB678 Ground Emerg. Transp. Reimbursemer	196,848	221,074	0	0	N/A
50501 Motor Vehicle License	146,610	135,273	165,000	153,627	-6.9%
57791 Overhead Charge - Water	6,926,000	6,926,000	6,926,000	4,537,918	-34.5%
50505 P.O.S.T. Reimbursements	46,200	49,114	46,000	10,000	-78.3%
50507 Prop 1A State Unfunded Mandates	1,710,702	0	0	0	N/A
50015 Property Tax - Pass-through AB1290	694,407	1,754,452	751,000	850,000	13.2%
57304 Rancho Santiago Reimbursement-PRCSA	20,440	32,133	38,700	21,300	-45.0%
50503 SB90 State Mandates Reimbursement	858,087	715,399	409,305	97,000	-76.3%
52364 SB1186	27,622	28,093	20,797	28,150	35.4%
Total Intergovernmental	10,788,673	9,861,539	8,521,802	5,871,563	-31.1%
Use of Money					
58000 Earnings on Investments	494,599	866,236	668,000	753,000	12.7%
58002 Loss(Gain) MV on Investments	47,378	402,027	0	0	N/A
57460 Police Department Jail Facility Rental	11,785,033	12,472,357	15,980,000	2,500,000	-84.4%
57390 PRCSA - Godinez High School	8,717	(9,609)	0	0	N/A
57361 Recreation Facility Rental	26,459	21,605	26,300	31,100	18.3%
57960 Rental of Property	137,205	130,322	144,000	139,042	-3.4%
57362 Rental of Stadium	131,933	122,618	200,000	175,000	-12.5%
Total Use of Money	12,631,324	14,005,557	17,018,300	3,598,142	-78.9%
Miscellaneous					
57100 Attorney Reimbursement	910,262	910,390	979,000	979,890	0.1%
53331 City Events	339,905	215,773.70	340,400	300,000	-11.9%
57000 Expense Reimbursement	116,433	29,301	46,500	89,946	93.4%
57006 Expense Reimbursement - Condemn Deposit	11	0	0	0	N/A

Account Code	Account Description					% Change
		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	16/17 to 17/18
57901	Indirect Cost Recovery	2,809,550	2,306,829	2,400,000	2,538,822	5.8%
57461	Jail Kitchen Rental	37,895	31,489	33,000	25,000	-24.2%
57991	Miscellaneous Receipts	3,039	2,492	1,500	1,500	0.0%
57010	Miscellaneous Recoveries	77,095	11,040	65,519	11,975	-81.7%
57895	Monitoring/PILOT fees	69,476	0	72,000	0	-100.0%
57200	Other Library Recoveries	3,260	2,406	3,100	2,300	-25.8%
57300	Park Maint. Expense Reimbursement	62,000	0	0	0	N/A
57600	Plan Check Reimbursement	123,753	0	0	0	N/A
57402	Police Miscellaneous Reimbursements	(28,867)	39,107	20,000	20,000	0.0%
57400	Police OT Reimbursement	20,149	0	5,000	5,000	0.0%
57404	Property & Evidence Recovery	11,812	11,004	11,000	11,000	0.0%
57301	Recreation Expense Reimbursement	6,944	4,342	6,300	4,700	-25.4%
50052	Refuse Contract Program Surcharge	4,672,365	4,972,000	4,972,000	4,972,000	0.0%
57700	Refuse Program Savings Recovery	1,351,500	1,352,000	1,352,000	1,352,000	0.0%
57970	Sale of Junk and Waste	1,008	5	0	0	N/A
57071	Sale of Land	2,500	40,100	0	0	N/A
57770	Sale of Maps and Documents	20,669	25,993	23,037	500	-97.8%
58001	Stale Dated Checks	9,511	13,595	0	0	N/A
53409	Storage of Weapon Fee	2,200	2,500	1,500	2,500	66.7%
57993	Write-Off of Collections	(8,337)	(209)	0	0	N/A
Total Miscellaneous		10,614,132	9,970,158	10,331,856	10,317,134	-0.1%

Franchise Fees

50053	CATV Franchise Fees	1,511,035	1,464,130	1,375,620	1,425,047	3.6%
50051	Electrical Utility	1,345,133	1,342,099	1,400,000	1,400,000	0.0%
50050	Gas Utility	523,231	420,190	533,000	533,000	0.0%
Total Franchise Fees		3,379,399	3,226,419	3,308,620	3,358,047	1.5%

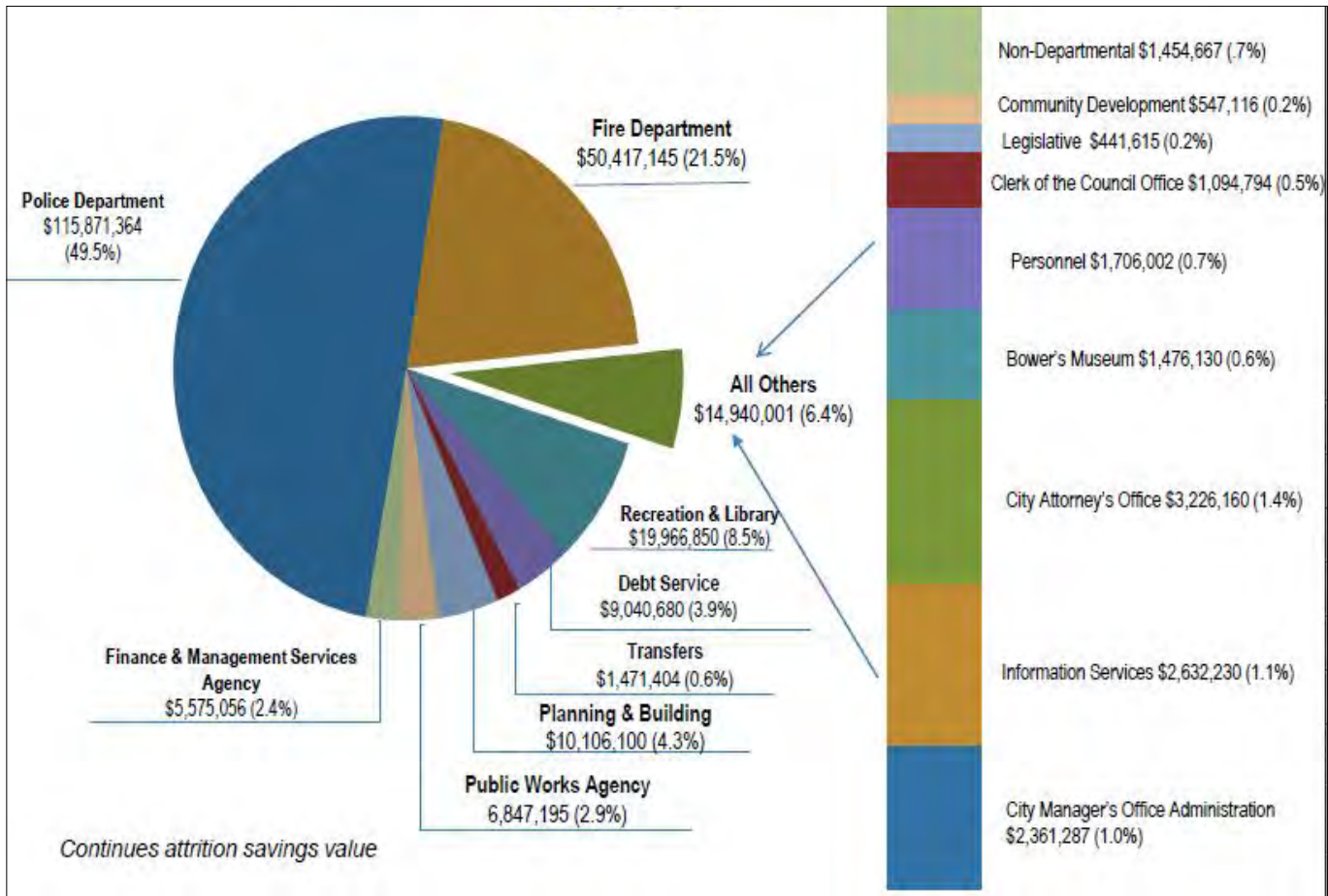
Charges for Services

53416	Animal Quarantines	6,862	3,312	5,000	5,000	0.0%
53600	Building Plan Check	1,087,215	1,194,607	1,292,845	2,200,000	70.2%
51612	Building Standards Revolving fund	6	3,729	3,250	3,250	0.0%
53301	Center Programs	88,178	93,411	138,400	96,500	-30.3%
57601	Code Enforcement Reimbursement	489	0	0	0	N/A
53309	Concession Vending Machines	3,825	4,712	4,200	4,200	0.0%
57470	Copy of Lost Citation	131	60	100	100	0.0%
53607	EIR Review Fees	69,270	108,890	85,610	60,000	-29.9%
53601	Electrical Plan Check	159,831	178,674	149,432	225,000	50.6%
53415	Emergency Response Reimbursement-PD	43,482	63,434	55,000	55,000	0.0%
53413	False Alarm Charge-Police	83,740	67,698	100,000	100,000	0.0%
53404	Fingerprint Card Processing Fees	0	72	100	100	0.0%
53500	Fire Inspection Fee	26	0	0	0	N/A
53408	Fire Range User Fees	14,450	7,775	14,450	7,800	-46.0%
53419	Firearm License Fee	2,030	2,354	2,000	2,000	0.0%
53313	Food Sale Concession	33,600	30,800	34,400	33,600	-2.3%

Account Code	Account Description	ACTUAL	ACTUAL	ADOPTED	ADOPTED	% Change
		FY 14-15	FY 15-16	FY 16-17	FY 17-18	16/17 to 17/18
57383	Friend of Zoo Contribution	54,742	32,757	30,000	45,000	50.0%
57385	Friend of Zoo Education Contribution	40,000	40,000	40,000	40,000	0.0%
57380	Friend of Zoo Vet Contribution	20,000	20,000	20,000	20,000	0.0%
53502	Hazardous Material Discloser Fees	862	628	1,000	0	-100.0%
53418	Hearing Officer Recovery/Parking	0	11,040	0	0	N/A
53410	Impound/Owner Release Animals	2,408	1,808	1,500	1,500	0.0%
53420	Jail Booking Fee	450	18,152	50,000	18,000	-64.0%
53411	Jail Pay to Stay Program	0	48,480	50,000	75,000	50.0%
53412	Jail Reuse	0	0	0	400,000	N/A
53613	Land Use Certificate Processing Fee	376,589	334,611	307,705	307,705	0.0%
53605	Landscape Plan Review	10,097	6,926	6,571	12,000	82.6%
57101	Legal Expense Reimbursement	0	0	0	100,000	N/A
53316	Leisure Classes	325,251	277,224	289,100	281,000	-2.8%
55200	Library Fines	55,435	49,001	53,400	43,200	-19.1%
57260	Library Meeting Room Rental	715	242	400	200	-50.0%
53202	Library Microfiche Rentals	340	327	200	400	100.0%
53203	Library Video Rentals	8,077	6,129	6,900	5,100	-26.1%
53603	Mechanical Plan Check	103,485	121,861	121,337	180,000	48.3%
53902	Miscellaneous Service Charge	49,656	73,158	59,248	50,038	-15.5%
53612	Mitigation Monitoring Fee	358	0	0	0	N/A
53200	Non-Resident Library Card Fee	1,307	1,269	1,300	1,400	7.7%
53513	OCFA Admin Processing Fee	1,620	1,410	1,381	1,382	0.0%
53510	Paramedic Service Charge	3,293,405	3,740,671	3,415,637	3,891,000	13.9%
53509	Paramedic Subscription Fee	165,035	174,357	219,170	184,000	-16.0%
53308	Park Reservation	297,577	260,673	300,500	232,500	-22.6%
53201	Passport Fee	10,175	2,425	0	0	N/A
53405	Photo Services	963	847	500	500	0.0%
53602	Plumbing Plan Check	57,763	62,152	45,966	100,000	117.6%
53417	Police Report Fee	162,442	162,057	160,000	160,000	0.0%
53304	Pool Charges	30,175	33,753	31,000	26,800	-13.5%
53618	Project Coordination Charge	409	2,381	2,417	0	-100.0%
53319	Recreation Staff Reimbursement	80,309	69,958	80,700	61,650	-23.6%
53401	Repo Release	11,440	11,065	9,000	11,000	22.2%
53615	Residential Inspection Surcharge (PREP)	557,090	17,971	629,809	587,294	-6.8%
57070	Sale of Printed Materials	778	389	1,000	1,000	0.0%
53614	Shopping Cart Containment Program	0	36,938	40,600	42,793	5.4%
53616	Site Plan Review Charge	656,905	679,895	716,144	716,145	0.0%
53901	Stop pay/Reissue fees	395	416	150	159	6.0%
53707	Street and Alley Repair	3,158	8,446	3,000	3,000	0.0%
53318	Tennis Reservations	44,000	48,298	53,300	45,700	-14.3%
53606	Variance Fees	218,611	309,110	148,685	150,000	0.9%
53407	Vehicle Equipment Citation Sign-Off	5,928	9,405	7,000	7,000	0.0%
53400	Vehicle Release Charge	114,790	90,090	91,000	91,000	0.0%
53423	Vehicle Storage Fee	0	51,975	60,000	52,000	-13.3%
53307	Youth Field Usage Fee	75,199	75,446	82,600	73,850	-10.6%
53303	Youth Sports	26,314	31,979	30,000	32,400	8.0%
53312	Zoo Admissions	988,694	1,114,990	1,100,000	1,100,000	0.0%
53310	Zoo Education	102,352	113,865	91,700	105,000	14.5%
Total Charges for Services		9,548,436	9,914,103	10,244,709	12,049,266	17.6%

Account Code	Account Description	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	% Change 16/17 to 17/18
Licenses and Permits						
51401	Alarm Permit Fees	97,662	97,736	95,000	97,000	2.1%
51001	Bingo Licenses	100	102	0	154	N/A
51601	Building Permits	1,157,766	1,683,844	1,426,154	1,875,000	31.5%
51004	Bus Shelter Fees	185,749	134,251	150,000	150,000	0.0%
51002	Dog Licenses	605,956	575,881	560,000	560,000	0.0%
51003	Dog Licenses - CCI	80,601	71,477	125,336	85,000	-32.2%
51603	Electrical Permits	646,162	606,808	680,418	807,481	18.7%
51301	Filming Permit	4,620	6,304	6,500	4,700	-27.7%
51501	Fireworks Stands Permits	7,900	220	7,700	0	-100.0%
51600	General Plan Update Surcharge	116,312	137,224	127,636	127,636	0.0%
51606	Grading Permits	33,444	55,728	21,042	60,000	185.1%
51604	Heating Permits	295,041	369,925	420,524	508,603	20.9%
53626	Medical Marijuana Regist. & Reg. Safety	1,068,080		0	0	N/A
51706	MMD Regulatory Safety Permit	120,860	72,516	169,204	229,634	35.7%
51608	Newsbox Permit Fees	26,967	27,156	27,000	27,000	0.0%
51605	Occupancy Permits	405,401	410,945	362,508	362,508	0.0%
51609	Outdoor Dining Permits	1,209	2,571	2,000	0	-100.0%
51602	Plumbing Permits	296,764	284,636	268,086	333,299	24.3%
51402	Street Closure Permit	4,122	8,456	5,000	7,000	40.0%
51607	Street Vendor Permit	4,021	4,344	22,665	22,665	0.0%
51403	Tobacco Permits	173,228	174,829	178,000	175,000	-1.7%
51502	Underground Tank Permits	0	1,008	0	0	N/A
Total Licenses & Permits		5,331,965	4,725,961	4,654,774	5,432,680	16.7%
Fines						
55600	Administrative Citations/Comm Pres	136,151	110,126	106,533	143,504	34.7%
57900	Bad Check Recoveries	22,928	20,345	25,000	13,000	-48.0%
55402	Court Fines - Non-Traffic	42,859	66,728	75,000	70,000	-6.7%
55401	Court Fines - Traffic	139,896	242,543	250,000	245,000	-2.0%
55604	Foreclosed Properties Fines	41,149	0	0	0	N/A
55201	Lost /Damaged Library Materials	11,144	6,409	8,900	5,900	-33.7%
55202	Lost/Damaged Uncatalogued Materials	14	0	0	0	N/A
55605	Medical Marijuana Administrative Citation	5,000	44,678	12,023	27,000	124.6%
55000	Parking Fines	4,378,551	4,604,330	4,400,000	4,623,895	5.1%
55400	Red-light Camera Program	1,126,852	326,041	0	0	N/A
55403	Tobacco Fine	0	0	0	0	N/A
Total Fines		5,904,545	5,421,200	4,877,456	5,128,299	5.1%
Transfers-In						
59000-059	Transfer from Select Street Construction	12,799	0	0	0	N/A
Total Transfers-In		12,799	0	0	0	N/A
Prior Year Carry Forward		0	0	0	9,300,000	0.0%
TOTAL GENERAL FUND 11		220,172,346	221,009,115	228,970,000	234,235,795	2.3%

FY 2017-18 General Fund 11 Appropriations: \$234,235,795



GENERAL FUND APPROPRIATIONS

The pie chart above illustrates the appropriations associated with the General Fund totaling \$234.2 million, which represents a 2.3% increase over FY 2016-17. 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. A summary of major department appropriations can be found in the Table 2.

Public Safety (Police and Fire) alone represent 71 percent of the total City appropriations, an equivalent of \$166 million. The primary reasons for increases in the public safety budget are associated with the California Public Employee Retirement costs as well as increases to the contract payments to the Orange County Fire Authority for fire suppression and emergency medical services.

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 2017-18 budget, PRCSA received funding for additional positions in order to coordinate and enhance youth services.

The moderate increase in General Fund appropriations reflects the same level and services the City continues to provide to the community. In addition, new programs and services such as the Police Oversight Committee and Parking Permit Program are included in the FY 17-18 to assist with the communities' needs. Other increases are associated with labor costs such as pension costs, increase in workers compensation rates, as well as health insurance.

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT

Table 2	FY 14-15	FY 15-16	FY 16-17	FY 17-18	CHANGE	
Expenditures	Actual	Actual	Adopted	Adopted	16-17 To 17-18	
Police Department	106,093,564	107,592,207	120,257,118	115,871,365	(4,385,753)	-3.6%
Fire Department	40,170,954	41,485,838	41,765,144	50,417,145	8,652,001	20.7%
Parks, Recreation & Community Services	19,575,098	17,783,248	19,366,804	19,966,850	600,045	3.1%
Planning & Building Agency	7,650,033	8,677,176	9,514,222	10,106,100	591,877	6.2%
Finance & Management Services	4,005,749	3,999,513	4,873,614	5,575,056	701,442	14.4%
Public Works Agency	5,124,286	5,740,409	5,908,755	6,847,195	938,440	15.9%
Community Development Agency	-	455,598	490,675	547,116	56,441	11.5%
Transfer to Project Funds	14,782,694	11,943,216	12,578,065	10,512,084	(2,065,981)	-16.4%
City Manager's Office	7,793,867	6,310,358	7,453,985	6,889,799	(564,186)	-7.6%
City Attorney's Office	2,073,754	2,719,703	2,878,925	3,226,160	347,235	12.1%
Personnel Services	1,143,458	1,181,123	1,405,042	1,706,001	300,959	21.4%
Bowers Museum	1,474,888	1,474,616	1,475,890	1,476,130	241	0.0%
Clerk of the Council's Office	698,665	747,611	1,001,761	1,094,794	93,033	9.3%
TOTAL EXPENDITURE	210,587,008	210,110,616	228,970,000	234,235,795	5,265,794	2.3%

ACTIVITY	DEPARTMENT & DIVISION	ACTUAL	ACTUAL	ADOPTED	ADOPTED	as % of	Increase (Decrease)	
		FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 17-18 Total GF 11	FY 16-17 to FY 17-18 in \$	FY 16-17 to FY 17-18 in %
POLICE DEPARTMENT								
01114400	Office of the Chief of Police	1,314,674	1,721,228	1,745,143	1,738,373	0.7%	(6,770)	-0.4%
01114401	Fiscal & Budget	688,150	735,918	869,988	944,188	0.4%	74,200	8.5%
01114402	Human Resources	1,395,031	585,263	587,474	593,701	0.3%	6,227	1.1%
01114403	Building & Facility	3,412,408	3,529,772	3,300,485	3,375,772	1.4%	75,287	2.3%
01114404	Backgrounds	0	964,433	989,298	741,922	0.3%	(247,376)	-25.0%
01114405	Traffic	7,616,272	7,109,099	7,205,360	6,256,256	2.7%	(949,104)	-13.2%
01114410	Training Services	1,469,786	1,533,167	1,612,248	2,080,076	0.9%	467,828	29.0%
01114415	Professional Standards	1,052,299	1,150,244	1,451,498	1,044,572	0.4%	(406,926)	-28.0%
01114420	Field Operations	43,060,289	41,800,643	56,162,496	60,070,896	25.6%	3,908,400	7.0%
01114425	Information Systems	857,173	1,125,116	1,446,793	1,494,046	0.6%	47,253	3.3%
01114430	Animal Services	1,681,826	1,491,551	1,681,375	2,469,166	1.1%	787,791	46.9%
01114435	District Investigations	6,975,858	7,207,535	7,922,169	6,433,461	2.7%	(1,488,708)	-18.8%
01114440	Crimes Against Persons	7,893,897	6,527,665	7,248,870	6,050,968	2.6%	(1,197,902)	-16.5%
01114445	Special Investigations	614,694	3,527,534	3,768,665	3,515,702	1.5%	(252,963)	-6.7%
01114448	Evidence	658,300	634,100	771,483	1,019,422	0.4%	247,939	32.1%
01114450	CDC	972,709	1,256,220	1,620,571	1,425,258	0.6%	(195,313)	-12.1%
01114455	Forensic Services	2,213,700	2,325,433	2,701,998	2,742,316	1.2%	40,318	1.5%
01114460	Records Services	1,594,696	1,573,656	1,973,824	2,153,446	0.9%	179,622	9.1%
01114465	Communications	4,327,672	4,570,800	6,295,114	6,652,864	2.8%	357,750	5.7%
01114470	Vice	11,475	4,639	0	195,764	0.1%	195,764	N/A
01114475	Jail Operations	15,631,830	15,889,108	17,359,945	11,840,586	5.1%	(5,519,360)	-31.8%
01114480	Regional Narcotic Supp. Prgm	2,229,338	1,994,746	2,152,009	1,648,356	0.7%	(503,653)	-23.4%
01114485	Homeland Sec. & Crime Prev.	262,201	153,516	181,948	173,354	0.1%	(8,594)	-4.7%
01114490	Tobacco Retail Lic. Prgm	159,287	180,819	206,356	208,893	0.1%	2,537	1.2%
	Department Savings	0	0	(8,997,992)	(8,997,992)	-3.8%	0	0.0%
	Subtotal	106,093,564	107,592,207	120,257,118	115,871,365	49.5%	(4,385,753)	-3.6%
FIRE DEPARTMENT								
01115300	Administration and Support	7,852	0	0	0	0.0%	0	N/A
01115330	Fire Suppression & EMS	40,163,102	41,485,838	41,765,144	50,417,145	21.5%	8,652,001	20.7%
	Subtotal	40,170,954	41,485,838	41,765,144	50,417,145	21.5%	8,652,001	20.7%
PARKS, RECREATION & COMMUNITY SERVICES								
01111150	Library Adult Services	894,074	1,012,270	1,286,035	1,301,180	0.6%	15,145	1.2%
01111160	Library Youth Services	653,189	630,593	861,330	1,016,645	0.4%	155,315	18.0%
01111180	Library Young Adult Services	370,820	386,014	439,655	549,050	0.2%	109,395	24.9%
01111190	Library Technology and Support Services	1,367,296	1,452,087	1,605,805	1,624,620	0.7%	18,815	1.2%
01113200	Administrative Services	1,349,667	1,372,112	1,496,205	1,526,600	0.7%	30,395	2.0%
01113210	Stadium	235,533	231,651	248,755	249,760	0.1%	1,005	0.4%
01113220	S.A. Zoo at Prentice Park	1,900,799	1,995,359	2,276,190	2,217,076	0.9%	(59,115)	-2.6%
01113230	Recreation	5,842,238	4,274,339	5,598,130	5,908,970	2.5%	310,840	5.6%
01113240	Park Ranger Program	256,720	54,695	0	0	0.0%	0	#DIV/0!
01113250	Park Maintenance	5,340,608	5,100,005	5,408,280	5,395,615	2.3%	(12,665)	-0.2%
01113260	Park Building Services	1,364,153	1,274,124	1,481,210	1,512,125	0.6%	30,915	2.1%
	Department Savings	0	0	(1,334,791)	(1,334,791)	-3.8%	0	0.0%
	Subtotal	19,575,098	17,783,248	19,366,804	19,966,850	8.5%	600,045	3.1%
PLANNING & BUILDING AGENCY								
01116500	Administrative Services	1,531,547	1,614,688	2,018,548	2,051,198	0.9%	32,649	1.6%
01116510	Planning Division	1,468,755	1,849,900	2,088,114	2,252,644	1.0%	164,530	7.9%
01116520	New Construction	1,489,683	1,708,877	1,991,483	2,040,614	0.9%	49,131	2.5%
01116530	Permits & Plan Check	1,324,266	1,735,726	2,014,743	2,199,710	0.9%	184,967	9.2%

ACTIVITY	DEPARTMENT & DIVISION	ACTUAL	ACTUAL	ADOPTED	ADOPTED	as % of	Increase (Decrease)	
		FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total GF 11	FY 16-17 to FY 17-18 in \$	in %
01116540	Community Preservation	1,233,365	914,463	1,099,890	1,219,108	0.5%	119,218	10.8%
01116550	Proactive Rental Enf. Prgm	602,416	496,714	496,770	520,161	0.2%	23,391	4.7%
01116560	Neighborhood Initiatives Program (NIP)	0	356,807	544,470	562,461	0.2%	17,991	3.3%
	Department Savings	0	0	(739,796)	(739,796)	-0.3%	0	0.0%
	Subtotal	7,650,033	8,677,176	9,514,222	10,106,100	4.3%	591,877	6.2%
FINANCE & MANAGEMENT SERVICES								
01110100	Management & Support	809,637	854,845	1,002,900	1,095,435	0.5%	92,535	9.2%
01110110	Accounting	1,162,347	1,236,758	1,683,000	2,245,169	1.0%	562,169	33.4%
01110115	Payroll	389,646	373,440	415,520	525,250	0.2%	109,730	26.4%
01110120	Purchasing	890,386	908,468	1,085,445	747,320	0.3%	(338,125)	-31.2%
01110130	Treasury & Customer Svc.	753,733	626,002	884,797	1,159,930	0.5%	275,133	31.1%
	Department Savings	0	0	(198,048)	(198,048)	-0.1%	0	0.0%
	Subtotal	4,005,749	3,999,513	4,873,614	5,575,056	2.4%	701,442	14.4%
PUBLIC WORKS AGENCY								
01117605	Pub Wks-Traffic/Trans Eng	2,001,776	1,951,954	2,287,300	2,318,510	1.0%	31,210	1.4%
01117610	Pub Wks-Roadway Marking/Signs	548,881	981,934	568,000	568,000	0.2%	0	0.0%
01117620	Pub Wks-Streetlight Maintenance	2,573,628	2,806,521	3,153,220	3,162,110	1.3%	8,890	0.3%
01117625	Pub Wks-Graffiti Abatement	0	0	0	1,198,340	0.5%	1,198,340	#DIV/0!
01117630	Pub Wks-SARTC Maintenance	0	0	300,000	0	0.0%	(300,000)	-100.0%
	Department Savings	0	0	(399,765)	(399,765)	-0.2%		
	Subtotal	5,124,286	5,740,409	5,908,755	6,847,195	2.9%	938,440	15.9%
COMMUNITY DEVELOPMENT AGENCY								
01118810	Economic Development	0	455,598	490,675	557,116	0.2%	66,441	13.5%
01118825	Sales Tax Rebate	0	0	0	15,000	0.0%	0	0.0%
	Department Savings	0	0	(25,000)	(25,000)	0.0%	0	0.0%
	Subtotal	0	455,598	490,675	547,116	0.2%	56,441	11.5%
TRANSFER TO PROJECT FUNDS								
01106019	Transfer to Civic Center F74	820,000	1,045,000	1,464,345	1,179,404	0.5%	(284,941)	-19.5%
01106019	Transfer to Council Special Projects Fun	0	11,250,000	0	0	0.0%	0	N/A
01106019	Capital Outlay Fund 51	300,000	0	0	292,000	0.1%	292,000	N/A
01106019	Transfer to Strategic Plan Fund 52	0	1,870,875	2,075,155	0	0.0%	(2,075,155)	N/A
01106019	Police Building Debt Svc.	4,421,965	4,415,151	4,415,905	4,418,020	1.9%	2,115	0.0%
01106019	Peebler Fund Fund 418	4,950,000	0	0	0	0.0%	0	N/A
01106019	800 MHz Debt Service	0	0	0	0	0.0%	0	N/A
01106019	COSA Lease Financing F404	4,290,729	4,612,190	4,622,660	4,622,660	2.0%	0	0.0%
	Subtotal	14,782,694	23,193,216	12,578,065	10,512,084	4.5%	(2,065,981)	-16.4%
CITY MANAGER'S OFFICE								
01105015	General Non-Departmental	3,946,561	4,060,717	4,856,465	4,136,897	1.8%	(719,568)	-14.8%
01105810	Community Activities - Non Dept.	1,540,740	0	0	0	0.0%	0	N/A
01103010	City Manager's Office	1,938,898	1,902,189	2,320,005	2,411,287	1.0%	91,282	3.9%
01104012	Legislative Affairs	367,668	347,451	377,515	441,615	0.2%	64,100	17.0%
	Department Savings	0	0	(100,000)	(100,000)	-0.04%	0	N/A
	Subtotal	7,793,867	6,310,358	7,453,985	6,889,799	2.9%	(564,186)	-7.6%

ACTIVITY	DEPARTMENT & DIVISION	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	as % of FY 17-18 Total GF 11	Increase (Decrease) FY 16-17 to FY 17-18 in \$	Increase (Decrease) FY 16-17 to FY 17-18 in %
	CITY ATTORNEY'S OFFICE							
01108032	City Attorney's Office	2,073,754	2,719,703	2,928,925	3,276,160	1.4%	347,235	11.9%
	Department Savings	0	0	(50,000)	(50,000)	0.0%	0	N/A
	Subtotal	2,073,754	2,719,703	2,878,925	3,226,160	1.4%	347,235	12.1%
	PERSONNEL SERVICES							
01109050	Personnel Services	1,143,458	1,181,123	1,455,042	1,756,001	0.7%	300,959	20.7%
	Department Savings	0	0	(50,000)	(50,000)	-0.02%	0	N/A
	Subtotal	1,143,458	1,181,123	1,405,042	1,706,001	0.7%	300,959	21.4%
01112030	BOWERS MUSEUM	1,474,888	1,474,616	1,475,890	1,476,130	0.6%	241	0.0%
	Subtotal	1,474,888	1,474,616	1,475,890	1,476,130	0.6%	241	0.0%
	CLERK OF THE COUNCIL'S OFFICE							
01107031	Clerk Administration	698,665	747,611	1,001,761	1,119,794	0.5%	118,033	11.8%
	Department Savings	0	0	(25,000)	(25,000)	0.0%	0	N/A
	Subtotal	698,665	747,611	1,001,761	1,094,794	0.5%	93,033	9.3%
	EXCLUDES TRANSFERS TO FUND 50	0	(11,250,000)	0	0	0.0%	0	N/A
	TOTAL GENERAL FUND 11	210,587,008	210,110,616	228,970,000	234,235,795	100.0%	5,265,794	2.3%

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CITY MANAGER'S OFFICE

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01103010 Administration	1,938,898	1,902,189	2,320,005	2,411,287
01104012 Legislative	367,668	347,451	377,515	441,615
Department Savings	0	0	(50,000)	(50,000)
TOTAL	<u>2,306,565</u>	<u>2,249,641</u>	<u>2,647,520</u>	<u>2,802,902</u>

OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	1,812,284	1,788,204	2,134,620	2,280,002
62000 Contractual	274,862	257,584	324,810	320,810
63000 Commodities	46,333	38,369	54,260	68,260
65000 Fixed Charges	173,086	165,483	183,830	183,830
69090 Department Savings	0	0	(50,000)	(50,000)
TOTAL	<u>2,306,565</u>	<u>2,249,641</u>	<u>2,647,520</u>	<u>2,802,902</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages Regular	1,289,519	1,215,675	1,530,190	1,435,777
61010	Salaries- Retirement	0	0	0	76,623
61020	Salaries Part-Time	1,059	0	0	0
61040	Salaries -Overtime	12,807	11,815	0	0
61100	Retirement Plan	232,382	276,866	310,710	398,750
61110	Part-Time Retirement	916	0	0	0
61120	Medicare Insurance	16,686	16,585	21,965	22,150
61130	Employees Insurance	124,765	135,794	157,125	155,227
61170	Retiree Medical Insurance	1,942	3,955	0	0
61180	Compensation Insurance	26,485	25,337	34,030	46,775
61190	Relocation and Temp Housing Assistance	29,213	24,000	24,000	24,000
69090	Department Savings	0	0	(20,000)	(20,000)
	SUBTOTAL PERSONNEL	<u>1,735,773</u>	<u>1,710,027</u>	<u>2,058,020</u>	<u>2,139,302</u>
62010	Communications	38,972	33,988	29,150	29,150
62120	Travel & Conferences	21,196	29,043	30,000	40,000
62140	Membership & Dues	4,493	7,109	18,250	18,250
62300	Other Contractual Services	3,306	8,856	28,330	28,330
62600	Parking Validation	0	0	5,520	5,520
62700	Auto Expense	5,500	6,000	6,000	6,000
69090	Department Savings	0	0	(15,000)	(15,000)
	SUBTOTAL CONTRACTUAL	<u>73,468</u>	<u>84,996</u>	<u>102,250</u>	<u>112,250</u>
63001	Miscellaneous Operating Expense	38,033	22,030	35,500	35,500
63300	Gas & Diesel	2,043	2,006	2,760	2,760
69090	Department Savings	0	0	(15,000)	(15,000)
	SUBTOTAL COMMODITIES	<u>40,076</u>	<u>24,036</u>	<u>23,260</u>	<u>23,260</u>
65000	Building Rental	62,885	53,600	53,600	53,600
65010	Equipment Rental, City	9,861	10,776	14,255	14,255
65011	Equipment Replacement	14,944	16,764	150	16,765
65012	Accident Repair & Replacement	0	288	16,765	1,705
65100	Insurance (Risk Management)	1,891	1,702	1,705	150
	SUBTOTAL FIXED CHARGES	<u>89,581</u>	<u>83,130</u>	<u>86,475</u>	<u>86,475</u>
	TOTAL	<u><u>1,938,898</u></u>	<u><u>1,902,189</u></u>	<u><u>2,270,005</u></u>	<u><u>2,361,287</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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, Successor 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries & Wages-Part-Time	11,650	11,650	12,400	84,000
61100	Retirement Plan	440	527	310	310
61110	Part-Time Retirement	281	241	240	240
61120	Medicare Insurance	1,107	1,044	1,050	1,050
61130	Employees Insurance	62,975	64,662	55,000	55,000
61180	Compensation Insurance	57	53	100	100
61190	Relocation and Temp. Housing Assistance	0	0	7,500	0
	SUBTOTAL PERSONNEL	<u>76,511</u>	<u>78,178</u>	<u>76,600</u>	<u>140,700</u>
62010	Communications	3,063	3,415	4,525	4,525
62120	Travel and Conferences	29,796	35,813	28,000	28,000
62140	Membership & Dues	3,366	3,417	7,000	7,000
62300	Other Contractual Services	100,463	63,798	91,735	91,735
62600	Parking Validation	22,707	24,144	15,300	15,300
62700	Auto Expense	42,000	42,000	42,000	42,000
	SUBTOTAL CONTRACTUAL	<u>201,395</u>	<u>172,588</u>	<u>188,560</u>	<u>188,560</u>
63001	Misc. Operating Expense	6,257	7,537	16,000	16,000
63030	Legislative Community Events- Supplies	0	6,796	0	14,000
	SUBTOTAL COMMODITIES	<u>6,257</u>	<u>14,333</u>	<u>16,000</u>	<u>30,000</u>
65000	Building & Site Rental	81,336	80,401	80,400	80,400
65100	Insurance (Risk Management)	2,169	1,952	1,955	1,955
	SUBTOTAL FIXED CHARGES	<u>83,505</u>	<u>82,353</u>	<u>82,355</u>	<u>82,355</u>
	TOTAL	<u><u>367,668</u></u>	<u><u>347,451</u></u>	<u><u>363,515</u></u>	<u><u>441,615</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
	Mayor		1.00		1.00
	Councilmembers		6.00		6.00
	TOTAL		<u>7.00</u>		<u>7.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

NON-DEPARTMENTAL & INTERFUND TRANSFERS

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01105015 General Non-Departmental	3,946,561	4,060,717	4,856,465	4,136,897
01118810 Community Activities Non-Departmental	1,540,740	0	0	0
01106019 Interfund Transfers	14,782,694	23,193,216	12,628,065	10,512,084
Department Savings	0	0	(50,000)	(50,000)
TOTAL	<u>20,269,996</u>	<u>27,253,933</u>	<u>17,434,530</u>	<u>14,598,981</u>
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	502,333	199,849	0	0
62000 Contractual	653,328	521,097	1,310,025	550,457
63000 Commodities	55,034	30,552	32,550	22,550
65000 Fixed Charges	2,707,573	2,664,598	2,634,865	2,634,865
66000 Capital	0	10,208	0	0
67000 Debt Service	644,034	634,414	929,025	929,025
68000 Interfund Transfers	15,707,694	23,193,216	12,578,065	10,512,084
69090 Department Savings	0	0	(50,000)	(50,000)
TOTAL	<u>20,269,996</u>	<u>27,253,933</u>	<u>17,434,530</u>	<u>14,598,981</u>
AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages - Regular	0	7,474	0	0
61020	Salaries & Wages-Part-Time	0	171,086	0	0
61040	Salaries Overtime	0	1,065	0	0
61100	Retirement Plan	0	6,310	0	0
61110	Part-Time Retirement	0	5,750	0	0
61120	Medicare Insurance	0	2,594	0	0
61130	Employees Insurance	0	1,586	0	0
61180	Compensation Insurance	0	3,982	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>199,849</u>	<u>0</u>	<u>0</u>
62140	Membership, Subscriptions, Dues	70,844	138,894	182,500	182,500
62300	Contract Services-Professional	441,723	382,201	1,121,525	361,957
62302	Contract Vendor Personnel Services	4,050	0	0	0
62600	Parking Validation	0	2	6,000	6,000
69090	Department Savings	0	0	(50,000)	(50,000)
	SUBTOTAL CONTRACTUAL	<u>516,617</u>	<u>521,097</u>	<u>1,260,025</u>	<u>500,457</u>
63001	Misc. Operating Expenses	21,049	30,552	32,550	22,550
	SUBTOTAL COMMODITIES	<u>21,049</u>	<u>30,552</u>	<u>32,550</u>	<u>22,550</u>
65050	Automation Plan	2,662,230	2,662,230	2,632,230	2,632,230
65100	Insurance (Risk Management)	2,631	2,368	2,635	2,635
	SUBTOTAL FIXED CHARGES	<u>2,664,861</u>	<u>2,664,598</u>	<u>2,634,865</u>	<u>2,634,865</u>
66400	Machinery & Equipment	0	10,208	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>10,208</u>	<u>0</u>	<u>0</u>
67100	Principal-Debt Service	447,473	434,103	741,875	758,215
67110	Interest-Debt Service	196,561	200,312	187,150	170,810
	SUBTOTAL DEBT SERVICE	<u>644,034</u>	<u>634,414</u>	<u>929,025</u>	<u>929,025</u>
68000	Transfer to Fund 52	100,000	0	0	0
	SUBTOTAL TRANSFERS	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>3,946,561</u></u>	<u><u>4,060,717</u></u>	<u><u>4,856,465</u></u>	<u><u>4,086,897</u></u>
<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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	325,416	0	0	0
61020	Salaries Part-Time	34,099	0	0	0
61040	Salaries Overtime	15,710	0	0	0
61100	Retirement Employer Contribution	56,753	0	0	0
61110	Part-Time Retirement	0	0	0	0
61120	Medicare Insurance	5,240	0	0	0
61130	Health Insurance	53,004	0	0	0
61170	Retiree Health Insurance	4,054	0	0	0
61180	Workers Compensation Insurance	8,056	0	0	0
	SUBTOTAL PERSONNEL	<u>502,333</u>	<u>0</u>	<u>0</u>	<u>0</u>
62000	Utilities	1,093	0		
62010	Communications	5,704	0	0	0
62012	Cellular Phone Charges	1,462	0	0	0
62200	Advertising	500	0	0	0
62120	Training, Transportation, Meetings	923	0	0	0
62140	Membership, Subscriptions, Dues	12,850	0	0	0
62300	Contract Services-Professional	91,736	0	0	0
62302	Contract Services-Personnel	16,972	0	0	0
62600	Parking Validation	950	0	0	0
62700	Auto Expense	4,520	0	0	0
	SUBTOTAL CONTRACTUAL	<u>136,710</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Misc. Operating Expenses	33,547	0	0	0
63300	Gas & Diesel	438	0	0	0
	SUBTOTAL COMMODITIES	<u>33,985</u>	<u>0</u>	<u>0</u>	<u>0</u>
65000	Building Rental	20,375	0	0	0
65010	Rental City Equipment	2,712	0	0	0
65040	Computer Service Charge	195	0	0	0
65050	I.S. Strategic Plan	7,325	0	0	0
65100	Insurance Charges	12,105	0	0	0
	SUBTOTAL FIXED CHARGES	<u>42,712</u>	<u>0</u>	<u>0</u>	<u>0</u>
68000	Transfer to Fund 52	825,000	0	0	0
	SUBTOTAL TRANSFERS	<u>825,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>1,540,740</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

GENERAL FUND

INTERFUND TRANSFERS		ACCOUNTING UNIT			
Interfund Transfers		01106019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
	TRANSFER TO FUND				
68000 074	Transfer to Civic Center Maintenance	820,000	1,045,000	1,464,345	1,179,404
68000 050	Transfer to Council Special Projects	0	11,250,000	0	0
68000 051	Capital Outlay Fund	300,000	0	0	292,000
68000 052	Strategic Plan	0	1,870,875	2,075,155	0
68000 404	2014 Lease Financing	4,421,965	4,415,151	4,415,905	4,418,020
68000 418	Peebler Fund Capital	4,950,000	0	0	0
68000 400	Transfer to Police Building Debt Service	4,290,729	4,612,190	4,622,660	4,622,660
	SUBTOTAL INTER FUND TRANSFERS	<u>14,782,694</u>	<u>23,193,216</u>	<u>12,578,065</u>	<u>10,512,084</u>
	TOTAL	<u>14,782,694</u>	<u>23,193,216</u>	<u>12,578,065</u>	<u>10,512,084</u>
	<i>Note: 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.</i>				

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CLERK OF THE COUNCIL OFFICE

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01107031 Clerk Administration and Elections	698,665	747,611	1,001,761	1,119,794
Department Savings	0	0	(25,000)	(25,000)
TOTAL	<u>698,665</u>	<u>747,611</u>	<u>976,761</u>	<u>1,094,794</u>
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	551,961	590,496	795,205	959,265
62000 Contractual	79,828	93,331	131,500	81,500
63000 Commodities	28,903	22,563	29,000	29,000
65000 Fixed Charges	37,971	41,221	46,056	50,029
69090 Department Savings	0	0	(25,000)	(25,000)
TOTAL	<u>698,665</u>	<u>747,611</u>	<u>976,761</u>	<u>1,094,794</u>
Job Code	ADOPTED FY 16-17		ADOPTED FY 17-18	
	Full Time	Part Time	Full Time	Part Time
01990 Clerk of the Council	1.00		1.00	
01710 Assistant Clerk of the Council	1.00		1.00	
07290 Senior Deputy Clerk of the Council	2.00		2.00	
07360 Senior Office Specialist	1.00		1.00	
08000 Administrative Intern		1.00		1.00
TOTAL	<u>5.00</u>	<u>1.00</u>	<u>5.00</u>	<u>1.00</u>

GENERAL FUND

CLERK OF THE COUNCIL
Clerk Administration and Elections

PROGRAM
01107031

Statement of Purpose

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.

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.

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.

Accomplishments in FY 2016-2017

- * Managed 2016 Election including a Charter Amendment.
- * Executed the first Student Ambassador Program to engage the youth and increase voter participation.
- * Managed the Code of Conduct and Ethics Council Committee.
- * Handled more than 200% increase in Public Records Request since 2010 (280 requests in 2010 compared to 695 in 2017).
- * Assisted with 2016 City Council Handbook revisions.
- * Expanded transparency efforts by utilizing existing software to post audio recordings of all council committee and
- * Automated contract insurance processes in coordination with City Attorney's Office.

Action Plan for FY 2017-2018

- * Develop education campaign in coordination with Registrar of Voters Office on Election Vote Centers.
- * Provide outreach presentations to neighborhood associations or the like on various City initiatives.
- * Review Public Records Requests processed for streamlining opportunities.
- * Assist with implementation of "Open Data and Information" initiative.
- * Provide training to Recording Secretaries to standardize process and practices.
- * In conjunction with the City Attorney, review and update the City's Conflict of Interest Code disclosure categories and employee designations as required on a biennial basis.

GENERAL FUND

CLERK OF THE COUNCIL OFFICE		ACCOUNTING UNIT			
Clerk Administration and Elections		01107031			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries-Regular	407,544	418,405	554,140	657,975
61020	Salaries & Wages-Temporary	0	12,467	64,290	65,215
61040	Salaries-Overtime	6,528	6,411	4,000	4,000
61100	Retirement-Employer Contribution	68,802	83,686	99,365	139,140
61110	Retirement-Temporary	0	468	535	570
61120	Medicare Insurance	6,125	6,406	6,430	7,950
61130	Health Insurance	50,622	53,430	58,160	69,420
61170	Retiree Health Benefits	5,187	1,988	0	0
61180	Workers Compensation Insurance	7,152	7,234	8,285	14,995
69090	Department Savings	0	0	(5,000)	(5,000)
	SUBTOTAL PERSONNEL	<u>551,961</u>	<u>590,496</u>	<u>790,205</u>	<u>954,265</u>
62010	Communications	3,627	5,344	2,500	2,500
62120	Training & Transportation	2,727	3,623	3,000	3,000
62140	Membership, Subscription & Dues	1,100	475	2,000	2,000
62200	Advertising	17,300	2,840	6,000	6,000
62300	Contract Services Professional	49,074	74,682	109,000	59,000
62600	Parking Validations	0	367	3,000	3,000
62700	Auto Expense	6,000	6,000	6,000	6,000
69090	Department Savings	0	0	(10,000)	(10,000)
	SUBTOTAL CONTRACTUAL	<u>79,828</u>	<u>93,331</u>	<u>121,500</u>	<u>71,500</u>
63001	Operating Materials & Supplies	28,903	22,563	29,000	29,000
69090	Department Savings	0	0	(10,000)	(10,000)
	SUBTOTAL COMMODITIES	<u>28,903</u>	<u>22,563</u>	<u>19,000</u>	<u>19,000</u>
65000	Building Rental	29,346	33,458	37,431	41,404
65100	Insurance Charges	8,625	7,763	8,625	8,625
	SUBTOTAL FIXED CHARGES	<u>37,971</u>	<u>41,221</u>	<u>46,056</u>	<u>50,029</u>
	TOTAL	<u><u>698,665</u></u>	<u><u>747,611</u></u>	<u><u>976,761</u></u>	<u><u>1,094,794</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01990	Clerk of the Council	1.00		1.00	
01710	Assitant Clerk of the Council	1.00		1.00	
07290	Senior Deputy Clerk of the Council	2.00		2.00	
07360	Senior Office Specialist	1.00		1.00	
08000	Administrative Intern		1.00		1.00
	TOTAL	<u>5.00</u>	<u>1.00</u>	<u>5.00</u>	<u>1.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CITY ATTORNEY'S OFFICE

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01108032 City Attorney's Office Attrition	2,073,754 0	2,719,703 0	2,928,925 (50,000)	3,242,300 (50,000)
TOTAL	<u>2,073,754</u>	<u>2,719,703</u>	<u>2,878,925</u>	<u>3,192,300</u>

OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	1,545,822	1,755,352	2,080,960	2,210,325
62000 Contractual	379,497	812,596	700,300	840,850
63000 Commodities	36,291	32,305	18,000	40,000
65000 Fixed Charges	105,358	112,975	121,665	129,820
66000 Capital	6,786	6,476	8,000	21,305
Attrition	0	0	(50,000)	(50,000)
TOTAL	<u>2,073,754</u>	<u>2,719,703</u>	<u>2,878,925</u>	<u>3,192,300</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
7120	Senior Legal Secretary	2.00		1.00	
TBD	Litigations Assistant	0.00		1.00	
1675	Senior Paralegal	1.00		1.00	
	SUBTOTAL	<u>11.50</u>	_____	<u>11.50</u>	_____
1620	Assistant City Attorney	0.00		1.00	
1630	Senior Assistant City Attorney (PD)	0.50		0.50	
1670	Paralegal	1.00		1.00	
1675	Senior Paralegal (Liability Fund)	1.00		1.00	
	TOTAL	<u>2.50</u>	_____	<u>3.50</u>	_____
	TOTAL	<u>14.00</u>	_____	<u>15.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular*	1,084,061	1,237,408	1,411,060	1,471,350
61020	Salaries & Wages, Part-Time	55,561	1,570	0	15,000
61040	Salaries & Wages-Overtime	420	0	0	0
61100	Retirement Plan	213,325	289,248	375,025	400,025
61110	Retirement Part-Time	1,500	29	0	0
61120	Medicare Insurance	16,222	17,536	21,920	21,695
61130	Employees Insurance	147,628	178,793	233,915	248,825
61170	Retiree Medical Insurance	0	0	0	0
61180	Compensation Insurance	27,105	30,769	39,040	53,430
	SUBTOTAL PERSONNEL	1,545,822	1,755,352	2,080,960	2,210,325
62010	Communications	23,945	22,643	21,420	31,325
62120	Training & Transportation	7,424	8,473	8,000	10,000
62140	Membership, Subscription & Dues	8,087	11,890	8,000	12,000
62300	Other Contractual Services	338,454	767,842	657,880	778,255
62302	Other Personnel Services	1,586	530	5,000	5,000
62600	Parking Validation	0	1,218	0	4,270
69090	Department Savings	0	0	(50,000)	(50,000)
	SUBTOTAL CONTRACTUAL	379,497	812,596	650,300	790,850
63001	Operating Materials & Supplies	36,291	32,305	18,000	40,000
	SUBTOTAL COMMODITIES	36,291	32,305	18,000	40,000
65000	Building & Site Rental	100,000	108,153	116,305	124,460
65100	Insurance (Risk Management)	5,358	4,822	5,360	5,360
	SUBTOTAL FIXED CHARGES	105,358	112,975	121,665	129,820
66600	Books, Records & Video	6,786	6,476	8,000	9,305
66510	Computer Software	0	0	0	12,000
	SUBTOTAL CAPITAL	6,786	6,476	8,000	21,305
	TOTAL	2,073,754	2,719,703	2,878,925	3,192,300

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
7120	Senior Legal Secretary	2.00		1.00	
TBD	Litigations Assistant	0.00		1.00	
1675	Senior Paralegal	1.00		1.00	
	SUBTOTAL	11.50		11.50	
1620	Assistant City Attorney	0.00		1.00	
1630	Senior Assistant City Attorney	0.50		0.50	
1670	Paralegal	1.00		1.00	
1675	Senior Paralegal (Liability Fund)	1.00		1.00	
		2.50		3.50	
	TOTAL	14.00		15.00	

*.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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
01109050 Personnel Services	1,143,458	1,181,123	1,455,042	1,756,001	
Department Savings	0	0	(50,000)	(50,000)	
TOTAL	<u>1,143,458</u>	<u>1,181,123</u>	<u>1,405,042</u>	<u>1,706,001</u>	
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000 Personnel	892,035	977,477	1,086,980	1,213,293	
62000 Contractual	113,426	121,327	261,249	438,289	
63000 Commodities	84,130	55,528	79,830	79,830	
65000 Fixed Charges	53,868	26,791	26,983	24,589	
69090 Department Savings	0	0	(50,000)	(50,000)	
TOTAL	<u>1,143,458</u>	<u>1,181,123</u>	<u>1,405,042</u>	<u>1,706,001</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	2.00		2.00	
7300	Senior Personnel Services Specialist	1.00		1.00	
7530	Personnel Executive Secretary	0.20		0.20	
7070	Personnel Services Specialist	0.40		0.40	
9060	Clerical Aide		1.00		1.00
	TOTAL GENERAL FUND	<u>7.80</u>	<u>1.00</u>	<u>7.80</u>	<u>1.00</u>
	SECTION 3: INTERNAL FUNDS				
08009051	Liability & Property	3.40		3.40	
08209054	Workers' Compensation	6.40		6.40	
08109053	Employee Benefits	6.65		6.65	
	SECTION 5: SPECIAL REVENUE				
03109050	Air Quality Improvement Trust Fund	1.75		1.75	
		<u>18.20</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 2016-2017				
<ul style="list-style-type: none"> * Developed an expedited Police Recruitment Program * Negotiated 7 MOU's * Completed Classification & Compensation Study * Successfully defended City Action in Arbitration Hearing * Conducted Personnel Board Hearings * Reduced staff at Jail due to reduced revenue * Developed an Early Retirement Incentive 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> * Complete Implementation of Classification and Compensation Study * Conduct Recruitment for City Manager * Conduct Recruitment for Police Chief * Conduct recruitment for Personnel Director * Reinstigate Supervisor Training Program * Develop Plan for reduction in Labor Cost associated with the Jail 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of recruitments	175	175	220	200
# of exams administered	160	160	180	180
# of general training classes offered	24	24	12	30
# of investigation completed	8	8	11	9
Efficiency				
% of department costs funded by General Fund	33.0%	33.0%	33.0%	25.0%
Average # of days to establish eligible lists	75	75	120	90
% of classes with current job specification	60%	60%	90%	100%
Effectiveness				
% of minority representation in workforce	75.0%	75.0%	80.0%	80.0%
% of new employees passing probation	98.0%	98.0%	90.0%	100.0%
% of appointments filled by promotion	35.0%	35.0%	40.0%	40.0%
% annual attrition rate	7.5%	7.5%	5.5%	5.0%

GENERAL FUND

PERSONNEL SERVICES		ACCOUNTING UNIT			
Personnel Services		01109050			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	660,168	704,764	768,080	756,470
61020	Salaries & Wages-Temporary	9,069	26,433	16,020	103,625
61040	Salaries & Wages-Overtime	3,280	6	15,000	15,000
61100	Retirement Plan	113,168	134,164	163,410	198,043
61110	Part-Time Retirement	466	469	600	610
61120	Medicare Insurance	9,690	9,797	10,465	11,565
61130	Employees Insurance	88,851	93,808	105,145	110,975
61170	Retiree Health Insurance	0	0	0	0
61180	Compensation Insurance	7,342	8,035	8,260	17,005
69090	Department Savings	0	0	(25,000)	(25,000)
	SUBTOTAL PERSONNEL	<u>892,035</u>	<u>977,477</u>	<u>1,061,980</u>	<u>1,188,293</u>
62010	Communications	8,119	9,474	5,000	5,000
62120	Training & Transportation	4,477	8,690	35,454	35,454
62140	Membership, Subscription & Dues	1,407	2,059	0	0
62300	Other Contractual Services	60,359	94,774	190,095	367,135
62302	Other Personnel Services	32,448	4,366	17,500	17,500
62322	M & R Machine & Equipment	627	32	10,000	10,000
62600	Parking Validation	4,715	731	2,000	2,000
62700	Auto Expense	1,275	1,200	1,200	1,200
69090	Department Savings	0	0	(20,000)	(20,000)
	SUBTOTAL CONTRACTUAL	<u>113,426</u>	<u>121,327</u>	<u>241,249</u>	<u>418,289</u>
63001	Operating Materials & Supplies	84,130	55,528	79,830	79,830
69090	Department Savings	0	0	(5,000)	(5,000)
	SUBTOTAL COMMODITIES	<u>84,130</u>	<u>55,528</u>	<u>74,830</u>	<u>74,830</u>
65000	Building & Site Rental	48,488	21,949	21,603	19,209
65100	Insurance (Risk Management)	5,380	4,842	5,380	5,380
	SUBTOTAL FIXED CHARGES	<u>53,868</u>	<u>26,791</u>	<u>26,983</u>	<u>24,589</u>
	TOTAL	<u><u>1,143,458</u></u>	<u><u>1,181,123</u></u>	<u><u>1,405,042</u></u>	<u><u>1,706,001</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	2.00		2.00	
07300	Senior Personnel Services Specialist	1.00		1.00	
07530	Personnel Executive Secretary	0.20		0.20	
07070	Personnel Services Specialist	0.40		0.40	
09060	Clerical Aid		1.00		1.00
	TOTAL	<u>7.80</u>	<u>1.00</u>	<u>7.80</u>	<u>1.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

FINANCE & MANAGEMENT SERVICES

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01110100	Management & Support	809,637	854,845	1,002,900	1,095,435
01110110	Accounting	1,162,347	1,236,758	1,683,000	2,245,169
01110115	Payroll	389,646	373,440	415,520	525,250
01110120	Purchasing	890,386	908,468	1,085,445	747,320
01110130	Treasury & Customer Service	753,733	626,002	884,797	1,159,930
	Department Savings	0	0	(198,048)	(198,048)
	TOTAL	<u>4,005,749</u>	<u>3,999,513</u>	<u>4,873,614</u>	<u>5,575,056</u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	5,018,660	4,962,103	6,130,710	6,758,453
62000	Contractual	566,322	681,810	636,108	722,988
63000	Commodities	244,112	173,434	248,295	248,295
65000	Fixed Charges	(1,881,814)	(1,878,890)	(1,996,071)	(2,009,167)
68000	Transfers	52,702	52,620	52,620	52,535
69000	Payment to Other Agencies	5,767	8,435	0	0
69090	Department Savings	0	0	(198,048)	(198,048)
	TOTAL	<u>4,005,749</u>	<u>3,999,513</u>	<u>4,873,614</u>	<u>5,575,056</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1120	Accounting Manager	0.50		1.00	
1140	Accountant I	3.17		4.17	
1150	Accountant II	3.00		3.00	
7010	Accounting Assistant	1.00		0.00	
7015	Accounting Assistant/Systems Technician	0.00		0.00	
7009	Accounts Payable Supervisor	1.00		1.00	
1180	Assistant Director of Finance & Mgmt Svcs	0.65		0.85	
0490	Budget & Research Manager	0.90		0.95	
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		0.60	
0620	Finance Executive Secretary	1.00		1.00	
1210	Meter Reader Collector	4.00		4.00	

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

FINANCE & MANAGEMENT SERVICES

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
7490	Senior Accountant	3.00		3.00	
7280	Senior Accounting Assistant	2.00		3.00	
7016	Senior Accounting Assistant/Systems Tech.	2.00		2.00	
0495	Senior Budget Analyst	2.00		2.00	
0480	Senior Financial Analyst	1.00		1.00	
1722	Asset Management Analyst	1.00		1.00	
7400	Payroll Systems Analyst	0.50		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		2.00
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>52.74</u>	<u>20.00</u>	<u>54.64</u>	<u>18.00</u>
	SECTION 3: INTERNAL FUNDS				
07110100	Central Services	2.15	1.00	2.15	1.00
07310100	Building Maintenance	14.60	6.00	14.75	6.00
07510100	Fleet Maintenance	20.05	2.00	19.90	1.00
07610102	Stores & Property Control	2.40	3.00	2.25	2.00
08510138	Corporate Yard Operations	0.30	2.00	0.45	2.00
10910-Var	IS Strategic Plan*	2.56		1.66	
	SECTION 6: ENTERPRISE FUNDS				
02718-Var	Parking Enterprise	13.20		13.20	
	TOTAL OTHER FUNDS	<u>55.26</u>	<u>14.00</u>	<u>54.36</u>	<u>12.00</u>
	TOTAL PERSONNEL	<u><u>108.00</u></u>	<u><u>34.00</u></u>	<u><u>109.00</u></u>	<u><u>30.00</u></u>
<i>Note: 4 Police Officers in Fund 27 are accounted for in the Police Department</i>					

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	485,235	466,654	599,940	623,725
61010	Salaries Retirement	0	0	0	24,650
61020	Salaries & Wages-Temporary	40,216	54,747	38,165	52,175
61040	Salaries & Wages-Overtime	28	(3)	10,000	10,000
61100	Retirement Plan	92,019	97,413	131,965	145,938
61110	Part-Time Retirement	687	1,848	1,995	1,955
61120	Medicare Insurance	6,856	6,789	8,380	9,210
61130	Employees Insurance	97,865	95,127	117,175	122,250
61170	Retiree Health Insurance	517	0	0	0
61180	Compensation Insurance	6,974	7,052	8,445	17,400
69090	Department Savings	0	0	(25,000)	(25,000)
	SUBTOTAL PERSONNEL	<u>730,396</u>	<u>729,627</u>	<u>891,065</u>	<u>982,303</u>
62010	Communications	12,257	11,571	7,460	7,460
62120	Training & Transportation	5,438	9,753	7,500	7,500
62140	Membership, Subscription & Dues	1,843	2,604	2,650	2,650
62300	Other Contractual Services	4,935	53,031	17,000	17,000
62600	Parking Validation	582	416	0	0
62700	Auto Expense	1,200	975	1,200	2,100
	SUBTOTAL CONTRACTUAL	<u>26,254</u>	<u>78,350</u>	<u>35,810</u>	<u>36,710</u>
63001	Operating Materials & Supplies	23,156	17,320	20,390	20,390
	SUBTOTAL COMMODITIES	<u>23,156</u>	<u>17,320</u>	<u>20,390</u>	<u>20,390</u>
65000	Building & Site Rental	23,005	23,405	23,805	24,205
65100	Insurance (Risk Management)	6,826	6,143	6,830	6,827
	SUBTOTAL FIXED CHARGES	<u>29,831</u>	<u>29,548</u>	<u>30,635</u>	<u>31,032</u>
	TOTAL	<u><u>809,637</u></u>	<u><u>854,845</u></u>	<u><u>977,900</u></u>	<u><u>1,070,435</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.20		0.35	
1180	Assistant Director of Finance & Mgmt Svcs	0.20		0.40	
6400	Budget & Research Manager	0.90		0.95	
0480	Senior Financial Analyst	1.00		1.00	
1722	Asset Management Analyst	1.00		1.00	
0495	Senior Budget Analyst	2.00		2.00	
0620	Finance Executive Secretary	1.00		1.00	
8080	Management Interns (PT)		3.00		3.00
9790	Budget Intern(PT)		1.00		1.00
	TOTAL	<u>6.30</u>	<u>4.00</u>	<u>6.70</u>	<u>4.00</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 Federal, State, 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 2016-2017
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- * Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2016.
- * Performed internal control procedures review of various departmental programs and procedures. Provided recommendations for process improvements.
- * Developed and implemented city-wide policies including the Capitalization Policy, Grant Management policy, Travel & Expense Reimbursement Policy, and Petty Cash Policy.
- * Improved CAFR preparation and year-end closing process by utilizing checklists, improving data entry automation, and increasing staff involvement through training and delegation of work.
- * Implemented Lawson Infor APPS version 10.

Action Plan for FY 2017-2018

- * Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2017.
- * Continue to perform internal control procedures reviews to improve the effectiveness of the City's control processes.
- * Review, update, and/or develop financial policies and procedures to implement best practices.
- * Enhance technical knowledge of division staff by providing various training opportunities.
- * Evaluate staff work assignments and begin the development of succession plans to ensure operational continuity and allow for cross-training.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of false alarms, hazardous material, and other miscellaneous receivables billed	8,419	8,565	8,781	8,781
# of grant receivables billed	653	591	434	434
\$ value of miscellaneous accounts receivable billed	\$64,089,440	\$81,875,546	\$93,000,000	\$85,000,000
Efficiency				
Accounting Division cost as a percentage (%) of total City expenditures	0.258%	0.217%	0.235%	0.235%
Effectiveness				
% of miscellaneous accounts receivable collected without use of private collection agencies	70.00%	75.00%	72.00%	72.00%

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Accounting Division		01110110			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	752,014	772,119	966,360	1,350,355
61020	Salaries & Wages-Temporary	17,695	41,411	40,225	81,895
61040	Salaries & Wages-Overtime	11,637	30,483	32,360	32,360
61100	Retirement Plan	134,068	173,812	295,420	352,758
61110	Part-Time Retirement	664	1,002	1,510	3,070
61120	Medicare Insurance	7,349	8,314	16,195	20,325
61130	Employees Insurance	110,729	109,166	200,000	257,160
61170	Retiree Health Insurance	12,524	7,934	0	0
61180	Compensation Insurance	9,493	8,953	14,675	30,345
69090	Department Savings	0	0	(81,831)	(81,831)
	SUBTOTAL PERSONNEL	1,056,174	1,153,194	1,484,914	2,046,437
62010	Communications	7,144	7,252	7,420	9,325
62120	Training & Transportation	8,705	8,561	15,000	15,000
62140	Membership, Subscriptions & Dues	1,257	1,660	24,465	7,560
62300	Other Contractual Services	139,217	114,332	105,530	120,530
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	156,924	132,406	153,015	153,015
63001	Operating Materials & Supplies	30,583	32,180	42,930	42,930
69090	Department Savings	0	0	(5,000)	(5,000)
	SUBTOTAL COMMODITIES	30,583	32,180	37,930	37,930
65000	Building & Site Rental	37,190	37,836	38,480	39,130
65100	Insurance (Risk Management)	6,826	6,143	6,830	6,826
65200	Customer Services Charge	(125,350)	(125,000)	(125,000)	(125,000)
	SUBTOTAL FIXED CHARGES	(81,334)	(81,021)	(79,690)	(79,044)
	TOTAL	1,162,347	1,236,758	1,596,169	2,158,338
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		1.00	
7500	Supervising Accountant	1.00		1.00	
7490	Senior Accountant	3.00		3.00	
1150	Accountant II	3.00		3.00	
1140	Accountant I	3.17		4.17	
7016	Senior Accounting Assistant/Systems Tech	2.00		2.00	
7280	Senior Accounting Assistant	1.00		2.00	
7010	Accounting Assistant	1.00		0.00	
7009	Accounts Payable Supervisor	0.00		1.00	
0547	Purchasing Specialist	0.00		2.00	
9720	Purchasing Clerk		0.00		1.00
9041	Account Clerk I		2.00		4.00
	TOTAL	14.97	2.00	19.47	5.00
<i>The following are being charged to I.S. Strategic Plan Fund:</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"> * Completed Self-Service access to employees for W-2 forms * Completed Self-Service access to allow employees to change personal data. 				
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 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
* Average # of payroll checks and direct deposits processed per pay period	1,443	1,455	1,444	1,450
* Average # of vendor checks processed per pay period	15	11	11	10
* Number of W-2s processed	1,710	1,655	1,849	1,800

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Payroll		01110115			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	259,503	245,543	257,415	318,810
61020	Salaries & Wages-Temporary	0	730	8,400	17,550
61040	Salaries & Wages-Overtime	16,537	14,892	13,400	13,400
61100	Retirement Plan	44,259	48,406	61,630	84,740
61110	Retirement Plan-Temporary	0	27	315	660
61120	Medicare Insurance	3,913	3,626	3,690	4,610
61130	Employees Insurance	52,535	47,460	51,990	63,055
61170	Retiree Health Insurance	679	(7)	0	0
61180	Compensation Insurance	2,488	2,536	3,120	6,865
	SUBTOTAL PERSONNEL	<u>379,914</u>	<u>363,214</u>	<u>399,960</u>	<u>509,690</u>
62010	Communications	3,460	3,155	3,250	3,250
62120	Training & Transportation	363	1,072	4,500	4,500
62140	Membership, Subscription & Dues	0	0	500	500
62300	Other Contractual Services	2,851	1,912	3,000	3,000
62700	Auto Expense	0	75	300	300
69090	Department Savings	0	0	(5,000)	(5,000)
	SUBTOTAL CONTRACTUAL	<u>6,674</u>	<u>6,215</u>	<u>6,550</u>	<u>6,550</u>
63001	Operating Materials & Supplies	3,058	4,012	4,010	4,010
	SUBTOTAL COMMODITIES	<u>3,058</u>	<u>4,012</u>	<u>4,010</u>	<u>4,010</u>
	TOTAL	<u><u>389,646</u></u>	<u><u>373,440</u></u>	<u><u>410,520</u></u>	<u><u>520,250</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED 17-18	
		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	0.50		0.50	
7410	Senior Payroll Technician	1.00		1.00	
7280	Payroll Technician	2.00		2.00	
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	<u>3.60</u>	<u>1.00</u>	<u>3.60</u>	<u>1.00</u>

50 - Payroll Systems Analyst funded in IS Strategic Plan Fund

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Purchasing		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 2016-17				
<ul style="list-style-type: none"> * Continued support of Lawson IC, AP and Procurement modules. * Updated Purchasing P&P incorporating recent legislation/regulations 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Conduct citywide Infor/Lawson training * Complete implementation of eBidding for Public Works * Automate Insurance verification process 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Purchase Orders processed/paid	1,492	1,284	1,300	1300
Invoices paid	26,816	26,180	26,000	26000
Request for Council Action				
# Prepared	56	55	50	50
Dollar Volume	\$ 10,975,000	\$ 12,860,771	\$ 10,000,000	\$ 11,000,000
Blanket Order Contracts	360	337	300	300
Service Vendor Agreements	221	234	170	200

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Purchasing		01110120			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	513,150	504,000	587,955	391,520
61020	Salaries & Wages-Temporary	97,608	87,299	108,965	46,735
61040	Salaries & Wages-Overtime	300	883	9,570	9,570
61100	Retirement Plan	92,566	108,962	146,880	111,020
61110	Part-Time Retirement	1,760	1,316	2,270	0
61120	Medicare Insurance	7,341	6,875	8,395	4,510
61130	Employees Insurance	84,157	80,441	100,030	57,695
61170	Retiree Health Insurance	8,029	8,322	0	0
61180	Compensation Insurance	5,937	6,142	7,740	9,205
69090	Department Savings	0	0	(21,368)	(21,368)
	SUBTOTAL PERSONNEL	810,848	804,240	950,437	608,887
62010	Communications	7,730	7,650	7,080	9,080
62120	Training & Transportation	2,937	7,261	7,105	7,605
62140	Membership, Subscriptions & Dues	410	972	2,830	2,830
62700	Auto Expense	0	300	300	300
62300	Other Contractual Services	0	19,777	26,000	26,000
69090	Department Savings	0	0	(5,000)	(5,000)
	SUBTOTAL CONTRACTUAL	11,077	35,961	38,315	40,815
63001	Operating Materials & Supplies	8,225	7,786	8,225	8,225
	SUBTOTAL COMMODITIES	8,225	7,786	8,225	8,225
65000	Building & Site Rental	53,410	54,338	55,270	56,195
65100	Insurance (Risk Management)	6,826	6,143	6,830	6,830
	SUBTOTAL FIXED CHARGES	60,236	60,481	62,100	63,025
	TOTAL	890,386	908,468	1,059,077	720,952

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		0.00	
0547	Purchasing Specialist	2.00		0.00	
9720	Purchasing Clerk		1.00		1.00
9041	Account Clerk I		2.00		2.00
0270	Assistant Buyer (PTCS)		1.00		1.00
	TOTAL	6.82	4.00	3.82	4.00

* .33 Buyer is charged to the I.S. Strategic Plan fund .

GENERAL FUND

FINANCE & MANAGEMENT SERVICES	PROGRAM
Treasury & Customer Service	01110130

Statement of Purpose

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

This program is responsible for the effective receipt, custody, and recordation of all revenues, and for managing the City's investment portfolio and the debt service on City bond issues. Treasury & Customer staff bills and collects several of the City's major revenues such as business licenses, dog licenses, utility users' tax, hotel visitors' tax, paramedic subscriptions, and municipal utility services user charges. Municipal Utility Services (MUS) staff handles customer service, water meter reading, and water turn-ons and turn-offs.

Accomplishments in FY 2016-17

- * Implemented Enhanced Electronic Billing & Payment Presentation for Water Utility and Business License Tax Billings.
- * Implemented an Interactive Voice Response (IVR) system with real time payment processing with customer pay-by-phone capability for Municipal Utility Service (MUS) accounts.
- * Implemented an upgrade to the city-wide Cashiering Program Application (iNovah) to integrate online and over-the-phone real time payment posting.
- * Developed and implemented billing application for Proactive Residential Rental Enforcement Program (PREP).
- * Developed and implemented a Medical Marijuana Tax module as part of the City Business Tax System.
- * Comprehensively revised City Investment Policy Statement to establish highest level of best practices guidelines.
- * Implemented an upgrade to the Municipal Utility Service (MUS) Billing & Customer Service Application (enQuesta), adding Job Scheduling, Active Task Management, Single Sign-on Customer Web Portal, and Mobile Application capabilities.
- * Implemented City Tax Payment Templates using JP Morgan Chase Banking Services.

Action Plan for FY 2017-18

- * Upgrade Payment Kiosk to remote CORE-Connect hosting to improve functionality and reduce maintenance.
- * Expand Number of fully configured Cashier Windows to accommodate Q-matic Customer Flow.
- * Upgrade Interactive Voice Response (IVR) system to full Bilingual Speech Recognition & expand to include Business Licensing
- * Implement Payee Name Verification on Positive Pay Banking with JP Morgan Chase Banking Services.
- * Develop and implement Purchase Card program to replace City corporate credit card purchases and earn cash rebates.
- * Develop and implement upgrade for Municipal Utility Services (MUS) returned checks by enhancing current iNovah system.
- * Upgrade the Municipal Utility Services (MUS) enQuesta Mobile App to receive messaging notices.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of business tax accounts (annual max)	29,107	30,593	30,800	31,000
# of hotel visitor's tax reports processed	432	432	432	444
# of dog licenses	15,808	15,975	16,000	16,150
# of MUS bills processed	323,571	325,214	325,800	326,000
# of water meters read	270,239	270,300	270,500	270,700
# of customers served at cashier counters	90,955	88,670	87,500	88,000
# of delinquent MUS accounts turned off	1,586	1,370	1,500	1,450
# of utility user tax remittances	3,024	3,012	2,964	3,024
# of paramedic subscription processed	6,540	7,203	7,300	7,400
# of parking citations payments processed	13,110	13,489	16,365 *	14,250
# of LAR payments processed	7,307	7,144	7,135	7,100
# of medical marijuana remittances processed	-	71	158	228
# of electronic payments processed	110,049	126,049	138,500	145,000
 Average Meter Reader reads per day	 650	 750	 700	 650
Effectiveness				
% of payments received and processed same day	100%	100%	100%	100%
% of available funds invested	100%	100%	100%	100%
 * Increase due to transition of Parking Citation Administration				

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Treasury & Customer Service		01110130			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	1,323,537	1,175,346	1,391,195	1,441,640
61020	Salaries & Wages-Temporary	220,231	230,231	255,140	324,190
61040	Salaries & Wages-Overtime	25,491	13,015	17,780	22,780
61100	Retirement Plan	208,695	244,285	319,105	378,827
61110	Part-Time Retirement	8,255	8,154	7,880	11,195
61120	Medicare Insurance	20,078	19,023	21,690	24,410
61130	Employees Insurance	189,670	178,540	234,105	249,780
61170	Retiree Health Insurance	18,999	19,640	0	0
61180	Compensation Insurance	26,371	23,595	29,240	30,115
69090	Department Savings	0	0	(49,849)	(49,849)
	SUBTOTAL PERSONNEL	2,041,328	1,911,829	2,226,286	2,433,088
62010	Communications	16,174	24,351	15,000	15,000
62120	Training & Transportation	2,719	3,371	4,295	4,295
62140	Other Agency Services	443	859	1,450	1,450
62300	Other Contractual Services	344,176	383,884	366,813	450,293
62302	Other Personnel Services	0	16,116	0	0
62322	M&R Machinery & Equipment	1,583	0	4,560	4,560
62501	Lease Payments	0	0	0	0
62700	Auto Expense	300	300	300	300
	SUBTOTAL CONTRACTUAL	365,394	428,879	392,418	475,898
63001	Operating Materials & Supplies	163,362	102,798	152,215	152,215
63300	Gas & Diesel	15,728	9,338	20,525	20,525
69090	Department Savings	0	0	(5,000)	(5,000)
	SUBTOTAL COMMODITIES	179,090	112,136	167,740	167,740
65000	Building & Site Rental	75,850	77,168	78,486	79,803
65010	Rental City Equipment	27,372	28,326	31,322	24,576
65011	Equipment Replacement Charges	0	0	0	3,300
65012	Accident Repair & Replacement	0	1,410	9,900	1,260
65100	Insurance (Risk Management)	6,826	6,143	6,826	6,826
65220	Treasury Services Charges	(2,000,595)	(2,000,945)	(2,135,650)	(2,139,945)
	SUBTOTAL FIXED CHARGES	(1,890,547)	(1,887,898)	(2,009,116)	(2,024,180)
68000	Transfer to Fund 404	52,702	52,620	52,620	52,535
	SUBTOTAL TRANSFERS	52,702	52,620	52,620	52,535
69142	Payment to Other Agencies	5,767	8,435	0	0
	SUBTOTAL MISCELLANEOUS	5,767	8,435	0	0
	TOTAL	753,733	626,002	829,948	1,105,081

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01190	Executive Director of Finance & Mgmt Svcs	0.05		0.05	
01170	Treasury and Customer Service Manager	0.90		0.90	
01180	Assistant Director of Finance & Mgmt Svcs	0.10		0.10	
07020	Treasury Services Supervisor	1.00		1.00	
01870	Revenue/Contract Compliance Examiner	1.00		1.00	
01240	Business Tax Collector/Inspector	2.00		2.00	
01165	Treasury Services Specialist	1.00		1.00	
07280	Senior Accounting Assistant	1.00		1.00	
01220	Customer Service Representative	8.00		8.00	
01215	Utilities Billing/Systems Technician	2.00		2.00	
01210	Meter Reader Collector	4.00		4.00	
09780	Customer Service Clerk		5.00		5.00
09775	Municipal Utility Reader-Collector		3.00		3.00
09120	Data Entry Clerk		1.00		1.00
09050	Clerical Assistant		1.00		1.00
	TOTAL	21.05	10.00	21.05	10.00

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

BOWERS MUSEUM CORPORATION

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01112030 Museum Operations	1,474,888	1,474,616	1,475,890	1,476,130
TOTAL	<u>1,474,888</u>	<u>1,474,616</u>	<u>1,475,890</u>	<u>1,476,130</u>
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62251 Other Agency Services	13,258	13,861	14,260	14,500
65100 Fixed Charges - Insurance	5,000	4,125	5,000	5,000
69135 Payments to Sub-agents	1,456,630	1,456,630	1,456,630	1,456,630
TOTAL	<u>1,474,888</u>	<u>1,474,616</u>	<u>1,475,890</u>	<u>1,476,130</u>
<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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01111150 Library Adult Services	894,074	1,012,270	1,286,035	1,301,180
01111160 Library Youth Services	653,189	630,593	861,330	1,016,645
01111180 Library Young Adult Services	370,820	386,014	439,655	549,050
01111190 Library Technology and Support Services	1,367,296	1,452,087	1,605,805	1,624,620
01113200 Administrative Services	1,349,667	1,372,112	1,496,205	1,526,600
01113210 Stadium	235,533	231,651	248,755	249,760
01113220 Santa Ana Zoo at Prentice Park	1,900,799	1,995,359	2,276,190	2,217,076
01113230 Recreation	5,842,238	4,274,339	5,598,130	5,908,970
01113240 Park Ranger Program	256,720	54,695	0	0
01113250 Park Services	5,340,608	5,100,005	5,408,280	5,395,615
01113260 Park Building Services	1,364,153	1,274,124	1,481,210	1,512,125
Department Savings	0	0	(1,334,791)	(1,334,791)
TOTAL	<u>19,575,098</u>	<u>17,783,248</u>	<u>19,366,804</u>	<u>19,966,850</u>

OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	9,369,959	9,694,351	11,704,045	12,352,606
62000 Contractual	6,057,144	5,762,816	6,233,610	6,186,475
63000 Commodities	904,740	687,080	878,880	870,880
65000 Fixed Charges	1,483,882	1,414,197	1,539,725	1,520,920
66000 Capital Outlay	84,372	224,805	345,335	345,335
67000 Debt Payment	0	0	0	25,425
68000 Interfund Transfers	1,675,000	0	0	0
69090 Department Savings	0	0	(1,334,791)	(1,334,791)
TOTAL	<u>19,575,098</u>	<u>17,783,248</u>	<u>19,366,804</u>	<u>19,966,850</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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 Services Inspector II	2.00		2.00	
4320	Parks Services Inspection Supervisor	1.00		1.00	
5115	Principal Librarian	4.00		4.00	
5310	Recreation Leader	3.00		5.00	
5330	Recreation Program Coordinator	1.00		1.00	
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 Parks Services Inspection Supervisor	1.00		1.00	
5055	Supervising Library Services Assistant	1.00		1.00	

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
5313	Youth Services Technician	3.00		3.00	
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	
5485	Zoo Operations Coordinator	1.00		1.00	
9041	Account Clerk I		2.00		2.00
9770	Administrative Aide		4.00		4.00
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		22.00		18.00
9690	Computer Technician		1.00		1.00
9190	Library Assistant		3.00		7.00
9200	Library Clerk I		18.00		16.00
9210	Library Clerk II		2.00		2.00
9290	Library Page		9.00		14.00
9230	Maintenance Attendant		22.00		22.00
8080	Management Intern		3.00		0.00
4860	Park Maintenance Aide (CS/PT)		1.00		1.00
9300	Park Maintenance Assistant		14.00		14.00
8160	Program Coordinator		20.00		20.00
9350	Program Leader I		6.00		1.00
9360	Program Leader II		72.00		58.00
2776	Recreation Facility Attendant		24.00		29.00
8100	Senior Administrative Intern		1.00		1.00
9070	Senior Clerical Aide		17.00		16.00
8170	Senior Library Assistant		1.00		1.00
9260	Senior Maintenance Worker		0.00		1.00
9400	Senior Program Leader		11.00		13.00
8410	Senior Tutor		21.00		17.00
9430	Special Events Leader I		3.00		3.00
9440	Special Events Leader II		1.00		1.00
8420	Tutor		28.00		44.00
	TOTAL GENERAL FUND POSITIONS	62.00	317.00	64.00	317.00
5310	Recreation Leader	1.00		1.00	
5330	Recreation Program Coordinator	2.00		2.00	
5110	Librarian	0.00		1.00	
8000	Administrative Intern		9.00		9.00
9100	Community Center Aide		1.00		1.00
9190	Library Assistant		2.00		2.00
9290	Library Page		6.00		6.00
9360	Program Leader II		24.00		24.00
8100	Senior Administrative Intern		3.00		3.00
9070	Senior Clerical Aide		1.00		1.00
9260	Senior Maintenance Worker		1.00		1.00
8410	Senior Tutor		2.00		2.00
8420	Tutor		4.00		4.00
	TOTAL STRATEGIC PLAN POSITIONS	3.00	53.00	4.00	53.00
0280	Assistant Park/Landscape Planner	1.00		1.00	
4190	General Maintenance Leader	1.00		1.00	
9300	Park Maintenance Assistant		5.00		4.00
	TOTAL CIVIC CENTER POSITIONS	2.00	5.00	2.00	4.00
	TOTAL NON GRANT POSITIONS	67.00	375.00	70.00	374.00

* Upon vacancy, position converts to Assistant Librarian.

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
	GRANT POSITIONS				
12318750	WIOA - Librarian	1.00	0.00	1.00	1.00
13518783	CDBG-Library		17.00		0.00
15311160	Memories of Migration-Library		0.00		15.00
16913202	OCTA Senior Mobility Program		11.00		8.00
	TOTAL GRANT POSITIONS	<u>1.00</u>	<u>28.00</u>	<u>1.00</u>	<u>24.00</u>
	TOTAL ALL FUNDING SOURCES	<u><u>68.00</u></u>	<u><u>403.00</u></u>	<u><u>71.00</u></u>	<u><u>398.00</u></u>

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 2016-2017				
<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 programs for the community including film screenings. Sought partnerships with other community agencies to promote library resources, program and services, and to enhance information literacy in the community. Continued to host art and cultural exhibits. Continued to conduct the adult summer reading program. Encourage the love of reading by providing a series of author speaking engagements.</p>				
Action Plan for FY 2017-18				
<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 FY 14-15	Actual FY 15-16	Estimated FY 16-17	Objective FY 17-18
Service Levels				
Materials Loaned	50,827	46,245	57,499	60,373
Materials Read in Library	54,281	51,598	57,139	59,995
Materials Added	5,954	71,391	7,001	7,351
Information requests	22,384	19,694	38,633	40,564
Items deleted	6,250	4,263	3,109	3,264
Class/Tours Visits and Attendance	0	0	5/150	0
Passport Applications Processed (new stat)	410	92	0	0
New Library Cards Issued	3,932	4,739	4,371	4,589
Computer Workshops / Attendance Programs	74/1011	77/1061	123/1854	129/1946
	8/750		36/500	
Efficiency				
Cost per community contact in Adult Services	7.9%	10.1%	7.9%	7.6%
Effectiveness				
Library Cardholders Percentages of Total Population	29.3%	32.6%	35.2%	37.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Adult Services		0111150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	487,905	511,357	551,535	556,115
61020	Salaries Part-Time	67,095	56,164	38,180	38,180
61040	Salaries Overtime	163	6,234	9,455	9,455
61100	Retirement-Employer Contribution	84,521	103,452	126,225	136,710
61110	Part-Time Retirement	2,321	2,100	1,440	1,440
61120	Medicare Insurance	6,784	6,906	8,465	7,275
61130	Health Insurance	76,061	80,912	87,575	86,805
61170	Retiree Health Benefits	7,106	6,068	0	0
61180	Worker Compensation Insurance	6,765	7,015	7,845	9,885
69090	Department Savings	0	0	(30,000)	(37,500)
	SUBTOTAL PERSONNEL	738,720	780,209	800,720	808,365
62010	Communications	5,998	5,836	6,100	6,100
62120	Training, Transportation, Meeting	381	1,428	500	500
62140	Membership, Subscription And Dues	7,978	8,933	9,000	9,000
62251	Other Agency Services	0	0	10,990	10,990
62300	Contractual Services-Professional	75,829	94,964	279,655	279,655
69090	Department Savings	0	0	(13,000)	0
	SUBTOTAL CONTRACTUAL	90,187	111,160	293,245	306,245
63001	Miscellaneous Operating Expenses	20,875	11,056	11,000	11,000
	SUBTOTAL COMMODITIES	20,875	11,056	11,000	11,000
65000	Building Rental	0	10,290	0	0
65100	Insurance Charges	7,732	6,959	7,735	7,735
	SUBTOTAL FIXED CHARGES	7,732	17,249	7,735	7,735
66600	Books Records Video	36,560	92,596	130,335	130,335
	SUBTOTAL CAPITAL	36,560	92,596	130,335	130,335
	TOTAL	894,074	1,012,270	1,243,035	1,263,680

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		3.30	
5313	Youth Services Technician	1.00		0.50	
9190	Library Assistant		2.00		2.00
9200	Library Clerk I		1.00		0.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		5.00		2.00
	TOTAL	5.50	9.00	5.80	5.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES

PROGRAM

Library Youth Services

01111160

Statement of Purpose

To provide timely materials and quality programs to meet the educational, recreational, and cultural needs of youth from infancy through eighth grade, to promote early literacy, enhance academic success and expand personal growth.

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.

Accomplishments in FY 2016-2017

- * 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/Dia de los Libros and end of Summer Reading Program special events.
- *
- Offered a variety of workshops for students in subject areas such as science, technology, reading, engineering, arts, math, & music.
- * Offered a Math Mania incentive program to help students with math skills.
- * Developed partnerships with community organizations to enhance information literacy to the community
- * Offered Istorytime services by providing iPads for children and parents to use in the library
- * Increase number and distribution of AWE Early Literacy computers within the system.
- * Offered a Children's Library Literacy Pilot Program at Delhi Center where programming such as but not limited to after-school homework help and tutoring to assist students with academic needs, storytime, IStorytime, Book Delivery, and S.T.R.E.A.M. activities were offered.

Action Plan for FY 2017-18

- * Cooperate with Technology and Support to implement Virtual Reality programs. Extend staff hours for services provided through our Children's Library Literacy Program at Delhi Center.
- * Continue to provide varied educational programming to meet the needs of children and tweens, including frequent story times.
- * Continue providing computer access, homework-help and tutoring through our Main and Newhope Learning Centers.
- * Expand educational workshops focused on science, technology, reading, engineering, arts, and math/music (S.T.R.E.A.M).

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
Youth Materials Loaned	274,373	242,878	271,500	255,022
Information requests	36,991	25,233	39,290	26,495
Preschool age programs/Attendance	85/2,767	52/1,869	50/2,200	55/1,962
School age programs/Attendance	244/9,032	221/11,450	250/8,200	232/12,023
Class Tours/School Visits & Attendance	39/1,151	41/1,232	30/950	43/1,294
Outreach Events/Attendance	14/496	17/504	10/250	18/529
New library cards issued	4,295	4,004	4,100	4,204
Youth Materials Added	8,280	12,376	6,725	12,995
Computer Users/Sessions	8,962/17,744	3,664/14,234	4,860/15,200	3,847/14,946
Students registered in Learning Center (tutoring)/Sessions	3,098/14,045	974/10,664	2540/12,000	1,023/11,197
Parent Workshops	N/A	N/A	5/100	5/100
Efficiency				
Cost per community contact in Youth Services	\$1.79	\$2.19	\$2.39	\$2.44
Effectiveness				
Library Cardholders Percentages of Total Population (New Statistic)	52%	53.0%	55.0%	56.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Youth Services		01111160			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	365,555	305,730	401,780	380,140
61020	Salaries Part-Time	66,558	79,471	86,875	246,045
61040	Salaries Overtime	0	427	9,455	9,455
61100	Retirement-Employer Contribution	66,860	68,943	100,425	102,940
61110	Part-Time Retirement	1,483	1,914	2,305	8,275
61120	Medicare Insurance	3,935	3,179	7,150	7,915
61130	Health Insurance	54,346	38,533	64,755	64,210
61170	Retiree Health Benefits	6,677	4,242	0	0
61180	Worker Compensation Insurance	3,409	3,172	3,835	12,915
69090	Department Savings	0	0	(30,000)	(87,500)
	SUBTOTAL PERSONNEL	568,823	505,612	646,580	744,395
62010	Communications	4,700	4,574	5,000	5,000
62120	Training, Transportation, Meeting	385	932	500	500
62140	Membership, Subscription And Dues	1,251	1,438	1,500	1,500
62300	Contractual Services-Professional	8,989	13,102	25,000	25,000
	SUBTOTAL CONTRACTUAL	15,325	20,047	32,000	32,000
63001	Miscellaneous Operating Expenses	23,327	13,895	14,500	14,500
63300	Gas & Diesel	762	483	1,000	1,000
	SUBTOTAL COMMODITIES	24,089	14,379	15,500	15,500
65010	Rental City Equipment	2,712	2,712	2,795	2,795
65012	Accident Repair & Replacement Charge	0	180	180	180
65100	Insurance Charges	3,942	3,548	3,940	3,940
	SUBTOTAL FIXED CHARGES	6,654	6,440	6,915	6,915
66600	Books Records Video	38,298	84,115	130,335	130,335
	SUBTOTAL CAPITAL	38,298	84,115	130,335	130,335
	TOTAL	653,189	630,593	831,330	929,145

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		3.00
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		4.00
8420	Tutor		9.00		14.00
	TOTAL	5.00	18.00	5.00	24.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM			
Library Young Adult Services	01111180			
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 2016-2017				
<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.</p> <p>* Continued to oversee a \$500,000 grant to prototype a Memories of Migration Teen Community Historian program.</p> <p>* Continued the Strategic Plan Youth Civic Engagement Initiative, which has thus far coordinated 40 events/activities for 7483 participants</p>				
Action Plan for FY 2017-18				
<p>* Continue to seek out resources to fund programs that promote youth development, civic engagement and workforce skills development.</p> <p>* Continue to provide extensive educational and recreational programs for teens at all four sites.</p> <p>* Expand the scope of operations of the Santa Ana History Room through grants and integration of youth into this programming.</p> <p>* Continue Seeds to Trees model of youth workforce development and expand to other professional areas.</p> <p>* Continue to develop Youth Civic Engagement interns.</p>				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
Teens Programs/Attendance	1668/8,192	757/3,703	1,132/2,778	1,000/2,800
Field Trips and Events/Attendance (new stat)	279/3,767	48/6,245	84/16456	55/7,000
Teen Zone Attendance	21,902	26,238	28,000	30,000
Buddy Programs/Attendance	696/4,885	1,163/3,795	1,058/4,920	1,100/6,000
Volunteer Services system-wide Volunteers/Hours	332/12,870	214/8,939	200/15,920	210/16,500
Teen Volunteer Returning (new stat)	35	38	52	50
Santa Ana History Room Usage (new stat)	1,200	15	300	100
Efficiency				
Cost per community contact in Young Adult Services	\$6.02	\$8.30	\$5.89	\$6.51
Effectiveness				
Library Cardholders Percentages of Total Population (New Statistic)	43%	40%	43.0%	45.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Young Adult Services		01111180			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	174,302	182,853	202,855	195,835
61020	Salaries Part-Time	91,411	96,149	95,690	182,485
61040	Salaries Overtime	0	598	0	0
61100	Retirement-Employer Contribution	30,441	37,880	48,910	53,250
61110	Part-Time Retirement	3,204	3,346	3,285	6,540
61120	Medicare Insurance	3,817	3,993	4,280	5,440
61130	Health Insurance	22,981	23,094	25,470	41,560
61170	Retiree Health Benefits	3,613	3,100	0	0
61180	Worker Compensation Insurance	2,242	2,241	3,190	7,965
69090	Department Savings	0	0	(97,000)	(37,500)
	SUBTOTAL PERSONNEL	332,010	353,253	286,680	455,575
62010	Communications	3,929	3,753	4,000	4,000
62120	Training, Transportation, Meeting	222	0	1,000	1,000
62140	Meeting, Subscription & Dues	150	0	0	0
62300	Contractual Services-Professional	1,306	11,297	4,500	12,500
	SUBTOTAL CONTRACTUAL	5,607	15,050	9,500	17,500
63001	Miscellaneous Operating Expenses	20,135	2,779	19,835	11,835
63300	Gas & Diesel	843	658	1,000	1,000
	SUBTOTAL COMMODITIES	20,978	3,437	20,835	12,835
65010	Rental City Equipment	2,712	2,712	2,795	2,795
65012	Accident Repair & Replacement Charge	0	180	180	180
	SUBTOTAL FIXED CHARGES	2,712	2,892	2,975	2,975
66600	Books Records Video	9,514	11,381	22,665	22,665
	SUBTOTAL CAPITAL	9,514	11,381	22,665	22,665
	TOTAL	370,820	386,014	342,655	511,550

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	1.50		1.00	
5313	Youth Services Technician	0.00		0.50	
9190	Library Assistant		1.00		1.00
9200	Library Clerk I		3.00		3.00
9290	Library Page		4.00		5.00
8410	Senior Tutor		16.00		11.00
8420	Tutor		10.00		20.00
	TOTAL	2.50	34.00	2.50	40.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM			
Library Technology and Support Services	01111190			
Statement of Purpose				
<p><i>To provide public access to electronic resources and print materials through efficient use of technological advances, training, processing, and lending procedures.</i></p> <p>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.</p>				
Accomplishments in FY 2016-2017				
<ul style="list-style-type: none"> * 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 2,043 while promoting the agency's services to Santa Ana schools. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * 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. * Continue to 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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels - System wide				
Number of items in system	274,543	277,992	285,000	280,772
Number of registered patrons	134,618	134,780	136,336	136,128
Number of library visits by patrons to fixed facilities	521,713	539,322	535,300	544,715
Number of print materials loaned	307,993	271,817	341,720	274,535
Number of audio recordings loaned	5,881	3,687	5,000	3,724
Number of video/DVD recordings loaned	25,225	19,100	20,000	19,291
Online Database Searches	151,975		160,000	
Public computer usage: users/sessions	10,102/29,239	4,682/32,839	10,500/31,000	4,782/33,167
Number of new items added to collection	14,269	29,548	15,000	29,843
Number of visits to library website	1,118,070		1,200,000	
Number of items in resources (New)	901	18,404	17,000	18,588
Efficiency				
Overall library cost per loan	\$4.03	\$4.04	\$4.30	\$5.30
Effectiveness				
Achieve ratio 1:8 new books per capita	1:04	1:08	1:05	1:09
Achieve ratio of 2:1 total books per capita	2:83	2:83	2:86	2:82
Library card holders as % of Santa Ana residents (Goal is to reach 60%)	41%	40%	41%	41%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Technology and Support Services		01111190			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	579,888	627,777	661,955	667,280
61020	Salaries Part-Time	341,461	346,175	412,595	412,595
61040	Salaries Overtime	2,463	3,393	0	0
61100	Retirement-Employer Contribution	101,147	134,966	162,785	177,285
61110	Part-Time Retirement	12,040	12,271	14,670	14,670
61120	Medicare Insurance	12,282	13,155	15,425	14,495
61130	Health Insurance	121,740	135,904	147,810	138,110
61170	Retiree Health Benefits	7,938	9,993	0	0
61180	Worker Compensation Insurance	7,254	7,573	8,300	17,920
69090	Department Savings	0	0	(30,000)	(37,500)
	SUBTOTAL PERSONNEL	1,186,213	1,291,208	1,393,540	1,404,855
62010	Communications	22,860	16,335	13,500	13,500
62120	Training, Transportation, Meeting	211	173	500	500
62140	Membership, Subscription And Dues	280	0	100	100
62300	Contractual Services-Professional	95,342	57,907	55,000	55,000
	SUBTOTAL CONTRACTUAL	118,694	74,415	69,100	69,100
63001	Miscellaneous Operating Expenses	61,365	48,830	50,140	50,140
	SUBTOTAL COMMODITIES	61,365	48,830	50,140	50,140
65100	Insurance Charges	1,024	922	1,025	1,025
	SUBTOTAL FIXED CHARGES	1,024	922	1,025	1,025
66600	Books Records Video	0	36,712	62,000	62,000
	SUBTOTAL CAPITAL	0	36,712	62,000	62,000
	TOTAL	1,367,296	1,452,087	1,575,805	1,587,120
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		1.70	
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		12.00
9210	Library Clerk II		1.00		1.00
9290	Library Page		11.00		9.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		8.00		8.00
	TOTAL	10.00	35.00	9.70	32.00
* Upon vacancy, position converts to Assistant Librarian					

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES
Administrative Services

PROGRAM
01113200

Statement of Purpose

To provide management and fiscal support to Parks, Recreation and Community Services Agency.

SERVICE PROGRAM

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.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Administrative Services		01113200			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	801,228	792,400	832,320	832,160
61020	Salaries Part-Time	58,064	57,741	68,895	68,895
61040	Salaries Overtime	752	203	8,000	8,000
61100	Retirement-Employer Contribution	132,696	161,764	187,105	207,775
61110	Part-Time Retirement	2,019	1,981	2,585	2,585
61120	Medicare Insurance	8,993	8,805	12,655	9,115
61130	Health Insurance	83,972	90,208	97,990	103,420
61170	Retiree Health Benefits	3,931	2,644	0	0
61180	Worker Compensation Insurance	15,226	14,544	15,010	23,040
	SUBTOTAL PERSONNEL	1,106,880	1,130,290	1,224,560	1,254,990
62010	Communications	23,456	23,298	20,000	20,000
62120	Training, Transportation, Meeting	50	0	0	0
62140	Membership, Subscription And Dues	0	0	1,700	1,700
62251	Other Agency Services	7,209	8,617	7,095	7,095
62300	Contractual Services-Professional	94,610	111,316	101,000	101,000
62302	Contracted Vendor Personnel Services	900	400	1,200	1,200
62600	Parking Validation	71	0	500	500
62700	Auto Expense	6,000	6,000	6,000	6,000
	SUBTOTAL CONTRACTUAL	132,296	149,631	137,495	137,495
63001	Miscellaneous Operating Expenses	37,318	33,458	70,000	70,000
63300	Fuel	2,524	530	800	800
	SUBTOTAL COMMODITIES	39,842	33,989	70,800	70,800
65010	Rental City Equipment	12,000	5,076	5,230	5,185
65011	Equipment Replacement Charges	714	0	0	0
65012	Accident Repair & Replacement Charge	0	192	185	195
65100	Insurance Charges	57,935	52,142	57,935	57,935
65205	Internal Departments Personnel Charges	0	793	0	0
	SUBTOTAL FIXED CHARGES	70,649	58,203	63,350	63,315
	TOTAL	1,349,667	1,372,112	1,496,205	1,526,600

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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
	TOTAL	7.00	3.00	7.00	3.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES

PROGRAM

Stadium

01113210

Statement of Purpose

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.

This program includes the operation and maintenance of structures, sports turf management, landscaping, and care of ancillary equipment.

Accomplishments FY 2016-2017

- * Initiated concrete repair project at stadium
- * Provided restroom and locker room custodial maintenance for all large events and daily reservations

Action Plan for FY 2017-18

- * Landscape-Grounds Agreement – Continue overseeing the landscape-grounds maintenance agreement at the Stadium.
- * Restroom Custodial Maintenance – Continue overseeing custodial agreement to provide 365 day custodial maintenance at the Stadium.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of Stadium reservations	688	611	350	650
# 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		ACCOUNTING UNIT			
Stadium		01113210			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries Part-Time	35,483	34,826	37,110	37,110
61040	Salaries Overtime	1,825	2,486	0	0
61110	Part-Time Retirement	1,331	1,306	1,395	1,395
61120	Medicare Insurance	541	533	535	535
61180	Worker Compensation Insurance	4,865	4,775	5,090	5,460
	SUBTOTAL PERSONNEL	44,045	43,926	44,130	44,500
62000	Utilities	63,050	75,225	69,000	69,000
62010	Communications	1,739	1,715	1,750	1,750
62300	Contractual Services-Professional	289	200	0	0
62320	Maint. & Repair Buildings & Ground	90,829	79,215	96,000	96,000
	SUBTOTAL CONTRACTUAL	155,907	156,355	166,750	166,750
63001	Miscellaneous Operating Expenses	5,901	1,145	0	0
63200	Operating Mat. & Supplies Bldgs./Grnds.	6,609	7,605	13,500	13,500
63300	Fuel	740	71	110	110
	SUBTOTAL COMMODITIES	13,250	8,821	13,610	13,610
65010	Rental City Equipment	7,668	7,988	7,035	5,605
65011	Equipment Replacement Charges	0	860	2,065	4,130
65012	Accident Repair & Replacement Charge	0	504	505	505
65100	Insurance Charges	14,662	13,196	14,660	14,660
	SUBTOTAL FIXED CHARGES	22,330	22,548	24,265	24,900
	TOTAL	235,533	231,651	248,755	249,760
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
9300	Park Maintenance Assistant		2.00		2.00
	TOTAL	0.00	2.00	0.00	2.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES

PROGRAM

Santa Ana Zoo at Prentice Park

01113220

Statement of Purpose

To instill passion for the natural world through education, recreation and conservation programs.

As an urban oasis and family resource, the Zoo will provide dynamic presentations and responsible animal management.

Accomplishments FY 2016-2017

- * 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 2017-18

- * 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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of special events	6	6	6	6
# of outreach programs	81	18	80	80
# of on-site programs	136	86	160	100
Total education programs	221	214	244	182
Effectiveness				
Attendance	241,435	250,156	255,000	260,000
Outreach program participation	2,268	2,478	2,500	2,000
On-site program participation	13,510	12,754	12,000	12,000
City volunteer hours	4,000	12,000	4,000	13,000

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Santa Ana Zoo at Prentice Park		01113220			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	634,101	696,278	766,355	775,250
61020	Salaries Part-Time	221,999	199,758	256,075	256,075
61040	Salaries Overtime	13,340	14,166	3,270	3,270
61100	Retirement-Employer Contribution	116,358	154,880	186,635	210,656
61110	Part-Time Retirement	7,410	6,546	11,710	11,710
61120	Medicare Insurance	11,356	11,832	14,340	13,460
61130	Health Insurance	108,380	120,777	128,215	156,660
61170	Retiree Health Benefits	7,798	8,699	0	0
61180	Worker Compensation Insurance	76,396	81,078	105,520	110,925
69090	Department Savings	0	0	(40,000)	(40,000)
	SUBTOTAL PERSONNEL	1,197,138	1,294,013	1,432,120	1,498,006
62000	Utilities	143,470	129,006	97,000	97,000
62010	Communications	15,520	19,384	13,500	13,500
62120	Training, Transportation, Meeting	2,163	1,487	1,500	1,500
62140	Membership, Subscription and Dues	13,733	15,899	11,500	11,500
62251	Other Agency Services	580	591	0	0
62300	Contractual Services-Professional	232,586	205,774	446,000	321,000
62320	Maintenance & Repair Buildings & Ground	62,204	120,443	0	0
69090	Department Savings	0	0	(60,000)	(60,000)
	SUBTOTAL CONTRACTUALS	470,255	492,584	509,500	384,500
63001	Miscellaneous Operating Expenses	88,022	74,872	88,300	88,300
63300	Gas & Diesel	1,705	746	500	500
63400	Animal Food & Supplies	76,265	69,231	73,385	73,385
	SUBTOTAL COMMODITIES	165,992	144,849	162,185	162,185
65010	Rental City Equipment	17,916	16,528	17,760	17,760
65011	Equipment Replacement Charges	0	1,720	4,130	4,130
65012	Accident Repair & Replacement Charge	0	1,116	995	995
65100	Insurance Charges	49,498	44,548	49,500	49,500
	SUBTOTAL FIXED CHARGES	67,414	63,912	72,385	72,385
	TOTAL	1,900,799	1,995,359	2,176,190	2,117,076
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
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	
5485	Zoo Operations Coordinator	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 Attendant		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 2016-2017				
<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 * Developed educational classes and programs for seniors at both senior centers * Conducted community outreach meetings for new park projects * Developed and implemented educational workshops at all Community Gardens * Developed and implement expansion of Youth Sports program * Developed and implement the After School Adventures Program * Host ground breaking event for Roosevelt/Walker Community Center and Park * Host ground breaking event for Pacific Electric Park 				
Action Plan for FY 2017-18				
<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 * Promote and expand computer programs at El Salvador and Logan Centers * Implement and promote Wellness Program Website 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
* Total youth served in summer programs	36,350	37,100	38,000	38,000
* Total family members served in Project PRIDE	711	585	1,050	700
* Total youth served in Leisure Classes	12,130	13,250	12,300	13,250
* Number of Soccer Field Reservations	5,593	6,250	5,700	5800
* Number of Ball Diamond Reservations	4,468	5,639	4,600	4700
* Number of Leisure Class Sessions	685	710	725	725
* Number of Leisure Class Participants	17,000	18,360	17,200	18360
Performance measures for Nature Center				
* Number of Self Guided Tours	820	800	1,050	1,100
* Number of Educational Tours	913	635	1,200	1,200
* Number of Nature Camps	67	42	100	130
* Number of Center Park Volunteers	339	378	500	600
* Number of Teen Leadership Program	13	9	18	15
* Number of Restoration Projects	9	5	20	20
* Number of Center Visitors	2,131	1,311	3,000	2,500
Performance measures Youth Sports/Wellness				
* Number of youth served Sports	1,037	1,200	1,100	1300
* Number served Wellness Program Participants served	395	400	450	450
Performance measures Youth Sports/Wellness (New Stat)				
* Number of After School Program Participants served	N/A	159	165	165

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Recreation		01113230			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	779,734	930,825	1,049,805	1,070,240
61020	Salaries Part-Time	1,548,624	1,432,064	2,321,390	2,479,880
61040	Salaries Overtime	15,797	11,675	7,405	23,305
61100	Retirement-Employer Contribution	195,237	243,694	289,570	349,470
61110	Part-Time Retirement	48,375	45,726	97,715	84,375
61120	Medicare Insurance	33,859	34,330	54,870	51,055
61130	Health Insurance	139,977	178,256	205,925	205,450
61170	Retiree Health Benefits	11,793	10,028	0	0
61180	Worker Compensation Insurance	114,213	109,256	148,890	155,975
69090	Department Savings	0	0	(370,000)	(370,000)
	SUBTOTAL PERSONNEL	2,887,609	2,995,854	3,805,570	4,049,750
62000	Utilities	387	0	0	0
62010	Communications	98,363	115,485	90,000	90,000
62120	Training, Transportation, Meeting	43	530	3,530	3,530
62140	Membership, Subscription and Dues	360	90	1,760	1,760
62300	Contractual Services-Professional	741,970	800,269	825,465	913,755
62302	Contracted Vendor Personnel Services	1,300	1,680	0	0
62320	Maintenance & Repair Buildings & Ground	(1,352)	184	0	0
	SUBTOTAL CONTRACTUAL	841,071	918,238	920,755	1,009,045
63001	Miscellaneous Operating Expenses	210,256	160,445	216,030	216,030
63300	Gas & Diesel	23,760	14,962	33,870	33,870
	SUBTOTAL COMMODITIES	234,016	175,407	249,900	249,900
65010	Rental City Equipment	68,856	44,782	82,715	69,635
65011	Equipment Replacement Charges	714	15,590	31,105	15,850
65012	Accident Repair & Replacement Charge	0	2,994	3,115	2,820
65100	Insurance Charges	134,972	121,475	134,970	134,970
	SUBTOTAL FIXED CHARGES	204,542	184,841	251,905	223,275
67200	Capital Lease	0	0	0	7,000
	SUBTOTAL DEBT SERVICES	0	0	0	7,000
68000	Transfer to Fund 052	1,675,000	0	0	0
	SUBTOTAL INTERFUND TRANSFERS	1,675,000	0	0	0
	TOTAL	5,842,238	4,274,339	5,228,130	5,538,970

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	3.00		5.00	
5330	Recreation Program Coordinator	1.00		1.00	
9770	Administrative Aide		2.00		2.00
9100	Community Center Aide		17.00		18.00
9690	Computer Technician		1.00		1.00
9230	Maintenance Attendant		20.00		20.00
8080	Management Intern		1.00		0.00
8160	Program Coordinator		12.00		17.00
9350	Program Leader I		1.00		0.00
9360	Program Leader II		51.00		58.00
2776	Recreation Facility Attendant		24.00		29.00
8100	Senior Administrative Intern		1.00		1.00
9070	Senior Clerical Aide		15.00		15.00
9400	Senior Program Leader		9.00		13.00
9430	Special Events Leader I		3.00		3.00
9440	Special Events Leader II		1.00		1.00
	TOTAL	12.00	158.00	14.00	178.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES

PROGRAM

Park Ranger Program

01113240

Statement of Purpose

To continually improve the level of safety at parks by proactively communicating with park customers and continuously enforcing park rules.

Accomplishments FY 2016-2017

* Section was transferred to the Police Department during fiscal year 2014-2015.

Action Plan for FY 2017-18

* Section was transferred to the Police Department during fiscal year 2014-2015.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
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		ACCOUNTING UNIT			
Park Ranger Program		01113240			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries Part-Time	152,017	19,481	0	0
61040	Salaries Overtime	5,107	0	0	0
61100	Retirement-Employer Contribution	1,493	5,555	0	0
61110	Part-Time Retirement	1,414	0	0	0
61120	Medicare Insurance	2,277	282	0	0
61180	Worker Compensation Insurance	5,040	577	0	0
	SUBTOTAL PERSONNEL	167,348	25,895	0	0
62010	Communications	2,228	216	0	0
62300	Contractual Services-Professional	25,612	20,439	0	0
	SUBTOTAL CONTRACTUAL	27,840	20,654	0	0
63001	Miscellaneous Operating Expenses	1,645	0	0	0
63300	Gas & Diesel	11,498	2,506	0	0
	SUBTOTAL COMMODITIES	13,142	2,506	0	0
65010	Rental City Equipment	48,390	5,160	0	0
65012	Accident Repairs & Replacement	0	480	0	0
	SUBTOTAL FIXED CHARGES	48,390	5,640	0	0
	TOTAL	256,720	54,695	0	0
	<i>Note: Transferred to the Police Department during FY 14-15.</i>				
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3615	PT Park Ranger		0.00		0.00
7475	PT Supervising Park Ranger		0.00		0.00
	TOTAL	0.00	0.00	0.00	0.00

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 2016-2017	<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 2017-18	<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 contactors. * 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 14-15	FY 15-16	FY 16-17	FY 17-18
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		ACCOUNTING UNIT			
Park Services		01113250			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	236,060	338,034	369,940	386,345
61020	Salaries Part-Time	180,490	179,567	179,950	179,950
61040	Salaries Overtime	23,005	21,502	3,675	3,675
61100	Retirement-Employer Contribution	38,304	66,784	81,610	84,310
61110	Part-Time Retirement	6,768	6,734	6,750	6,750
61120	Medicare Insurance	6,169	7,637	7,655	7,705
61130	Health Insurance	53,942	78,623	85,280	78,300
61170	Retiree Health Benefits	11,166	3,399	0	0
61180	Worker Compensation Insurance	44,065	56,553	57,840	63,300
	SUBTOTAL PERSONNEL	599,969	758,833	792,700	810,335
62000	Utilities	1,581,922	1,268,069	1,310,000	1,291,575
62010	Communications	24,259	36,976	27,000	27,000
62120	Training, Transportation, Meeting	50	420	1,155	1,155
62251	Other Agency Services	42,872	43,686	41,480	41,480
62300	Contractual Services-Professional	29,083	3,057	0	0
62320	Maint. & Repair Buildings & Ground	2,314,931	2,367,343	2,523,390	2,523,390
62600	Parking Validation	203	0	0	0
69090	Department Savings	0	0	(435,000)	(435,000)
	SUBTOTAL CONTRACTUAL	3,993,319	3,719,550	3,468,025	3,449,600
63001	Miscellaneous Operating Expenses	10,729	18,504	0	0
63200	Operating Materials & Supplies Buildings/Grounds	227,107	164,537	235,260	205,260
63300	Gas & Diesel	40,599	22,698	32,100	32,100
	SUBTOTAL COMMODITIES	278,435	205,739	267,360	237,360
65010	Rental City Equipment	166,839	109,126	112,785	110,425
65011	Equipment Replacement Charges	4,055	19,536	18,850	20,915
65012	Accident Repair & Replacement Charge	0	3,228	3,225	3,220
65020	City Yard Rental	92,295	98,867	104,640	104,640
65100	Insurance Charges	205,696	185,126	205,695	205,695
	SUBTOTAL FIXED CHARGES	468,885	415,883	445,195	444,895
67003	Loan Payment-On Bill Financing	0	0	0	18,425
	SUBTOTAL DEBT SERVICES	0	0	0	18,425
	TOTAL	5,340,608	5,100,005	4,973,280	4,960,615

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
4106	Park Services Inspector II	2.00		2.00	
4320	Parks Services Inspection Supervisor	1.00		1.00	
6330	Senior Parks Services Inspection Supervisor	1.00		1.00	
9300	Park Maintenance Assistant		9.00		9.00
9260	Senior Maintenance Worker		1.00		1.00
	TOTAL	4.00	10.00	4.00	10.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES

PROGRAM

Park Building Services

01113260

Statement of Purpose

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.

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.

Accomplishments FY 2016-2017

* Partnered with Finance and Management Services, Building Maintenance Division to maintain quality recreational facilities for the community.

Action Plan for FY 2017-18

* Continue to communicate closely with Finance and Management Services, Building Maintenance Division to ensure proper maintenance of city facilities.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
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		ACCOUNTING UNIT			
Park Building Services		01113260			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	330,195	295,983	378,155	350,325
61020	Salaries Part-Time	62,539	57,992	69,520	69,520
61040	Salaries Overtime	1,505	844	0	0
61100	Retirement-Employer Contribution	62,859	65,909	95,255	110,585
61110	Part-Time Retirement	1,333	1,326	1,430	1,430
61120	Medicare Insurance	5,849	5,289	6,395	5,990
61130	Health Insurance	37,345	39,022	77,245	79,110
61170	Retiree Health Benefits	0	5,778	0	0
61180	Worker Compensation Insurance	39,581	43,117	52,445	54,875
69090	Department Savings	0	0	(110,551)	(110,551)
	SUBTOTAL PERSONNEL	541,205	515,259	569,894	561,284
62300	Contractual Services-Professional	6,091	3,764	0	0
62320	Maintenance & Repair Buildings & Ground	200,552	81,366	119,240	119,240
69090	Department Savings	0	0	(119,240)	(119,240)
	SUBTOTAL CONTRACTUAL	206,644	85,131	0	0
63001	Miscellaneous Operating Expenses	5,674	8,501	0	0
63200	Operating Mat. & Supplies Bldgs./Grounds	27,080	24,062	4,250	34,250
63300	Gas & Diesel	0	5,505	13,300	13,300
	SUBTOTAL COMMODITIES	32,754	38,068	17,550	47,550
65000	Building Rental	583,550	593,055	620,110	629,615
65010	Rental City Equipment	0	41,532	42,780	42,805
65012	Accident Repair & Replacement Charge	0	1,080	1,085	1,080
	SUBTOTAL FIXED CHARGES	583,550	635,667	663,975	673,500
	TOTAL	1,364,153	1,274,124	1,251,419	1,282,334

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
1114400 Office of the Chief of Police	1,314,674	1,721,228	1,745,143	1,738,373	
1114401 Fiscal & Budget	688,150	735,918	869,988	944,188	
1114402 Human Resources	1,395,031	585,263	587,474	593,701	
1114403 Building & Facility	3,412,408	3,529,772	3,300,485	3,375,772	
1114404 Backgrounds	0	964,433	989,298	741,922	
1114405 Traffic	7,616,272	7,109,099	7,205,360	6,256,256	
1114410 Training Services	1,469,786	1,533,167	1,612,248	2,080,076	
1114415 Professional Standards	1,052,299	1,150,244	1,451,498	1,044,572	
1114420 Field Operations	43,060,289	41,800,643	56,162,496	60,070,896	
1114425 Information Services	857,173	1,125,116	1,446,793	1,494,046	
1114430 Animal Services	1,681,826	1,491,551	1,681,375	2,469,166	
1114435 District Investigations	6,975,858	7,207,535	7,922,169	6,433,461	
1114440 Crimes Against Persons	7,893,897	6,527,665	7,248,870	6,050,968	
1114445 Special Investigations	614,694	3,527,534	3,768,665	3,515,702	
1114448 Evidence	658,300	634,100	771,483	1,019,422	
1114450 CDC	972,709	1,256,220	1,620,571	1,425,258	
1114455 Forensic Services	2,213,700	2,325,433	2,701,998	2,742,316	
1114460 Records Services	1,594,696	1,573,656	1,973,824	2,153,446	
1114465 Communications	4,327,672	4,570,800	6,295,114	6,652,864	
1114470 Vice	11,475	4,639	0	195,764	
1114475 Jail Operations	15,631,830	15,889,108	17,359,945	11,840,586	
1114480 Regional Narcotic Suppression Program	2,229,338	1,994,746	2,152,009	1,648,356	
1114485 Homeland Security & Crime Prevention	262,201	153,516	181,948	173,354	
1114490 Tobacco Retail License Program	159,287	180,819	206,356	208,893	
Department Savings	0	0	(8,997,992)	(8,997,992)	
TOTAL	<u>106,093,564</u>	<u>107,592,207</u>	<u>120,257,118</u>	<u>115,871,365</u>	
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000 Personnel	86,850,416	88,706,767	109,543,869	104,240,296	
62000 Contractual	10,843,641	10,401,841	10,449,509	10,483,551	
63000 Commodities	1,896,745	2,060,062	2,185,363	1,882,262	
65000 Fixed Charges	6,482,574	6,364,908	6,526,444	7,506,847	
66000 Capital	0	53,367	0	0	
67000 Debt Service	0	0	544,645	751,147	
68000 Transfers	20,188	5,262	5,280	5,255	
69090 Department Savings	0	0	(8,997,992)	(8,997,992)	
TOTAL	<u>106,093,564</u>	<u>107,592,207</u>	<u>120,257,118</u>	<u>115,871,365</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	13.00		13.00	
3300	Police Sergeant	43.00		43.00	
3200	Police Officer	299.00		309.00	
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	2.00		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	
6295	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

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		4.00	
801	Police Evidence & Supply Supervisor	2.00		2.00	
799	Police Evidence & Supply Specialist	10.00		10.00	
3100	DNA Coordinator	1.00		1.00	
1360	Forensic Supervisor	1.00		1.00	
7600	Firearms Examiner	2.00		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		9.00	
7230	Police Records Supervisor	2.00		2.00	
7110	Lead Police Records Specialist	3.00		3.00	
7370	Senior Police Records Specialist	13.00		13.00	
370	Correctional Supervisor	10.00		8.00	
310	Correctional Officer	70.00		62.00	
7628	Lead Correctional Records Specialist	4.00		4.00	
7650	Senior Correctional Records Specialist	9.00		8.00	
20	Micro Systems Technician	2.00		2.00	
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	4.00		4.00	
7270	Secretary	1.00		1.00	
7330	Senior Office Assistant	12.00		13.00	
7360	Senior Office Specialist	1.00		1.00	
3820	Rangemaster	1.00		1.00	
3610	Park Ranger	2.00		2.00	
1620	Assistant City Atty.	0.50		0.50	
150	Senior Management Analyst	0.00		1.00	
1250	Personnel Technician	0.00		1.00	
3600	PAAL Assist. Director	0.00		1.00	
	TOTAL GENERAL FUND	<u>601.50</u>	<u>0.00</u>	<u>604.50</u>	<u>0.00</u>
	SPECIAL REVENUE/ENTERPRISE				
3200	Police Officer - Civic Center	7.00		7.00	
3200	Police Officer - Downtown*	4.00		4.00	
7330	Senior Office Assistant	1.00		0.00	
	TOTAL SPECIAL REVENUE FUND	<u>12.00</u>	<u>0.00</u>	<u>11.00</u>	<u>0.00</u>
	TOTAL NON-GRANT POSITIONS	<u>613.50</u>	<u>0.00</u>	<u>615.50</u>	<u>0.00</u>
	GRANT FUNDED POSITIONS				
3300	Police Sergeant UASI	1.00		1.00	
3600	PAAL Assist. Director	1.00		0.00	
3200	Police Officer - PAAL & UASI	2.00		2.00	
	TOTAL GRANT FUNDED POSITIONS	<u>4.00</u>	<u>0.00</u>	<u>3.00</u>	<u>0.00</u>
	TOTAL ALL FUNDING SOURCES	<u>617.50</u>	<u>0.00</u>	<u>618.50</u>	<u>0.00</u>

*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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	744,261	988,404	970,874	991,245
61020	Salaries Part-time	12,710	6,563	0	10,610
61040	Salaries Overtime	12,091	6,869	12,500	12,500
61100	Retirement - Employer Contribution	225,971	329,747	358,506	143,913
61110	Part-Time Retirement	477	246	0	398
61120	Medicare Insurance	8,847	12,386	12,934	12,362
61130	Health Insurance	73,578	96,022	97,035	107,453
61170	Retiree Health Benefits	801	2,276	11,554	7,054
61180	Workers Compensation Insurance	51,457	65,400	58,921	74,136
	SUBTOTAL PERSONNEL	<u>1,130,193</u>	<u>1,507,911</u>	<u>1,522,323</u>	<u>1,359,671</u>
62120	Training, Transportation, Meeting	15,357	15,761	16,740	16,740
62140	Memberships, Subscriptions, and Dues	100,278	99,800	103,000	103,000
62300	Contract Services - Professional	22,052	71,880	81,900	239,980
62600	Parking Validations	8,439	9,340	7,500	7,500
	SUBTOTAL CONTRACTUAL	<u>146,124</u>	<u>196,780</u>	<u>209,140</u>	<u>367,220</u>
63001	Miscellaneous Operating Expenses	15,610	12,332	10,000	10,000
63300	Gas & Diesel	7,748	4,205	3,680	1,482
	SUBTOTAL COMMODITIES	<u>23,357</u>	<u>16,537</u>	<u>13,680</u>	<u>11,482</u>
68000	Transfer to Fund 052	15,000	0	0	0
	SUBTOTAL TRANSFERS	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>1,314,674</u></u>	<u><u>1,721,228</u></u>	<u><u>1,745,143</u></u>	<u><u>1,738,373</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3390	Police Chief	1.00		1.00	
3360	Deputy Chief of Police	1.00		1.00	
3300	Police Sergeant	1.00		1.00	
3200	Police Officer	1.00		1.00	
7330	Senior Office Assistant	1.00		1.00	
1620	Assistant City Atty.	0.50		0.50	
8130	Police Cadet				
	TOTAL	<u>5.50</u>	<u>0.00</u>	<u>5.50</u>	<u>0.00</u>

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	452,161	486,628	576,970	580,674
61020	Salaries Part-time	41,567	36,793	38,697	39,858
61040	Salaries Overtime	2,154	2,483	5,000	5,000
61100	Retirement - Employer Contribution	83,357	104,360	127,385	150,022
61110	Part-Time Retirement	673	714	1,451	1,495
61120	Medicare Insurance	7,169	7,627	8,475	8,906
61130	Health Insurance	74,811	80,209	94,995	135,827
61170	Retiree Health Benefits	4,537	5,577	2,695	2,815
61180	Workers Compensation Insurance	4,757	5,040	6,535	11,806
	SUBTOTAL PERSONNEL	<u>671,187</u>	<u>729,432</u>	<u>862,203</u>	<u>936,403</u>
62120	Training, Transportation, Meeting	499	482	665	665
62300	Contract Services - Professional	10,540	308	2,000	2,000
	SUBTOTAL CONTRACTUAL	<u>11,039</u>	<u>790</u>	<u>2,665</u>	<u>2,665</u>
63001	Miscellaneous Operating Expenses	5,923	5,696	5,120	5,120
	SUBTOTAL COMMODITIES	<u>5,923</u>	<u>5,696</u>	<u>5,120</u>	<u>5,120</u>
	TOTAL EXPENDITURES	<u><u>688,150</u></u>	<u><u>735,918</u></u>	<u><u>869,988</u></u>	<u><u>944,188</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
150	Senior Management Analyst	0.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
7010	Accounting Assistant	4.00		4.00	
9070	Senior Clerical Aide				
9041	Account Clerk I		2.00		2.00
	TOTAL	<u>7.00</u>	<u>2.00</u>	<u>8.00</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 2015-16 and FY 2016-17

<ul style="list-style-type: none"> * Hired 54 Police Recruits * Hired 18 Police Officers - Lateral * Hired 5 Police Officers (Academy Graduates) * Hired 6 Police Services Dispatchers * Hired 3 Police Service Officers * Hired 2 Police Evidence and Supply Specialists * Hired 2 Police Investigative Specialists * Hired 2 Systems Administrators * Hired 1 Correctional Officer * Hired 1 Animal Service Officer I * Hired 1 Animal Service Officers II * Hired 3 Senior Office Assistants * Hired 1 Management Aide * Hired 1 Accounting Assitant * Hired 1 Communications Services Officer * Hired 1 Management Aide * Hired 1 Police Systems Support Analyst * Hired 1 Senior Personnel Analyst * Hired 54 Part Time Staff Members 	<ul style="list-style-type: none"> *Completed Police Sergeant Recruitment <ul style="list-style-type: none"> *Promoted 7 Corporals *Completed Police Corporal Recruitment <ul style="list-style-type: none"> *Promoted 22 Police Officers *Implemented continuous recruitment process for: <ul style="list-style-type: none"> *Police Recruit *Park Ranger *Implemented electronic certification process *Launched SAPD website focused entirely on recruitment *Increased staffing in Backgrounds, to improve efficiency *Implemented recruitment efficiency, combined: <ul style="list-style-type: none"> *Physical Agility Test *Sergeant Oral Interview *Background Orientation
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Action Plan for FY 2017-18

- * Continue continuous recruitment for Police Recruit and Park Ranger
- * Continue to targeted recruitment of female Police Officers to maintain 8% ratio
- * Attend recruitment events in Los Angeles, Orange and San Diego Counties
- * Increase SAPD social media presence regarding recruitment
 - *Twitter, LinkedIn, Facebook, Instagram
- * Continue strategic implementation of process improvement and efficiencies
- * Continue developing Departmental Safety Committee
- * Continue developing Peer Support Counseling Group
- * Continue hiring of various other full-time and part-time classifications

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of applications received (sworn & civilian)	3,564	7,317	5,000	7,600
# of applicants tests	2,330	2,284	3,100	2,500
# of applicants sworn	2,032	2,924	2,300	3,200
# of applicants civilian	298	4,393	750	4,300

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Human Resources		01114402			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	737,354	234,956	271,515	249,932
61020	Salaries Part-time	65,998	87,203	94,379	97,210
61040	Salaries Overtime	71,154	2,388	4,000	4,000
61100	Retirement - Employer Contribution	177,575	52,486	60,332	70,941
61110	Part-Time Retirement	663	1,562	3,539	3,645
61120	Medicare Insurance	12,365	4,600	6,462	5,074
61130	Health Insurance	125,014	41,976	45,151	54,289
61170	Retiree Health Benefits	4,745	950	0	0
61180	Workers Compensation Insurance	33,839	3,136	6,156	6,845
	SUBTOTAL PERSONNEL	<u>1,228,706</u>	<u>429,258</u>	<u>491,534</u>	<u>491,936</u>
62120	Training, Transportation, Meeting	12,363	5,153	6,750	6,750
62130	Tuition Reimbursement	0	4,994	25,000	25,000
62140	Membership, Subscription, Dues	2,945	0	3,000	3,000
62200	Advertising	613	1,352	6,900	6,900
62300	Contract Services - Professional	115,592	109,647	38,000	38,000
	SUBTOTAL CONTRACTUAL	<u>131,512</u>	<u>121,145</u>	<u>79,650</u>	<u>79,650</u>
63001	Miscellaneous Operating Expenses	15,569	17,041	15,000	15,000
63300	Gas & Diesel	7,040	862	1,290	0
	SUBTOTAL COMMODITIES	<u>22,609</u>	<u>17,904</u>	<u>16,290</u>	<u>15,000</u>
65010	Rental City Equipment	12,204	15,372	0	5,675
65012	Accident Repair & Replacement Charges	0	1,584	0	1,440
	SUBTOTAL FIXED CHARGES	<u>12,204</u>	<u>16,956</u>	<u>0</u>	<u>7,115</u>
	TOTAL EXPENDITURES	<u><u>1,395,031</u></u>	<u><u>585,263</u></u>	<u><u>587,474</u></u>	<u><u>593,701</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1540	Sr. Personnel Analyst	1.00		1.00	
7330	Senior Office Assistant	1.00		1.00	
1720	Management Analyst	1.00		1.00	
1250	Personnel Technician	0.00		1.00	
1008	Clerk Typist				
7270	Secretary		1.00		1.00
9070	Senior Clerical Aide		2.00		2.00
	TOTAL	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>4.00</u></u>	<u><u>3.00</u></u>

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Building & Facility

01114403

Statement of Purpose

To provide necessary services to properly maintain the 500,000 sq. ft. Police Building in a professional manner

Accomplishments in FY 2015-16 and FY 2016-17

- * Service Elevator 4H repaired and back in-service
- * Liebert unit in data center repaired
- * PD BM staff completed Airteq certification & training
- * Training for FY15-16 consisted of the following (per employee):
 - 26 hrs City Training (Risk Management)
 - 10 hrs Airteq Certification & Training
 - 12 hrs Online Training

Action Plan for FY 2017-18

- * Complete South Gate project
- * Complete roof repairs at Centennial Training Facility
- * Continue to streamline work orders, requisitions, and invoices in a timely manner
- * Begin replacement of the Jail's fire panel system

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 16-17-18
Service Level				
# of building maintenance work orders generated	2,565	2,626	2,596	2,596
# of PD generated work orders	1,112	973	1,043	1,043
# of Jail generated work orders	1,453	1,653	1,553	1,553
Efficiency				
Average time spent on each work order (hrs.)	2	1	1	1
% of work order repairs started within same day	69%	68%	68%	68%
within 1-2 days	12%	10%	11%	11%
within 4+ days	20%	22%	21%	21%
Effectiveness				
# of training hours per staff member	8	48	28	28
% of repairs completed same day	89%	88%	88%	88%
within 1-2 days	9%	1%	5%	5%
within 4+ days	3%	11%	2%	2%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Building & Facility		01114403			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	(300)	0	0
61020	Salaries Part-time	0	388	0	0
61100	Retirement - Employer Contribution	0	615	0	0
61110	Part-Time Retirement	0	15	0	0
61120	Medicare Insurance	0	22	0	0
61180	Workers Compensation Insurance	0	37	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>776</u>	<u>0</u>	<u>0</u>
62000	Utilities	948,386	891,238	800,900	800,900
62010	Communications	745,192	801,879	710,000	710,000
62120	Training, Transportation, Meeting	0	1,200	0	0
62300	Contract Services - Professional	1,170,161	1,184,825	1,077,051	1,077,051
	SUBTOTAL CONTRACTUAL	<u>2,863,739</u>	<u>2,879,141</u>	<u>2,587,951</u>	<u>2,587,951</u>
63001	Miscellaneous Operating Expenses	108,904	118,873	110,000	110,000
63200	Operating M&S Buildings/Grounds	400	0	0	0
	SUBTOTAL COMMODITIES	<u>109,304</u>	<u>118,873</u>	<u>110,000</u>	<u>110,000</u>
65000	Building Rental	439,365	527,245	602,534	677,821
65205	Internal Departments Personnel Charges	0	3,737	0	0
	SUBTOTAL FIXED CHARGES	<u>439,365</u>	<u>530,982</u>	<u>602,534</u>	<u>677,821</u>
	TOTAL EXPENDITURES	<u><u>3,412,408</u></u>	<u><u>3,529,772</u></u>	<u><u>3,300,485</u></u>	<u><u>3,375,772</u></u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Backgrounds		01114404		
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 2015-16 and FY 2016-17				
<ul style="list-style-type: none"> * Combined several background components into one day to expedite hiring * Attended recruitment events in support of hiring more employees * Gave Background presentations at newly developed Community Academy * Redesigned the Backgrounds Office to accommodate new Background Investigators * Purchased and implemented Esoph background software 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Look for ways to make the background process more efficient * Train officers in recruitment outreach * Purchase new equipment and upgrade the Polygraph Room * Continue to conduct thorough investigations 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
* Written Exams	N/A	27	20	25
* Orientations	N/A	21	25	20
* Background Packets Reviewed	N/A	547	900	500
* Employees Hired	N/A	88	60	80

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Backgrounds		01114404			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	567,584	599,905	478,567
61020	Salaries Part-time	0	41,108	0	16,073
61040	Salaries Overtime	0	20,962	5,000	5,000
61100	Retirement - Employer Contribution	0	174,488	200,052	87,206
61110	Part-Time Retirement	0	1,542	0	603
61120	Medicare Insurance	0	9,769	8,111	7,160
61130	Health Insurance	0	90,505	100,597	79,236
61170	Retiree Health Benefits	0	3,707	4,499	3,589
61180	Workers Compensation Insurance	0	38,117	32,508	30,378
	SUBTOTAL PERSONNEL	<u>0</u>	<u>947,781</u>	<u>950,673</u>	<u>707,812</u>
62120	Training, Transportation, Meeting	0	52	3,750	3,750
62122	Travel for Investigation	0	4,990	9,200	9,200
62300	Contract Services - Professional	0	9,298	17,550	17,550
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>14,340</u>	<u>30,500</u>	<u>30,500</u>
63001	Miscellaneous Operating Expenses	0	205	1,000	1,000
63300	Gas & Diesel	0	2,106	0	2,610
	SUBTOTAL COMMODITIES	<u>0</u>	<u>2,311</u>	<u>1,000</u>	<u>3,610</u>
65010	Rental City Equipment	0	0	5,675	0
65012	Accident Repair & Replacement Charges	0	0	1,450	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>7,125</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>964,433</u></u>	<u><u>989,298</u></u>	<u><u>741,922</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer	3.00		2.00	
370	Correctional Supervisor	1.00		1.00	
310	Correctional Officer	1.00		1.00	
9315	Background Investigator		1.00		1.00
	TOTAL	<u>5.00</u>	<u>1.00</u>	<u>4.00</u>	<u>1.00</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 2015-16 and FY 2016-17				
<ul style="list-style-type: none"> * Implemented the new tow rotation program * Completed an RFP for parking citation processing * Implemented a pedestrian safety program that included Officer Reggie and Bike Rodeos * Dedicated PSO to coordinate community outreach programs 				
Action Plan for FY 2017-18				
<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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of reported collisions	4,462	4,858	TBD	TBD
# of reported hit & run collisions	1,111	1,654	TBD	TBD
# of traffic violations	10,447	13,357	TBD	TBD
# of DUI arrests	774	691	TBD	TBD
# of parking violations issued	94,157	103,385	TBD	TBD
Efficiency				
% change in number of reported collisions*	2.15%	8.87%		
<i>* Percentages are approximate</i>				

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Traffic		01114405			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	3,119,531	3,216,327	3,307,838	3,034,818
61020	Salaries Part-time	36,178	85,248	134,830	138,875
61040	Salaries Overtime	104,932	46,353	75,000	75,000
61100	Retirement - Employer Contribution	890,783	1,085,592	1,173,646	386,140
61110	Part-Time Retirement	407	1,402	5,056	5,208
61120	Medicare Insurance	44,991	49,212	45,241	44,486
61130	Health Insurance	506,998	505,815	563,219	475,909
61170	Retiree Health Benefits	21,403	20,141	24,183	22,139
61180	Workers Compensation Insurance	202,017	220,914	190,927	206,413
	SUBTOTAL PERSONNEL	4,927,240	5,231,003	5,519,942	4,388,988
62010	Communications	797	0	0	0
62120	Training, Transportation, Meeting	5,895	6,652	22,638	22,638
62140	Membership, Subscription, Dues	250	300	500	500
62300	Contract Services - Professional	2,512,236	1,571,620	1,396,620	1,448,710
62600	Parking Validations	4,973	2,213	3,000	3,000
	SUBTOTAL CONTRACTUAL	2,524,150	1,580,784	1,422,758	1,474,848
63001	Miscellaneous Operating Expenses	29,176	39,122	35,000	35,000
63300	Gas & Diesel	30,945	19,294	27,490	21,695
	SUBTOTAL COMMODITIES	60,121	58,416	62,490	56,695
65010	Rental City Equipment	77,544	179,056	183,375	165,265
65011	Equipment Replacement Charges	27,216	44,466	0	154,705
65012	Accident Repair & Replacement Charges	0	15,374	16,795	15,755
	SUBTOTAL FIXED CHARGES	104,760	238,896	200,170	335,725
	TOTAL EXPENDITURES	7,616,272	7,109,099	7,205,360	6,256,256
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3350	Police Commander	1.00		1.00	
3400	Police Sergeant	2.00		1.00	
3200	Police Officer	16.00		14.00	
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	5.00	2.00	5.00
3800	Police Service Officer	0.00		1.00	
7330	Senior Office Assistant	4.00		4.00	
8130	Police Cadet		1.00		1.00
	TOTAL	28.00	6.00	26.00	6.00

*Note: Three Parking Control Officers budgeted in Fund 27 Parking Enterprise

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 2015-16 and FY 2016-17

- * 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 2017-18

- * 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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
* PD Training Presentations		69	60	60
* PD Students		464	400	400
* PD Course Hours		1,035	800	900
* Jail Training Presentations		22	40	20
* Jail Students		347	440	300
* Jail Course Hours		1878	2800	1500
 Note: new performance measures implemented in FY 2015-16.				

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Training Services		01114410			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	759,463	741,816	790,412	1,042,899
61020	Salaries Part-time	33,699	42,631	42,047	27,235
61040	Salaries Overtime	34,417	11,077	15,000	15,000
61100	Retirement - Employer Contribution	212,538	250,162	282,438	175,502
61110	Part-Time Retirement	1,178	1,177	1,577	1,021
61120	Medicare Insurance	12,116	11,928	11,153	15,390
61130	Health Insurance	116,591	110,881	118,937	152,700
61170	Retiree Health Benefits	5,099	4,305	7,279	9,894
61180	Workers Compensation Insurance	52,916	54,181	53,645	79,675
	SUBTOTAL PERSONNEL	1,228,018	1,228,158	1,322,488	1,519,316
62120	Training, Transportation, Meeting	38,691	73,449	37,960	37,960
62122	Travel For Investigation	3,078	1,021	0	0
62130	Tuition Reimbursement	28,964	1,333	0	0
62140	Membership, Subscription, Dues	2,325	3,750	2,000	2,000
62300	Contract Services - Professional	13,277	9,845	30,000	314,063
62600	Parking Validations	630	1,228	3,000	3,000
	SUBTOTAL CONTRACTUAL	86,964	90,626	72,960	357,023
63001	Miscellaneous Operating Expenses	128,298	187,647	190,000	180,000
63300	Gas & Diesel	7,701	3,432	2,850	2,927
	SUBTOTAL COMMODITIES	135,999	191,079	192,850	182,927
65010	Rental City Equipment	18,804	21,144	21,780	19,370
65012	Accident Repair & Replacement Charges	0	2,160	2,170	1,440
	SUBTOTAL FIXED CHARGES	18,804	23,304	23,950	20,810
	TOTAL EXPENDITURES	1,469,786	1,533,167	1,612,248	2,080,076

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3350	Police Commander	1.00		1.00	
3400	Police Sergeant	1.00		1.00	
3200	Police Officer	2.00		3.00	
3820	Rangemaster	1.00		1.00	
370	Correctional Supervisor	0.00		1.00	
5330	PAAL Assistant Director	0.00		1.00	
6320	Video Technician	1.00		1.00	
9070	Senior Clerical Aide		3.00		3.00
	TOTAL	6.00	3.00	9.00	3.00
	PAAL Asst Dir. charged to CDBG				

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Professional Standards	01114415

Statement of Purpose	<p><i>The Professional Standards Division committed to the preservation of organizational integrity, community confidence, individual responsibility and professional development.</i></p>
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Accomplishments in FY 2015-16 and FY 2016-17	<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
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Action Plan for FY 2017-18	<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
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
% of IA investigations completed in 90 days	21%	42%	60%	60%
# of audits	2	2	4	5
# of supervisors trained	0	21	30	TBD
# of Pitches Motions	37	52	48	TBD
# of Civil Claims	36	34	30	TBD

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Professional Standards		01114415			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	659,583	688,976	816,381	661,687
61020	Salaries Part-time	25,088	31,857	38,668	39,828
61040	Salaries Overtime	29,825	8,928	30,000	30,000
61100	Retirement - Employer Contribution	181,892	238,600	326,272	94,738
61110	Part-Time Retirement	941	1,195	1,450	1,494
61120	Medicare Insurance	10,264	10,961	11,405	10,051
61130	Health Insurance	77,441	82,935	102,899	79,278
61170	Retiree Health Benefits	3,769	4,750	8,083	6,968
61180	Workers Compensation Insurance	42,935	50,841	56,919	55,879
	SUBTOTAL PERSONNEL	1,031,737	1,119,042	1,392,078	979,923
62120	Training, Transportation, Meeting	7,847	10,336	7,260	7,260
62140	Membership, subscription, Dues	0	0	1,000	1,000
62300	Contract Services - Professional	63	2,307	35,200	35,200
	SUBTOTAL CONTRACTUAL	7,910	12,643	43,460	43,460
63001	Miscellaneous Operating Expenses	6,316	5,045	4,000	4,000
63300	Gas & Diesel	0	1,849	0	5,239
	SUBTOTAL COMMODITIES	6,316	6,894	4,000	9,239
65010	Rental City Equipment	6,336	9,504	9,790	9,790
65012	Accident Repair & Replacement Charges	0	2,160	2,170	2,160
	SUBTOTAL FIXED CHARGES	6,336	11,664	11,960	11,950
	TOTAL EXPENDITURES	1,052,299	1,150,244	1,451,498	1,044,572
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Commander	1.00		1.00	
3400	Police Sergeant	3.00		2.00	
3200	Police Officer	1.00		1.00	
9060	Clerical Aide		3.00		3.00
	TOTAL	5.00	3.00	4.00	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 2015-16 and FY 2016-17	<ul style="list-style-type: none"> * Continued support of the approved 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 as well as along the Santa Ana River * 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 2017-18	<ul style="list-style-type: none"> * Achieve full staffing in Field Operations - Patrol based on staffing study * Continued assessment and adjustment of Geographic Policing model (Patrol Beat Plan) to reduce overtime cost * Complete all community engagement programs as detailed in the Community Policing Calendar * Continue partnership with Code Enforcement to jointly address quality of life issues * Further engage new Police Service Officers into community based initiatives to solidify PD community relations * 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 through the full staffing of the Patrol function
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of calls for service	96,286	105,195	N/A	N/A
# of reported incidents	33,690	34,454	N/A	N/A
Effectiveness				
# of Priority One calls responded to	3,181	3,520	N/A	N/A
Average Priority Response Time	8.20 min	7.00 min	N/A	N/A
% of Priority One calls responded to in under 7 minutes	61%	50%	N/A	N/A
Effectiveness				
# of criminal cases filed	5,810	4,822	N/A	N/A

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Field Operations		01114420			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	22,161,792	20,936,421	28,924,400	30,542,703
61010	Salaries Retirement	1,122,769	1,305,459	650,000	650,000
61020	Salaries Part-time	55,074	77,039	174,203	167,372
61040	Salaries Overtime	983,864	661,547	653,915	692,289
61100	Retirement - Employer Contribution	6,809,874	7,546,996	11,516,085	12,416,711
61110	Part-Time Retirement	2,004	2,513	8,783	6,276
61120	Medicare Insurance	340,029	343,599	385,870	445,628
61130	Health Insurance	3,252,680	3,160,918	4,879,310	5,087,479
61170	Retiree Health Benefits	139,586	128,819	225,300	234,545
61180	Workers Compensation Insurance	1,678,375	1,636,782	1,961,600	2,607,167
69090	Department Savings	0	0	(8,997,992)	(8,997,992)
	SUBTOTAL PERSONNEL	36,546,048	35,800,093	40,381,474	43,852,178
62000	Utilities	9,742	5,132	4,000	4,000
62010	Communications	1,192	876	6,780	6,780
62120	Training, Transportation, Meeting	76,260	111,153	40,050	60,107
62140	Membership, Subscription, Dues	296	5,062	1,000	3,000
62300	Contract Services - Professional	245,223	250,433	762,425	762,425
62600	Parking Validations	4,042	7,409	1,200	1,200
	SUBTOTAL CONTRACTUAL	336,755	380,064	815,455	837,512
63001	Miscellaneous Office Expenses	67,515	70,025	20,000	20,000
63300	Gas & Diesel	539,876	390,885	570,270	417,904
	SUBTOTAL COMMODITIES	607,391	460,909	590,270	437,904
65000	Building Rental	7,140	0	0	0
65010	Rental City Equipment	1,250,153	1,123,380	1,157,490	1,070,340
65011	Equipment Replacement Charges	513,762	543,453	350,000	960,670
65012	Accident Repair & Replacement Charges	0	73,608	70,775	99,660
65020	Yard Charges	0	0	0	15,600
65100	Insurance Charges	3,799,040	3,419,136	3,799,040	3,799,040
	SUBTOTAL FIXED CHARGES	5,570,095	5,159,577	5,377,305	5,945,310
	TOTAL EXPENDITURES	43,060,289	41,800,643	47,164,504	51,072,904

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3360	Police Captain	1.00		1.00	
3350	Police Lieutenant	6.00		6.00	
3300	Police Sergeant	26.00		29.00	
3200	Police Officer	210.00		228.00	
2705	Emergency Operations Coordinator	1.00		1.00	
3990	Crime Analyst	1.00		1.00	
3800	Police Service Officer	3.00		1.00	
780	Police Community Services Specialist	0.00		1.00	
7270	Secretary	0.00		1.00	
7330	Senior Office Assistant	1.00		1.00	
3615	Park Ranger	2.00	1.00	2.00	1.00
8130	Police Cadet		2.00		2.00
8135	Police Reserve Level 1		3.00		3.00
	TOTAL	251.00	6.00	272.00	6.00

This AU funds approximately two thirds of the 10- 2015 and 10- 2016 COPS officers. This AU also funds 100 percent of the 10- 2014 COPS officers.
 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 2015-16 and FY 2016-17	
<ul style="list-style-type: none"> * Launched new Computer Aided Dispatch (CAD) system * Selected, configured, and installed new Mobile Data Computers (MDCs) in police vehicles * Began configuring the Police Department's new Records Management System (RMS) * Began moving the Police Department to Windows 10 with MS Office 2016 * Implemented new training and policy tracking system, PowerDMS * Upgraded data communications to police field vehicles 	

Action Plan for FY 2017-18	
<ul style="list-style-type: none"> * Go live with new Records Management System (RMS) * Transition remaining computers to Windows 10 and MS Office 2016 * Establish new standardized performance reports and dashboards 	

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of Support Tickets Handled	1,740	2,339	2,100	2,500
Efficiency				
% of Support Tickets Handled within 1 hour	10%	26%	27%	29%
% of Support Tickets Handled within 12 hours	29%	55%	58%	60%
% of Support Tickets Handled within 1 day	44%	64%	68%	71%
% of Support Tickets Handled within 2 days	55%	72%	75%	80%
% of Support Tickets Handled beyond 2 days	45%	28%	25%	20%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Information Services		01114425			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	402,761	489,068	698,710	710,572
61040	Salaries Overtime	3,311	3,545	10,000	10,000
61100	Retirement - Employer Contribution	84,925	119,681	187,320	188,132
61120	Medicare Insurance	4,090	5,525	9,670	9,874
61130	Health Insurance	53,533	72,126	98,230	124,161
61170	Retiree Health Benefits	4,771	4,707	3,693	2,957
61180	Workers Compensation Insurance	13,576	17,181	16,980	26,940
	SUBTOTAL PERSONNEL	<u>566,966</u>	<u>711,833</u>	<u>1,024,603</u>	<u>1,072,636</u>
62120	Training, Transportation, Meeting	6,096	1,295	2,000	2,000
62300	Contract Services - Professional	274,299	402,759	411,085	351,095
	SUBTOTAL CONTRACTUAL	<u>280,395</u>	<u>404,054</u>	<u>413,085</u>	<u>353,095</u>
63001	Miscellaneous Operating Expenses	6,157	5,601	5,000	5,000
63300	Gas & Diesel	702	389	775	0
	SUBTOTAL COMMODITIES	<u>6,860</u>	<u>5,990</u>	<u>5,775</u>	<u>5,000</u>
65010	Rental City Equipment	2,952	2,952	3,040	3,035
65012	Accident Repair & Replacement Charges	0	288	290	290
65050	Information Systems Strategic Plan	0	0	0	59,990
	SUBTOTAL FIXED CHARGES	<u>2,952</u>	<u>3,240</u>	<u>3,330</u>	<u>63,315</u>
	TOTAL EXPENDITURES	<u><u>857,173</u></u>	<u><u>1,125,116</u></u>	<u><u>1,446,793</u></u>	<u><u>1,494,046</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer	1.00		0.00	
2930	Police Systems Manager	1.00		1.00	
6475	Police Systems Support Analyst	1.00		1.00	
0120	Systems Administrator	2.00		2.00	
1050	Security Electronics Technician	1.00		1.00	
20	Micro Systems Technician	2.00		2.00	
	TOTAL	<u>7.00</u>	<u>0.00</u>	<u>7.00</u>	<u>0.00</u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Animal Services		01114430		
Statement of Purpose				
<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>				
Accomplishments in FY 2015-16 and FY 2016-17				
<ul style="list-style-type: none"> * Clarified SAMC to improve Barking Dog complaint/enforcement process * Public Safety Announcement regarding bees was completed * Conducted three community presentations * Successfully addressed an ongoing chicken/rooster problem * Recruitment for new ASO's * Secured agreement with OCAC for construction of new animal shelter * Implemented mutual aid agreement with OCAC for emergency field services 				
Action Plan for FY 2017-18				
<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 * Use available resources and programs to facilitate low cost spay/neuter * Continue support of weekly low-cost vaccine clinics * Increase community outreach through neighborhood meetings and other City sponsored events * Revamp ASO training program 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of service calls handled	6,067	5,602	7,000	7,000
# of enforcement actions taken	257	210	250	250
# of animal impounds	3,279	2,839	3,500	3,500
# of educational presentations given	1	1	3	3
# of spay/neuter events held	0	0	1	1
# of telephone calls handled	7,687	8,143	8,000	8,000

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Animal Services		01114430			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	278,394	262,490	316,884	284,988
61040	Salaries Overtime	211	6	1,000	1,000
61100	Retirement - Employer Contribution	42,792	48,576	64,336	79,855
61120	Medicare Insurance	3,996	3,944	4,316	4,124
61130	Health Insurance	58,540	58,031	69,524	65,435
61170	Retiree Health Benefits	1,879	2,444	1,955	1,716
61180	Workers Compensation Insurance	29,055	27,955	31,166	31,686
	SUBTOTAL PERSONNEL	414,867	403,446	489,180	468,804
62120	Training, Transportation, Meeting	0	0	600	600
62140	Membership, Subscription, Dues	0	0	200	200
62300	Contract Services - Professional	1,210,631	1,037,138	1,135,400	1,943,735
	SUBTOTAL CONTRACTUAL	1,210,631	1,037,138	1,136,200	1,944,535
63001	Miscellaneous Operating Expenses	2,533	2,583	9,275	9,275
63300	Gas & Diesel	16,571	10,370	17,340	5,797
	SUBTOTAL COMMODITIES	19,105	12,953	26,615	15,072
65010	Rental City Equipment	37,224	37,474	28,835	12,890
65011	Equipment Replacement Charges	0	0	0	27,325
65012	Accident Repair & Replacement Charges	0	540	545	540
	SUBTOTAL FIXED CHARGES	37,224	38,014	29,380	40,755
	TOTAL EXPENDITURES	1,681,826	1,491,551	1,681,375	2,469,166
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		
Criminal 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>The Criminal 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 2015-16 and FY 2016-17				
<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 2017-18				
<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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of cases presented to DA by Prosecution Unit	6661	5431	6700	6600
# of business/community meetings	8	6	5	5
# of community awareness presentations	14	16	12	12
Efficiency				
# of cases refused by the DA Office	851	715	850	750
# of Special Enforcement operations	45	43	45	45
Avg. monthly arrest by Detectives	22	21	20	20
Effectiveness				
% rate of criminal charges	87%	87%	85%	86%
# of arrests by Detectives during Special Enforcement Operations	19	49	20	40

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
District Investigations		01114435			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	4,261,873	4,267,557	4,676,583	4,215,800
61020	Salaries Part-time	175,213	177,012	219,364	179,773
61040	Salaries Overtime	111,976	60,056	50,000	80,865
61100	Retirement - Employer Contribution	1,253,146	1,440,661	1,676,939	719,372
61110	Part-Time Retirement	3,942	3,785	8,226	6,741
61120	Medicare Insurance	64,206	68,835	65,101	62,221
61130	Health Insurance	658,776	647,958	768,608	653,945
61170	Retiree Health Benefits	30,014	28,214	34,219	30,805
61180	Workers Compensation Insurance	274,846	289,163	264,089	291,335
	SUBTOTAL PERSONNEL	6,833,994	6,983,241	7,763,129	6,240,857
62120	Training, Transportation, Meeting	7,989	16,105	7,000	22,307
62122	Travel for Investigation	3,407	1,827	9,000	9,000
62140	Membership, Subscription, Dues	275	327	500	500
62300	Contract Services - Professional	42,214	85,167	48,700	48,700
62600	Parking Validation	949	4,510	0	0
	SUBTOTAL CONTRACTUAL	54,833	107,936	65,200	80,507
63001	Miscellaneous Operating Expenses	24,208	34,637	20,000	20,000
63300	Gas & Diesel	12,311	8,354	13,070	8,242
	SUBTOTAL COMMODITIES	36,519	42,991	33,070	28,242
65010	Rental City Equipment	40,872	40,872	49,910	49,920
65011	Equipment Replacement Charges	9,640	23,136	0	23,135
65012	Accident Repair & Replacement Charges	0	9,360	10,860	10,800
	SUBTOTAL FIXED CHARGES	50,512	73,368	60,770	83,855
	TOTAL EXPENDITURES	6,975,858	7,207,535	7,922,169	6,433,461

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3350	Police Commander	1.00		1.00	
3300	Police Sergeant	3.00		3.00	
3200	Police Officer	23.00		19.00	
3990	Crime/Research Analyst	3.00		3.00	
790	Police Investigative Specialist	4.00	2.00	4.00	2.00
3800	Police Service Officer	1.00	1.00	1.00	1.00
7270	Secretary	1.00		0.00	
7370	Senior Police Records Specialist	1.00		1.00	
7330	Senior Office Assistant	3.00		4.00	
9780	Customer Service Clerk		2.00		2.00
9070	Senior Clerical Aide		4.00		4.00
	TOTAL	40.00	9.00	36.00	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>				
Accomplishments in FY 2015-16 and FY 2016-17				
<ul style="list-style-type: none"> * Homicide & Assaults Section made 69 arrests for various CAP-related crimes * Gang Suppression Unit arrested 644 subjects for gang-related crimes * CAP Division authored 101 search warrants * Homicide & Assaults Section authored/obtained 16 arrest warrants * Gang Suppression Unit seized 80 firearms * Gang Suppression Unit Detective selected as OCGIA Detective of the Year in 2016 * Received Edward J. Byrne (JAG) grant funding * Weapons Interdiction Team (WIT) reduced caseload backlog by approximately 25% * Established Federal partnership (ATF/US Attorney's Office) for individual case filing * Established new workflow process for Missing Persons Unit 				
Action Plan for FY 2017-18				
<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 * Implement criminal intelligence documentation review process * Conduct a minimum of 180 probation compliance checks throughout the year * 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 14-15	FY 15-16	FY 16-17	FY 17-18
* Part I Crime Committed	10,291	10,204	1% reduction	1% reduction
* Part I Crime Cases Cleared	2,607	2,603	TBD	TBD
* Part I Crime Clearance Rate	25.33%	25.50%	TBD	TBD
* Total Arrests	613	814	600	TBD
* Probation Home Compliance Checks	212	330	130	180
* Firearms Seized	49	80	TBD	TBD
* Community Outreach Activities	47	80	48	48

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Crimes Against Persons		01114440			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	4,822,830	3,880,696	4,170,295	3,987,537
61020	Salaries Part-time	4,325	21,040	63,325	65,225
61040	Salaries Overtime	315,542	253,922	174,975	174,975
61100	Retirement - Employer Contribution	1,403,293	1,303,903	1,613,785	587,889
61110	Part-Time Retirement	1,060	1,017	2,375	2,446
61120	Medicare Insurance	75,515	59,506	55,840	57,281
61130	Health Insurance	630,128	516,902	630,210	532,732
61170	Retiree Health Benefits	27,591	22,479	34,525	33,283
61180	Workers Compensation Insurance	361,941	280,685	268,805	312,804
	SUBTOTAL PERSONNEL	7,642,226	6,340,150	7,014,135	5,754,172
62120	Training, Transportation, Meeting	9,663	16,013	9,000	9,000
62122	Travel for Investigation	15	74	5,000	5,000
62140	Membership, Subscription, Dues	1,225	475	0	0
62300	Contract Services - Professional	98,512	20,508	74,000	74,000
62600	Parking Validations	116	0	1,000	1,000
	SUBTOTAL CONTRACTUAL	109,531	37,070	89,000	89,000
63001	Miscellaneous Operating Expenses	36,523	27,390	30,000	30,000
63300	Gas & Diesel	27,275	14,631	13,480	29,126
	SUBTOTAL COMMODITIES	63,798	42,021	43,480	59,126
65010	Rental City Equipment	74,004	86,132	92,840	101,485
65011	Equipment Replacement Charges	4,338	12,333	0	35,090
65012	Accident Repair & Replacement Charges	0	9,960	9,415	12,095
	SUBTOTAL FIXED CHARGES	78,342	108,425	102,255	148,670
	TOTAL EXPENDITURES	7,893,897	6,527,665	7,248,870	6,050,968

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3360	Deputy Chief of Police	1.00		1.00	
3350	Police Commander	1.00		1.00	
3300	Police Sergeant	2.00		2.00	
3200	Police Officer	25.00		22.00	
790	Police Investigative Specialist	2.00	1.00	2.00	1.00
7330	Senior Office Assistant	1.00		1.00	
	TOTAL	32.00	1.00	29.00	1.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Special Investigations	01114445

Statement of Purpose
<p><i>To respond to community concerns of drug trafficking and related criminal activities</i></p> <p>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.</p>

Accomplishments in FY 2015-16 and FY 2016-17
<ul style="list-style-type: none"> * Identified and prosecuted mid-level drug dealers and major narcotic violators * Seized assets from mid-level drug dealers and major narcotic violators * Conducted Major organized crime wire tap investigation * Worked in collaboration with other units in the Department to have a significant impact on organized crime * Increased participation in the Homicide Task Force; actively investigated and reviewed more than 100 cold cases * Strengthened the participation and use of a multi-agency federal task force focused on money laundering

Action Plan for FY 2017-18
<ul style="list-style-type: none"> * 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 y 10% * Conducted large scaled and successful take down and prosecution of suspects in the 2016 RICO investigation * Create a substantial impact on the level of street prostitution and human trafficking within the City

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 2017-18
Service Level				
# of complaints processed	186	168	150	150
# of narcotic arrests	532	8	550	20
# of career criminal arrests	1,005	78	800	100
# of Strike Force arrests	1,115	0	800	0
Efficiency				
# of asset seizures	70	66	80	75
# of search warrants issued	40	41	35	40
% of assigned/referred drug complaints in 3 days	90%	95%	0.9	0.9
Effectiveness				
# of asset forfeiture filings	80		80	

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Special Investigations		01114445			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	319,206	2,017,458	2,139,173	2,459,516
61040	Salaries Overtime	87,585	181,796	127,000	27,000
61100	Retirement - Employer Contribution	100,318	720,810	812,382	351,443
61120	Medicare Insurance	5,868	34,843	27,379	34,047
61130	Health Insurance	43,841	277,658	304,449	327,887
61170	Retiree Health Benefits	0	11,507	17,264	19,758
61180	Workers Compensation Insurance	28,106	155,007	135,274	191,882
	SUBTOTAL PERSONNEL	<u>584,925</u>	<u>3,399,079</u>	<u>3,562,920</u>	<u>3,411,533</u>
62010	Communications	959	4,515	8,100	3,700
62120	Training, Transportation, Meeting	654	13,180	8,000	3,000
62122	Travel For Investigation	0	1,711	0	0
62140	Membership, Subscription, Dues	0	595	0	0
62300	Contract Services - Professional	24,997	65,440	116,245	55,845
	SUBTOTAL CONTRACTUAL	<u>26,610</u>	<u>85,440</u>	<u>132,345</u>	<u>62,545</u>
63001	Miscellaneous Operating Expenses	2,963	22,594	73,400	37,598
63300	Gas & Diesel	196	20,421	0	4,026
	SUBTOTAL COMMODITIES	<u>3,159</u>	<u>43,016</u>	<u>73,400</u>	<u>41,624</u>
	TOTAL EXPENDITURES	<u><u>614,694</u></u>	<u><u>3,527,534</u></u>	<u><u>3,768,665</u></u>	<u><u>3,515,702</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3350	Police Commander	1.00		1.00	
3300	Police Sergeant	3.00		3.00	
3200	Police Officer	10.00		12.00	
790	Police Investigative Specialist	1.00		1.00	
	TOTAL	<u>15.00</u>	<u>0.00</u>	<u>17.00</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 2015-16 and FY 2016-17				
FY 2014-15				
* Destroyed 278 firearms				
* Destroyed 2,277 narcotic packages				
* Achieved 90% outflow to intake performance (i.e. dispose a quantity equal to 90% of receipt)				
* Completed Inventory of all items				
FY 2015-16				
* Destroyed 95 firearms				
* Destroyed 58 narcotic packages				
* Achieved 58% outflow to intake				
* Returned to full staffing				
Action Plan for FY 2017-18				
* 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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level # of property & evidence items processed	137,598	43,610	50,000	50,000
Efficiency % of citizen requests responded within 7 days	75%	62%	85%	85%
Effectiveness % of outgoing evidence items compared to incoming items	85%	58%	95%	90%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Evidence		01114448			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	446,967	418,624	413,791	558,329
61020	Salaries Part-time	0	0	121,690	125,341
61040	Salaries Overtime	3,993	273	0	0
61100	Retirement - Employer Contribution	66,087	81,842	81,740	134,815
61110	Part-time Retirement	0	0	4,563	4,700
61120	Medicare Insurance	6,790	6,198	7,368	9,913
61130	Health Insurance	105,261	100,039	100,597	131,333
61170	Retiree Health Benefits	3,037	2,541	3,103	4,187
61180	Workers Compensation Insurance	12,281	11,715	14,131	26,304
	SUBTOTAL PERSONNEL	644,416	621,232	746,983	994,922
62120	Training, Transportation, Meeting	4,133	339	4,000	4,000
62140	Membership, Subscription, Dues	135	365	500	500
62300	Contract Services - Professional	411	7,100	10,000	10,000
	SUBTOTAL CONTRACTUAL	4,679	7,804	14,500	14,500
63001	Miscellaneous Operating Expenses	9,205	5,063	10,000	10,000
	SUBTOTAL COMMODITIES	9,205	5,063	10,000	10,000
	TOTAL EXPENDITURES	658,300	634,100	771,483	1,019,422
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	3.00		5.00	
	TOTAL	5.00	0.00	7.00	0.00
	(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 2015-16 and FY 2016-17	<ul style="list-style-type: none"> * Rifle rack modification project completed * Deployed new shotguns, rifles, and 40mm launchers * Issued and replaced 80 Glocks * Worked with Fleet to replace 15 Traffic motorcycles and three Patrol SUV's
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Action Plan for FY 2017-18	<ul style="list-style-type: none"> * Continue replacing 33 Patrol vheicles * Continue coordinating the installation of new APX Motorola radios in all units * Continue to replace task chairs * Replace remaining Glocks * Replace old riot helmets with new ballistic helmets
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of vehicles transported for maintenance or repair	4,424	2,292	3,358	3,358
# of supply and/or uniform requests processed	719	1,009	864	864
# of badge orders processed	67	115	91	91
Efficiency				
% of supply/equipment requests processed within 24 hours	80%	80%	80%	80%
% of vehicles transported for repair within 24 hours	85%	85%	85%	85%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
CDC		01114450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	365,482	372,455	616,196	462,280
61020	Salaries Part-time	15,632	2,950	22,660	23,340
61040	Salaries Overtime	1,356	145	0	0
61100	Retirement - Employer Contribution	57,334	73,729	123,458	118,754
61110	Part-time Retirement	242	111	850	875
61120	Medicare Insurance	5,478	5,649	8,792	7,607
61130	Health Insurance	88,399	88,648	160,955	114,608
61170	Retiree Health Benefits	2,478	2,507	4,621	3,467
61180	Workers Compensation Insurance	10,448	10,838	16,573	17,205
	SUBTOTAL PERSONNEL	<u>546,849</u>	<u>557,031</u>	<u>954,106</u>	<u>748,136</u>
62300	Contract Services - Professional	11,810	13,566	39,500	39,500
	SUBTOTAL CONTRACTUAL	<u>11,810</u>	<u>13,566</u>	<u>39,500</u>	<u>39,500</u>
63001	Miscellaneous Operating Expenses	394,648	608,549	604,800	604,800
63300	Gas & Diesel	1,582	3,043	740	4,107
	SUBTOTAL COMMODITIES	<u>396,230</u>	<u>611,592</u>	<u>605,540</u>	<u>608,907</u>
65010	Rental City Equipment	17,820	18,900	19,470	22,570
65011	Equipment Replacement Charges	0	0	0	4,020
65012	Accident Repair & Replacement Charges	0	1,764	1,955	2,125
	SUBTOTAL FIXED CHARGES	<u>17,820</u>	<u>20,664</u>	<u>21,425</u>	<u>28,715</u>
66400	Machinery & Equipment	0	53,367	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>53,367</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>972,709</u></u>	<u><u>1,256,220</u></u>	<u><u>1,620,571</u></u>	<u><u>1,425,258</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
801	Police Evidence & Supply Supervisor	1.00		1.00	
799	Police Evidence & Supply Specialist	7.00		5.00	
	TOTAL	<u>8.00</u>	<u>0.00</u>	<u>6.00</u>	<u>0.00</u>

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Forensic Services	01114455

Statement of Purpose	<p><i>To provide comprehensive forensic services supporting the department goals, while meeting judicial system requirements.</i></p>
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Accomplishments in FY 2015-16 and FY 2016-17	<ul style="list-style-type: none"> * Successfully replaced all five (5) CSI vans with (5) well - equiped CSI trucks. * Replaced two (2) antiquated photo printers * Effectively implemented OC Bull3t entry procedures for all ballistic evidence * During the 2016 year, the Forensic Services Section forensically investigated twenty-seven (27) crimes as potential
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Action Plan for FY 2017-18	<ul style="list-style-type: none"> * Acquire a new Forensic Specialist 1, Forensic Specialist 2, (2) Firearm Examiners, & (1) Ballistic Technician to replace vacancies created by attrition * Create and implement formalized training programs in the Latent Print/Chemistry 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
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of field service calls	3325	4013	3,400	3,400
# of photos processed	1435	1463	825	1400
# of photos uploaded to DIMS	84,993	97,661	8500	100,000
# of latent prints evaluated	19,703	2,100	2200	2200
# of AFIS Hits (including T/LI)	90	108	200	120
# of IBIS hits	25	91	25	100
# of evidentiary biological samples collected	3735	4593	3700	4500
Efficiency				
% of photo work completed within 5 days	100%	75%	100%	100%
% of latent work completed within 14 days	8%	10%	10%	15%
% of years firearms worked annually	20%	50%	25%	50%
Effectiveness				
% of AFIS hit ratio (fingerprints)	16%	17%	15%	20%
% of IBIS hits ratio (firearms)	49%	48%	10%	10%
% of CODIS hit ratio	51%	51%	50%	50%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Forensic Services		01114455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	1,422,847	1,421,006	1,669,890	1,610,159
61020	Salaries Part-time	54,271	58,356	77,714	77,714
61040	Salaries Overtime	40,750	48,015	50,000	50,000
61100	Retirement - Employer Contribution	208,071	262,442	341,405	411,950
61110	Part-time Retirement	2,035	2,188	2,914	2,914
61120	Medicare Insurance	18,326	19,242	23,860	24,906
61130	Health Insurance	259,271	275,159	326,145	305,291
61170	Retiree Health Benefits	9,477	10,167	12,525	11,571
61180	Workers Compensation Insurance	18,361	19,119	21,545	37,090
	SUBTOTAL PERSONNEL	2,033,410	2,115,694	2,525,998	2,531,595
62120	Training, Transportation, Meeting	10,193	15,278	15,000	15,000
62140	Membership, Subscription, Dues	425	195	835	835
62300	Contract Services - Professional	31,488	76,962	64,600	64,600
	SUBTOTAL CONTRACTUAL	42,106	92,436	80,435	80,435
63001	Miscellaneous Operating Expenses	26,899	18,284	33,290	33,290
63300	Gas & Diesel	30,058	19,982	34,090	16,896
	SUBTOTAL COMMODITIES	56,957	38,265	67,380	50,186
65010	Rental City Equipment	81,228	62,688	26,375	32,400
65011	Equipment Replacement Charges	0	14,535	0	45,900
65012	Accident Repair & Replacement Charges	0	1,815	1,810	1,800
	SUBTOTAL FIXED CHARGES	81,228	79,038	28,185	80,100
	TOTAL EXPENDITURES	2,213,700	2,325,433	2,701,998	2,742,316

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3100	DNA Coordinator	1.00		1.00	
1360	Forensic Services Supervisor	1.00		1.00	
7600	Firearms Examiner	2.00		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	
7605	Fingerprint Examiner		1.00		1.00
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	17.00	2.00	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 2015-16 and FY 2016-17				
<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. Near completion of entering and updating Records Sealing from back log. 				
Action Plan for FY 2017-18				
<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 Hire 2 new Records staff. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of reports processed	55,620	58,656	35,000	58,000
# of documents scanned or filmed	411,243	442,251	409,477	420,000
# of arrest reports processed	8582	9,444	9,684	9,000
# of reports uploaded to Lexus-Nexus online report access	4606	5,252	8,690	5,000
# of reports that are distributed to other divisions	39,077	40,738	45,246	40,000
Efficiency				
% of citizen requests processed within 10 days	35%	39%	90%	45%
% of Background checks processed within 10 days	48%	49%	90%	50%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Records Services		01114460			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	1,077,639	1,039,396	1,169,140	1,261,170
61020	Salaries Part-time	35,461	44,645	108,939	112,207
61040	Salaries Overtime	5,320	15,098	10,000	10,000
61100	Retirement - Employer Contribution	182,284	216,887	278,185	298,253
61110	Part-time Retirement	1,331	1,584	4,085	4,208
61120	Medicare Insurance	14,345	14,771	18,115	20,007
61130	Health Insurance	180,665	170,327	207,825	255,762
61170	Retiree Health Benefits	19,844	14,977	0	1,986
61180	Workers Compensation Insurance	11,136	10,578	14,255	26,573
	SUBTOTAL PERSONNEL	<u>1,528,025</u>	<u>1,528,263</u>	<u>1,810,544</u>	<u>1,990,166</u>
62120	Training, Transportation, Meeting	736	482	2,000	2,000
62140	Membership, Subscription, Dues	0	0	100	100
62300	Contract Services - Professional	12,769	7,829	124,975	124,975
62600	Parking Validations	9,815	3,887	0	0
	SUBTOTAL CONTRACTUAL	<u>23,320</u>	<u>12,197</u>	<u>127,075</u>	<u>127,075</u>
63001	Miscellaneous Operating Expenses	43,351	33,196	36,205	36,205
	SUBTOTAL COMMODITIES	<u>43,351</u>	<u>33,196</u>	<u>36,205</u>	<u>36,205</u>
	TOTAL EXPENDITURES	<u><u>1,594,696</u></u>	<u><u>1,573,656</u></u>	<u><u>1,973,824</u></u>	<u><u>2,153,446</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
180	Police Administrative Manager	0.00		1.00	
7230	Police Records Supervisor	2.00		2.00	
7110	Lead Police Records Specialist	3.00		3.00	
7370	Senior Police Records Specialist	12.00		12.00	
9330	Police Records Clerk II		1.00		1.00
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	<u>17.00</u>	<u>2.00</u>	<u>18.00</u>	<u>2.00</u>

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 2015-16 and FY 2016-17

FY 2015-16

- * Completed installation of Next Generation P25 Dispatch Radio System and base radio systems
- * 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.

FY 2016-17

- * Completed 2 year cycle of mandatory P.O.S.T training for staff, achieving 100% compliancy
- * Completed Customer Service training for remaining staff
- * Training for and implementation of the new TriTech CAD system, as the first component of the department-wide integrated software system.
- * Continued to seek solutions to reduce overtime

Action Plan for FY 2017-18

- * Continue new 2 year cycle of mandatory P.O.S.T training for staff, to achieve 100% compliancy
- * Train all personnel in Mass Casualty Incidents
- * Seek to recruit 1-2 additional part-time employees
- * Deploy TRU staff back to TRU to reduce reports being handled by Field Operations
- * Attain full staffing to reduce overtime and allow for shift supervisors to not be factored into minimum staffing levels.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of 911 calls processed	167,176	171,192	170,000	171,000
# of calls for service dispatched	134,333	142,162	135,000	142,000
# of telephone call handled by TRU	5,368	3,834	6,000	3,800
# of telephone calls handled by dispatch	405,126	406,445	400,000	406,000

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Communications		01114465			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	2,785,078	2,842,745	3,652,119	3,526,467
61020	Salaries Part-time	49,636	44,679	59,349	61,129
61040	Salaries Overtime	183,280	221,216	210,515	210,515
61100	Retirement - Employer Contribution	445,508	572,758	739,112	765,044
61110	Part-time Retirement	986	677	2,226	2,292
61120	Medicare Insurance	40,702	43,134	50,296	52,283
61130	Health Insurance	601,323	604,032	784,969	751,322
61170	Retiree Health Benefits	17,216	18,581	28,887	27,656
61180	Workers Compensation Insurance	28,732	29,805	34,496	68,880
	SUBTOTAL PERSONNEL	<u>4,152,461</u>	<u>4,377,627</u>	<u>5,561,969</u>	<u>5,465,588</u>
62120	Training, Transportation, Meeting	2,883	1,895	11,790	11,790
62140	Membership, Subscription, Dues	292	172	300	300
62300	Contract Services - Professional	165,871	186,299	172,640	420,269
62600	Parking Validation	98	0	0	0
	SUBTOTAL CONTRACTUAL	<u>169,144</u>	<u>188,367</u>	<u>184,730</u>	<u>432,359</u>
63001	Miscellaneous Operating Expenses	6,067	4,807	3,770	3,770
	SUBTOTAL COMMODITIES	<u>6,067</u>	<u>4,807</u>	<u>3,770</u>	<u>3,770</u>
67200	Principal - Capital Lease	0	0	544,645	751,147
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>544,645</u>	<u>751,147</u>
	TOTAL	<u><u>4,327,672</u></u>	<u><u>4,570,800</u></u>	<u><u>6,295,114</u></u>	<u><u>6,652,864</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
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	2.00	9.00	2.00
3800	Police Service Officer	1.00		0.00	
	TOTAL	<u>40.00</u>	<u>2.00</u>	<u>40.00</u>	<u>2.00</u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Vice		01114470		
Statement of Purpose				
<p><i>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</i></p>				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Provide a significant impact on the visible blight of prostitution along the Harbor Blvd corridor * Provide a significant impact on the visible blight of prostitution along the East First Street corridor * Create a solid partnership with the OCHTTF to address the issue of prostitution related Human Trafficking * Continue to address issues related to legal and illegal medial marijuana dispensaries * Establish enhanced enforcement operations pertaining to vice related crime enforcement * Increase the quality of life for the community by addressing the sales of street narcotics 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
* # of prostitution suppression operations	N/A	N/A	N/A	50
* # of illegal marijuana activity warrants served	N/A	N/A	N/A	18
* # of narcotic complaints processed	N/A	N/A	N/A	80
* # of vice related complaints processed	N/A	N/A	N/A	60
Efficiency				
* # of prostitution related arrests	N/A	N/A	N/A	350
* # of narcotic related arrests	N/A	N/A	N/A	20
* # of operations conducted in conjunction with OCHTTF	N/A	N/A	N/A	10

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Vice		01114470			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	6,064	0	0	0
61040	Salaries Overtime	0	0	0	117,232
	SUBTOTAL PERSONNEL	<u>6,064</u>	<u>0</u>	<u>0</u>	<u>117,232</u>
62010	Communications	0	0	0	5,400
62120	Training, Transportation, Meeting	0	0	0	5,000
62300	Contract Services - Professional	0	0	0	50,400
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>60,800</u>
63001	Miscellaneous Operating Expenses	530	66	0	9,681
63300	Gas & Diesel	812	217	0	8,051
	SUBTOTAL COMMODITIES	<u>1,343</u>	<u>283</u>	<u>0</u>	<u>17,732</u>
65010	Rental City Equipment	4,068	4,068	0	0
65012	Accident Repair & Replacement Charges	0	288	0	0
	SUBTOTAL FIXED CHARGES	<u>4,068</u>	<u>4,356</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>11,475</u></u>	<u><u>4,639</u></u>	<u><u>0</u></u>	<u><u>195,764</u></u>

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Jail Operations	01114475

Statement of Purpose

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.

- Accomplishments in FY 2015-16 and FY 2016-17**
- * 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

- Action Plan for FY 2017-18**
- * 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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of inmates processed	8,382	8,224	TBD	TBD
# of inmates fast-booked to OCJ	4,341	4,281	TBD	TBD
# of visitors processed	20,501	19,464	30,000	22,000
Efficiency				
% of compliance with regulatory agencies	100%		100%	100%
Effectiveness				
# of assaults on officers	3	2	TBD	TBD
# of inmate on inmate assaults	10	8	TBD	TBD
# of suicides	0	0	TBD	TBD
# of DNA collected or verified	3,594	1,454	3,400	3,000
# of Registrants processed	2,120	1,700	2,500	2,200

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Jail Operations		01114475			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	8,030,266	8,004,152	8,838,280	6,778,559
61020	Salaries Part-time	151,467	385,855	731,270	85,232
61040	Salaries Overtime	1,037,506	362,622	571,735	80,730
61100	Retirement - Employer Contribution	1,206,497	1,546,063	1,746,590	1,566,712
61110	Part-time Retirement	3,641	11,428	27,425	3,197
61120	Medicare Insurance	133,090	134,290	130,525	99,579
61130	Health Insurance	1,663,356	1,640,159	1,824,080	1,370,612
61170	Retiree Health Benefits	63,295	59,835	61,765	46,065
61180	Workers Compensation Insurance	232,372	236,679	235,195	224,095
	SUBTOTAL PERSONNEL	12,521,490	12,381,084	14,166,865	10,254,779
62120	Training, Transportation, Meeting	1,828	9,889	5,000	2,500
62140	Membership, Subscription, Dues	180	22,305	0	0
62300	Contract Services - Professional	2,799,637	3,107,324	2,890,420	1,390,503
	SUBTOTAL CONTRACTUAL	2,801,644	3,139,518	2,895,420	1,393,003
63001	Miscellaneous Operating Expenses	269,397	332,564	259,600	150,391
63300	Gas & Diesel	11,051	6,973	8,240	7,933
	SUBTOTAL COMMODITIES	280,448	339,537	267,840	158,324
65010	Rental City Equipment	28,248	28,248	29,095	24,851
65011	Equipment Replacement Charges	0	0	0	9,000
65012	Accident Repair & Replacement Charges	0	720	725	630
	SUBTOTAL FIXED CHARGES	28,248	28,968	29,820	34,481
	TOTAL	15,631,830	15,889,108	17,359,945	11,840,586

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3230	Jail Administrator	1.00		1.00	
180	Police Administrative Manager	1.00		0.00	
370	Correctional Supervisor	10.00		6.00	
310	Correctional Officer	69.00		61.00	
1050	Security Electronics Technician	1.00		0.00	
7330	Senior Office Assistant	1.00		1.00	
7628	Lead Correctional Records Specialist	4.00		4.00	
7650	Senior Correctional Records Specialist	9.00		8.00	
7630	Correctional Records Specialist		1.00		1.00
360	Correctional Services Officer		18.00		0.00
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	96.00	20.00	81.00	2.00

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	1,422,119	1,232,618	1,318,067	1,178,135
61040	Salaries Overtime	15,675	12,843	0	0
61100	Retirement - Employer Contribution	455,075	451,739	531,024	170,499
61120	Medicare Insurance	24,687	22,445	17,624	16,170
61130	Health Insurance	185,513	162,041	182,600	154,822
61170	Retiree Health Benefits	8,885	6,104	11,949	10,898
61180	Workers Compensation Insurance	117,384	106,956	90,746	98,601
	SUBTOTAL PERSONNEL	<u>2,229,338</u>	<u>1,994,746</u>	<u>2,152,009</u>	<u>1,629,125</u>
62300	Contract Services - Professional	0	0	0	17,889
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,889</u>
63300	Gas & Diesel	0	0	0	1,342
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,342</u>
	TOTAL	<u><u>2,229,338</u></u>	<u><u>1,994,746</u></u>	<u><u>2,152,009</u></u>	<u><u>1,648,356</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3350	Police Commander	1.00		1.00	
3300	Police Sergeant	2.00		1.00	
3200	Police Officer	6.00		6.00	
	TOTAL	<u>9.00</u>	<u>0.00</u>	<u>8.00</u>	<u>0.00</u>

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Homeland Security	01114485

Statement of Purpose

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

SERVICE PROGRAM

Police Services

- * 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	145,194	67,067	72,663	65,810
61020	Salaries Part-Time	14,998	11,369	0	0
61040	Salaries Overtime	3,237	754	10,000	10,000
61100	Retirement - Employer Contribution	23,765	19,094	20,862	21,782
61110	Part-Time Retirement	562	426	0	0
61120	Medicare Insurance	1,026	1,197	976	952
61130	Health Insurance	31,429	18,102	20,119	18,762
61170	Retiree Health Benefits	1,438	450	545	494
61180	Workers Compensation Insurance	1,709	827	700	1,339
	SUBTOTAL PERSONNEL	<u>223,360</u>	<u>119,288</u>	<u>125,865</u>	<u>119,139</u>
62120	Training, Transportation, Meeting	719	0	1,000	1,000
62140	Membership, Subscription, and Dues	0	0	200	200
62300	Contract Services - Professional	25	0	0	0
62501	Operating Lease Expense	0	0	5,280	5,280
	SUBTOTAL CONTRACTUAL	<u>744</u>	<u>0</u>	<u>6,480</u>	<u>6,480</u>
63001	Miscellaneous Operating Expenses	170	58	13,453	13,453
63300	Gas & Diesel	2,123	1,453	2,635	802
	SUBTOTAL COMMODITIES	<u>2,293</u>	<u>1,511</u>	<u>16,088</u>	<u>14,255</u>
65000	Building Rental	5,455	0	0	0
65010	Rental City Equipment	25,161	25,656	26,425	26,425
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	0	1,800	1,810	1,800
	SUBTOTAL FIXED CHARGES	<u>30,616</u>	<u>27,456</u>	<u>28,235</u>	<u>28,225</u>
68000	Transfer to Fund 404	5,188	5,262	5,280	5,255
	SUBTOTAL TRANSFERS	<u>5,188</u>	<u>5,262</u>	<u>5,280</u>	<u>5,255</u>
	TOTAL	<u><u>262,201</u></u>	<u><u>153,516</u></u>	<u><u>181,948</u></u>	<u><u>173,354</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
780	Police Community Services Specialist	1.00		0.00	
3800	Police Service Officer	0.00		1.00	
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Tobacco Retail License Program

01114490

Statement of Purpose

To protect the health of Santa Ana youth from the risks associated with smoking by reducing youth access to tobacco products in the City

SERVICE PROGRAM

Police Services

- * 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		01114490			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	82,464	84,454	89,400	89,366
61010	Salaries Retirement	246	(246)	0	0
61040	Salaries Overtime	43,683	59,249	75,000	75,000
61100	Retirement - Employer Contribution	12,431	16,489	17,660	20,618
61120	Medicare Insurance	1,184	1,198	1,208	1,293
61130	Health Insurance	17,544	18,101	20,119	18,762
61170	Retiree Health Insurance	548	548	671	670
61180	Workers Compensation Insurance	797	807	798	1,684
	SUBTOTAL PERSONNEL	<u>158,897</u>	<u>180,600</u>	<u>204,856</u>	<u>207,393</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	390	219	500	500
	SUBTOTAL COMMODITIES	<u>390</u>	<u>219</u>	<u>500</u>	<u>500</u>
	TOTAL	<u><u>159,287</u></u>	<u><u>180,819</u></u>	<u><u>206,356</u></u>	<u><u>208,893</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01115300 Administration & Support	7,852	0	0	0
01115330 Fire Suppression & EMS	40,163,102	41,485,838	41,765,144	50,417,145
TOTAL	<u>40,170,954</u>	<u>41,485,838</u>	<u>41,765,144</u>	<u>50,417,145</u>
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	7,852	0	0	7,371,395
62000 Contractual	40,159,528	41,437,079	41,711,369	42,991,995
63000 Commodities	4	0	0	0
65000 Fixed Charges	0	45,000	50,005	50,000
68000 Transfers	3,570	3,759	3,770	3,755
TOTAL	<u>40,170,954</u>	<u>41,485,838</u>	<u>41,765,144</u>	<u>50,417,145</u>
*Fire Services Outsourced to OCFA effective 4/20/12				

GENERAL FUND

FIRE DEPARTMENT		ACCOUNTING UNIT			
Administration & Support		01115300			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	<u>7,852</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL PERSONNEL	7,852	0	0	0
	TOTAL	<u><u>7,852</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

FIRE DEPARTMENT		ACCOUNTING UNIT			
Fire Suppression & Emergency Medical Services		01115330			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61100	Employee Retirement	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,371,395</u>
	SUBTOTAL PERSONNEL	0	0	0	7,371,395
62010	Communications	875	931	0	0
62251	Other Agency Services	12,599	12,838	0	0
62300	Contract Svs-Professional	40,146,054	41,423,310	41,356,369	42,738,295
62302	Other Personnel Services	<u>0</u>	<u>0</u>	<u>355,000</u>	<u>253,700</u>
	SUBTOTAL CONTRACTUAL	40,159,528	41,437,079	41,711,369	42,991,995
63001	Misc. Office Expenses	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL COMMODITIES	4	0	0	0
65100	Insurance (Risk Management)	<u>0</u>	<u>45,000</u>	<u>50,005</u>	<u>50,000</u>
	SUBTOTAL COMMODITIES	0	45,000	50,005	50,000
68000	Transfer to Fund 404	<u>3,570</u>	<u>3,759</u>	<u>3,770</u>	<u>3,755</u>
	SUBTOTAL TRANSFERS	3,570	3,759	3,770	3,755
	TOTAL	<u><u>40,163,102</u></u>	<u><u>41,485,838</u></u>	<u><u>41,765,144</u></u>	<u><u>50,417,145</u></u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PLANNING & BUILDING AGENCY

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
01116500	Administrative Services	1,531,547	1,614,688	2,018,548	2,051,198
01116510	Planning Division	1,468,755	1,849,900	2,088,114	2,252,644
01116520	New Construction	1,489,683	1,708,877	1,991,483	2,040,614
01116530	Permits & Plan Check	1,324,266	1,735,726	2,014,743	2,199,710
01116540	Code Enforcement	1,233,365	914,463	1,099,890	1,219,108
01116550	Proactive Rental Enforcement Program	602,416	496,714	496,770	520,161
01116560	Neighborhood Improvement Program	0	356,807	544,470	562,461
	Department Savings	0	0	(739,796)	(739,796)
	TOTAL	<u>7,650,033</u>	<u>8,677,176</u>	<u>9,514,222</u>	<u>10,106,100</u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	5,604,989	6,814,473	8,181,355	8,752,533
62000	Contractual	484,791	540,157	630,052	639,552
63000	Commodities	210,369	243,419	266,005	256,505
65000	Fixed Charges	662,929	682,219	755,562	778,091
67000	Debt Service	0	0	22,979	22,980
68000	Transfers	686,955	396,908	398,065	396,235
69090	Department Savings	0	0	(739,796)	(739,796)
	TOTAL	<u>7,650,033</u>	<u>8,677,176</u>	<u>9,514,222</u>	<u>10,106,100</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	1.00		1.00	
2750	Code Enforcement Manager	1.00		1.00	
2745	Code Enforcement Principal	1.00		2.00	
2440	Assistant Planner II	1.00		1.00	
0040	Assistant Planner I	2.00		2.00	
0150	Senior Management Analyst	0.00		0.00	
1200	Management Aide	1.00		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	4.55		3.55	
2300	Building Inspector	1.00		1.00	
6430	Combination Building Inspector	7.00		7.00	
2740	Code Enforcement Officer	12.00		12.00	
2780	Code Enforcement Technician	2.00		2.00	
7390	Executive Secretary	1.00		1.00	
2590	Permit Services Supervisor	1.00		1.00	
2580	Permit Services Technician	2.00	1.00	2.00	1.00
7320	Planning Commission Secretary	1.00		1.00	
	SUBTOTAL	<u>43.30</u>	<u>2.00</u>	<u>43.30</u>	<u>2.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PLANNING & BUILDING AGENCY

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0810	Principal Planner	1.85		1.85	
7270	Secretary	1.00		1.00	
0060	Receptionist	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
7200	Permit Services Processor	2.00		2.00	
0070	Code Enforcement Supervisor	2.00		1.00	
7330	Senior Office Assistant	3.95		3.95	
0330	Senior Plan Check Engineer	4.00		4.00	
2470	Senior Planner	2.90		3.90	
2180	Sr. Electrical Systems Specialist	1.00		1.00	
2430	Sr. Plumbing/Mechanical Systems Spec.	1.00		1.00	
7610	Senior Community Planner	2.00		2.00	
9135	Planning Technician		2.00		3.00
1220	Customer Service Representative		0.00		2.00
8000	Administrative Intern		2.00		2.00
6431	Sr. Combination Building Inspector	2.00		2.00	
9780	Customer Service Clerk				
9070	Senior Clerical Aide		2.00		2.00
	TOTAL	<u>69.00</u>	<u>8.00</u>	<u>69.00</u>	<u>11.00</u>
	SECTION 5: SPECIAL REVENUE				
31-505	Air Quality Improvement Trust Fund	1.00	0.00	1.00	0.00
		<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>
	TOTAL	<u>70.00</u>	<u>8.00</u>	<u>70.00</u>	<u>11.00</u>
<p><i>Notes:</i> \$127,855 of AU 01116510 funded by Air Quality Fund 03116510. 1.00 position are shown in Special Revenue</p> <p>\$742,979 of AU 01116540 funded by CDBG Fund 13518783</p> <p>\$222,000 of AU 01116540 funded by Fund 05216018</p> <p>* NIP (01116560) PT Staff Partially funded through the Community Engagement Plan (A/U# 05216018) and the Leadership & Training Community Engagement Program (A/U# 05216018)</p>					

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Administrative Services		01116500			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	369,822	411,902	601,315	572,035
61020	Salaries Part-Time	15,564	39,760	12,970	92,810
61040	Salaries & Wages-Overtime	2,003	1,942	0	6,000
61100	Retirement Plan	64,512	88,616	137,995	129,065
61110	Part-Time Retirement	377	329	485	0
61120	Medicare Insurance	4,601	5,455	7,750	7,226
61130	Employees Insurance	56,297	60,551	90,860	86,234
61170	Retiree Medical Insurance	2,230	2,253	0	0
61180	Compensation Insurance	5,288	8,506	14,945	17,135
69090	Department Savings	0	0	(70,583)	(70,583)
	SUBTOTAL PERSONNEL	520,694	619,314	795,737	839,922
62010	Communications	2,925	5,622	7,550	7,550
62120	Training & Transportation	1,952	2,777	9,000	9,000
62140	Other Agency Services	690	2,580	1,830	1,830
62320	M&R Buildings & Grounds	850	0	2,500	2,500
62322	M&R Machinery & Equipment	0	603	8,000	8,000
62300	Other Contractual Services	37,967	45,997	91,700	91,700
62600	Parking Validation	1,097	1,840	3,370	3,370
62700	Auto Expense	5,500	1,000	6,000	6,000
69090	Department Savings	0	0	(10,588)	(10,588)
	SUBTOTAL CONTRACTUAL	50,981	60,419	119,362	119,362
63001	Operating Materials & Supplies	10,180	9,134	9,110	9,110
63300	Gas & Diesel	0	0	0	0
69090	Department Savings	0	0	(742)	(742)
	SUBTOTAL COMMODITIES	10,180	9,134	8,368	8,368
65100	Insurance (Risk Management)	159,906	150,000	176,916	176,916
65000	Building & Site Rental	392,831	378,914	415,208	405,502
	SUBTOTAL FIXED CHARGES	552,737	528,914	592,124	582,418
67200	Principal-Capital Lease	0	0	22,979	22,980
	SUBTOTAL DEBT SERVICE	0	0	22,979	22,980
68000	Transfer to Fund 404	396,955	396,908	398,065	396,235
	SUBTOTAL TRANSFERS	396,955	396,908	398,065	396,235
	TOTAL	1,531,547	1,614,688	1,936,636	1,969,285

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2490	Ex. Director of Planning & Building Safety	1.00		1.00	
0190	Administrative Services Manager	1.00		1.00	
7390	Executive Secretary	1.00		1.00	
1200	Management Aide	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
1220	Customer Service Representative		0.00		2.00
9042	Accountant Clerk II		1.00		1.00
8000	Administrative Intern		1.00		1.00
	TOTAL	5.00	2.00	5.00	4.00

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.

The Administrative Services Division is responsible for the management and coordination of all of the Planning and Building Agency services, programs and policies.

- General Responsibilities
- Managing the Department Budget
- Provide staffing, training standards, testing and processing of new personnel
- Maintain payroll records and reporting
- Manage acquisition of equipment and inventory control
- Manage and monitor department contracts and accounting
- Provide clerical support services
- Preparing annual reports, statistical data, and conducting research
- Administering policies and procedures, enforcing department regulations
- Manage and maintain department's webpage and social media accounts

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.

CODE ENFORCEMENT DIVISION:

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

Accomplishments in FY 2016-2017

- Implemented new processes to better manage contracts, purchases, and budget
- Created workflows to produce efficiency for staff
- Developed and implemented the customer flow management system at City Hall and Ross Annex
- Trained PBA, PWA, Finance, Fire, and Police counter staff on the Q-matic system
- Created training manual for Rehab Pro and Q-matic
- Developed and implemented the Rehab pro mobile, in the filed program for Code Enforcement
- Provided Cross training to PBA Administrative Services staff
- Provided annual Staff Development for PBA staff
- Provided monthly budget reports to PBA Division Managers
- Provide excellent customer and clerical support services

Action Plan for FY 2017-2018

- Develop "How to" processes for customer as it relates to Q-matic
- Develop Spanish and calendaring module for Q-matic
- Assist in the review and implementation of the fee study
- Continue development Policies and Procedures to develop further efficiencies in PBA
- Continue to provide cross training to staff
- Continue to provide PBA contract and budget management
- Provide excellent customer service and clerical support
- Provide monthly Q-matic reports for PBA Division Managers

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 2016-2017				
<ul style="list-style-type: none"> -Completed the entitlement process for the following projects: 888 North Main Adaptive Reuse, AMCAL Housing First Street Apartment Mater Dei Parking Structure & Classroom Expansion, and the Olson Company First & Pacific Townhomes. -Completed first series of zoning code amendments intended to streamline the development review process and be more responsive to community needs. -Revised Massage Ordinance to reflect current State mandates. -Began review and expansion of the Metro East Specific Plan. -Strive for a 30-day turnaround time for development review projects and maintain a 24-hour phone call return time. -Commenced comprehensive update of the City's General Plan including community outreach, release of consultant RPF for technical studies and formation of General Plan Advisory Group (GPAG). -30 structures added to the City Historic Register and 30 Mills Act Contracts approved. -Hired Senior Urban Designer & Initiated the Urban Design program as part of the development review process. 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> -Coordinate the approvals for the following development projects: The Madison Mixed-Use project, Fifth and Harbor Mixed-Use, Christ Our Savior Catholic Parish, Hampton Inn Hotel, and Tom's Trucks Residential and Adaptive Reuse. -Complete additional updates to the zoning code including new regulations pertaining to sober living facilities, tattoo parlors, small lot subdivisions and residential beekeeping. -Complete Metro East Specific Plan Expansion project. -Continue series of General Plan Advisory Group (GPAG) meetings which will provide recommendations to City staff regarding the General Plan Update and result in a draft General Plan document for City Council consideration. -Continue to process applications for historic designation and Mills Act contracts & Support efforts to designate additional historic districts -Initiated the Urban Design program as part of the development review process. -Begin review and update of the Citywide Design Guidelines. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
No. of Planning Applications Reviewed	3,445	4,134	3,920	3,939
No. of Environmental Reviews	90	101	98	98
No. of Site Plan Reviews	56	47	36	36
No. of Historic Applications	5	53	108	109
No. of Certificate of Occupancy's Reviewed	1,001	1,007	1,026	1,031
No. of Customers Assisted at the Planning Counter	16,280	14,500	12,386	12,448
Efficiency				
Avg. No. of review days for DRC applications	45.5	42.1	36.9	30
% of DRC applications reviewed within 35-days	48%	52%	63%	80%
% 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	918,242	1,097,533	1,257,800	1,295,936
61020	Salaries Part-Time	30,373	0	0	54,760
61040	Salaries & Wages-Overtime	2,650	5,999	0	0
61100	Retirement Plan	141,233	233,186	291,230	348,120
61110	Part-Time Retirement	1,398	299	0	0
61120	Medicare Insurance	12,390	15,954	18,240	17,913
61130	Employees Insurance	121,651	171,100	203,125	205,811
61170	Retiree Medical Insurance	7,893	12,514	0	0
61180	Compensation Insurance	9,590	17,299	20,610	32,996
62302	Other Personnel Services	6,900	7,950	0	0
69090	Department Savings	0	0	(145,921)	(145,921)
	SUBTOTAL PERSONNEL	1,252,322	1,561,833	1,645,084	1,809,615
62010	Communications	15,390	16,007	23,795	23,795
62120	Training & Transportation	3,230	16,815	24,910	24,910
62200	Advertising	25,330	24,448	18,085	18,085
62140	Membership, Subscription & Dues	4,071	4,349	4,800	4,800
62322	M&R Machinery & Equipment	0	-	500	500
62300	Other Contractual Services	73,802	127,833	140,712	140,712
62600	Parking Validation	2,862	2,174	0	0
62700	Auto Expense	6,901	12,550	0	0
69090	Department Savings	0	-	(17,338)	(17,338)
	SUBTOTAL CONTRACTUAL	131,587	204,176	195,464	195,464
63001	Operating Materials & Supplies	78,380	76,575	76,525	76,525
63300	Gas & Diesel	262	176	450	450
69090	Department Savings	0	0	(6,271)	(6,271)
	SUBTOTAL COMMODITIES	78,643	76,751	70,704	70,704
65010	Equipment Rental, City	6,204	6,204	6,390	6,396
65012	Accident Repair & Replacement Charges	0	936	942	936
	SUBTOTAL FIXED CHARGES	6,204	7,140	7,332	7,332
	TOTAL	1,468,755	1,849,900	1,918,584	2,083,114

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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*	2.90		3.90	
2450	Associate Planner *	4.55		3.55	
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	
2580	Planning Technician		2.00		2.00
	TOTAL	15.00	2.00	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 state and local building laws to facilitate building construction, ensure safe occupancy, and 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 the field component of the Building Division that is responsible for the enforcement of building, plumbing, heating, cooling, electrical, accessibility, and green building codes. This section also assists individuals and institutions in the areas of business licensing, energy conservation, and housing and</p>				
Accomplishments in FY 2016-2017				
<ul style="list-style-type: none"> - Performed 27,987 New Construction and Occupancy inspections - Completed final inspections for the following major projects: NOVA Academy; Andalucia Apartments; The Nineteen01; Del Amo Motorsports; Caliber Collision; CalTrans, Salvation Army Hospitality House <p>Inspections in progress for the following major projects:</p> <ul style="list-style-type: none"> - Alta 301; Tribella by Trumark Homes; Lotus Community by KB Homes; Banc of California, Deutsche Bank, Nationstar Mortgage; Homeplace & Hobby Lobby Expansion; The Line; Airborne Systems; The Depot at Santiago; The Guest House; Carl's Jr.; City Ventures; Ventana Walk by Olson Co.; O.C. Subaru; City Ventures Santa Ana Collection - Continued implementation of standardized inspector training to include joint training with other agencies, divisions, sections citywide - Continued recruitment for Combination Building Inspector - Completed recruitment for Senior Combination Building Inspector - Continued successful inspection partnering with the City of Santa Ana Fireworks Program in facilitating safe openings and subsequent sales - Adopted the 2016 California Building Standards Code - Participated in the citywide City Safety Committee and EOC 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> - Implementation of 2016 California Building Standards Code - Staff training for new 2016 CBSC provisions - Continue work flow/efficiency studies in preparation for fee study - Participate in development services fee study - Research and canvas new technology for permitting, plan review, inspections and document management - Continue to participate in emergency preparedness planning for PBA, and participate citywide on the City Safety Committee and EOC - Continue to update and standardize the Division's Policy and Procedure Manual - Secure staff resources to meet industry service level standard of 24 hour turnaround for inspection request – have been at 2.5 weeks (13 working days) service level for past 18 months + - Implement new online inspection scheduling (OIS) component to streamline occupancy inspection process for customers 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
Total Inspections	20,520	28,680	26,348	37,000
Certificate of Occupancy Inspections	1,277	1,618	1,639	1,950
Training (employee hours)	710	606	879	1,282

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
New Construction		01116520			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	912,700	1,053,228	1,224,560	1,198,473
61020	Salaries & Wages-Temporary	22,389	0	0	0
61040	Salaries & Wages-Overtime	77,912	14,680	8,610	8,610
61100	Retirement Plan	155,050	225,740	283,535	317,345
61110	Part-Time Retirement	840	0	0	0
61120	Medicare Insurance	14,525	15,154	17,755	16,185
61130	Employees Insurance	129,163	182,402	229,825	243,571
61170	Retiree Health Benefits	11,350	14,759	0	0
61180	Compensation Insurance	53,360	77,061	97,785	106,613
62302	Other Personnel Services	0	0	0	0
69090	Department Savings	0	0	(151,711)	(151,711)
	SUBTOTAL PERSONNEL	1,377,289	1,583,024	1,710,359	1,739,087
62010	Communications	18,775	20,491	22,540	22,540
62120	Training & Transportation	17,574	16,233	13,350	13,350
62140	Membership, Subscription & Dues	3,385	2,690	2,000	2,000
62322	M&R Machinery & Equipment	0	258	835	835
62300	Other Contractual Services	16,235	25,806	22,760	22,760
69090	Department Savings	0	0	(5,009)	(5,009)
	SUBTOTAL CONTRACTUAL	55,969	65,478	56,476	56,476
63001	Operating Materials & Supplies	26,187	24,046	22,000	22,000
63300	Gas & Diesel	5,566	4,839	9,919	9,919
69090	Department Savings	0	0	(2,601)	(2,601)
	SUBTOTAL COMMODITIES	31,753	28,886	29,318	29,318
65010	Equipment Rental, City	24,672	27,122	31,679	36,852
65011	Equipment Replacement Charges	0	0	-	13,632
65012	Accident Repair & Replacement Charges	0	4,368	4,330	5,928
	SUBTOTAL FIXED CHARGES	24,672	31,490	36,009	56,412
	TOTAL	1,489,683	1,708,877	1,832,162	1,881,293

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	13.00	0.00	13.00	0.00

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 fire and life-safety, structural systems, accessibility, energy conservation, flood plain management, green building, electrical, plumbing, and mechanical ventilation systems.</p>				
Accomplishments in FY 2016-2017				
<ul style="list-style-type: none"> -Issued over 9,816 permits with a total valuation of approximately \$300,000,000 -Serviced over 25,000 customers -Processed and reviewed the following major projects: The Heritage, O.C. Subaru, Lotus Community by KB Homes, The Guest House, The Line, Ventana Walks by Olson Co., Meta Housing, Nationstar Mortgage LLC, Banc of California, CalTrans, Deutsche Bank, Airborne Systems, Homeplace & Hobby Lobby Expansion, 24 Hour Fitness, The Depot at Santiago, Picture Show at MainPlace. -Launched Qmatic, an enterprise queuing system at one stop permit services center -Continued Annual Building Safety Month outreach program -Continued successful administration of the City of Santa Ana Fireworks Program -Adopted the 2016 California Building Standards Code -Participated in the citywide City Safety Committee and EOC 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> -Implementation of 2016 California Building Standards Code -Staff training for new 2016 CBSC provisions -Continue work flow/efficiency studies in preparation for fee study -Participate in development services fee study -Research and canvas new technology for permitting, plan review, inspections and document management -Continue to participate in emergency preparedness planning for PBA, and participate City Safety Committee and EOC -Continue to update and standardize the Division's Policy and Procedure Manual -Secure staff resources to provide 3 week turnaround for first review 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
# of building plans checked	1,317	1,798	1,852	1,870
# of building permits issued	2,131	3,515	3,621	3,657
# of electrical plans checked	587	477	504	509
# of electrical permits issued	1,714	3,135	3,229	3,262
# of plumbing plans checked	186	185	381	385
# of plumbing permits issued	1,052	1,276	1,376	1,389
# of mechanical plans checked	216	196	90	91
# of mechanical permits issued	915	1,109	1,055	1,065
# of solar plans checked	535	357	66	67
# of solar permits issued	510	771	494	498
# of occupancy permits issued	825	830	891	900
# of grading permits issued	26	21	24	24
RATIO				
# of building plans checked over-the-counter	220	332	105	105
% of building plans checked over-the-counter	10%	18%	7%	7%
EFFICIENCY				
% of building plan checks completed within 3 weeks	75.8%	84.9%	69.4%	69.4%

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Permits & Plan Check		01116530			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	772,482	1,111,758	1,308,270	1,396,702
61020	Salaries & Wages-Temporary	34,115	41,111	34,855	51,170
61040	Salaries & Wages-Overtime	47,370	49,631	0	0
61100	Retirement Plan	137,756	239,373	302,915	374,809
61110	Part-Time Retirement	0	205	0	0
61120	Medicare Insurance	12,084	17,385	19,475	18,392
61130	Employees Insurance	77,376	133,277	178,175	177,462
61170	Retiree Medical Insurance	11,491	16,077	0	0
61180	Compensation Insurance	7,650	11,164	13,970	26,622
69090	Department Savings	0	0	(151,351)	(151,351)
	SUBTOTAL PERSONNEL	<u>1,100,325</u>	<u>1,619,980</u>	<u>1,706,309</u>	<u>1,893,806</u>
62010	Communications	11,065	11,663	17,420	17,420
62120	Training & Transportation	2,069	4,376	10,265	10,265
62140	Membership, Subscription & Dues	500	315	5,225	5,225
62322	M&R Machinery & Equipment	0	0	3,250	3,250
62300	Other Contractual Services	171,438	65,685	79,435	79,435
69090	Department Savings	0	0	(9,418)	(9,418)
	SUBTOTAL CONTRACTUAL	<u>185,073</u>	<u>82,039</u>	<u>106,177</u>	<u>106,177</u>
63001	Operating Materials & Supplies	27,642	23,267	30,200	30,200
63300	Gas & Diesel	3,091	1,223	1,822	1,822
69090	Department Savings	0	0	(2,609)	(2,609)
	SUBTOTAL COMMODITIES	<u>30,732</u>	<u>24,491</u>	<u>29,413</u>	<u>29,413</u>
65010	Rental City Equipment	8,136	8,136	8,380	3,096
65011	Equipment Replacement Charges	0	0	0	3,300
65012	Accident Repair & Replacement	0	1,080	1,086	540
	SUBTOTAL FIXED CHARGES	<u>8,136</u>	<u>9,216</u>	<u>9,466</u>	<u>6,936</u>
	TOTAL	<u><u>1,324,266</u></u>	<u><u>1,735,726</u></u>	<u><u>1,851,365</u></u>	<u><u>2,036,332</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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 Services Supervisor	1.00		1.00	
2580	Permit Services Technician	2.00	1.00	2.00	1.00
7200	Permit Services Processor	2.00		2.00	
0060	Receptionist	1.00		1.00	
2430	Sr. Plumbing/Mechanical Systems Spec.	1.00		1.00	
8000	Administrative Intern		1.00		0.00
9070	Senior Clerical Aide		0.00		1.00
	TOTAL	<u><u>13.00</u></u>	<u><u>2.00</u></u>	<u><u>13.00</u></u>	<u><u>2.00</u></u>

GENERAL FUND

PLANNING & BUILDING AGENCY		PROGRAM		
Code Enforcement		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>Code Enforcement provides professional inspections throughout the City, responds to complaints concerning substandard living conditions, health and safety codes, property maintenance standards, and land use of existing properties; issues citations for violations of the Santa Ana Municipal Code. This section continues to be an active partner with the Police Department and the City Attorney’s Office in their fight against crime, Public Works Agency and their graffiti removal efforts, and with the residents of Santa Ana through increase interaction with residents and neighborhood associations.</p>				
Accomplishments in FY 2016-2017				
<ul style="list-style-type: none"> - City recuperated over \$150,000 in successful Implementation of receivership program to address long standing Dangerous & Abandoned properties. -Successful closure of over 80% of illegal dispensaries in partnership with SAPD and City Attorney’s Office and implementation of measure BB enforcement efforts. -Initiated technology based equipment as a process improvement tool. - Improved response time regarding complaints. 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> -Continue use of receivership program to address Dangerous & Abandoned properties. -Maintain improvement efforts regarding enforcement response times. - Increase after-hours enforcement to ensure approved CUP compliance -Establish Code Enforcement Academy to improve outreach efforts to residents and neighborhoods. - Broaden enforcement efforts regarding hazardous condition in collaboration with OCFA. -Implement new mobile vending ordinance. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
Number of Notices of Violations issued	355	191	86	88
Number of citations issued	3,291	4,013	3,053	3,144
Number of received complaints	7,124	8,526	9,210	9,486
Number of observed complaints	2,565	3,148	1,655	1,704
Total number of violations recorded	9,689	11,674	10,865	11,190
Number of violations closed	9,865	10,604	10,293	10,602
Number of Notice and Order violations	111	192	105	108
Property Improvement Valuation	\$ 1.7 M	\$ 1.3 M	\$ 644 K	\$ 663 K
Administrative Citation Billed	\$ 217 K	\$ 236 K	\$ 204 K	\$ 211 K
Administrative Citation Collected	\$ 104 K	\$ 87 K	\$ 79 K	\$ 81 K
Marijuana Dispensary Fines Billed	\$ 114 K	\$ 74 K	\$ 228 K	\$ 235 K
Marijuana Dispensary Fines Collected	\$ 17 K	\$ 33 K	\$ 53 K	\$ 54 K
Shopping Cart Containment Billed	n/a	\$ 43 K	\$ 57 K	\$ 59 K
Shopping Cart Containment Collected	n/a	\$ 38 K	\$ 44 K	\$ 45 K

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Code Enforcement		01116540			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	569,261	479,837	600,975	689,546
61020	Salaries Part-Time	5,354	29,500	0	15,400
61040	Salaries & Wages-Overtime	14,917	3,029	2,865	0
61100	Retirement Plan	101,511	100,317	161,360	181,303
61110	Part-Time Retirement	199	385	0	0
61120	Medicare Insurance	7,828	6,901	10,105	9,491
61130	Employees Insurance	100,394	81,513	118,675	111,493
61170	Retiree Medical Insurance	7,109	3,574	0	0
61180	Compensation Insurance	11,221	9,020	15,810	16,435
69090	Department Savings	0	0	(74,124)	(74,124)
	SUBTOTAL PERSONNEL	<u>817,794</u>	<u>714,076</u>	<u>835,666</u>	<u>949,544</u>
62010	Communications	10,686	13,566	26,045	26,045
62120	Training & Transportation	8,502	9,528	9,500	12,000
62200	Advertising	0	0	0	0
62140	Membership, Subscription & Dues	1,070	511	6,500	4,000
62300	Other Contractual Services	34,969	80,741	36,000	36,000
62302	Other Personnel Services	0	0	12,000	12,000
62322	M&R Machinery & Equipment	0	0	395	395
69090	Department Savings	0	0	(7,369)	(7,369)
	SUBTOTAL CONTRACTUAL	<u>55,227</u>	<u>104,345</u>	<u>83,071</u>	<u>83,071</u>
63001	Operating Materials & Supplies	41,699	37,454	30,200	35,200
63300	Gas & Diesel	6,142	6,456	15,915	10,915
69090	Department Savings	0	0	(3,757)	(3,757)
	SUBTOTAL COMMODITIES	<u>47,841</u>	<u>43,910</u>	<u>42,358</u>	<u>42,358</u>
65010	Equipment Rental, City	22,503	46,531	47,932	44,676
65011	Equipment Replacement Charges	0	0	0	6,900
65012	Accident Repair & Replacement	0	5,601	5,613	7,308
	SUBTOTAL FIXED CHARGES	<u>22,503</u>	<u>52,132</u>	<u>53,545</u>	<u>58,884</u>
68000	Transfer to Fund 52	290,000	0	0	0
	SUBTOTAL TRANSFERS	<u>290,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>1,233,365</u></u>	<u><u>914,463</u></u>	<u><u>1,014,640</u></u>	<u><u>1,133,858</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2750	Code Enforcement Manager	1.00		1.00	
2745	Code Enforcement Principal	1.00		2.00	
0070	Code Enforcement Supervisor	1.00		0.00	
2740	Code Enforcement Officer	10.00		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	<u>17.00</u>	<u>1.00</u>	<u>17.00</u>	<u>1.00</u>
<i>\$220,000 for Community Preservation Inspectors(2) in Fund 52</i>					
<i>\$742,979 in salary and benefits funded by CDBG Fund 135 in FY 17-18.</i>					
<i>(2) Code Enforcement Officers Unfunded, Pending Fee Study.</i>					

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 citywide inspection of all residential rental units with the goal of long-term upgrading of rental properties and thus decreasing the demand for City services and restoring stability and quality of life to the neighborhoods.</p>				
Accomplishments in FY 2015-2016				
<ul style="list-style-type: none"> - The PREP Program was approved on a fiscal year basis and the sunset clause was removed. - Citywide proactive enforcement efforts were implemented. - The Gold Seal properties were inspected and certified. - Convenient PREP on-line payments were implemented in collaboration with Finance. - Enforcement efforts generated 50 permits, with a total valuation of \$311,000 in improvements to rental properties. 				
Action Plan for FY 2016-2017				
<ul style="list-style-type: none"> - 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 the Gold Seal Incentive Program to insure maintenance of properties continues at an exemplary level. - Continue educational efforts for owners of rental property and tenants. - Complete fee study that pertains to PREP program. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15†	FY 15-16†	FY 16-17	FY 17-18
Service Levels				
Total inspections*	4,431	1,261	1300	1300
Reinspections	1861	631	650	650
Gold Seal Inspections	150	598	598	598
Property Improvement Valuation	\$ 1.0 M	\$ 1.0 M	\$ 467 K	\$ 467 K
† 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	396,434	308,917	302,170	268,705
61020	Salaries Part-Time	0	0	0	15,400
61040	Salaries & Wages-Overtime	5,595	1,512	0	0
61100	Retirement Plan	63,652	62,562	67,165	73,254
61120	Medicare Insurance	3,761	3,365	2,900	862
61130	Employees Insurance	57,430	44,750	42,705	68,526
61170	Retiree Medical Insurance	4,216	554	0	0
61180	Compensation Insurance	5,477	5,463	5,100	8,285
69090	Department Savings	0	0	(34,222)	(34,222)
	SUBTOTAL PERSONNEL	<u>536,565</u>	<u>427,123</u>	<u>385,818</u>	<u>400,810</u>
62010	Communications	1,539	2,052	3,000	3,000
62120	Training & Transportation	1,044	1,716	1,065	1,065
62140	Membership, Subscription & Dues	0	170	275	275
62300	Other Contractual Services	3,372	9,139	2,500	12,000
62322	M&R Machinery & Equipment	0	0	110	110
69090	Department Savings	0	0	(566)	(1,340)
	SUBTOTAL CONTRACTUAL	<u>5,955</u>	<u>13,077</u>	<u>6,384</u>	<u>15,110</u>
63001	Miscellaneous Operating Expenses	6,807	3,256	11,500	2,000
63300	Gas & Diesel	4,412	2,420	3,906	3,906
69090	Department Savings	0	0	(1,255)	(481)
	SUBTOTAL COMMODITIES	<u>11,219</u>	<u>5,677</u>	<u>14,151</u>	<u>5,425</u>
65010	Equipment Rental, City	15,312	15,312	18,565	10,488
65011	Equipment Replacement Charges	0	0	0	3,300
65012	Accident Repair & Replacement Charges	0	2,160	2,444	1,620
65220	Treasury Service Charge	33,365	33,365	33,365	47,365
	SUBTOTAL FIXED CHARGES	<u>48,677</u>	<u>50,837</u>	<u>54,374</u>	<u>62,773</u>
	TOTAL	<u><u>602,416</u></u>	<u><u>496,714</u></u>	<u><u>460,726</u></u>	<u><u>484,117</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0070	Code Enforcement Supervisor	1.00		1.00	
2360	Code Enforcement Officer	2.00		2.00	
9070	Sr. Clerical Aide		1.00		1.00
	TOTAL	<u>3.00</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

To facilitate collaboration between agencies and the communities to ensure efficient implementation of community initiatives. To improve area conditions and overall quality of life.

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.

Accomplishments in FY 15-16 & FY 16-17

- * 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 - Santa Ana rated as National Finalist in the third round competition
- * 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 and planning the next Celebrate the City event for June 2017 at the Heritage Museum of OC
- * 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
- * Provided training to 75 apartment managers on Code Enforcement, Fire, Fair Housing, Public Safety

Action Plan for FY 17-18

- * 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	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of neighborhood association meetings	280	290	295	300
# of neighborhood cleanups	60	70	70	80
# of dumpsters provided	235	259	260	300
Efficiency				
# of regular meetings supported by staff	195	205	205	200
Effectiveness				
# of Resident Leaders provided leadership training	N/A	130	40	150
# of Apartment Managers provided leadership training	160	0	75	100
# of HOA Managers provided training	N/A	27 HOAs - 2,500 units	N/A N/A	35 HOAs - 3,500 units

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Neighborhood Initiatives Program (NIP)		01116560			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	0	212,145	318,490	322,206
61020	Salaries Part-Time	0	90	22,885	27,380
61100	Retirement Plan	0	41,973	73,745	81,633
61110	Retirement Plan - Temporary	0	0	860	0
61120	Medicare Insurance	0	3,038	4,950	4,672
61130	Employees Insurance	0	26,805	45,055	45,297
61170	Retiree Medical Insurance	0	122	0	0
61180	Compensation Insurance	0	4,950	8,485	10,649
69090	Department Savings	0	0	(38,657)	(38,657)
	SUBTOTAL PERSONNEL	<u>0</u>	<u>289,122</u>	<u>435,813</u>	<u>453,180</u>
62010	Communications	0	2,271	3,000	3,000
62012	Cellular Phone Charges	0	89	1,680	0
62120	Training, Transportation, Meeting	0	0	500	750
62140	Membership, Subscription & Dues	0	0	1,750	1,000
62200	Advertising	0	0	500	1,250
62251	Other Agency Services	0	0	500	500
62300	Contract Services-Professional	0	4,113	2,500	3,340
62322	M&R Machinery & Equipment	0	0	1,400	1,400
62600	Parking Validation	0	38	1,000	1,000
62300	Other Contractual Services	0	4,113	0	590
69090	Department Savings	0	0	(1,045)	(1,045)
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>10,624</u>	<u>11,785</u>	<u>11,785</u>
63001	Miscellaneous Operating Expenses	0	54,314	53,958	53,958
63300	Gas & Diesel	0	258	500	500
69090	Department Savings	0	0	(4,658)	(4,658)
	SUBTOTAL COMMODITIES	<u>0</u>	<u>54,572</u>	<u>49,800</u>	<u>49,800</u>
65010	Rental City Equipment	0	2,260	2,712	2,796
65012	Accident Repair & Replacement Charges	0	230	0	540
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>2,490</u>	<u>2,712</u>	<u>3,336</u>
	TOTAL	<u><u>0</u></u>	<u><u>356,807</u></u>	<u><u>500,110</u></u>	<u><u>518,100</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 16-17	
		Full Time	Part Time	Full Time	Part Time
7610	Community Development District Manager	2.00		2.00	
4335	Senior Office Assistant	1.00		1.00	
7330	Planning Technician*		0.00		1.00
	TOTAL	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>	<u>1.00</u>

Note: Neighborhood Initiatives Program transferred to Planning and Building Agency October 2015

** Partially funded through Community Engagement Plan \$50K and Leadership Training & Community Engagement Program \$50 K*

**GENERAL FUND
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
01117620 Pub Wks-Traffic/Trans Eng	2,001,776	1,951,954	2,287,300	2,318,510	
01117625 Pub Wks-Roadway Marking/Signs	548,881	981,934	568,000	568,000	
01117630 Pub Wks-Streetlight Maintenance	2,573,628	2,806,521	3,153,220	3,162,110	
01117642 Pub Wks-Graffiti Abatement	0	0	0	1,198,340	
01117650 Pub Wks-SARTC Maintenance	0	0	300,000	0	
Department Savings	0	0	(399,765)	(399,765)	
TOTAL	<u>5,124,286</u>	<u>5,740,409</u>	<u>5,908,755</u>	<u>6,847,195</u>	
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000 Personnel	1,422,118	1,679,795	1,601,535	1,965,975	
62000 Contractual	2,679,285	2,867,785	3,478,885	4,140,505	
63000 Commodities	209,873	177,551	143,885	145,100	
65000 Cross Charges	519,933	624,247	600,015	600,570	
66000 Capital	112,379	309,122	400,000	200,000	
67000 Debt Service	0	0	3,155	114,135	
68000 Transfers	180,565	80,810	81,045	80,675	
69000 Miscellaneous Expenditures	132	1,097	0	0	
69090 Department Savings	0	0	(399,765)	(399,765)	
TOTAL	<u>5,124,286</u>	<u>5,740,409</u>	<u>5,908,755</u>	<u>6,847,195</u>	
Job Code	ADOPTED FY 16-17		ADOPTED FY 17-18		
	AUTHORIZED PERSONNEL	Full Time	Part Time	Full Time	Part Time
General Fund					
02100 Assistant Engineer II	3.25		3.25		
01390 Assistant Engineer I	0.00		1.00		
02155 Assistant Traffic Operations Engineer	0.65		0.65		
00320 City Engineer (MM)	0.20		0.20		
02129 Principal Civil Engineer (MM)	0.43		0.43		
06140 Projects Manager	0.25		0.25		
04040 Public Works Crew Leader	0.00		0.65		
02131 Senior Civil Engineer	1.75		1.75		
07330 Senior Office Assistant	2.00		2.00		
04280 Street Lighting Maintenance Worker	1.00		1.00		
09130 Engineering Intern, P/T		4.50		4.50	
09070 Senior Clerical Aide, P/T		0.00		2.00	
SUBTOTAL GENERAL FUND	<u>9.53</u>	<u>4.50</u>	<u>11.18</u>	<u>6.50</u>	

**GENERAL FUND
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
All Other Funds					
02917620	Traffic Signal Maintenance	1.77	0.00	1.77	0.00
05617640	Sanitary Sewer Service	16.45	3.25	16.95	3.00
05717640	Fed Clean Water Protection Ent	6.00	1.00	8.00	1.00
06017640	Water Uty Wtr Prod & Supply	9.15	4.00	9.15	4.00
06017641	Water System Maint	13.75	3.00	14.75	3.00
06017644	Water Quality & Measurement	8.25	7.00	9.25	7.00
06017645	Water Admin/Engineering	6.50	4.00	6.50	4.00
06717650	PWA - SARTC Operations	0.00	0.00	0.70	0.00
06817640	Pub Wks-Environment/Sanitation	5.25	0.00	4.98	0.00
06817641	Pub Wks-Roadway Cleaning	10.75	3.50	9.34	3.75
06817642	Graffiti Removal/Street Cleaning	1.75	2.00	0.00	0.00
06817643	Pub Wks-Street Trees	10.75	5.00	14.03	5.00
06917640	Refuse Collection Service	3.00	0.25	5.35	0.75
08617611	Construction Engineering	10.25	6.00	10.25	6.00
08617612	Design Engineering	16.75	9.00	16.75	8.00
08617620	Traffic Engineering	1.30	3.50	1.30	3.50
10117601	Pub Wks-Admin Services	20.00	1.00	18.95	1.50
10117605	Pub Wks-Development Engnrng	6.80	4.00	6.80	4.00
	SUBTOTAL OTHER FUNDS	148.47	56.50	154.82	54.50
	TOTAL ALL FUNDS	158.00	61.00	166.00	61.00
*Corrected FY 16-17 Authorized Personnel					

GENERAL FUND

PUBLIC WORKS ENGINEERING SERVICES
Traffic & Transportation Engineering

PROGRAM
01117620

Statement of Purpose

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

*See Accounting Unit 08617620 for additional program funding.

Accomplishments in FY 2016-17

- * Complete design of Safe Route to School (SRTS) improvements for Heninger, King, Monte Vista, and Washington Elementary Schools
- * Obtain funding through the Active Transportation Program for Pedestrian improvements on First Street, Citywide Traffic Safety Educational Program, Buffered Bike Lane on Willits Street, and SRTS improvements for Davis Elementary.
- * Obtain funding through the Bicycle Corridor Improvement Program Bristol Street Protected Bike Lanes, Edinger Avenue Buffered Bike Lanes, and Hazard Avenue Road Diet
- * Complete design of traffic signals at Raitt & Adams Streets, and Newhope & Camille Streets, and signal modification at Segerstrom Avenue & Bear Street.
- * Complete the Central Santa Ana Completes Street Study.
- * Complete design for Bike Lane projects on Chestnut Avenue, First Street, Newhope Street, and Maple Street Bike trail
- * 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

Action Plan for FY 2017-18

- * Integrate SMSA findings into Circulation Element and Bicycle & Pedestrian Master Plans.
- * Begin implementation of Complete Sidewalk/Non-Motorized Connectivity Plan prioritized projects.
- * 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 Citywide Suggested Routes to School Plan.
- * Complete signal synchronization project on 17th Street/Westminster Avenue.
- * Complete Design of Santa Ana Blvd and Fifth Street Protected Bike Lanes, Civic Center Drive Bike Blvd, and Flower Street bike lanes.
- * Complete design of Euclid/Hazard traffic signal modification.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of citizen, Council, and PD requests processed	531	643	675	600
# of parking permits issued (districts)	2596 (27)	2969 (27)	2945 (27)	3200 (27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	352 (14)	395 (14)	600 (14)	500 (14)
# of Traffic Impact Analyses Reviewed and Approved	7	8	8	10
# of special placard parking permits issued	445	450	460	475
Efficiency				
Average # of days to process citizen requests	28	31	30	30
Effectiveness				
Traffic Signals Added or Modified	4	1	4	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	925,236	814,743	952,840	1,065,080
61020	Salaries Part-Time	81,194	96,602	81,365	80,340
61040	Salaries Overtime	4,222	574	4,035	4,035
61100	Retirement-Employer Contribution	153,570	158,532	258,615	276,031
61110	Part-Time Retirement	0	3,619	0	0
61120	Medicare Insurance	14,506	13,052	16,195	17,649
61130	Health Insurance	130,228	115,292	119,870	209,625
61170	Retiree Health Benefits	14,144	15,654	0	0
61180	Worker Compensation Insurance	10,904	10,529	13,985	25,355
61190	Relocation and Temp Housing Assistance	1,462	0	0	0
	SUBTOTAL PERSONNEL	1,335,467	1,228,597	1,446,905	1,678,115
62010	Communications	16,706	12,608	35,300	23,825
62120	Training, Transportation, Meeting	625	5,344	5,045	5,045
62140	Membership, Subscription & Dues	11,159	1,247	5,045	5,045
62300	Contract Services-Professional	14,321	163,348	27,980	38,145
	SUBTOTAL CONTRACTUAL	42,811	182,547	73,370	72,060
63001	Miscellaneous Operating Expenses	38,643	28,663	30,915	32,855
63300	Gas & Diesel	5,197	2,954	3,400	2,675
	SUBTOTAL COMMODITIES	43,840	31,617	34,315	35,530
65000	Building Rental	133,445	138,142	142,840	148,700
65010	Rental City Equipment	23,904	22,755	26,845	22,050
65011	Equipment Replacement Charges	0	4,410	12,025	11,245
65012	Accident Repair & Replacement Charge	0	1,344	1,450	1,630
65100	Insurance Charges	69,565	0	0	0
65240	Public Works Administrative Charges	172,180	265,350	265,350	265,350
	SUBTOTAL CROSS CHARGES	399,094	432,001	448,510	448,975
66220	Improvements Other Than Building	0	0	200,000	0
	SUBTOTAL CAPITAL	0	0	200,000	0
67200	Principal-Capital Lease	0	0	3,155	3,155
	SUBTOTAL DEBT SERVICE	0	0	3,155	3,155
68000-052	Transfer to Fund 052	100,000	0	0	0
68000-404	Transfer to Fund 404	80,565	80,810	81,045	80,675
	SUBTOTAL TRANSFERS	180,565	80,810	81,045	80,675
	TOTAL	2,001,776	1,955,573	2,287,300	2,318,510

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	3.25		3.25	
01390	Assistant Engineer I	0.00		1.00	
02155	Assistant Traffic Operations Engineer	0.65		0.65	
00320	City Engineer (MM)	0.20		0.20	
02129	Principal Civil Engineer (MM)	0.43		0.43	
02131	Senior Civil Engineer	1.75		1.75	
07330	Senior Office Assistant	2.00		2.00	
09130	Engineering Intern, P/T	0.00	4.50	0.00	4.50
	Total	8.28	4.50	9.28	4.50

Statement of Purpose

Provide safe traffic and pedestrian movement by maintaining and standardizing signs and painted legends.

Accomplishments in FY 2016-17

- * Renewed contract for roadway markings and sign maintenance.
- * Completed re-striping half of the City's roadway markings and crosswalks.

Action Plan for FY 2017-18

- * Utilize work order enterprise system (mySantaAna mobile phone Application) to track and service all sign maintenance service requests.
- * Complete re-striping of half of the City's roadway markings and crosswalks.
- * Replace 600 faded or damaged street name signs.

PERFORMANCE MEASURES	Actual	Actual	Estimated	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Striping (all types - linear feet)	2,000,000	98,300	647,600	1,500,000
# of painted legends	15,000	8,400	5,400	7,000
# of painted curbs	100,000	74,100	33,000	50,000
# of signs repaired/replaced	4,000	1,550	400	600
# painted arrows	3,000	1,400	1,100	1,500

GENERAL FUND

PUBLIC WORKS AGENCY
Roadway Markings & Signs

ACCOUNTING UNIT
01117625

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	240,905	0	0
61040	Salaries Overtime	0	4,581	0	0
61100	Retirement-Employer Contribution	0	44,348	0	0
61120	Medicare Insurance	0	3,495	0	0
61130	Health Insurance	0	57,462	0	0
61170	Retiree Health Benefits	0	3,569	0	0
61180	Worker Compensation Insurance	0	28,761	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>354,360</u>	<u>0</u>	<u>0</u>
62300	Contract Services-Professional	422,805	424,110	548,000	548,000
	SUBTOTAL CONTRACTUAL	<u>422,805</u>	<u>424,110</u>	<u>548,000</u>	<u>548,000</u>
63001	Miscellaneous Operating Expenses	125,380	126,141	20,000	20,000
	SUBTOTAL COMMODITIES	<u>125,380</u>	<u>126,141</u>	<u>20,000</u>	<u>20,000</u>
65010	Rental City Equipment	564	564	0	0
65240	Public Works Administrative Charges	0	46,901	0	0
	SUBTOTAL CROSS CHARGES	<u>564</u>	<u>47,465</u>	<u>0</u>	<u>0</u>
69801	IC Default Issue	132	1,097	0	0
	SUBTOTAL MISCELLANEOUS	<u>132</u>	<u>1,097</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>548,881</u></u>	<u><u>953,173</u></u>	<u><u>568,000</u></u>	<u><u>568,000</u></u>

GENERAL FUND

PUBLIC WORKS AGENCY		PROGRAM		
Streetlight Maintenance		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 2016-17				
<p>* Continued to work with SCE to purchase their streetlights and ultimately upgrade to energy savings LED technology</p>				
Action Plan for FY 2017-18				
<p>* Purchase approximately 7,800 SCE owned streetlights, upgrade to LED fixtures and address underlit areas throughout the City</p>				
PERFORMANCE MEASURES	Actual	Actual	Revised	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of Edison-owned lights - LS-1	11,450	11,450	0	0
# of City-owned lights - metered - LS-3	1,700	1,742	1,750	1,760
# of City-owned lights - unmetered - LS-2	1,200	1,062	12,500	11,100
Efficiency				
% of outages evaluated and referred for repair within 48 hours	95	99	99	99
Average # of days to repair outages by contractor	2	2	2	2
Annual energy costs for street lighting (\$)	2,188,504	2,563,275	2,100,000	2,400,000

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Street Light Maintenance		01117630			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	53,716	44,591	93,650	97,075
61020	Salaries Part-Time	331	0	0	0
61040	Salaries Overtime	1,965	722	0	0
61100	Retirement-Employer Contribution	12,152	10,762	23,420	27,370
61120	Medicare Insurance	513	489	1,465	1,530
61130	Health Insurance	11,223	9,676	25,605	26,280
61170	Retiree Health Benefits	1,593	652	0	0
61180	Worker Compensation Insurance	5,159	4,805	10,490	11,265
	SUBTOTAL PERSONNEL	<u>86,652</u>	<u>71,696</u>	<u>154,630</u>	<u>163,520</u>
62000	Utilities	2,195,658	2,112,903	2,415,355	2,304,045
62120	Training, Transportation, Meeting	0	1,171	0	0
62140	Membership, Subscription & Dues	4,800	0	0	0
62300	Contract Services-Professional	-4,038	119,235	102,160	102,400
62321	Maintenance & Repair Improvement	17,250	27,819	40,000	40,000
69090	Department Savings	0	0	(399,765)	(399,765)
	SUBTOTAL CONTRACTUAL	<u>2,213,669</u>	<u>2,261,128</u>	<u>2,157,750</u>	<u>2,046,680</u>
63001	Miscellaneous Operating Expenses	40,653	19,793	89,570	89,570
	SUBTOTAL COMMODITIES	<u>40,653</u>	<u>19,793</u>	<u>89,570</u>	<u>89,570</u>
65100	Insurance Charges	77,225	73,020	79,745	79,835
65240	Public Works Administrative Charges	43,050	71,761	71,760	71,760
	SUBTOTAL CROSS CHARGES	<u>120,275</u>	<u>144,781</u>	<u>151,505</u>	<u>151,595</u>
66220	Improvements Other Than Building	112,379	309,122	200,000	200,000
	SUBTOTAL CAPITAL	<u>112,379</u>	<u>309,122</u>	<u>200,000</u>	<u>200,000</u>
67003	Loan Payment OBF	0	0	0	110,980
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>110,980</u>
	TOTAL	<u><u>2,573,628</u></u>	<u><u>2,806,521</u></u>	<u><u>2,753,455</u></u>	<u><u>2,762,345</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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>0.00</u>	<u>1.25</u>	<u>0.00</u>

GENERAL FUND

PUBLIC WORKS AGENCY Graffiti Removal Street Cleaning	PROGRAM 01117642
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Statement of Purpose	
	<i>Ensure that all City streets are maintained free of graffiti.</i>

Accomplishments in FY 2016-17	
	<ul style="list-style-type: none"> * Developed a process in conjunction with the Code Enforcement Division for removal of graffiti from private property signs. * Created standard operating procedures for graffiti removal in City parks for assigned parks graffiti removal staff person. * Dedicated a full-time graffiti removal technician for Park Graffiti Removal Services.

Action Plan for FY 2017-18	
	<ul style="list-style-type: none"> * Recruit an additional, dedicated part-time Sr. Clerical Aide for the Graffiti Hotline to improve customer service. * Continue to proactively market the mySantaAna smartphone application to the public and emphasize additional reporting services.

PERFORMANCE MEASURES	Actual	Actual	Revised	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Graffiti Removal - Square Footage	3,959,780	4,250,000	4,050,000	4,200,000
# of graffiti locations cleaned	130,000	150,000	120,000	1,300,000
Total painted - Square Footage	3,522,345	3,625,000	3,450,000	3,500,000
Total water-blasted - Square Footage	367,075	500,000	435,000	425,000
Total Chemical - Square Footage	70,360	125,000	151,400	155,000
# of signs (graffiti removal)	4,000	4,250	3,750	4,000

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Public Works - Graffiti Abatement Program		01117642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	0	0	0	50,100
61020	Salaries Part-Time	0	0	0	33,860
61100	Retirement-Employer Contribution	0	0	0	15,395
61120	Medicare Insurance	0	0	0	1,280
61130	Health Insurance	0	0	0	15,645
61180	Worker Compensation Insurance	0	0	0	8,060
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>124,340</u>
62010	Communications	0	0	0	1,000
62300	Contract Services-Professional	0	0	0	1,073,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,074,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,198,340</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
04040	Public Works Crew Leader	0.00		0.65	
09070	Senior Clerical Aide, P/T		0.00		2.00
		<u>0.00</u>	<u>0.00</u>	<u>0.65</u>	<u>2.00</u>

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Public Works-SARTC Maintenance		01117650			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	0	0	300,000	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>0</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>300,000</u></u>	<u><u>0</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
01118810 Economic Development	0	455,598	490,675	557,116	
01118825 Sales Tax Rebate	0	0	0	15,000	
Department Savings	0	0	(25,000)	(25,000)	
TOTAL	<u>0</u>	<u>0</u>	<u>465,675</u>	<u>547,116</u>	
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000 Personnel	0	348,779	430,075	413,516	
62000 Contractual	0	60,708	6,000	88,835	
63000 Commodities	0	25,058	995	16,160	
65000 Fixed Charges	0	21,053	53,605	53,605	
69090 Department Savings	0	0	(25,000)	(25,000)	
TOTAL	<u>0</u>	<u>455,598</u>	<u>465,675</u>	<u>547,116</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.45		0.45	
0350	Economic Development Specialist III	1.00		1.00	
0550	Economic Development Specialist II	0.00		1.00	
0150	Senior Management Analyst	0.15		0.15	
7321	Community Development Commission Secretary	0.45		0.45	
	TOTAL	<u>2.05</u>	<u>0.00</u>	<u>3.05</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		PROGRAM		
		Various		
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 15-16 & FY 16-17				
<ul style="list-style-type: none"> * Established "Shop Local" initiative and promotion using website and shopping bags. * Over 250 businesses have been visited by the City/Chamber Business Retention Team during FY 15-16. * Negotiated and currently facilitating the completion of the sale of City owned property at 1232-1244 S. Bristol for the creation of a dialysis center. This will result in over 65 new high-skilled, high paying jobs for the corridor. * Developed a hotel incentive program designed to attract new 4 to 5 star hotel developments. * Completed a sales tax sharing agreement with Volvo to facilitate a renovation and increase in inventory for dealer. * Co-hosted 2nd Annual GROW Conference at Discovery Science Cube with over 350 developers, real estate brokers, and community leaders in attendance. * Completed Economic Development Strategic Plan. * Continued partnership with Chamber of Commerce on Economic Development Council. * Fabricated and installed downtown wayfinding signage. * Worked with over 50 companies to assist them with the Planning and Building process. * Facilitated City's participation in the Orange County Recycling Market Development Zone, an economic development tool that will provide incentives to stimulate business development in Santa Ana. * Created business corridor profiles to market business districts to brokers and developers to attract investment. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Implement citywide branding strategy pending the allocation of resources. * Implement economic development strategic plan pending the allocation of resources. * Continue to monitor and meet with largest employers and highest sales tax generators. * Continue to support small businesses through partnerships with SBA, SBDC, and Chamber of Commerce. * Administer small business incentive grants utilizing CDBG Funding * Oversee administration of Chamber of Commerce contract for tourism and marketing. * Develop new economic development portal on City's website. * Facilitate a broker bus tour to showcase development opportunity sites in the City. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of businesses assisted	200	300	250	300
# of businesses visited	250	260	300	350

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY		ACCOUNTING UNIT			
Economic Development		01118810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	242,835	266,955	248,090
61020	Salaries Part-Time	0	10,209	40,395	30,050
61040	Salaries Overtime	0	2,677	0	0
61100	Retirement Employer Contribution	0	47,343	67,945	69,361
61110	Part-Time Retirement	0	77	0	0
61120	Medicare Insurance	0	3,632	3,775	4,020
61130	Health Insurance	0	35,869	46,655	55,480
61170	Retiree Health Insurance	0	2,051	0	0
61180	Workers Compensation Insurance	0	4,086	4,350	6,515
69090	Department Savings	0	0	(23,500)	(23,500)
	SUBTOTAL PERSONNEL	<u>0</u>	<u>348,779</u>	<u>406,575</u>	<u>390,016</u>
62000	Utilities	0	111	0	0
62010	Communications	0	7,424	0	7,400
62012	Cellular Phone Charges	0	161	0	650
62120	Training, Transportation, Meeting	0	6,260	0	12,050
62140	Membership, Subscription & Dues	0	1,169	0	11,430
62200	Advertising	0	2,210	0	15,000
62201	Business Promotion	0	10,500	0	0
62300	Contract Services-Professional	0	25,463	0	18,720
62302	Contracted Vendor Personnel Services	0	1,215	0	585
62400	Auditor Fee	0	684	0	0
62600	Parking Validation	0	1,011	0	2,000
62700	Auto Expense	0	4,500	6,000	6,000
69090	Department Savings	0	0	(1,500)	(1,500)
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>60,708</u>	<u>4,500</u>	<u>72,335</u>
63001	Miscellaneous Operating Expenses	0	25,058	995	16,160
	SUBTOTAL COMMODITIES	<u>0</u>	<u>25,058</u>	<u>995</u>	<u>16,160</u>
65000	Building Rental	0	9,065	22,280	22,280
65040	Computer Service Charge	0	260	1,840	1,840
65050	IS Strategic Plan	0	4,509	8,275	8,275
65100	Insurance Charges	0	7,219	21,210	21,210
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>21,053</u>	<u>53,605</u>	<u>53,605</u>
	TOTAL OPERATING	<u><u>0</u></u>	<u><u>455,598</u></u>	<u><u>412,070</u></u>	<u><u>532,116</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.45		0.45	
0350	Economic Development Specialist III	1.00		1.00	
0550	Economic Development Specialist II	0.00		1.00	
0150	Senior Management Analyst	0.15		0.15	
7321	Community Development Commission Secretary	0.45		0.45	
	TOTAL	<u><u>2.05</u></u>	<u><u>0.00</u></u>	<u><u>3.05</u></u>	<u><u>0.00</u></u>

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY
Sales Tax Rebate

ACCOUNTING UNIT
01118825

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services-Professional	0	0	0	15,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>15,000</u></u>

GENERAL FUND SPECIAL REVENUE

PARKS, RECREATION & COMMUNITY SERVICES Cable TV Fund	PROGRAM 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES:					
50001	Balance from Prior Year	0	0	0	75,000
50054	CATV PEG Access Support	263,817	250,401	200,000	240,000
58000	Earnings on Investment	5,278	10,560	4,000	5,000
		<u>269,095</u>	<u>260,961</u>	<u>204,000</u>	<u>320,000</u>
EXPENDITURES:					
62300	Contract Services - Professional	0	2,783	10,000	10,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>2,783</u>	<u>10,000</u>	<u>10,000</u>
63001	Misc Office Expense	37,169	31,433	194,000	310,000
	SUBTOTAL COMMODITIES	<u>37,169</u>	<u>31,433</u>	<u>194,000</u>	<u>310,000</u>
66400	Machinery & Equipment	56,345	2,246	0	0
	SUBTOTAL COMMODITIES	<u>56,345</u>	<u>2,246</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>93,514</u></u>	<u><u>36,462</u></u>	<u><u>204,000</u></u>	<u><u>320,000</u></u>

SPECIAL REVENUE FUNDS

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

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Parks and Recreation Special Revenue Fund		02213200			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Balance from Prior Year	0	0	0	0
57010	Miscellaneous Recoveries	42,066	47,918	40,000	40,000
57081	Gifts and Donations	133,320	17,301	20,000	20,000
58000	Earnings on Investment	3,069	4,110	2,500	2,500
		178,455	69,328	62,500	62,500
EXPENDITURES:					
62300	Contract Services - Professional	6,786	12,758	31,250	31,250
	SUBTOTAL CONTRACTUAL	6,786	12,758	31,250	31,250
63001	Misc Office Expense	26,671	3,836	31,250	31,250
63200	Operating M&S Bldgs and Grounds	0	0	0	0
	SUBTOTAL COMMODITIES	26,671	3,836	31,250	31,250
66220	Improvements Other Than Building	439,052	0	0	0
66400	Machinery & Equipment	45,197	0	0	0
	SUBTOTAL CONTRACTUAL	484,249	0	0	0
	TOTAL	517,706	16,594	62,500	62,500

GENERAL FUND STRATEGIC PLAN 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 (see next page for a list of projects and their amounts). Funds are not imbedded in department budgets, but rather separated in a different fund to track performance and accommodate multi-year efforts.				
		<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		FY 15-16	FY 16-17	FY 17-18
REVENUES				
05002002				
50001	Balance From Prior Year	0	9,648,840	5,333,626
59000 011	Transfer from Fund 11	11,250,000	0	0
TOTAL COUNCIL SPECIAL PROJECTS REVENUES		<u>11,250,000</u>	<u>9,648,840</u>	<u>5,333,626</u>
EXPENDITURES				
05005018 <i>CMO Projects: Homelessness/Communications</i>				
62300	Contract Services-Professional	99,750	0	0
63001	Misc. Operating Expenses	33,944	27,500	0
69011	Reserve Appropriation	0	4,910,656	5,333,626
05010018 <i>Finance Projects: Pension Stability</i>				
62303	Pension Stability	0	0	0
05010021 <i>Finance: SARTC/City Hall/Jail/Newhope Library/Grand Central/Corbin/El Salvador/Jerome</i>				
66200	Building Improvement	5,702	100,000	0
05010022 <i>Finance: City Fleet Replacement</i>				
66400	Machinery & Equipment	353,164	900,000	0
05010023 <i>Finance: Corporate Yard</i>				
66200	Building Improvement	518,354	0	0
05010024 <i>Information Services: Equipment Upgrade/Network-Data Center/Permits/Budget</i>				
66400	Machinery & Equipment	76,476	1,398,250	0
05013018 <i>Parks & Recreation: Parks & Facilities Improvements, i.e. Lighting/Civic Center/Tennis Courts/Soccer Field</i>				
66220	Improvements Other Than Buildings	173,841	1,130,770	0
68000 74	Transfer to Civic Center	419,000	0	0
05014018 <i>Police: Body Cameras</i>				
62300	Contract Services-Professional	0	0	0
05016018 <i>Planning & Building: General Plan Update/Metro East Zone Expansion</i>				
61000	Salaries	23,793	411,595	0
61020	Salaries Part-Time	17,359		
61100	Retirement	6,150	95,300	0
61110	Part-Time Retirement	341	0	0
61120	Medicare	444	5,970	0
61130	Employees Insurance	1,270	70,630	0
61180	Workers Compensation	326	4,280	0
62300	Contract Services-Professional	53,317	116,785	0
63001	Misc. Operating Expenses	145	22,104	0
05017018 <i>Public Works Agency: GIS/CIP-Asset Management</i>				
62300	Contract Services-Professional	34,457	305,000	0
63001	Misc. Operating Expenses	2,972	0	0
05018018 <i>Community Development: City-wide Placemaking & Branding</i>				
62300	Contract Services-Professional	0	150,000	0
TOTAL COUNCIL SPECIAL PROJECTS EXPENDITURES		<u>1,820,807</u>	<u>9,648,840</u>	<u>5,333,626</u>

GENERAL FUND COUNCIL SPECIAL PROJECTS-Continued

Council Special Projects		PROGRAM	Fund 50
			APPROVED ALLOCATION
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
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>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>	
	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	
REVENUES					
5102002 MISCELLANEOUS REVENUES					
50001 Balance From Prior Year	0	0	300,000	440,367	
59000 011 Transfer from Fund 11	0	0	0	292,000	
TOTAL MISCELLANEOUS REVENUES	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>732,367</u>	
05113002 CAPITAL OUTLAY FUND					
50001 Balance From Prior Year	0	0	1,172,350	1,028,470	
53332 Baseball Surcharge	6,998	8,184	0	0	
57363 Cell Tower Lease Agreements*	574,689	572,364	573,105	592,950	
TOTAL CAPITAL OUTLAY FUND REVENUES	<u>581,687</u>	<u>580,548</u>	<u>2,045,455</u>	<u>2,353,787</u>	
EXPENDITURES					
5105015 Non- Departmental					
66200 Building Improvement	0	276,353	300,000	269,367	
67100 Principal-Debt Service	0	0	0	463,000	
	<u>0</u>	<u>276,353</u>	<u>300,000</u>	<u>732,367</u>	
EXPENDITURES					
05113263 Park Improvements					
62300 Contract Services-Professional	31,948	0	0	0	
62320 Maintenance & Repair Buildings & Ground	71,355	22,088	100,000	150,000	
63200 Operating Materials & Supplies Buildings/Grounds	73,922	97,841	100,000	150,000	
65205 Internal Departments Personnel Charges	0	67,379	0	0	
66220 Improvements Other Than Buildings	20,884	350,813	1,545,455	1,028,470	
69011 Reserve Appropriation	0	0	0	292,950	
	<u>198,109</u>	<u>538,121</u>	<u>1,745,455</u>	<u>1,621,420</u>	
TOTAL CAPITAL OUTLAY EXPENDITURES	<u>198,109</u>	<u>538,121</u>	<u>2,045,455</u>	<u>2,353,787</u>	
PROJECTS					
Park Improvements (Cell Tower)*			573,105	300,000	
Synthetic Soccer Field Improvements			418,215	418,215	
State Building Improvements			70,835	70,835	
Santiago Gas House Area			395,820	395,820	
Portola Pkg. Lot, Tennis Ct., Basketball Ct. Renovations			42,910	0	
Centennial Lake Circulation Study			48,860	18,550	
Stadium Structural Concrete Repair			135,475	0	
Zoo Master Plan			0	78,040	
Miscellaneous			60,235	47,010	
City Hall/Council Chambers Improvements			300,000	269,367	
SUBTOTAL PROJECTS			<u>2,045,455</u>	<u>1,597,837</u>	
*Restricted funds to be used in parks with cell towers.					
OTHER EXPENDITURES					
Debt Service - Fire Station 1			0	292,000	
Debt Service - Appellate Court			0	171,000	
Reserves			0	292,950	
SUBTOTAL OTHER EXPENDITURES			<u>0</u>	<u>755,950</u>	
TOTAL PROJECTS AND OTHER EXPENDITURES			<u>2,045,455</u>	<u>2,353,787</u>	

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>				
		ACTUAL	ADOPTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18
REVENUES				
05202002				
50001	Balance From Prior Year	0	419,345	2,494,500
59000 011	Transfer from Fund 11	3,014,500	2,075,155	0
TOTAL STRATEGIC PLAN FUND REVENUES		3,014,500	2,494,500	2,494,500
EXPENDITURES				
05205018 <i>Non-Departmental</i>				
	61020 Salaries & Wages - Temporary	176,220	200,000	0
	61040 Salaries Overtime	46	0	0
	61100 Retirement Plan	1,255	0	0
	61110 Part-time Retirement	6,407	0	0
	61120 Medicare Insurance	2,542	0	0
	61130 Health Insurance	(195)	0	0
	61180 Compensation Insurance	2,667	0	0
	62300 Contract Services - Professional	2,327	100,000	50,000
		191,268	300,000	50,000
05209018 <i>Personnel Services Agency</i>				
	61020 Salarys & Wages - Regular	0	0	200,000
		0	0	200,000
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	163,378	165,035	238,075
	61020 Salaries Temporary	418,269	472,485	544,065
	61040 Salaries Overtime	9,381	5,245	16,000
	61100 Retirement Plan	46,169	32,205	76,880
	61110 Part-time Retirement	14,749	17,604	20,455
	61120 Medicare Insurance	8,327	9,242	11,465
	61130 Health Insurance	18,754	49,985	29,445
	61170 Retiree Health Benefits	2,665	1,650	0
	61180 Compensation Insurance	14,654	19,504	29,650
	62120 Training, Transportation, Meeting	0	350	0
	62140 Memberships & Subscriptions	941	0	0
	62300 Contract Services - Professional	119,391	342,370	290,000
	63001 Operating Materials & Supplies	217,620	244,325	153,965
	66220 Improvements	0	50,000	0
		1,034,298	1,410,000	1,410,000
05216018 <i>Planning & Building Agency</i>				
	61000 Salaries Regular	99,376	186,418	206,418
	61040 Salaries Overtime	261	500	500
	61100 Retirement Plan	23,234	31,602	31,602
	61120 Medicare Insurance	1,429	2,326	2,326
	61130 Employees Insurance	25,179	40,922	40,922
	61170 Retiree Health Benefits	0	1,364	1,364
	61180 Compensation Insurance	983	2,068	2,068
	62120 Training, Transportation, Meeting	0	800	800
	62140 Membership, Subscription, Dues	0	600	500
	62300 Contract Services - Professional	3,295	7,000	22,000
	63001 Operating Materials & Supplies	18,030	13,900	29,000
	63300 Gas & Diesel	0	2,000	2,000
	65010 Equipment Rental, City	0	10,500	10,500
	62300 Contract Services - Professional	0	0	0
		171,788	300,000	350,000

GENERAL FUND STRATEGIC PLAN PROJECTS (STRATEGIES)-Continued

Strategic Plan Fund		PROGRAM			Fund 52
Strategies:		ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
05218018	<i>Community Development</i>				
	61000 Salaries Regular	27,788	0	67,290	
	61020 Salaries Temporary	0	0	0	
	61040 Salaries Overtime	1,281	0	0	
	61100 Retirement Plan	5,564	0	22,470	
	61110 Part-Time Retirement	79	0	160	
	61120 Medicare Insurance	439	0	1,035	
	61130 Employees Insurance	4,356	0	10,515	
	61180 Compensation Insurance	681	0	1,360	
	62120 Training, Transportation, Meeting	3,063	0	0	
	62140 Membership, Subscription & Dues	1,800	0	0	
	62300 Contract Services - Professional	268,652	375,000	167,670	
	62302 Contract Services - Personnel	2,100	0	4,200	
	62600 Parking Validation	326	0	300	
	63001 Operating Materials & Supplies	28,083	0	30,000	
	65205 Internal Departments Personnel Charges	8,408	0	0	
	69152 Loans & Grants	82,500	0	70,000	
		<u>435,119</u>	<u>375,000</u>	<u>375,000</u>	
TOTAL STRATEGIC PLAN FUND EXPENDITURES		<u>1,841,973</u>	<u>2,494,500</u>	<u>2,494,500</u>	
Budgeted Strategies:		ADOPTED FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
	Community Survey	0	0	0	
	Youth Summit	0	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	0	0	0	
	Safe & Inviting Downtown	0	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	0	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>2,494,500</u>	<u>2,494,500</u>	<u>2,494,500</u>	

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUND		PROGRAM			
City Services		053			
Statement of Purpose					
Effective July 1, 2017, this fund will be established for the accounting of city services such as accelerated plan check, building inspection, receivership, and other city services.					
		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
REVENUES					
Planning & Building Agency					
05316002					
53618	Project Coordination Charge	0	0	0	500,000
57018	Receivership	0	0	0	100,000
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>
		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
EXPENDITURES					
05316021					
Planning & Building Agency					
62300	Cotnract Services - Professional	0	0	0	600,000
	TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>

SPECIAL REVENUE FUNDS

FIRE DEPARTMENT						PROGRAM
Fire Facilities Fund						120
Statement of Purpose						
<p><i>The purpose of the fire facilities fund is to provide revenue to pay for equipment needed to fight fires in the city. With the expanding number of buildings over two (2) stories in height, specialized equipment is necessary to augment the city's capabilities to fight fires in tall structures. Fire facilities revenues will also be used to renovate city fire facilities to accommodate vehicles outfitted with these specialized apparatus upgrades.</i></p>						
		ACTUAL	ACTUAL	ADOPTED	ADOPTED	
		FY 14-15	FY 15-16	FY 16-17	FY 17-18	
REVENUES						
12015002						
50001	Prior Year Carry Forward	0	0	600,000	440,000	
53700	Improvement Fee	0	706,685	0	50,000	
	TOTAL REVENUES	<u>0</u>	<u>706,685</u>	<u>600,000</u>	<u>490,000</u>	
		ACTUAL	ACTUAL	ADOPTED	ADOPTED	
		FY 14-15	FY 15-16	FY 16-17	FY 17-18	
EXPENDITURES						
12015330						
62300	Contract Services Professional	0	0	600,000	490,000	
	TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>490,000</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
58000	Earning on Investments	2,438	1,225	0	0
	TOTAL REVENUES	<u>2,438</u>	<u>1,225</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>					
61000	Salaries Regular	78,508	132,014	0	0
61020	Salaries Part-Time	0	16,504	0	0
61040	Salaries Overtime	5,862	1,153	0	0
61100	Retirement-Employer Contribution	18,184	35,292	0	0
61120	Medicare Insurance	1,241	2,179	0	0
61130	Health Insurance	16,005	15,925	0	0
61170	Retiree Health Benefits	1,698	1,828	0	0
61180	Worker Compensation Insurance	1,917	3,531	0	0
	SUBTOTAL PERSONNEL	<u>123,416</u>	<u>208,426</u>	<u>0</u>	<u>0</u>
62000	Utilities	8,056	7,264	0	0
62010	Communications	665	0	0	0
62012	Cell Phone Charges	329	357	0	0
62120	Training, Transportation, Meeting	0	476	0	0
62140	Membership, Subscription & Dues	0	649	0	0
62200	Advertising	836	0	0	0
62251	Other Agency Services	15,796	16,096	0	0
62300	Contract Services-Professional	106,772	40,940	0	0
62302	Contracted Vendor Personnel Services	1,426	429	0	0
62600	Parking Validation	0	311	0	0
62700	Auto Expense	0	100	0	0
	SUBTOTAL CONTRACTUAL	<u>133,880</u>	<u>66,622</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	3,229	10,007	0	0
63300	Gas & Diesel	143	0	0	0
	SUBTOTAL COMMODITIES	<u>3,372</u>	<u>10,007</u>	<u>0</u>	<u>0</u>
65000	Building Rental	5,080	0	0	0
65010	Rental City Equipment	2,376	198	0	0
65012	Accident Repair & Replacement	0	8	0	0
65040	Computer Services	55	0	0	0
65050	IS Strategic Plan	1,830	0	0	0
65100	Insurance	3,025	0	0	0
65400	Indirect Costs	15,263	10,881	0	0
	SUBTOTAL FIXED CHARGES	<u>27,629</u>	<u>11,087</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>288,297</u>	<u>296,142</u>	<u>0</u>	<u>0</u>

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

Pusuant 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	4,942,582	4,692,582	4,692,582
	TOTAL REVENUES	<u>0</u>	<u>4,942,582</u>	<u>4,692,582</u>	<u>4,692,582</u>
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	0	250,000	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>250,000</u>	<u>0</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>250,000</u></u>	<u><u>4,692,582</u></u>	<u><u>4,692,582</u></u>

COMMUNITY DEVELOPMENT AGENCY

CAPITAL PROJECTS FUND	PROGRAM
South Main Redevelopment Projects	41818831

Statement of Purpose

To provide public improvements in the South Main Redevelopment Project Area in a manner consistent with the bond covenants and the bond expenditure plan.

SERVICE PROGRAM

Pusuant to a bond proceeds expenditure agreement dated October 4, 2016 between the City and Successor Agency, the remaining bond proceeds from the Community Redevelopment Agency of the City of Santa Ana, South Main Street Redevelopment Project, Tax Allocation Bonds, Series 2003A were transferred to the City. These proceeds will be expended in a manner consistent with the covenants of the original bond and the bond spending plan.

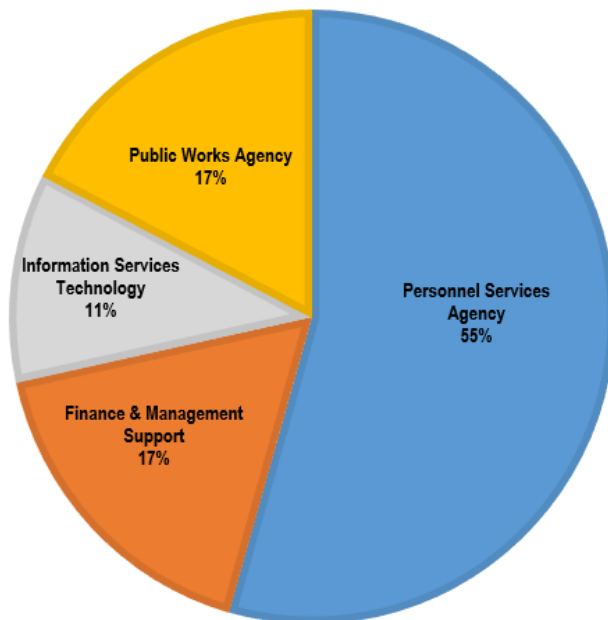
COMMUNITY DEVELOPMENT AGENCY

CAPITAL PROJECTS FUND		ACCOUNTING UNIT			
South Main Redevelopment Projects		41818831			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	2,515,560
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,515,560</u>
<u>EXPENDITURES</u>					
66220	Improvements Other Than Building	0	0	0	552,183
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>552,183</u>
69011	Reserve Appropriation	0	0	0	1,963,377
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,963,377</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,515,560</u></u>

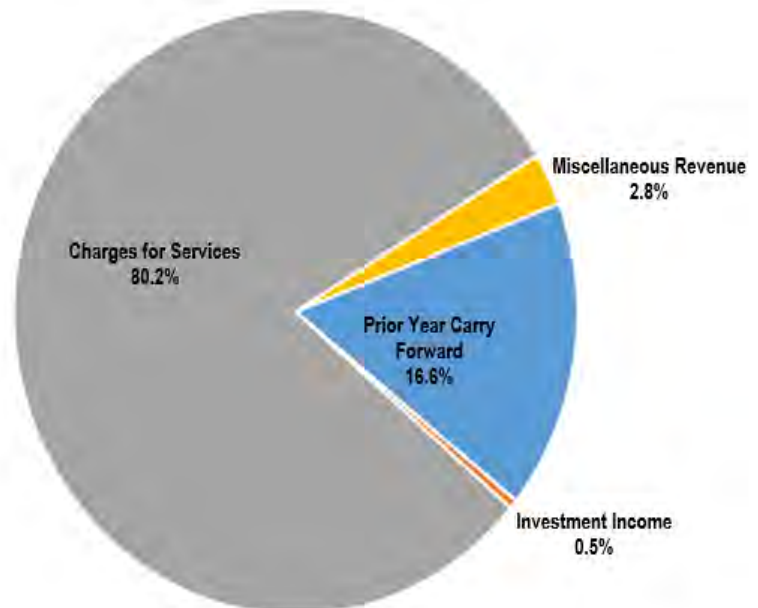
INTERNAL SERVICE FUND DEFINITION

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 2017-18
INTERNAL SERVICE FUNDS
APPROPRIATIONS BY AGENCY**



**FY 2017-18
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 supports 11.48 percent of the City's 1,148 employees.

PERSONNEL SERVICES AGENCY

Personnel Services manages three of the thirteen internal service fund activities and accounts for \$44.8 million or 54.4 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 2016-17, the Personnel Services Agency internal service funds have increased by 4.0 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 \$14.1 million or 17.0 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 5.2 percent over fiscal year 2016-17, 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. 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; therefore, 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 increased by 3.1 percent over the fiscal year 2016-17 of increases to personnel related contracts. 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 \$14.3 million or 17.4 percent of the total internal service fund appropriations. Fund 86 and 101 have decreased by 0.2 percent over fiscal year 2016-17, which indicates no significant changes to the operations.

◆ 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 SUMMARY

DEPARTMENT/ UNIT	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Adopted FY 17-18	FY 16-17 Positions	FY 17-18 Positions	% of	<i>Increase (Decrease) Over Prior Year</i>	
							FY 17-18 Total	FY 16-17 to FY 17-18 in \$	in %
REVENUES									
070 Equipment Replacement	666,195	912,415	1,488,000	1,282,325			1.6%	(205,675)	-13.8%
071 Central Services	1,019,567	937,842	1,264,000	1,330,084			1.6%	66,084	5.2%
072 Copier Lease Program	23,755	0	0	0			0.0%	0	n/a
073 Building Maintenance	3,171,619	3,636,988	3,883,410	4,313,618			5.2%	430,208	11.1%
075 Fleet Maintenance	3,663,496	3,944,638	4,523,390	4,554,255			5.5%	30,865	0.7%
076 Stores & Property Control	2,511,999	2,071,930	1,527,480	1,532,225			1.9%	4,745	0.3%
080 Liability & Property	6,497,169	5,950,504	13,905,633	14,069,603			17.1%	163,970	1.2%
081 Employee Group Benefits	19,184,982	19,987,601	22,427,170	23,805,871			28.9%	1,378,701	6.1%
082 Workers Compensation	5,752,770	6,723,950	6,723,950	6,914,055			8.4%	190,105	2.8%
085 City Yard Operations	745,789	1,040,199	1,098,665	1,114,265			1.4%	15,600	1.4%
086 Engineering Services	4,789,082	5,173,421	7,742,215	8,040,780			9.8%	298,565	3.9%
101 Administration Services	4,387,274	6,122,677	6,600,595	6,274,190			7.6%	(326,405)	-4.9%
102 Communications Services	1,473,371	1,518,550	0	0			0.0%	0	n/a
109 Information Services Technology Plan	5,365,599	5,615,420	8,794,931	9,071,817			11.0%	276,886	3.1%
Revenue Grand Total	59,252,666	63,636,136	79,979,439	82,303,088			100.0%	2,323,649	2.9%
EXPENDITURES BY DEPARTMENT									
Personnel Services Agency									
08009051 Liability & Property	8,411,542	9,877,869	13,905,633	14,069,603	3.40	3.40	17.1%	163,970	1.2%
08109052 Section 125 Benefits	285,008	258,678	439,500	439,500	0.00	0.00	0.5%	0	0.0%
08109053 Employee Group Benefits	18,292,568	19,544,002	21,987,670	23,366,371	6.65	6.65	28.4%	1,378,701	6.3%
08209054 Workers Compensation	8,451,716	7,348,913	6,723,950	6,914,055	6.40	6.40	8.4%	190,105	2.8%
Subtotal	35,440,833	37,029,462	43,056,753	44,789,529	16.45	16.45	54.4%	1,732,776	4.0%
Finance & Management Services Agency									
07010100 Equipment Replacement	0	0	1,488,000	1,282,325	0.00	0.00	1.6%	(205,675)	-13.8%
07110100 Central Services	1,053,897	881,524	1,264,000	1,330,084	2.15	2.15	1.6%	66,084	5.2%
07210101 Copier Lease Program	36,348	9,982	0	0	0.00	0.00	0.0%	0	n/a
07310-Var. Building Maintenance	3,794,719	3,597,329	3,883,410	4,313,618	14.60	14.75	5.2%	430,208	11.1%
07510-Var. Fleet Maintenance	4,823,496	4,615,644	4,523,390	4,554,255	20.05	20.00	5.5%	30,865	0.7%
07610102 Stores & Property Control	1,312,226	1,288,093	1,527,480	1,532,225	2.40	2.15	1.9%	4,745	0.3%
08510138 City Yard Operations	742,279	1,053,787	1,098,665	1,114,265	0.30	0.45	1.4%	15,600	1.4%
Subtotal	11,762,965	11,446,359	13,784,945	14,126,772	39.50	39.50	17%	341,827	2.5%
Information Technology									
10220140 Communications Services	2,239,471	1,868,471	0	0	0.00	0.00	0.0%	0	n/a
10920-Var. Information Services Technology Plan	5,881,681	6,002,584	8,794,931	9,071,817	18.56	18.66	11.0%	276,886	3.1%
Subtotal	8,121,152	7,871,055	8,794,931	9,071,817	18.56	18.66	11.0%	276,886	3.1%
Public Works Agency									
08617610 Transport Planning./Proj. Mgmt.	0	0	0	0			0.0%	0	N/A
08617611 Construction Engineering	2,019,059	2,269,611	2,922,500	3,146,740	10.25	10.25	3.8%	224,240	7.7%
08617612 Design Engineering	2,815,164	3,526,767	4,476,580	4,540,025	16.75	16.75	5.5%	63,445	1.4%
08617620 Traffic Engineering	(3,058)	128,945	343,135	354,015	1.30	1.30	0.4%	10,880	3.2%
10117601 Administrative Services	3,209,749	3,067,020	5,051,030	4,306,575	20.00	18.95	5.2%	(744,455)	-14.7%
10117605 Development Services	1,154,663	1,378,616	1,549,565	1,967,615	6.80	6.80	2.4%	418,050	27.0%
Subtotal	9,195,578	10,370,958	14,342,810	14,314,970	55.10	54.05	17.4%	(27,840)	-0.2%
Expenditure Grand Total	64,520,528	66,717,834	79,979,439	82,303,088	129.61	128.66	100.0%	2,323,649	2.9%
<small>Note: Includes Interfund Transfers</small>									
INTERNAL SERVICE FUNDS PERSONNEL									
Number of Positions	117.04	130.74	129.61	128.66				(0.95)	-0.7%
as % of Total City Workforce	11.11%	11.81%	11.47%	11.21%					

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 2016-2017

- * Initiated a new 2-year contract for Managed Print Services.
- * Initiated a new 3-year contract for Reprographic Paper and Envelopes.
- * Initiated a 1-year extension of the Offset Printing Services contract.
- * Conducted annual survey of City employees to determine the service levels of Managed Print Services vendor.
- * Maintained a positive operating fund balance.

Action Plan for FY 2017-2018

- * Repair/replace current paper cutter.
- * Continue to maintain Managed Print Services contract.
- * Continue to maintain Reprographic Paper and Envelopes contract.
- * Continue to maintain Offset Printing contract.
- * Continue to maintain Presort Mail Services contract.
- * Conduct a biennial Customer Service Satisfaction survey to Central Services customers.
- * Continue to provide excellent customer service based on survey results.
- * Continue to maintain a positive operating budget.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of in-house impressions made	7,162,713	2,540,049	2,278,324	2,200,000
# of pieces of outgoing mail posted	282,792	297,736	261,210	250,000
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	\$6,925	\$5,588	\$5,500

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Central Services		07110100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	50,000
56000	Charges to Departments	1,014,964	931,525	1,260,000	1,276,084
58000	Earnings on Investments	4,604	6,317	4,000	4,000
	TOTAL REVENUES	<u>1,019,567</u>	<u>937,842</u>	<u>1,264,000</u>	<u>1,330,084</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	140,621	152,627	154,430	155,115
61020	Salaries & Wages-Temporary	13,728	22,686	27,475	27,435
61100	Retirement Plan	22,910	29,944	35,755	40,495
61110	Part-Time Retirement	515	851	1,030	1,030
61120	Medicare Insurance	2,059	2,336	2,480	2,485
61130	Employees Insurance	28,366	32,354	36,155	36,800
61170	Retiree Health Insurance	5,582	(16,003)	0	0
61180	Compensation Insurance	1,768	2,122	2,375	4,225
	SUBTOTAL PERSONNEL	<u>215,549</u>	<u>226,917</u>	<u>259,700</u>	<u>267,585</u>
62010	Communications	3,234	2,291	3,400	5,400
62120	Training & Transportation	0	0	13,700	11,700
62300	Other Contractual Services	401,822	240,739	238,245	238,245
62322	M&R Machinery & Equipment	11,543	588	68,105	68,105
62501	Lease Payments	0	0	242,000	242,000
62600	Parking Validation	0	0	5,300	5,300
62700	Auto Expense	300	300	420	420
	SUBTOTAL CONTRACTUAL	<u>416,898</u>	<u>243,918</u>	<u>571,170</u>	<u>571,170</u>
63020	Postage	207,079	195,840	220,000	220,000
63001	Operating Materials & Supplies	69,639	78,440	76,605	76,605
63300	Gas & Diesel	1,665	1,129	1,895	1,895
	SUBTOTAL COMMODITIES	<u>278,383</u>	<u>275,410</u>	<u>298,500</u>	<u>298,500</u>
65000	Building & Site Rental	86,015	87,509	89,005	90,497
65010	City Equipment Rental	2,556	2,556	2,635	2,625
65012	Accident Repair & Replacement	0	180	180	180
65050	Information Services Strategic Plan	10,000	10,000	10,000	10,000
65100	Insurance (Risk Management)	7,497	6,747	7,495	7,497
65400	Indirect Operating Expenses	18,615	14,760	15,315	17,030
	SUBTOTAL FIXED CHARGES	<u>124,683</u>	<u>121,752</u>	<u>124,630</u>	<u>127,829</u>
66400	Machinery & Equipment	18,384	0	10,000	65,000
	SUBTOTAL CAPITAL	<u>18,384</u>	<u>0</u>	<u>10,000</u>	<u>65,000</u>
67210	Interest- Capital Lease	0	13,527	0	0
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>13,527</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>1,053,897</u>	<u>881,524</u>	<u>1,264,000</u>	<u>1,330,084</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		2.00
	TOTAL	<u>2.15</u>	<u>1.00</u>	<u>2.15</u>	<u>2.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Copier Lease Program		07210102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
56000	Charges to Departments	23,741	0	0	0
58000	Earning on Investment	14	0	0	0
	TOTAL REVENUES	<u>23,755</u>	<u>0</u>	<u>0</u>	<u>0</u>
 <u>EXPENDITURES</u>					
62501	Operating Lease Expense	36,348	9,982	0	0
66400	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	<u>36,348</u>	<u>9,982</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>36,348</u>	<u>9,982</u>	<u>0</u>	<u>0</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 073			
Building Maintenance					
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	243,194
56100	McFadden Learning Center	51,350	36,620	19,054	15,426
56101	Newhope Branch Library	49,345	42,286	32,392	24,813
56102	Rental - City Hall	974,906	1,079,217	1,108,833	1,162,909
56103	Rental - New Corporate Yard	359,169	684,703	753,700	822,679
56104	Rental - El Salvador Building	24,705	45,842	64,144	76,973
56105	Rental - Jerome Building	40,750	99,948	156,312	164,128
56106	Rental - Ross Annex	774,670	785,302	891,599	921,030
56107	Rental - Santa Anita Building	8,080	13,032	15,150	17,619
56108	Rental - Senior Citizen Center	51,540	44,450	34,525	26,816
56109	Rental - Police Facility	500,192	520,237	602,534	677,821
56110	Rental - Library Building	234,420	197,510	137,184	95,284
56111	Rental - Corbin Center	47,505	32,532	14,724	13,625
56112	Rental - Police Substation	7,010	7,010	7,010	7,010
56113	Rental - Southwest Senior Center	47,505	48,294	46,249	44,291
57000	Expense Reimbursement	472	5	0	0
	TOTAL REVENUES	<u>3,171,619</u>	<u>3,636,988</u>	<u>3,883,410</u>	<u>4,313,618</u>
<u>EXPENDITURES</u>					
07310100	Building Maintenance	3,035,510	3,124,774	3,056,734	3,478,763
07310101	Custodial Services	759,210	472,554	826,676	834,855
	TOTAL EXPENDITURES	<u>3,794,719</u>	<u>3,597,329</u>	<u>3,883,410</u>	<u>4,313,618</u>
<p><i>Note:</i> 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.</p>					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
4780	Facilities and Fleet Maintenance Mgr.	0.45		0.45	
0150	Senior Management Analyst	0.85		1.00	
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		0.00
9070	Senior Clerical Aide (PT)		0.00		1.00
	TOTAL	<u>14.60</u>	<u>6.00</u>	<u>14.75</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 2016-2017				
<ul style="list-style-type: none"> * SCE OBF funded Project - LED lighting retrofit at Central Library; LED lighting retrofit at Newhope Library. * SCE OBF funded project - Install Co2 monitoring and control system in Annex parking garage. * Security Measure Phase 2 - City Hall / Annex - implemented securing elevator access and check in at receptionist. * Surplus Allocation Project - Upgrade Water Wise Car Wash Facility at Corporation Yard. * Surplus Allocation Project - Grand Central Art Studio - Replace Chiller / Boiler HVAC system and controls. * Surplus Allocation Project - Roof restoration for PWA Administration and Central Stores roofs at Corporation yard. * Surplus Allocation Project - Paint exterior / interior of Corbin Center and Soughtwest Senior Center. * Surplus Allocation Project - Replaced HVAC Condenser unit serving Newhope Library. * Surplus Allocation Project - Upgrade exterior HVAC condenser security enclosures. * Upgrade City Hall Wheelchair Lift for ADA compliance. 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> * Surplus Allocation Project - Replace 3rd floor domestic water supply to inmate area of Police Holding. * Central Library - Replace all stair treads, ADA, and automate entry doors. * Santa Anita Center - Replace slidiing door. * City Hall Bridge area - Replace expansion joint. * City Hall - Waterseal South side of high rise. * SAPD - Replace 911, and walk in Freezer condensers. * Council Chambers - ADA improvements in Public seating area. * SCE OBF funded Project - LED lighting retrofit at PAAL Center, Corporate Yard and SAPD facility. * SCE Pilot Program - Lighting and HVAC control - energy measures. * Contract washing of exterior windows at City Hall, Police Department and Main Library. * Energy Measures - Seek opportunities to install Photovoltaic for: City Hall, Superblock, SARTC, SAPD, City owned Parking Structures. * Solicit for proposals for temporary roof repair for Fleet Building. * Seek HVAC optimization measures at the Police Department. * Continue to provide maintenance and repair for Grand Central Art Studio and SARTC 				
PERFORMANCE MEASURES	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Objective FY 17-18
Service Level				
Total square footage maintained	1,229,867	1,229,867	1,229,867	1,164,867
Number of Facility Maintenance Work Orders	1,352	1,352	2,692	2,700
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	98%	98%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Building Maintenance		07310100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	825,518	924,618	989,855	998,815
61020	Salaries & Wages-Temporary	2,986	37,881	19,726	15,170
61040	Salaries & Wages-Overtime	11,528	16,449	8,000	8,000
61100	Retirement Plan	144,498	200,314	207,476	232,380
61110	Part-Time Retirement	0	487	270	220
61120	Medicare Insurance	9,556	11,462	13,261	12,240
61130	Employees Insurance	160,276	198,025	222,931	245,110
61170	Retiree Health Insurance	25,307	(64,323)	0	0
61180	Compensation Insurance	79,797	81,453	100,991	108,415
	SUBTOTAL PERSONNEL	1,259,465	1,406,366	1,562,509	1,620,350
62000	Utilities	790,979	739,020	770,860	746,950
62010	Communications	29,480	32,080	12,750	12,750
62120	Training & Transportation	2,212	3,176	3,500	3,500
62140	Membership, Subscriptions & Dues	299	0	15,000	15,000
62251	Other Agency Services	19,947	19,055	0	0
62300	Contract Services - Professional	400,171	541,567	435,003	678,197
62310	Janitorial & Housekeeping	0	0	0	0
62320	Maintenance & Repair Buildings & Ground	5,350	11,912	9,000	9,000
62322	Maintenance & Repair	0	0	0	0
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	1,249,038	1,347,411	1,246,713	1,465,997
63001	Misc. Office Expense	120,451	132,528	74,820	74,820
63300	Gas & Diesel	6,307	4,373	8,364	8,364
63100	Uniforms and Tools	3,147	212	630	630
63101	Tool Allowances	6,603	5,760	0	0
63200	Oper. Materials & Supplies-Bldgs. & Grnds.	2,190	3,551	4,200	4,200
	SUBTOTAL COMMODITIES	138,699	146,424	88,014	88,014
65010	Equipment Rental, City	33,960	33,156	34,151	34,151
65012	Accident Repair & Replacement	0	1,404	1,412	1,412
65050	Automation Plan	18,505	18,430	18,430	18,430
65100	Insurance (Risk Management)	10,285	9,257	10,285	10,285
65400	Indirect Operating Expenses	104,607	82,413	95,220	95,350
	SUBTOTAL FIXED CHARGES	167,357	144,660	159,498	159,628
66200	Buildings	169,590	79,912	0	120,864
	SUBTOTAL CAPITAL	169,590	79,912		120,864
67003	Loan Payment- OBF	0	0	0	23,910
	SUBTOTAL DEBT SERVICE	0	0		23,910
68000	Interfund Transfers	51,362	0	0	0
	SUBTOTAL TRANSFERS	51,362	0		0
	TOTAL	3,035,510	3,124,774	3,056,734	3,478,763

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	0.00		0.00	
4780	Facilities and Fleet Maintenance Manager	0.25		0.25	
4310	Building Maintenance Supervisor	2.00		2.00	
0150	Senior Management Analyst	0.85		1.00	
4140	Building Maintenance Technician	8.80		8.80	
7280	Senior Accounting Assistant	1.00		1.00	
9740	Painter (PT)		1.00		0.00
9070	Senior Clerical Aide (PT)		0.00		1.00
	TOTAL	13.10	1.00	13.25	1.00

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Custodial Services		07310101		
Statement of Purpose				
<p><i>To maintain clean and attractive City facilities, 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 2016-2017				
<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 2017-2018				
<ul style="list-style-type: none"> * Building Maintenance Management and staff will 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 14-15	FY 15-16	FY 16-17	FY 17-18
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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	116,310	38,665	108,365	110,155
61020	Salaries & Wages-Temporary	67,392	45,475	94,246	94,440
61030	Salaries & Wages-Overtime	634	897	0	0
61100	Retirement Plan	28,170	8,804	26,031	28,760
61110	Part-Time Retirement	1,520	1,705	3,490	3,540
61120	Medicare Insurance	2,335	896	2,575	2,660
61130	Employees Insurance	25,346	7,517	31,101	31,220
61170	Retiree Health Insurance	(12,066)	(10,074)	0	0
61180	Compensation Insurance	16,480	8,907	22,516	24,385
	SUBTOTAL PERSONNEL	<u>246,121</u>	<u>102,792</u>	<u>288,324</u>	<u>295,160</u>
62310	Janitorial & Housekeeping	456,324	336,669	412,000	412,000
62300	Other Contractual Services	264	180	89,720	89,720
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	<u>457,188</u>	<u>337,449</u>	<u>502,320</u>	<u>502,320</u>
63001	Miscellaneous Operating Expense	22,600	15,912	8,000	8,000
	SUBTOTAL COMMODITIES	<u>22,600</u>	<u>15,912</u>	<u>8,000</u>	<u>8,000</u>
65100	Insurance (Risk Management)	10,285	9,257	9,257	10,285
65400	Indirect Operating Expenses	23,016	7,144	18,775	19,090
	SUBTOTAL FIXED CHARGES	<u>33,301</u>	<u>16,401</u>	<u>28,032</u>	<u>29,375</u>
	TOTAL	<u><u>759,210</u></u>	<u><u>472,554</u></u>	<u><u>826,676</u></u>	<u><u>834,855</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.10		0.10	
4780	Facilities and Fleet Maintenance Manager	0.20		0.20	
4140	Building Maintenance Technician	0.20		0.20	
4000	Custodian	1.00		1.00	
9170	Janitor		5.00		5.00
	TOTAL	<u>1.50</u>	<u>5.00</u>	<u>1.50</u>	<u>5.00</u>

SPECIAL REVENUE FUNDS

FINANCE & MANAGEMENT SERVICES AGENCY
Equipment Replacement Fund

PROGRAM
07010100

Statement of Purpose

To provide timely replacement of City vehicles based on City's Vehicle Replacement Policy

The Fleet Services Division of the Finance and Management Services Agency is responsible for the replacement of all City vehicles and equipment. Departments have contributed into the fund for all new vehicles purchased since 2012. The Replacement Schedule is based on vehicle type and usage and is detailed in the City's Vehicle Replacement Policy document.

SERVICE PROGRAM

For FY 17-18, there are 18 Police Patrol vehicles scheduled to be replaced. Costs include vehicle purchase, patrol vehicle components, and installation charges. Installation of the patrol vehicles are provided by Fleet Services staff

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Equipment Replacement		07010100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	0
57006	Non-Enterprise ERC	587,430	711,071	1,016,211	879,470
57010	Enterprise ERC	72,526	183,350	394,289	325,355
57972	Sale of Equipment	0	0	67,500	67,500
58000	Earning on Investments	6,239	17,994	10,000	10,000
	TOTAL FUND 70 REVENUES	<u>666,195</u>	<u>912,415</u>	<u>1,488,000</u>	<u>1,282,325</u>
<u>EXPENDITURES</u>					
62300	Other Contractual Services	0	0	175,000	175,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>175,000</u>	<u>175,000</u>
66400	Machinery & Equipment	0	0	1,313,000	882,325
66511	Computer Software	0	0	0	225,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>1,313,000</u>	<u>1,107,325</u>
	TOTAL	<u>0</u>	<u>0</u>	<u>1,488,000</u>	<u>1,282,325</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Fleet Maintenance		07510100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
FUND 75 - EQUIPMENT MAINTENANCE					
53902	Miscellaneous Service Charge	31,076	58,871	100,000	220,000
56000	Charges to Departments	3,284,347	3,260,039	3,974,560	3,794,105
56006	Accident & Replacement	0	185,778	316,330	215,150
57000	Expense Reimbursement	0	0	0	0
57006	Expense Reimbursement-Condemn Deposit	35,892	21,635	20,000	20,000
57009	Expense Reimbursement-CCSE	0	0	0	0
57010	Miscellaneous Recoveries	18,310	5,987	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	263,052	83,539	67,500	100,000
57973	Sale of CNG-Compress Natural Gas	0	124,901	0	165,000
58000	Earnings on Investment	30,819	36,368	25,000	20,000
58002	Net increase (Decrease) In Fair Value of Investment	0	167,519	0	0
	TOTAL FUND 75 REVENUES	<u><u>3,663,496</u></u>	<u><u>3,944,638</u></u>	<u><u>4,523,390</u></u>	<u><u>4,554,255</u></u>
<u>EXPENDITURES</u>					
07510100	Fleet Maintenance	4,176,565	3,925,460	4,373,390	4,404,255
07510101	Equipment Replacement	646,931	690,184	150,000	150,000
	TOTAL EXPENDITURES	<u><u>4,823,496</u></u>	<u><u>4,615,644</u></u>	<u><u>4,523,390</u></u>	<u><u>4,554,255</u></u>

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 16-17				
<ul style="list-style-type: none"> * Continued utilization of Fleet Telematics-GPS program * Passed all State-mandated inspections for aerials (buckets and cranes), diesel smoke, and smog. * Reinstated conversion of new SUV Patrol vehicles * Coordinated the installation of 800Mgz radios in City Fleet * Continued providing motorcycle maintenance in-house * Improved inventory control processes of fleet parts inventory 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Purchase new Fleet & Fuel management system * Update procedures for Fleet Telematics-Global Positioning System (GPS) program. * Develop in-source agreement with OCFA for maintenance of fire apparatus * 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. * Install new public access CNG Fueling station at Yard 				
PERFORMANCE MEASURES	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Objective FY 17-18
Service Level				
# of Fleet Equipment units maintained powered by:	445	445	448	448
Conventional Fuel	32	35	36	36
Alternative Fuel	115	115	118	118
Fixed Stock (no fuel required, e.g., trailers)	592	595	602	602
Total # of Fleet Equipment	13,500	13,500	13,500	13,500
# of Work Order Line Items completed	235	235	235	235
# of Emission Inspections conducted				
Efficiency				
Fleet Technician Productivity Rate (Goal is 85%)	17,000	17,000	17,000	17,000
Direct Labor Billable Hours (DLBH)	20,000	20,000	20,000	20,000
Total Available Labor Hours (TALH)	85.0%	85.0%	85.0%	85.0%
Productivity Rate in % = DLBH ÷ TALH				

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Fleet Maintenance		07510100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	1,794,004	1,606,262	1,801,670	1,795,595
61020	Salaries & Wages-Temporary	16,697	28,077	16,300	17,935
61040	Salaries & Wages-Overtime	3,358	1,029	10,000	10,000
61100	Retirement Plan	297,951	325,997	417,160	468,760
61110	PT- Retirement	626	431	610	675
61120	Medicare Insurance	23,742	21,098	23,555	23,475
61130	Employees Insurance	275,115	264,762	320,060	317,035
61170	Retiree Health Insurance	34,734	(189,279)	0	0
61180	Compensation Insurance	181,339	169,178	213,295	229,670
	SUBTOTAL PERSONNEL	2,627,566	2,227,555	2,802,650	2,863,145
62010	Communications	25,806	21,574	16,000	16,000
62120	Training & Transportation	2,391	8,673	21,765	21,765
62140	Membership, Subscription, & Dues	1,137	340	3,000	3,000
62300	Other Contractual Services	61,003	54,022	80,000	80,000
62302	Other Personnel Services	4,930	0	0	0
62322	M&R Machinery & Equipment	279,364	272,940	225,000	225,000
62700	Auto Expense	1,200	300	300	300
	SUBTOTAL CONTRACTUAL	375,830	357,849	346,065	346,065
63001	Operating Materials & Supplies	156,257	113,250	35,000	50,000
63101	Mechanic Tool Allocation	15,667	14,451	16,500	16,500
63200	Operating Materials Buildings & Grounds	495	51	0	0
63202	M&S Equipment	435,142	420,296	350,000	335,000
63300	Gas & Diesel	26,811	23,904	10,000	4,000
63301	Alternative Fuel	10,689	66,881	59,220	70,000
	SUBTOTAL COMMODITIES	645,062	638,832	470,720	475,500
65010	Equipment Rental, City	36,321	42,684	32,245	0
65012	Accident & Repair	0	2,941	835	0
65020	City Yard Rent	163,225	419,636	444,140	444,140
65050	Automation Plan	67,680	67,680	67,680	67,680
65100	Insurance (Risk Management)	33,986	30,587	33,985	33,985
65400	Indirect Operating Expenses	225,913	137,696	171,465	170,135
	SUBTOTAL FIXED CHARGES	527,125	701,224	750,350	715,940
66400	Machinery & Equipment	983	0	0	0
	SUBTOTAL CAPITAL	983	0	0	0
67200	Principal-Capital Lease	0	0	3,605	3,605
	SUBTOTAL DEBT SERVICE	0	0	3,605	3,605
	TOTAL	4,176,565	3,925,460	4,373,390	4,404,255

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgmt. Svcs.	0.05		0.05	
4780	Facilities and Fleet Maintenance Mgr.	0.45		0.45	
0151	Principal Management Analyst	0.75		0.75	
0477	Fleet Services Supervisor	2.00		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	0.15		0.00	
7010	Accounting Assistant	0.75		0.75	
7360	Senior Office Assistant	0.90		1.00	
9790	Budget Intern(PT)		1.00		1.00
	TOTAL	20.05	1.00	20.00	1.00

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Equipment Replacement		07510101			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
63001	Miscellaneous Operating Expense	30	0	0	0
66400	Machinery & Equipment	646,901	690,184	150,000	150,000
	SUBTOTAL TRANSFERS	<u>646,931</u>	<u>690,184</u>	<u>150,000</u>	<u>150,000</u>
	TOTAL	<u><u>646,931</u></u>	<u><u>690,184</u></u>	<u><u>150,000</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 16-17				
<ul style="list-style-type: none"> * Expanded consignment business model with current vendor (shamrock) * Modernized surplus procedures by moving from traditional live auctions to online global auctions. * Performed physical count of Central Stores inventory (100% count) and Capital Assets (10% sample count). * Began development of "Cycle Count" inventory procedures * Instituted new fuel contract with IPC (Santa Ana vendor) * Improved procedures for tracking vehicles and other equipment awaiting surplus. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Dispose of regular and E-waste surplus property through transfers, recycling, and auction. * Coordinate RFP for long-term fuel purchases * Improve procedures for tracking vehicles and other equipment awaiting surplus. * Continue staff training on handling Hazardous Material based on new automated MSDS program. * Dispose of regular and E-waste surplus property through transfers, recycling, and auction. * Finalize Cycle Count inventory process * Improve marketing of Stores inventory to all City Departments 				
PERFORMANCE MEASURES	Actual FY 14-15	Actual FY 15-16	Estimated FY 16-17	Objective FY 17-18
Service Level				
\$ Value of Stores inventory	\$650,000	\$625,000	\$600,000	\$550,000
# of Product Lines carried	1,700	1,700	1,700	1,700
# of Store items issued	150,000	150,000	140,000	140,000
# of Surplus items processed:				
Vehicles	90	75	50	50
Others (electronics, furniture, etc)	1,450	1,500	1,000	1,000
Total	1,540	1,575	1,050	1,050
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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES*					
56000	Charges to Department	1,065,332	1,058,912	0	0
56001	Gas & Diesel Dept Charge Back	1,047,003	748,280	1,226,710	1,216,455
56002	Store Administrative Charge Back	216,148	224,482	229,770	229,770
57006	Expense Reimbursement	0	0	1,000	1,000
57010	Miscellaneous Recoveries	0	0	15,000	15,000
57972	Sale of Equipment	40,812	13,034	20,000	25,000
57973	Sales of CNG-Compress Natural Gas	128,623	0	0	0
57974	Sale of Propane	12,038	23,166	25,000	35,000
58000	Earning on Investments	2,043	4,057	10,000	10,000
	TOTAL FUND 75 REVENUES	<u>2,511,999</u>	<u>2,071,930</u>	<u>1,527,480</u>	<u>1,532,225</u>
EXPENDITURES*					
61000	Salaries & Wages-Regular	120,291	145,708	170,175	160,535
61020	Salaries & Wages-Temporary	35,393	38,233	38,160	41,740
61040	Salaries & Wages-Overtime	1,011	333	2,000	2,000
61100	Retirement Plan	20,866	30,775	40,665	43,475
61110	Part-Time Retirement	1,326	1,434	1,430	1,565
61120	Medicare Insurance	2,160	2,264	2,640	2,550
61130	Employees Insurance	24,866	34,156	27,380	34,960
61170	Retiree Health Insurance	4,079	(7,732)	0	0
61180	Compensation Insurance	2,711	2,575	2,165	4,125
	SUBTOTAL PERSONNEL	<u>212,703</u>	<u>247,746</u>	<u>284,615</u>	<u>290,950</u>
62010	Communications	0	0	500	500
62120	Training & Transportation	0	79	1,000	1,000
62300	Other Contractual Services	26,902	46,935	30,000	30,000
62700	Auto Expense	180	0	0	0
	SUBTOTAL CONTRACTUAL	<u>27,082</u>	<u>47,014</u>	<u>31,500</u>	<u>31,500</u>
63001	Operating Materials & Supplies	14,980	14,966	9,500	9,500
63300	Gas & Diesel	44,210	742,992	958,960	958,960
63301	Alternative Fuel-CNG	911,549	1,510	0	0
63302	Alternative Fuel-Propane	11,872	17,256	10,000	19,000
	SUBTOTAL COMMODITIES	<u>982,610</u>	<u>776,723</u>	<u>978,460</u>	<u>987,460</u>
65010	Equipment Rental, City	8,928	8,643	9,195	0
65012	Accident & Repair	0	705	725	0
65100	Insurance (Risk Management)	2,230	2,007	2,230	2,230
65020	Corporate Yard Rental	59,103	189,936	201,025	201,025
65400	Indirect Operating Expenses	19,570	15,319	19,730	19,060
	SUBTOTAL FIXED CHARGES	<u>89,831</u>	<u>216,610</u>	<u>232,905</u>	<u>222,315</u>
	TOTAL	<u>1,312,226</u>	<u>1,288,093</u>	<u>1,527,480</u>	<u>1,532,225</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
4780	Facilities and Fleet Maintenance Mgr.	0.05		0.05	
0151	Principal Management Analyst	0.20		0.20	
7010	Accounting Assistant	0.20		0.20	
7250	Stores & City Yard Property Specialist	0.85		0.70	
7360	Senior Office Specialist	0.10		0.00	
1310	Stock Clerk	1.00		1.00	
9470	Stores Aide (PT)		2.00		2.00
	TOTAL	<u>2.40</u>	<u>2.00</u>	<u>2.15</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 16-17				
<ul style="list-style-type: none"> * Adopted new Corporate Yard Business Plan and 5-Year Alternative Energy Plan * Implemented a new Corporate Yard re-striping program * 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 17-18				
<ul style="list-style-type: none"> * Install new public access CNG fueling station at the Yard * Solicit proposals for electric vehicle chargers and a propane fueling station * Complete Security System modifications * Incorporate security improvements based on OCIAC recommendations * Review Yard compliance with relevant National Fire Protection Association codes and standards * 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 16-17	ADOPTED FY 17-18
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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
56115	Rental Corporate Yard- PD	0	0	0	14,400
56116	Rental Corporate Yard- CDA	0	0	0	1,200
56200	Fleet Maintenance	92,295	419,635	444,140	444,140
56201	Traffic Signal Maintenance	11,040	6,685	7,075	7,075
56202	Street Maintenance	6,240	76,995	0	0
56203	Roadway Cleaning	183,475	92,405	97,800	97,800
56204	Street Trees	74,260	22,010	23,295	23,295
56205	Park Maintenance	20,545	98,865	97,800	97,800
56206	Stores & Property Control	163,225	189,935	201,025	201,025
56207	Water Maintenance	59,103	119,545	208,015	208,015
53804	Parking Meter & Facilities	0	11,825	12,515	12,515
57010	Miscellaneous Recoveries	296	191	5,000	5,000
58000	Earnings on Investments	810	2,108	2,000	2,000
59000	Transfer From Fund 056	8,617	0	0	0
59000	Transfer From Fund 060	43,608	0	0	0
59000	Transfer From Fund 068	30,913	0	0	0
59000	Transfer From Fund 073	51,362	0	0	0
	TOTAL REVENUES	<u>745,789</u>	<u>1,040,199</u>	<u>1,098,665</u>	<u>1,114,265</u>
EXPENDITURES					
61000	Salaries-Regular	17,582	20,385	30,320	40,305
61020	Salaries Part-Time	37,136	27,365	28,385	27,380
61040	Salaries-Over-Time	0	59	0	0
61100	Employee Retirement	2,743	3,585	6,190	10,520
61110	Part-Time Retirement	1,394	1,026	1,065	1,025
61120	Medicare Insurance	792	595	755	885
61130	Health Insurance	2,290	5,159	6,720	5,970
61170	Retiree Health Insurance	(96)	473	0	0
61180	Compensation Insurance	5,496	3,948	4,600	5,430
	SUBTOTAL PERSONNEL	<u>67,335</u>	<u>62,595</u>	<u>78,035</u>	<u>91,515</u>
62010	Communications	12,184	17,852	14,300	14,335
62251	Other Agency Services	29,410	29,968	30,000	30,000
62320	M&R Buildings & Grounds	158,374	148,129	129,515	150,000
62321	M&R Improvements	63,645	15,263	49,065	25,000
62322	M&R Machinery & Equipment	2,584	0	1,320	1,320
62300	Other Contractual Services	2,042	3,436	5,000	5,000
	SUBTOTAL CONTRACTUAL	<u>268,239</u>	<u>214,649</u>	<u>229,200</u>	<u>225,655</u>
63001	Operating Materials & Supplies	26,215	6,652	10,000	14,355
63202	Operating Materials & Supplies-Equipment	3,409	8,660	5,000	5,000
63300	Gas & Diesel	0	109	0	500
	SUBTOTAL COMMODITIES	<u>29,625</u>	<u>15,422</u>	<u>15,000</u>	<u>19,855</u>
65000	Building Rental	359,164	684,705	753,700	753,700
65010	Equipment Rental, City	952	4,296	6,735	6,735
65011	Accident & Repair	0	300	360	360
65050	Information Services Strategic Plan	10,130	10,130	10,130	10,130
65400	Indirect Operating Expenses	6,834	4,025	5,505	6,315
	SUBTOTAL FIXED CHARGES	<u>377,080</u>	<u>703,456</u>	<u>776,430</u>	<u>777,240</u>
66400	Machinery & Equipment	0	57,665	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>57,665</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>742,279</u>	<u>1,053,787</u>	<u>1,098,665</u>	<u>1,114,265</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
4780	Facilities and Fleet Maintenance Mgr.	0.05		0.05	
151	Principal Management Analyst	0.05		0.05	
7250	Stores & City Yard Property Specialist	0.15		0.30	
7010	Accounting Assistant	0.05		0.05	
9520	Senior Maintenance Aide II (PT)		4.00		2.00
	TOTAL	<u>0.30</u>	<u>4.00</u>	<u>0.45</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
56000	Telephone System Svcs Charges	1,428,830	1,460,200	0	0
58000	Earning on Investment	44,541	58,350	0	0
	TOTAL REVENUES	<u>1,473,371</u>	<u>1,518,550</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	416,122	324,676	0	0
61020	Salaries Part-Time	77,535	77,312	0	0
61040	Salaries Overtime	3,205	0	0	0
61100	Retirement Plan	67,376	75,040	0	0
61110	Part-Time Retirement	1,999	1,978	0	0
61120	Medicare Insurance	6,390	5,633	0	0
61130	Employees Insurance	35,938	34,436	0	0
61170	Retiree Health Insurance	(7,852)	(11,121)	0	0
61180	Compensation Insurance	10,157	7,295	0	0
	SUBTOTAL PERSONNEL	<u>610,871</u>	<u>515,248</u>	<u>0</u>	<u>0</u>
62010	Communications	767,284	880,887	0	0
62300	Other Contractual Services	544,621	392,555	0	0
62700	Auto Expense	420	1,300	0	0
	SUBTOTAL CONTRACTUAL	<u>1,312,326</u>	<u>1,274,742</u>	<u>0</u>	<u>0</u>
63001	Operating Materials & Supplies	38,502	12,449	0	0
63300	Gas & Diesel	268	59	0	0
	SUBTOTAL COMMODITIES	<u>38,770</u>	<u>12,509</u>	<u>0</u>	<u>0</u>
65100	Insurance (Risk Management)	8,050	7,245	0	0
65010	Rental of City Equipment	2,712	2,712	0	0
65012	Accident Repair & Replacement Charge	0	144	0	0
65050	Information Systems Strategic Plan	16,695	16,695	0	0
65000	Building Rental	5,240	5,331	0	0
65400	Indirect Operating Expenses	48,356	33,846	0	0
	SUBTOTAL FIXED CHARGES	<u>81,053</u>	<u>65,973</u>	<u>0</u>	<u>0</u>
66400	Machinery & Equipment	196,451	0	0	0
	SUBTOTAL CAPITAL	<u>196,451</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>2,239,471</u></u>	<u><u>1,868,471</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Citywide Information Services Strategic Plan		10910-VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	1,336,496	1,378,382
56000	Charges to Departments	5,332,776	5,488,375	7,386,975	7,621,975
57010	Miscellaneous Recoveries	0	81,146	0	0
58000	Earning on Investment	32,823	45,899	71,460	71,460
	TOTAL REVENUES	<u>5,365,599</u>	<u>5,615,420</u>	<u>8,794,931</u>	<u>9,071,817</u>
EXPENDITURES					
10920140	Network & Telecommunications	0	0	2,251,520	2,451,907
10920141	ERP System	307,202	455,135	1,016,455	960,533
10920142	Payroll Systems	708,605	670,716	919,375	733,173
10920143	Land Management	418,637	394,449	409,760	476,000
10920144	Customer Service Systems	224,701	323,389	378,171	479,684
10920145	Content & Collaboration	2,124,945	1,760,947	861,610	1,099,096
10920146	Administration & Projects	0	0	832,730	481,377
10920147	Data Center	1,784,080	2,035,493	1,626,280	1,792,625
10920148	Technology & Support Svcs.	313,511	362,456	499,030	597,423
	TOTAL EXPENDITURES	<u>5,881,681</u>	<u>6,002,584</u>	<u>8,794,931</u>	<u>9,071,817</u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	2,031,524	1,868,503	3,050,630	2,914,860
62000	Contractual	3,036,045	3,246,209	5,147,416	5,610,849
63000	Commodities	331,583	376,327	94,300	90,300
65000	Fixed Charges	360,308	325,326	437,585	390,808
66000	Capital	122,221	186,219	65,000	65,000
		<u>5,881,681</u>	<u>6,002,584</u>	<u>8,794,931</u>	<u>9,071,817</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.15		0.00	
1180	Assistant Director of Finance & Mgmt Svcs.	0.20		0.00	
1701	Chief Technology Innovations Officer	1.00		1.00	
0960	Information Services & Network Manager	1.00		1.00	
7390i	Executive Secretary	1.00		1.00	
6145	Project Management Officer	1.00		0.00	
1006	Budget & Research Manager	0.05		0.00	
0710	Telecommunications Coordinator	1.00		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	
06460	Network Spec./WAN Systems Administrator	0.00		1.00	
0020	Micro Systems Technician	2.00		2.00	
01006	Web Systems Technician	0.00		1.00	
1120	Accounting Manager	0.50		0.00	
1140	Accountant I	0.83		0.83	
1350	Buyer	0.33		0.33	
7400	Payroll Systems Analyst	0.50		0.50	
2670	Information Services Representative	1.00		1.00	
	TOTAL	<u>18.56</u>		<u>18.66</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		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 2016-2017					
<ul style="list-style-type: none"> * Upgraded Financial system to new version * Upgraded Municipal Utility Services (MUS) and Cashiering systems to support real-time payment processing along with a new customer web portal for MUS account and usage access and electronic bill presentment and payment (EBPP) * Implemented Interactive Voice Response (IVR) system for customers to access and pay their MUS accounts via telephone * Implemented Payroll / HR Employee Manager Self Service enhancements including employee updates, ACA health coverage forms distribution, employee separation workflow, and employee benefits self-service * Integrated the Payroll / HR system with Email and Active Directory for synchronized employee contact info and photos * Upgraded Enterprise Content Management System (ECMS) web portal and provided public access to Clerk documents * Implemented Public Records Request electronic form and workflow process * Enhanced Land Management system with new features and implemented new online occupancy inspections scheduling * Upgraded the Library Computer Lab Allocation and Maintenance and Learning Center Database applications * Implemented new false alarms billing system * Upgraded Billing, Purchase Order, 1099, eRemit Forms system allowing single sign-on integrated with network security * Implemented Arts Strategic Plan tracking system * Implemented board and commission members ethics training certification expiration notification system * Supported implementation of City Hall counter queuing system * Updated City intranet site design and website platform * Implemented City meetings email notification subscription system for City residents * Implemented IT Asset Management system and inventoried and barcoded City IT assets * Implemented IT Service Management system to track and manage incidents, problems, knowledge, change, and projects * Implemented wireless network cameras for the Downtown Santa Ana area * Replaced and upgraded 160 network cameras and the Video Surveillance Security system at the Santa Ana Jail * Supported the implementation of a new PD Computer Aided Dispatch (CAD) and Records Management System (RMS) * Upgraded, replaced, and maintained City computer servers, storage, power, and network equipment 					
Action Plan for FY 2017-2018					
<ul style="list-style-type: none"> * Expand Open Data initiative and make more City datasets available to the public * Upgrade and redesign the City website * Expand use of Geographic Information System (GIS) to additional spatial-related data and applications. * Implement a mobile app for Municipal Utility Services (MUS) customers to access and pay their account via a smartphone * Upgrade a number of City SQL Server databases to a newer version * Enhance Land Management system's online permitting process and other features * Evaluate options for automating the City Council Agenda process * Automate additional business processes with electronic forms and workflow * Evaluate options for upgrading or replacing the Dog License system * Support the implementation of an enterprise budgeting system * Support the implementation of new benefits enrollment and HR onboarding systems and processes * Implement Interactive Voice Response (IVR) system in Business License Tax for customer access via telephone * Explore Voice Over IP (VOIP) solutions to replace the City phone system in phases * Refine IT service management processes including performance, governance, project management, and policy updates 					
PERFORMANCE MEASURES		Actual	Actual	Estimated	Projected
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level					
Number of City email users supported		2,014	2,000	2,000	
Number of PCs (desktops and laptops)		2,000	1,900	1,900	2,000
Number of mobile devices / users ¹			700 / 290	780 / 325	
Number of City staff with Internet connections		1,157	1,254	1,325	
¹ new measure to reflect increasing use of mobile technology					

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Network & Telecommunications		10920140			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
56000	Telephone System Svcs Charges	0	0	1,648,600	2,083,600
50001	Prior Year Carry Forward	0	0	564,520	329,907
50002	Prior Year Carry Forward-ENC	0	0	0	0
58000	Earning on Investment	0	0	38,400	38,400
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>2,251,520</u>	<u>2,451,907</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	0	0	191,250	302,419
61100	Retirement Plan	0	0	44,280	78,045
61120	Medicare Insurance	0	0	2,775	4,385
61130	Health Insurance	0	0	30,250	33,000
61180	Compensation Insurance	0	0	3,575	7,553
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>272,130</u>	<u>425,402</u>
62010	Communications	0	0	794,120	794,120
62300	Other Contractual Services	0	0	267,000	268,340
62302	Contracts - Personnel	0	0	736,320	840,000
62306	Software Maintenance Support	0	0	88,000	31,000
62600	Parking Validation	0	0	200	200
62700	Auto Expense	0	0	2,400	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>1,888,040</u>	<u>1,933,660</u>
63001	Operating Materials & Supplies	0	0	40,000	36,000
63300	Gas & Diesel	0	0	300	300
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>40,300</u>	<u>36,300</u>
65100	Insurance (Risk Management)	0	0	8,050	8,050
65010	Rental of City Equipment	0	0	2,795	2,795
65012	Accident Repair & Replacement Charge	0	0	145	145
65050	Information Systems Strategic Plan	0	0	16,695	16,695
65000	Building Rental	0	0	5,425	5,513
65400	Indirect Operating Expenses	0	0	17,940	23,347
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>51,050</u>	<u>56,545</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,251,520</u></u>	<u><u>2,451,907</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00960	Information Services & Network Manager	0.60		0.60	
00710	Telecommunications Coordinator	1.00		1.00	
06460	Network Spec./WAN Systems Administrator	0.00		1.00	
	TOTAL	<u><u>1.60</u></u>		<u><u>2.60</u></u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
ERP System		10920141			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	424,215	408,691
61040	Salaries Overtime	0	257	0	0
61100	Retirement-Employer Contribution	0	0	98,220	113,174
61120	Medicare Insurance	0	0	6,150	5,833
61130	Health Insurance	0	0	78,670	78,680
61170	Retiree Health Benefits	(43,492)	(2,981)	0	0
61180	Workers Compensation Insurance	0	0	4,410	10,228
	SUBTOTAL PERSONNEL	<u>(43,492)</u>	<u>(2,724)</u>	<u>611,665</u>	<u>616,607</u>
62300	Contract Services - Professional	350,694	457,859	75,000	55,000
62305	Software Licenses & Subscriptions	0	0	30,000	30,000
62306	Software Maintenance & Support	0	0	260,000	227,375
	SUBTOTAL CONTRACTUAL	<u>350,694</u>	<u>457,859</u>	<u>365,000</u>	<u>312,375</u>
65400	Indirect Costs	0	0	39,790	31,551
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>39,790</u>	<u>31,551</u>
	TOTAL	<u><u>307,202</u></u>	<u><u>455,135</u></u>	<u><u>1,016,455</u></u>	<u><u>960,533</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2660	Applications/Tech Support Manager	1.00		1.00	
2630	Principal Programmer Analyst	2.00		2.00	
1140	Accountant I	0.33		0.33	
	TOTAL	<u>3.33</u>		<u>3.33</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Payroll Systems		10920142			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	300,254	293,997	411,540	347,089
61020	Salaries - Temporary	0	9,672	13,375	0
61100	Retirement-Employer Contribution	50,792	45,088	95,285	88,503
61110	Part-time Retirement	0	363	500	0
61120	Medicare Insurance	2,401	1,768	5,545	5,033
61130	Health Insurance	44,224	39,197	70,145	44,940
61170	Retiree Health Benefits	(3,655)	(33,500)	0	0
61180	Workers Compensation Insurance	5,440	7,516	4,420	6,519
	SUBTOTAL PERSONNEL	399,456	364,102	600,810	492,083
62120	Training, Transportation, Meeting	0	922	0	0
62300	Contract Services - Professional	207,413	184,428	65,550	50,000
62305	Software Licenses & Subscriptions	0	0	48,345	10,000
62306	Software Maintenance & Support	0	0	72,010	60,000
	SUBTOTAL CONTRACTUAL	207,413	185,349	185,905	120,000
63001	Misc. Operating Expenses	4,064	2,273	4,000	4,000
	SUBTOTAL COMMODITIES	4,064	2,273	4,000	4,000
65000	Building Rental	68,120	87,313	88,805	90,294
65400	Indirect Costs	29,553	31,679	39,855	26,795
	SUBTOTAL FIXED CHARGES	97,673	118,992	128,660	117,089
	TOTAL	708,605	670,716	919,375	733,173
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
7400	Payroll Systems Analyst	0.50		0.50	
1140	Accountant I	0.50		0.50	
2630	Principal Programmer Analyst	2.00		2.00	
	TOTAL	3.00		3.00	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Land Management		10920143			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services - Professional	418,637	394,449	0	0
62302	Contract Services - Personnel	0	0	409,760	476,000
	SUBTOTAL CONTRACTUAL	<u>418,637</u>	<u>394,449</u>	<u>409,760</u>	<u>476,000</u>
	TOTAL	<u><u>418,637</u></u>	<u><u>394,449</u></u>	<u><u>409,760</u></u>	<u><u>476,000</u></u>

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Customer Service Systems		10920144			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62010	Communications	12,363	15,240	11,000	15,000
62120	Training & Transpiration	12,991	14,617	0	0
62300	Contract Services - Professional	196,707	205,764	0	0
62302	Contract Services - Personnel	0	0	214,240	300,000
62306	Software Maintenance & Support	0	0	151,931	163,684
	SUBTOTAL CONTRACTUAL	<u>222,061</u>	<u>235,621</u>	<u>377,171</u>	<u>478,684</u>
63001	Misc. Operating Expenses	2,640	1,768	1,000	1,000
	SUBTOTAL COMMODITIES	<u>2,640</u>	<u>1,768</u>	<u>1,000</u>	<u>1,000</u>
66510	Comupter Software	0	86,000	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>86,000</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>224,701</u></u>	<u><u>323,389</u></u>	<u><u>378,171</u></u>	<u><u>479,684</u></u>

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY Content & Collaboration		ACCOUNTING UNIT 10920145			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	1,234,496	1,122,397	194,945	249,881
61020	Salaries Part-Time	0	3,884	0	0
61040	Salaries Overtime	0	972	0	0
61100	Retirement-Employer Contribution	194,607	215,741	45,135	63,792
61110	Retirement Part-Time	0	146	0	0
61120	Medicare Insurance	16,860	14,924	2,825	3,624
61130	Health Insurance	175,581	172,730	32,375	41,579
61170	Retiree Health Benefits	35,330	(39,014)	0	0
61180	Workers Compensation Insurance	18,687	15,344	2,025	9,731
	SUBTOTAL PERSONNEL	<u>1,675,561</u>	<u>1,507,125</u>	<u>277,305</u>	<u>368,605</u>
62120	Training, Transportation, Meeting	0	646	0	0
62130	Tuition Reimbursement	2,000	0	0	0
62300	Contract Services - Professional	171,655	154,268	67,600	226,080
62302	Contract Services - Personnel	0	0	436,800	409,520
62306	Software Maintenance & Support	0	0	52,520	66,500
62600	Parking Validations	0	0	500	500
62700	Auto Expense	600	2,550	6,600	6,600
	SUBTOTAL CONTRACTUAL	<u>174,255</u>	<u>157,463</u>	<u>564,020</u>	<u>709,200</u>
63001	Misc. Operating Expense	625	1,490	2,000	2,000
	SUBTOTAL COMMODITIES	<u>625</u>	<u>1,490</u>	<u>2,000</u>	<u>2,000</u>
65400	Indirect Costs	152,284	94,869	18,285	19,291
	SUBTOTAL FIXED CHARGES	<u>152,284</u>	<u>94,869</u>	<u>18,285</u>	<u>19,291</u>
66510	Computer Software	122,221	0	0	0
	SUBTOTAL CAPITAL	<u>122,221</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>2,124,946</u></u>	<u><u>1,760,947</u></u>	<u><u>861,610</u></u>	<u><u>1,099,096</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01006	Web Systems Technician	0.00		1.00	
2630	Principal Programmer Analyst	1.00		1.00	
01470	Senior Programmer Analyst	1.00		1.00	
	TOTAL	<u><u>2.00</u></u>		<u><u>3.00</u></u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY Administration & Projects		ACCOUNTING UNIT 10920146			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	523,090	290,834
61020	Salaries - Temporary	0	0	31,810	0
61100	Retirement-Employer Contribution	0	0	121,115	80,182
61110	Part-time Retirement	0	0	1,195	0
61120	Medicare Insurance	0	0	7,580	4,304
61130	Health Insurance	0	0	63,065	50,204
61180	Workers Compensation Insurance	0	0	10,825	9,001
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>758,680</u>	<u>434,525</u>
62120	Training & Transportation	0	0	20,000	20,000
62130	Tuition Reimbursement	0	0	2,000	2,000
62700	Auto Expense	0	0	0	2,400
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>22,000</u>	<u>24,400</u>
65400	Indirect Costs	0	0	52,050	22,452
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>52,050</u>	<u>22,452</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>832,730</u></u>	<u><u>481,377</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.15		0.00	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.20		0.00	
1701	Chief Technology Innovation Officer	1.00		1.00	
6400	Budget & Research Manager	0.05		0.00	
1120	Accounting Manager	0.50		0.00	
06140	Project Management Officer	1.00		0.00	
7390i	Executive Secretary	1.00		1.00	
1350	Buyer	0.33		0.33	
		<u>4.23</u>		<u>2.33</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Data Center		10920147			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	55,120	66,320
61100	Retirement-Employer Contribution	0	0	12,760	17,261
61120	Medicare Insurance	0	0	800	962
61130	Health Insurance	0	0	9,330	3,790
61180	Workers Compensation Insurance	0	0	1,630	2,391
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>79,640</u>	<u>90,725</u>
62010	Communications	11,818	10,258	20,000	15,000
62120	Training, Transportation, Meeting	94	0	1,000	1,000
62140	Membership & Subscriptions	45	0	0	0
62300	Contract Services - Professional	1,651,030	1,805,209	91,140	95,655
62302	Contract Services - Personnel	0	0	480,480	550,000
62305	Software Licenses & Subscriptions	0	0	39,000	39,000
62306	Software Maintenance & Support	0	0	533,900	613,550
62307	Hardware Maintenance & Support	0	0	170,000	174,825
	SUBTOTAL CONTRACTUAL	<u>1,662,986</u>	<u>1,815,468</u>	<u>1,335,520</u>	<u>1,489,030</u>
63001	Misc. Operating Expenses	10,743	8,340	10,000	10,000
63202	Other Mat/Supplies - Equipment	0	0	17,000	17,000
	SUBTOTAL COMMODITIES	<u>10,743</u>	<u>8,340</u>	<u>27,000</u>	<u>27,000</u>
65000	Building Rental	103,525	105,323	107,120	108,920
65400	Indirect Costs	0	0	5,170	5,120
65100	Insurance (Risk Management)	6,826	6,143	6,830	6,830
	SUBTOTAL FIXED CHARGES	<u>110,351</u>	<u>111,466</u>	<u>119,120</u>	<u>120,870</u>
66400	Machinery & Equipment	0	79,261	65,000	65,000
66510	Computer Software	0	20,958	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>100,219</u>	<u>65,000</u>	<u>65,000</u>
	TOTAL	<u><u>1,784,080</u></u>	<u><u>2,035,493</u></u>	<u><u>1,626,280</u></u>	<u><u>1,792,625</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0960	Information Services Manager	0.40		0.40	
		<u>0.40</u>		<u>0.40</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Technology & Support Svcs.		10920148			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	305,240	298,062
61100	Retirement-Employer Contribution	0	0	70,675	93,508
61120	Medicare Insurance	0	0	4,425	4,322
61130	Health Insurance	0	0	66,885	85,138
61180	Workers Compensation Insurance	0	0	3,175	5,883
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>450,400</u>	<u>486,913</u>
62302	Contract Services - Personnel	0	0	0	60,000
62306	Software Maintenance & Support	0	0	0	7,500
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>67,500</u>
63001	Misc. Operating Expense	5,994	1,929	20,000	20,000
63202	Misc. Operating Expenses- Equipment	307,517	360,527	0	0
	SUBTOTAL COMMODITIES	<u>313,511</u>	<u>362,456</u>	<u>20,000</u>	<u>20,000</u>
65400	Indirect Costs	0	0	28,630	23,010
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>28,630</u>	<u>23,010</u>
	TOTAL	<u><u>313,511</u></u>	<u><u>362,456</u></u>	<u><u>499,030</u></u>	<u><u>597,423</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	1.00		1.00	
	TOTAL	<u><u>4.00</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

To protect the City's assets from financial and operational impairment.

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.

Accomplishments in FY 2016-2017

- * Successfully passed the BICEP Liability Claims Audit
- * Recovered \$38,410 in subrogation claims (miscellaneous damage to city property)
- * Recovered \$5,480,515 from excess liability insurance
- * Recovered \$138,041 from property insurance for damage to Well No. 29 at First and Flower
- * Recovered \$14,989 from property insurance for damage to Memory Lane Park
- * Recovered \$130,000 from property insurance for damage to Birch Parking Structure

Action Plan for FY 2017-2018

- * Continuous improvement of internal claims processes to improve liability claim work flow.
- * Update the BICEP Litigation Management Guidelines
- * Update the BICEP Memorandum of Coverage
- * Continuous health & safety inspections of City facilities

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of Actuarial Studies Conducted	1	0	1	1
# of Liability Claims Audits	1	1	1	1
# of Special Event & Instructor Insurance Coverage's placed to protect City	115	127	140	125
Liability Insurance Cost in \$	\$921,197	\$ 1,139,465	\$1,516,256	\$ 3,400,000
Property Insurance Cost in \$	\$386,807	\$ 292,487	\$ 285,921	\$ 300,000
Earthquake Insurance Cost in \$	\$ -	\$ -	\$ 382,614	\$ 385,000
Crime Insurance Cost in \$	\$ 11,123	\$ 11,372	\$ 11,372	\$ 12,600
Pollution Insurance Cost in \$	\$ -	\$ -	\$ 13,371	\$ -
Efficiency				
# of Liability Claims Filed Annually	160	197	195	175
Closure Ratio	80%	95%	80%	80%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Liability & Property		08009051			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	8,000,389	8,166,994
56000	Charges to Departments	6,286,823	5,662,112	5,750,000	5,750,000
57006	Expense Reimbursement	0	15	0	0
58000	Earnings on Investments	210,346	288,377	155,244	152,609
	TOTAL REVENUES	<u>6,497,169</u>	<u>5,950,504</u>	<u>13,905,633</u>	<u>14,069,603</u>
EXPENDITURES					
61000	Salaries & Wages-Regular	584,065	396,009	344,240	346,450
61020	Salaries & Wages-Temporary	5,747	1,373	0	0
61040	Salaries & Wages Overtime	2,252	3	10,000	10,000
61100	Retirement Plan	92,839	70,855	78,245	88,815
61110	Part-Time Retirement	216	58	0	0
61120	Medicare Insurance	8,088	5,266	4,900	4,935
61130	Employees Insurance	73,121	43,804	55,130	55,385
61170	Retiree Health Insurance	(38,707)	8,020	0	0
61180	Compensation Insurance	9,166	7,177	5,795	9,295
	SUBTOTAL PERSONNEL	<u>736,787</u>	<u>532,565</u>	<u>498,310</u>	<u>514,880</u>
62010	Communications	2,562	2,690	4,675	4,675
62120	Training & Transportation	1,381	2,028	4,000	4,000
62140	Other Agency Services	75	535	9,450	9,450
62300	Other Contractual Services	139,771	1,917,810	3,055,000	3,205,000
62302	Other Personnel Services	927,878	1,788,062	3,905,600	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	1,200	1,200	1,200
	SUBTOTAL CONTRACTUAL	<u>1,073,093</u>	<u>3,712,324</u>	<u>6,981,175</u>	<u>7,131,175</u>
63001	Operating Materials & Supplies	12,823	17,783	17,000	17,000
63300	Gas & Diesel	102	0	238	238
	SUBTOTAL COMMODITIES	<u>12,925</u>	<u>17,783</u>	<u>17,238</u>	<u>17,238</u>
64010	Insurance (Risk Management)	1,329,607	1,476,802	2,400,000	2,400,000
64050	Losses Paid	4,217,510	2,558,106	2,800,000	2,800,000
64070	Unemployment Claims Paid	76,158	98,213	150,000	150,000
65000	Building & Site Rental	19,090	23,968	23,590	20,955
65010	Equipment Rental, City	1,808	0	0	0
65050	Information Services Strategic Plan	391,580	391,580	391,580	391,580
65205	Internal Depts. Personnel Charges	484,760	656,262	593,100	593,100
65400	Indirect Operating Expenses	67,968	33,877	32,640	32,675
	SUBTOTAL FIXED CHARGES	<u>6,588,481</u>	<u>5,238,808</u>	<u>6,390,910</u>	<u>6,388,310</u>
66200	Building Improvement	0	17,400	0	0
66220	Improvements Other Than Building	0	358,989	0	0
66400	Machinery & Equipment	0	0	10,000	10,000
66510	Computer Software	0	0	2,500	2,500
66600	Books, Records & Videos	256	0	5,500	5,500
	SUBTOTAL CAPITAL	<u>256</u>	<u>376,389</u>	<u>18,000</u>	<u>18,000</u>
	TOTAL EXPENDITURES	<u>8,411,542</u>	<u>9,877,869</u>	<u>13,905,633</u>	<u>14,069,603</u>

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Liability & Property		08009051			
Class Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		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	Risk Management Supervisor	0.00		0.50	
01752	Risk Management Coordinator	0.50		0.00	
TBD	Risk Management Assistant	0.00		1.00	
07070	Personnel Services Specialist	1.00		0.00	
07390	Executive Secretary	0.20		0.20	
01670	Sr. Paralegal (UC)*	1.00		1.00	
	TOTAL	<u>3.40</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 2016-2017				
<ul style="list-style-type: none"> * Services moved from Conexis to TASC to provide additional benefits and better customer service. * Added Qualified Transportation and Parking Benefits 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> * Monitor new vendor and send out feedback questionnaire to employees. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of Health FSA enrollments	135	141	141	139
# of Dependent Care FSA enrollments	22	19	19	19
Annual \$ amount of Health FSA enrollments	\$165,434	\$ 180,692	\$ 181,123	\$178,604
Annual \$ amount of Dependent Care enrollments	\$84,595	\$ 75,032	\$ 67,328	\$63,648
Annual \$ amount of Premium FSA enrollments (1)	\$1,260,724	0	\$0	0
# claims processed annually for Health FSA (2)	0			
# claims processed annually for Dependent Care FSA (2)	0			
# claims processed annually for Premium FSA (1)	0			
<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

ACCOUNTING UNIT

Section 125 Benefits

08109052

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
64090	Benefit Payments-Medical	190,200	183,192	300,000	300,000
64091	Benefit Payments-Health Care (1)	0	0	0	0
64093	Benefit Payments-Child Care	87,808	68,646	130,000	130,000
64094	Flex Account Bank Charges	7,000	6,840	9,500	9,500
	SUBTOTAL FIXED CHARGES	285,008	258,678	439,500	439,500
	TOTAL EXPENDITURES	285,008	258,678	439,500	439,500
<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 2016-2017				
<ul style="list-style-type: none"> * Services moved from Conexis to TASC to provide better customer service and lower admin fee for Retiree Dental. * Lunch and Learn Wellness seminars for employees * Health, Wellness and Rideshare Fair 				
Action Plan for FY 2017-2018				
<ul style="list-style-type: none"> * Implement Benefit Bridge Employee Benefit Solution Software * Provide a easier, simpler way for employees to make open enrollment changes * Give employees online access to their benefits enrollment information and provide valuable resources from any internet connection * Implement NeoGov Onboarding and provide new employees all benefit election materials and information to streamline New Hire Orientation * Health, Wellness and Rideshare Fair * Lunch and Learn Wellness Seminars 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of new employees processed	200	220	220	200
# of separating employees processed	145	215	190	205
# of retirements processed/counseled	175	159	165	165
# of employees utilizing EAP resources	30	26	35	40
# of Family Medical Leave cases processed	53	65	79	85
# of insurance enrollments/changes processed	1800	1988	1976	2000
# of employees participating in blood drives	65	48	50	55
Efficiency				
# of internal audits conducted annually	48	68	74	76
Effectiveness				
% of employees' problems resolved within 1 day	95	95	97	98%
% 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	1,897,457	3,276,158
50002	Prior Year Carry Forward-ENC	0	0	0	0
56000	Charges to Departments	16,559,868	17,258,246	18,035,102	18,035,102
56800	Employee Contributions	2,028,625	2,127,953	1,545,218	1,545,218
56801	Medical Contribution	166,803	182,064	300,000	300,000
56802	Child Care Contribution	83,858	70,240	130,000	130,000
56803	Health Premium Contribution	0	0	0	0
56804	POA Retirement ER Contribution	323,176	312,050	504,693	504,693
58000	Earnings on Investments	22,652	37,048	14,700	14,700
	TOTAL REVENUES	<u>19,184,982</u>	<u>19,987,601</u>	<u>22,427,170</u>	<u>23,805,871</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	609,485	568,318	674,155	649,155
61020	Salaries & Wages-Temporary	128	8,054	7,395	7,395
61040	Salaries & Wages-Overtime	430	0	12,000	12,000
61100	Retirement Plan	105,937	119,951	156,065	169,470
61110	Part-Time Retirement	5	302	275	275
61120	Medicare Insurance	8,518	8,345	9,880	9,520
61130	Employees Insurance	64,580	70,857	86,460	115,795
61170	Retiree Health Insurance	(72,043)	13,761	0	0
61180	Compensation Insurance	7,826	6,917	8,595	14,855
	SUBTOTAL PERSONNEL	<u>724,867</u>	<u>796,505</u>	<u>954,825</u>	<u>978,465</u>
62010	Communications	3,150	3,101	4,301	4,301
62120	Training & Transportation	3,418	8,824	15,000	15,000
62140	Other Agency Services	0	85	10,000	10,000
62300	Other Contractual Services	4,461	4,968	19,600	55,600
62302	Other Personnel Services	26,833	21,663	45,000	45,000
62322	M&R Machinery & Equipment	0	0	3,080	3,080
62600	Parking Validations	3,648	7,170	475	475
62700	Auto Expense	2,400	2,400	1,800	1,800
	SUBTOTAL CONTRACTUAL	<u>43,910</u>	<u>48,210</u>	<u>99,256</u>	<u>135,256</u>
63001	Operating Materials & Supplies	8,152	9,982	20,000	20,000
	SUBTOTAL COMMODITIES	<u>8,152</u>	<u>9,982</u>	<u>20,000</u>	<u>20,000</u>
64010	Insurance	15,697,792	16,759,867	18,808,235	20,141,016
64060	Insurance Pass Thru (Medicare)	1,474,553	1,552,333	1,700,000	1,700,000
64092	Benefit Payments-Wellness	596	700	10,000	10,000
65000	Building & Site Rental	48,488	99,929	98,354	87,314
65050	Information Services Strategic Plan	227,945	227,945	227,945	227,945
65400	Indirect Operating Expenses	66,265	48,531	65,055	62,375
	SUBTOTAL FIXED CHARGES	<u>17,515,638</u>	<u>18,689,304</u>	<u>20,909,589</u>	<u>22,228,650</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>18,292,568</u>	<u>19,544,002</u>	<u>21,987,670</u>	<u>23,366,371</u>
08109052	Section 125 Benefits	284,847	260,285	439,500	439,500
	TOTAL EXPENDITURES	<u>18,577,415</u>	<u>19,804,287</u>	<u>22,427,170</u>	<u>23,805,871</u>

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Employee Group Benefits		08109053			
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	0.40		0.40	
07300	Senior Personnel Services Specialist	2.00		2.00	
07070	Personnel Services Specialist	0.60		0.60	
	TOTAL	<u>6.65</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

To minimize the number, cost, and effect of work-related injuries and illness.

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.

Accomplishments in FY 2016-2017
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- * Recovered \$119,945 in subrogation and excess insurance claims.
- * Complied with Federal Medical Reporting requirements.
- * Implemented departmental cost allocation program.
- * Complied with the City's Records Retention Schedule.
- * Implemented on-line training program for CalOSHA regulatory compliance.
- * Implemented Hearing Conservation Program and Data Storage process.
- * Complied with State of California, Division of Workers' Compensation claims staff training requirements.
- * Implemented Workers' Compensation Claim Forms online via the City's intranet.
- * Complied with State of California, Division of Workers' Compensation claims reporting requirements.

Action Plan for FY 2017-2018

- * Comply with Federal and State electronic clam reporting and payment processing requirements.
- * Comply with State's mandated claims staff training requirements.
- * Manage subrogation and excess insurance claims for maximum recovery.
- * Comply with the City's Records Retention Schedule.
- * Implement upgrade to City's software program for claims administration to adhere and maintain State mandated reporting.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of new claims	185	183	178	165
% of outstanding litigated open claims	20%	17%	18%	15%
# of new litigated claims	14	22	18	15
# of hearing tests administered	95	34	150	150
Excess workers' compensation premium costs	269,302	282,003	348,859	410,000
Efficiency				
Cost of claims in \$	\$6,856,409	5,920,663	\$5,550,929	5,000,000

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Workers' Compensation		08209054			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
56000	Charges to Departments	5,010,018	5,214,709	5,944,990	6,135,095
56900	Principal Repayment	0	0	292,000	292,000
57006	Expense Reimbursement	656,436	338,978	371,960	371,960
58000	Earnings on Investments	124,866	179,212	115,000	115,000
58001	Staled Dated Checks	1,764	19,871	0	0
	TOTAL REVENUES	5,752,770	6,723,950	6,723,950	6,914,055
<u>EXPENDITURES</u>					
61000	Salaries Regular	369,582	497,029	619,640	600,330
61020	Salaries Part-Time	26,585	32,696	41,625	41,625
61040	Salaries Overtime	2,525	3	10,000	10,000
61100	Retirement Contribution	69,812	109,928	142,000	155,090
61110	Part-Time Retirement	166	58	1,140	1,140
61120	Medicare Insurance	5,755	7,606	9,335	9,055
61130	Employees Insurance	42,537	54,701	63,340	58,110
61170	Retiree Health Insurance	(94,430)	9,668	0	0
61180	Compensation Insurance	4,826	7,068	11,210	11,170
	SUBTOTAL PERSONNEL	427,359	718,758	898,290	886,520
62010	Communications	3,301	3,462	5,865	5,865
62120	Training & Transportation	2,457	1,962	21,800	21,800
62140	Other Agency Services	870	83	75,000	75,000
62300	Contractual Services-Professional	146,335	146,742	175,000	175,000
62302	Other Personnel Services	672,994	631,793	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	1,200	700	700
	SUBTOTAL CONTRACTUAL	826,857	785,243	930,365	930,365
63001	Operating Materials & Supplies	37,644	24,174	28,000	28,000
	SUBTOTAL COMMODITIES	37,644	24,174	28,000	28,000
64010	Insurance (Risk Management)	280,486	337,387	400,000	410,000
64080	Benefits Payments	6,802,489	5,251,296	4,200,000	4,400,000
65000	Building & Site Rental	0	53,989	53,140	47,150
65050	Information Services Strategic Plan	0	118,995	118,995	118,995
65205	Internal Depts. Personnel Charges	14,485	14,485	14,485	14,485
65400	Indirect Operating Expenses	62,339	44,587	62,675	60,540
	SUBTOTAL FIXED CHARGES	7,159,799	5,820,739	4,849,295	5,051,170
66400	Machinery & Equipment	0	0	10,000	10,000
66510	Computer Software	0	0	2,500	2,500
66600	Books, Records & Video	56	0	5,500	5,500
	SUBTOTAL CAPITAL	56	0	18,000	18,000
	TOTAL EXPENDITURES	8,451,716	7,348,913	6,723,950	6,914,055

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		ACCOUNTING UNIT			
Workers' Compensation		08209054			
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		0.00	
TBD	Risk Management Supervisor	0.00		0.50	
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	0.20		0.20	
07300	Senior Personnel Services Specialist	1.00		1.00	
		<u>6.40</u>	<u>0.00</u>	<u>6.40</u>	<u>0.00</u>

**INTERNAL SERVICE FUND
RESOURCE SUMMARY**

ENGINEERING SERVICES - PWA

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
REVENUES					
Engineering Services					
51702	Parking Permit Fees	154,086	173,702	150,000	200,000
51703	Sewer Construction Permits	21,506	32,581	29,750	15,000
51704	Street Construction Permits	623,866	572,797	440,000	450,000
56000	Charges To Departments	3,477,031	3,821,457	6,667,465	6,822,780
56305	Engineering Service Charge	475,528	491,709	435,000	500,000
57006	Expense Reimbursement-Condemn Deposit	20,396	66,522	20,000	20,000
57010	Miscellaneous Recoveries	100	1,200	0	0
57704	Expense Reimbursement - Special Assessment Di	0	0	0	33,000
57790	Abandonment Processing	0	1,745	0	0
58000	Earning On Investments	6,569	1,708	0	0
59000-029	Transfer from Fund 029	10,000	10,000	0	0
	TOTAL REVENUES	<u><u>4,789,082</u></u>	<u><u>5,173,421</u></u>	<u><u>7,742,215</u></u>	<u><u>8,040,780</u></u>
Administrative Services					
50001	Prior Year Carry Forward	0	0	586,415	521,250
56000	Charges To Departments	4,298,055	6,036,081	5,989,180	5,727,940
57006	Expense Reimbursement-Condemn Deposit	28,151	30,271	10,000	10,000
57010	Miscellaneous Recoveries	52,131	30,711	15,000	15,000
58000	Earning On Investments	8,611	25,614	0	0
59000-075	Transfer from Fund 075	325	0	0	0
	TOTAL REVENUES	<u><u>4,387,274</u></u>	<u><u>6,122,677</u></u>	<u><u>6,600,595</u></u>	<u><u>6,274,190</u></u>
EXPENDITURES					
Engineering Services					
08617611	Construction Engineering	2,019,059	2,269,611	2,922,500	3,146,740
08617612	Design Engineering	2,815,164	3,526,767	4,476,580	4,540,025
08617620	Traffic Engineering	(3,058)	128,945	343,135	354,015
	TOTAL EXPENDITURES	<u><u>4,831,165</u></u>	<u><u>5,925,322</u></u>	<u><u>7,742,215</u></u>	<u><u>8,040,780</u></u>
Administrative Services					
10117601	Pub Wks-Admin Services	3,209,749	3,067,020	5,051,030	4,306,575
10117605	Pub Wks-Development Engnrng	1,154,663	1,378,616	1,549,565	1,967,615
	TOTAL EXPENDITURES	<u><u>4,364,412</u></u>	<u><u>4,445,636</u></u>	<u><u>6,600,595</u></u>	<u><u>6,274,190</u></u>
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000	Personnel	5,786,346	6,700,887	9,250,695	9,466,565
62000	Contractual	573,197	492,386	1,530,200	1,269,850
63000	Commodities	201,652	101,942	273,350	289,420
65000	Cross Charges	2,389,634	2,863,382	3,071,520	3,073,075
66000	Capital	32,191	0	0	0
67000	Debt Service	0	0	4,055	4,055
68000	Transfers	212,558	212,361	212,990	212,005
	TOTAL	<u><u>9,195,578</u></u>	<u><u>10,370,958</u></u>	<u><u>14,342,810</u></u>	<u><u>14,314,970</u></u>

**INTERNAL SERVICE FUND
RESOURCE SUMMARY**

ENGINEERING SERVICES - PWA

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	1.00		0.70	
02100	Assistant Engineer II	10.55		11.55	
01040	Associate Park And 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 (MM)	0.75		0.75	
02030	Engineering Aide	2.00		1.00	
02170	Executive Dir of Public Works (EM)	1.00		0.70	
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		1.85	
01720	Management Analyst (UC)	2.00		2.00	
00020	Micro Systems Technician	1.00		1.00	
02129	Principal Civil Engineer (MM)	1.15		1.15	
06140	Projects Manager	1.50		0.60	
04344	Public Works Project Manager	3.00		3.00	
04340	Public Works Projects Specialist	1.00		0.60	
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	
07330	Senior Office Assistant	1.75	2.00	2.75	1.00
02070	Survey Party Chief	1.00		1.00	
01060	Systems Technician	1.00		1.00	
09770	Administrative Aide, P/T		0.00		0.50
09130	Engineering Intern, P/T		18.50		18.50
09505	Permit Parking Aide, P/T		2.00		2.00
09900	Right Of Way Technician, P/T		1.00		1.00
	Total	55.10	23.50	54.05	23.00

INTERNAL SERVICE FUND

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 2016-17

- Completed construction of Traffic Signal Equipment Replacement Phase II - Bike Trail Traffic Signal Upgrades
- Completed construction of 3rd Street Traffic Calming from Birch to Spurgeon
- Completed construction of 3rd & Bush Street Restroom
- Completed construction of Riverview, Cabrillo, and Windsor courts resurfacing
- Completed construction of Local Street Slurry Seal 2014-15
- Completed construction of Local Street Slurry Seal 2015-16
- Completed construction of Civic Center Re-caulking Plaza of the Fountains & Plaza of the Flags Expansion Joints
- Completed construction of Citywide Concrete Improvements
- Completed construction of Bristol Street Water Main Replacement
- Completed construction of Morrison Park LID (Low Impact Development) Parking Lot Improvements
- Completed construction of Pedestrian Countdown Heads and Push Buttons
- Completed construction of Santa Ana Stadium Structure Concrete Repair
- Completed construction of McFadden Rehabilitation from Newhope to Harbor
- Completed construction of Traffic Signal on Newhope & Camille
- Completed construction of Citywide Concrete Improvements
- Completed construction of Washington Square Residential Street Repair

Action Plan for FY 2017-18

- Alley Improvements (FY 16/17)
- Residential Street Improvements (FY 16/17)
- Residential Street Slurry (FY 16/17)
- Arterial Street Slurry (FY 16/17)
- Bristol Street Improvements Civic Center to Washington (Ph 3A)
- Bristol Street Improvements Washington to 17th (Ph 3B)
- Bristol Street Improvements Warner to St. Andrew (Ph 4)
- Signage Upgrade Citywide
- Westminster Av/17th Traffic Signal Synch (OCTA Lead)
- Crosswalk Upgrades Various Locations
- Columbine Sewer Main Improvements
- Citywide Sewer Main Improvements (FY 15/16)
- Seegerstrom (San Lorenzo) Sewer Lift Station
- Bristol Street Water Main Improvements
- Riverview Neighborhood Water Main Improvements
- Westgrove Valley Neighborhood Water Main Improvements
- 17th Street Water Main Improvements Phase II
- Sandpointe Paseo Security Lighting Project
- Thornton Park Security Lighting
- Santiago Park Gas House Landscaping
- Center Street Urban Greening
- SA Zoo AE Conversion to Giant River Otter

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
# of new construction contracts administered	11	24	25	20
\$ of construction contracts awarded (millions)	12	26	25	20
# of permits inspected	792	884	1000	800
# of survey requests	73	100	180	100
Efficiency				
% construction change orders	13	3.5	2.5	5
% 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	745,750	841,072	1,076,135	1,136,145
61020	Salaries Part-Time	41,796	36,591	67,845	103,425
61040	Salaries Overtime	43,572	65,365	35,000	35,000
61100	Retirement-Employer Contribution	132,718	133,631	286,065	324,210
61110	Part-Time Retirement	773	1,414	0	0
61120	Medicare Insurance	11,156	12,676	17,915	19,395
61130	Health Insurance	126,428	133,423	153,750	224,480
61140	Dental Insurance	0	1,645	0	0
61170	Retiree Health Benefits	(1,927)	(128,370)	0	0
61180	Worker Compensation Insurance	26,273	27,394	36,285	46,040
	SUBTOTAL PERSONNEL	<u>1,126,538</u>	<u>1,124,842</u>	<u>1,672,995</u>	<u>1,888,695</u>
62010	Communications	15,829	17,506	30,000	30,000
62120	Training, Transportation, Meeting	2,152	2,125	7,000	7,000
62140	Membership, Subscription & Dues	628	875	2,950	2,950
62300	Contract Services-Professional	9,634	15,621	24,325	22,105
62322	Maintenance & Repair Machinery & Equipment	0	0	3,000	3,000
	SUBTOTAL CONTRACTUAL	<u>28,243</u>	<u>36,127</u>	<u>67,275</u>	<u>65,055</u>
63001	Miscellaneous Operating Expenses	13,410	19,268	23,585	23,150
63300	Gas & Diesel	17,303	11,264	13,605	15,075
	SUBTOTAL COMMODITIES	<u>30,713</u>	<u>30,532</u>	<u>37,190</u>	<u>38,225</u>
65000	Building Rental	61,325	63,484	65,645	66,525
65010	Rental City Equipment	36,456	36,456	33,620	33,610
65011	Equipment Replacement Charges	0	0	17,460	17,390
65012	Accident Repair & Replacement Charge	0	1,896	1,900	2,160
65100	Insurance Charges	56,145	53,088	58,065	58,045
65240	Public Works Administrative Charges	516,510	796,051	796,050	796,050
65400	Indirect Costs	103,806	68,126	109,960	118,920
	SUBTOTAL CROSS CHARGES	<u>774,242</u>	<u>1,019,101</u>	<u>1,082,700</u>	<u>1,092,700</u>
67200	Principal-Capital Lease	0	0	3,155	3,155
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>3,155</u>	<u>3,155</u>
68000-404	Transfer to Fund 404	59,323	59,010	59,185	58,910
	SUBTOTAL TRANSFERS	<u>59,323</u>	<u>59,010</u>	<u>59,185</u>	<u>58,910</u>
	TOTAL	<u><u>2,019,059</u></u>	<u><u>2,269,611</u></u>	<u><u>2,922,500</u></u>	<u><u>3,146,740</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
06140	Projects Manager	0.50		0.50	
04344	Public Works Project Manager	1.50		1.50	
02131	Senior Civil Engineer	0.75		0.75	
07330	Senior Office Assistant	0.75		0.75	
02070	Survey Party Chief	1.00		1.00	
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		PROGRAM		
Design Engineering		08617612		
Statement of Purpose				
<p><i>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.</i></p> <p>This section is also responsible for providing quality right-of-way engineering services for City properties and projects.</p>				
Accomplishments in FY 2016-17				
<ul style="list-style-type: none"> * Prepared CIP for FY 17-18 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 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. * Continued implementation of safety and mobility programs coordinated with Traffic Engineering. * Continued design and right-of-way acquisition for the Bristol Street Improvements between Washington and 17th (Phase 3B), Civic Center to Washington (Phase 3A) and Warner to St Andrew (Phase 4). * Secured right-of-way and construction 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. * Developed Sustainable Mobility and Roadway Transformation (SMART - Santa Ana) program to rehabilitate all critical streets while also including safety and mobility improvements. * Explored opportunities for implementation of a Fiber Optic Broadband system citywide. * Continued development of a plan to strategically sell or repurpose City's surplus and remnant properties. * Continued to pursue opportunities to implement cost sharing strategies to fund infrastructure improvements citywide. * Continued planning and implementation of Advanced Meter Infrastructure (AMI) to modernize City's water meter infrastructure. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Prepare CIP for FY 18-19 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 3B), Civic Center to Washington (Phase 3A) and Warner to St Andrew (Phase 4). * 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. * Finalize 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. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
% of projects with design engineering and bid preparation done by City personnel	71%	29%	80%	80%
% of projects with design engineering and bid preparation done by consultant	29%	71%	20%	20%
# of projects prepared for other agencies	3	18	18	20
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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	1,312,527	1,751,856	2,068,600	2,050,570
61020	Salaries Part-Time	114,861	126,902	182,570	134,160
61040	Salaries Overtime	511	463	0	0
61100	Retirement-Employer Contribution	231,689	289,296	562,935	583,180
61110	Part-Time Retirement	2,279	2,824	0	0
61120	Medicare Insurance	20,377	25,973	35,255	34,250
61130	Health Insurance	146,881	210,219	297,535	351,560
61170	Retiree Health Benefits	40,378	(111,602)	0	0
61180	Worker Compensation Insurance	16,333	20,209	28,830	47,850
	SUBTOTAL PERSONNEL	1,885,836	2,316,139	3,175,725	3,201,570
62010	Communications	9,825	9,468	12,105	12,105
62120	Training, Transportation, Meeting	7,358	11,048	14,000	14,000
62140	Membership, Subscription & Dues	2,902	4,149	4,870	4,840
62251	Other Agency Services	0	0	0	7,830
62300	Contract Services-Professional	6,792	9,194	0	36,365
62322	Maintenance & Repair Machinery & Equipment	0	0	505	505
	SUBTOTAL CONTRACTUAL	26,876	33,859	31,480	75,645
63001	Miscellaneous Operating Expenses	18,971	16,889	29,350	28,730
63300	Gas & Diesel	2,070	435	1,120	395
	SUBTOTAL COMMODITIES	21,042	17,324	30,470	29,125
65000	Building Rental	52,690	54,545	56,400	58,700
65010	Rental City Equipment	5,076	5,076	5,230	5,220
65012	Accident Repair & Replacement Charge	0	192	180	190
65100	Insurance Charges	23,775	22,481	24,515	24,580
65240	Public Works Administrative Charges	564,680	884,502	884,500	884,500
65400	Indirect Costs	178,421	135,893	211,160	203,835
	SUBTOTAL CROSS CHARGES	824,642	1,102,689	1,181,985	1,177,025
68000-404	Transfer to Fund 404	56,768	56,755	56,920	56,660
	SUBTOTAL TRANSFERS	56,768	56,755	56,920	56,660
	TOTAL	2,815,164	3,526,767	4,476,580	4,540,025
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	5.30		6.30	
01040	Associate Park And Landscape Planner	1.00		1.00	
00320	City Engineer (MM)	0.20		0.20	
00315	Deputy City Engineer (MM)	0.75		0.75	
02030	Engineering Aide	1.00		0.00	
01720	Management Analyst (UC)	1.00		1.00	
04344	Public Works 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	0.00
09130	Engineering Intern, P/T		8.00		8.00
	Total	16.75	9.00	16.75	8.00

INTERNAL SERVICE FUND

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Traffic & Transportation Engineering		08617620		
Statement of Purpose				
<p><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></p> <p>*See Accounting Unit 01117620 for additional program funding.</p>				
Accomplishments in FY 2016-17				
<ul style="list-style-type: none"> * Complete design of Safe Route to School (SRTS) improvements for Heninger, King, Monte Vista, and Washington Elementary Schools * Obtain funding through the Active Transportation Program for Pedestrian improvements on First Street, Citywide Traffic Safety Educational Program, Buffered Bike Lane on Willits Street, and SRTS improvements for Davis Elementary. * Obtain funding through the Bicycle Corridor Improvement Program Bristol Street Protected Bike Lanes, Edinger Avenue Buffered Bike Lanes, and Hazard Avenue Road Diet * Complete design of traffic signals at Raitt & Adams Streets, and Newhope & Camille Streets, and signal modification at Segerstrom Avenue & Bear Street. * Complete the Central Santa Ana Completes Street Study. * Complete design for Bike Lane projects on Chestnut Avenue, First Street, Newhope Street, and Maple Street Bike trail * 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 				
Action Plan for FY 2017-18				
<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. * 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 Citywide Suggested Routes to School Plan. * Complete signal synchronization project on 17th Street/Westminster Avenue. * Complete Design of Santa Ana Blvd and Fifth Street Protected Bike Lanes, Civic Center Drive Bike Blvd, and Flower Street bike lanes. * Complete design of Euclid/Hazard traffic signal modification. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of citizen, Council, and PD requests processed	531	643	675	600
# of parking permits issued (districts)	2596 (27)	2969 (27)	2945 (27)	3200 (27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	352 (14)	395 (14)	600 (14)	500 (14)
# of Traffic Impact Analyses Reviewed and Approved	7	8	8	10
# of special placard parking permits issued	445	450	460	475
Efficiency				
Average # of days to process citizen requests	28	31	30	30
Effectiveness				
Traffic Signals Added or Modified	4	1	4	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	0	172,956	197,210	176,470
61020	Salaries Part-Time	0	19,307	61,635	78,320
61040	Salaries Overtime	0	16	0	0
61100	Retirement-Employer Contribution	0	34,337	64,725	52,690
61110	Part-Time Retirement	0	727	0	0
61120	Medicare Insurance	0	2,776	4,055	3,915
61130	Health Insurance	0	23,857	12,605	33,170
61170	Retiree Health Benefits	(3,058)	(127,421)	0	0
61180	Worker Compensation Insurance	0	1,810	2,905	5,200
	SUBTOTAL PERSONNEL	<u>(3,058)</u>	<u>128,365</u>	<u>343,135</u>	<u>349,765</u>
62300	Contract Services-Professional	0	580	0	4,250
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>580</u>	<u>0</u>	<u>4,250</u>
	TOTAL	<u><u>(3,058)</u></u>	<u><u>128,945</u></u>	<u><u>343,135</u></u>	<u><u>354,015</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.30		0.30	
02131	Senior Civil Engineer	1.00		1.00	
09130	Engineering Intern, P/T		1.50		1.50
09505	Permit Parking Aide, P/T		2.00		2.00
	Total	<u>1.30</u>	<u>3.50</u>	<u>1.30</u>	<u>3.50</u>

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES

PROGRAM

Administration

10117601

Statement of Purpose

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.

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

PUBLIC WORKS AGENCY CORE MISSION

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.

Core Service Areas

- **Transportation**
 - 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**
 - Safe, reliable, high-quality potable water
 - Reliable sanitary sewer system

- **Infrastructure Maintenance**
 - Median and right-of-way maintenance
 - Street lights and traffic signals
 - Sidewalk hazard mitigation and repair
 - Street maintenance and pothole repair

- **Project Delivery**
 - Planning and development
 - Design engineering
 - Bid and award
 - Construction management

- **Environmental & Sustainability**
 - Solid waste and recycling
 - Street sweeping
 - Graffiti abatement
 - Illegal dumping and weed abatement
 - Urban forest maintenance
 - Energy efficiency retrofits
 - Climate Action Plan
 - Environmental Education (*Santa Ana Green* Newsletter)

- **Development Services**
 - 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	1,328,056	1,438,424	1,739,820	1,570,445
61020	Salaries Part-Time	17,596	18,433	19,860	31,950
61040	Salaries Overtime	8,914	7,913	9,000	12,000
61100	Retirement-Employer Contribution	234,069	301,110	440,030	443,975
61110	Part-Time Retirement	718	778	0	0
61120	Medicare Insurance	19,103	20,817	27,555	25,200
61130	Health Insurance	217,746	242,663	393,530	402,595
61170	Retiree Health Benefits	(11,077)	(145,467)	0	0
61180	Worker Compensation Insurance	21,508	22,874	61,860	42,165
	SUBTOTAL PERSONNEL	<u>1,836,632</u>	<u>1,907,544</u>	<u>2,691,655</u>	<u>2,528,330</u>
62010	Communications	23,276	25,835	27,830	29,795
62120	Training, Transportation, Meeting	8,131	9,536	93,700	94,500
62140	Membership, Subscription & Dues	1,252	3,397	7,920	8,515
62300	Contract Services-Professional	400,379	334,213	1,242,780	548,960
62302	Contracted Vendor Personnel Services	0	14,501	30,000	90,000
62322	Maintenance & Repair Machinery & Equipment	4,265	3,288	5,000	42,900
62600	Parking Validation	1,580	2,173	2,000	4,000
62700	Auto Expense	1,400	0	0	0
	SUBTOTAL CONTRACTUAL	<u>440,283</u>	<u>392,943</u>	<u>1,409,230</u>	<u>818,670</u>
63001	Miscellaneous Operating Expenses	134,039	38,910	169,640	184,400
63300	Gas & Diesel	5,754	4,442	6,760	3,815
	SUBTOTAL COMMODITIES	<u>139,793</u>	<u>43,352</u>	<u>176,400</u>	<u>188,215</u>
65000	Building Rental	106,480	110,228	113,975	117,395
65010	Rental City Equipment	7,555	9,180	13,645	11,050
65011	Equipment Replacement Charges	2,548	4,368	0	4,370
65012	Accident Repair & Replacement Charge	0	288	635	550
65100	Insurance Charges	3,520	3,328	3,465	3,640
65205	Internal Departments Personnel Charges	398,509	399,259	402,165	402,165
65400	Indirect Costs	168,854	123,238	165,900	158,570
	SUBTOTAL CROSS CHARGES	<u>687,465</u>	<u>649,889</u>	<u>699,785</u>	<u>697,740</u>
66400	Machinery & Equipment	32,191	0	0	0
	SUBTOTAL CAPITAL	<u>32,191</u>	<u>0</u>	<u>0</u>	<u>0</u>
67200	Principal-Capital Lease	0	0	450	450
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>450</u>	<u>450</u>
68000-404	Transfer to Fund 404	73,384	73,293	73,510	73,170
	SUBTOTAL TRANSFERS	<u>73,384</u>	<u>73,293</u>	<u>73,510</u>	<u>73,170</u>
	TOTAL	<u><u>3,209,749</u></u>	<u><u>3,067,020</u></u>	<u><u>5,051,030</u></u>	<u><u>4,306,575</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	1.00		0.70	
05000	Community Liaison	1.00		1.00	
02170	Executive Dir of Public Works (EM)	1.00		0.70	
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		1.85	
01720	Management Analyst (UC)	1.00		1.00	
00020	Micro Systems Technician	1.00		1.00	
06140	Projects Manager	1.00		0.10	
04340	Public Works Projects Specialist	1.00		0.60	
07430	Records Specialist	1.00		1.00	
07280	Senior Accounting Assistant	4.00		4.00	
07330	Senior Office Assistant	0.00		1.00	
01060	Systems Technician	1.00		1.00	
09770	Administrative Aide, P/T		0.00		0.50
09900	Right Of Way Technician, P/T		1.00		1.00
	Total	<u>20.00</u>	<u>1.00</u>	<u>18.95</u>	<u>1.50</u>

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 2016-17				
<ul style="list-style-type: none"> * Review and process improvement plans, maps, and permits for development projects such as The 301 Project Dyer 18 Residential Development, The Line at Santa Ana and Olson Company 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 Shea Homes Project on MacArthur Blvd, 24 Hour Fitness, East First Street Apartments, Meta Housing Adaptive Reuse Project, Tom's Truck Residential Development, Dyer Alton Industrial Campus, 2700 N. Main Apts, Eight Eight 8 Adaptive Reuse Project, and Christ Our Savior Catholic Church * Provide accurate and timely review of over 800 utility permit applications. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Review and process improvement plans, maps, and permits for development projects such as Fifth & Harbor Apartments, McDonalds Drive-Thru, Tom's Truck Residential Development, and Shea Homes on MacArthur Blvd. * 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. * Complete Development Impact Fee Study and User Fee Study. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Levels				
# of final subdivisions and right-of-way plan checks	61	85	90	90
# of street work and miscellaneous permits issued	934	775	1050	1000
# of building permit applications processed	715	832	770	750
# of site plan reviews/variances/CUPs processed	93	115	95	95
# of utility plan checks	735	589	800	700
# of grading and improvements plan checks	1082	1069	1200	1000
# of wide load permits	343	374	380	350
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	25	25	15
Effectiveness				
% of maps checked within 10 work days	85	85	85	85
% of site plans reviewed within 18 work days	90	80	80	90

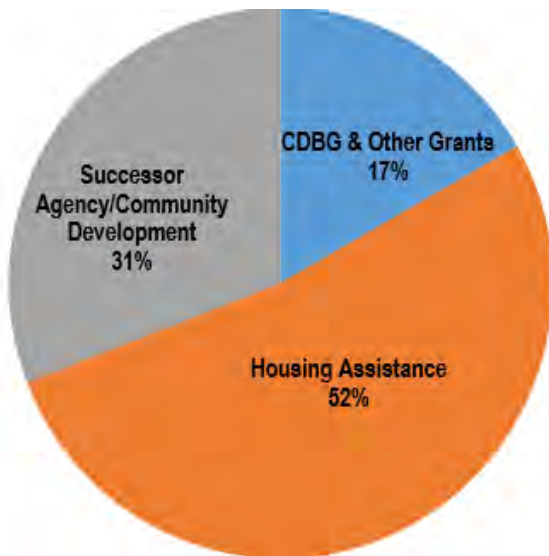
INTERNAL SERVICE FUND

ADMINISTRATIVE SERVICES		ACCOUNTING UNIT			
Pub Wks-Development Engrng		10117605			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	625,061	837,846	864,465	853,840
61010	Salaries Cash Out/Separation	0	0	0	65,770
61020	Salaries Part-Time	73,758	69,438	95,445	95,640
61040	Salaries Overtime	589	377	5,000	5,000
61100	Retirement-Employer Contribution	109,207	173,726	240,040	254,620
61110	Part-Time Retirement	1,198	1,056	0	0
61120	Medicare Insurance	10,012	12,905	15,030	14,890
61130	Health Insurance	101,591	152,605	134,165	186,985
61170	Retiree Health Benefits	10,747	(34,576)	0	0
61180	Worker Compensation Insurance	8,236	10,621	13,040	21,460
	SUBTOTAL PERSONNEL	940,398	1,223,998	1,367,185	1,498,205
62010	Communications	4,526	4,669	7,565	7,565
62120	Training, Transportation, Meeting	711	1,233	3,025	3,025
62140	Membership, Subscription & Dues	1,112	737	1,010	2,500
62300	Contract Services-Professional	71,346	22,240	10,615	293,140
62700	Auto Expense	100	0	0	0
	SUBTOTAL CONTRACTUAL	77,795	28,878	22,215	306,230
63001	Miscellaneous Operating Expenses	9,954	10,583	29,235	33,635
63300	Gas & Diesel	150	151	55	220
	SUBTOTAL COMMODITIES	10,104	10,734	29,290	33,855
65010	Rental City Equipment	2,376	2,376	2,445	2,450
65012	Accident Repair & Replacement Charge	0	96	90	95
65100	Insurance Charges	13,550	12,812	14,005	14,010
65400	Indirect Costs	87,358	76,419	90,510	89,055
	SUBTOTAL CROSS CHARGES	103,284	91,703	107,050	105,610
67200	Principal-Capital Lease	0	0	450	450
	SUBTOTAL DEBT SERVICE	0	0	450	450
8000-404	Transfer to Fund 404	23,083	23,303	23,375	23,265
	SUBTOTAL TRANSFERS	23,083	23,303	23,375	23,265
	TOTAL	1,154,663	1,378,616	1,549,565	1,967,615
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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

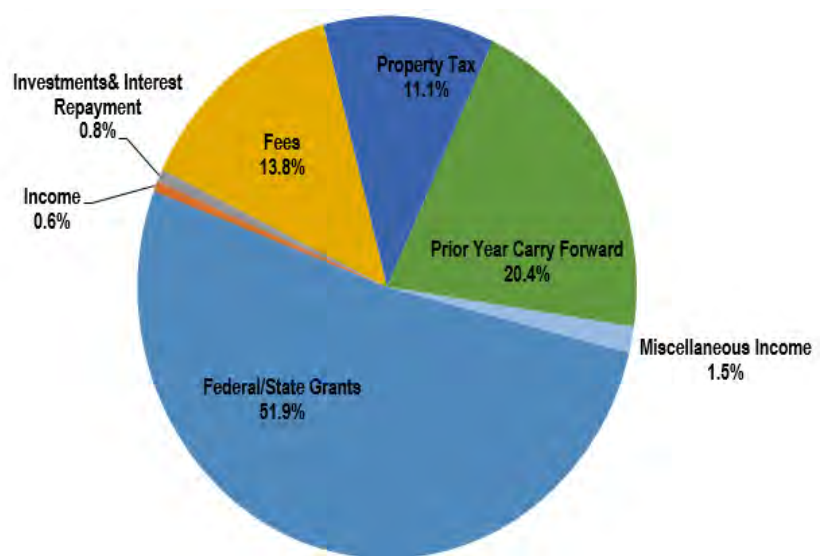
COMMUNITY DEVELOPMENT AGENCY

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

**FY 2017-18
COMMUNITY DEVELOPMENT AGENCY
APPROPRIATIONS BY SECTIONS**



**FY 2017-18
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 actually a complex grouping of various types of funds from federal, state, county, local and other sources.

◆ STATUS OF THE FY 2017-2018 COMMUNITY DEVELOPMENT AGENCY BUDGET

In the 2017-18 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 2016-2017 ACCOMPLISHMENTS

- Received recertification of the Workforce Development Board from the State of California
- Collaborated regionally in the development of a Regional and Local Unified Plan
- Expanded Transitional Jobs Program
- Launched a Job Club that served over 300 people
- Implemented an Emergency Plan for victims of domestic violence, dating violence, sexual assault or stalking.

- Participated in county-wide homeless service collaboatives to reduce homelessness.
- Completed 2 homebuyer assistance loans and 1 owner-occupied rehabilitation loan.
- Increased efficiency and effectiveness through the implementation of automate compliance inspections.
- Began construction on two affordable housing developments
- Implemented the federal HOME program to meet the goals of the Consolidated Plan and Housing Element.
- Awarded 2 proposals to create 63 units of affordable housing and 71 units of permanent supportive housing.
- Implemented an electronic application system for grants management for the CDBG program.
- Completed the development of two affordable single family homes and sale to qualified homebuyers (Habitat for Humanity).
- Monitored loan portfolio for compliance; performed 200 physical inspections, visited 6 leasing offices to examine tenant and project files for compliance, and re-certified loans.

FY 2017-2018 MAJOR OBJECTIVES

- Implement Regional and Local Workforce Plan.
- Begin full implementation of Super Circular OMB rules and regulations.
- Seek alternatives for the One-Stop Center location.
- Further integrate partners into service model.
- Open up satellite location at Centennial Education Center.
- Host Youth Job Fair.
- Facilitate the development of five affordable single family homes (Habitat for Humanity).
- Issue a Request for Proposals for the development of Housing Successor Agency-owned parcels.
- Initiate development on the remaining five Agency-held parcels before February 2018.
- Continue to monitor loan portfolio for program compliance.
- Regain SEMAP High-Performer status.
- Enter into a Memorandum of Agreement with OCHA/AHA for mobility program.
- Implement Housing First model to reduce homelessness using project-based vouchers.
- Achieve over 80% correct for our casework and inspections under our Quality Control Program.
- Provide technical assistance to all sub recipients by holding training workshops.

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 46 or 4% of the city's 1,148 full-time employees in fiscal year 2017-18.

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY				
REVENUES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
50001-Prior Year Carry Forward				
Fund 25 CDA Special Revenue	0	500,000	263,500	0
Fund 123 Workforce Investment Act	442,115	397,740	242,022	270,348
Fund 124 Orange County Grants	0	0	0	340,000
Fund 132 Department of Labor	151,515	226,540	91,175	0
Fund 133 Housing Authority-Issuer Fee	0	0	207,300	162,170
Fund 136 Housing Authority-HAP	0	0	1,013,115	343,239
Fund 140 Housing Authority-Administration	58,635	0	586,905	645,000
Fund 142 Neighborhood Stabilization Program	670,000	0	0	20,000
Fund 405 HOPWA	0	2,700	2,700	2,700
Fund 417 Inclusionary Housing	0	1,947,000	0	80,985
Fund 607 Successor Housing Agency	0	0	303,630	13,832,760
Fund 671 RDA Obligation Retirement Fund	0	0	1,989,216	965,356
SUBTOTAL	1,322,265	3,073,980	4,699,563	16,662,558
50011-Property Tax				
Property Tax per AB 1X 26	10,900,459	14,235,361	14,082,553	9,057,062
SUBTOTAL	10,900,459	14,235,361	14,082,553	9,057,062
51601-Building Permit				
Fund 25 CDA Special Revenue	0	0	0	456,174
SUBTOTAL	0	0	0	456,174
5200x-Federal Grants				
Fund 123 Workforce Investment Act	3,382,361	3,300,496	2,927,792	3,022,836
Fund 124 Orange County Grants	801,408	765,381	800,000	2,400,000
Fund 130 HOME	0	147,353	1,139,061	1,104,000
Fund 132 Department of Labor	1,222,269	1,093,695	0	0
Fund 135 CDBG/ESG *	4,118,581	9,046,540	5,775,465	5,602,201
Fund 136 Housing Authority-HAP	25,557,641	26,228,956	25,742,655	25,345,017
Fund 137 Housing Authority-NED	1,892,399	1,808,432	2,160,000	1,840,544
Fund 140 Housing Authority-Administration	2,630,575	2,922,044	2,962,860	3,049,130
Fund 142 Neighborhood Stabilization Program	340,640	959,316	0	0
Fund 405 HOPWA	2,352,848	101,885	0	0
SUBTOTAL	42,298,722	46,374,098	41,507,833	42,363,728
533xx-Program Income				
Fund 135 CDBG/ESG	34,438	32,837	0	34,000
SUBTOTAL	34,438	32,837	0	34,000
539xx-Misc Service Charge				
Fund 417 Inclusionary Housing	0	44,464	7,850	1,500
SUBTOTAL	0	44,464	7,850	1,500
5690x-Principal and Interest Repayment				
Fund 130 HOME	177,554	1,053,013	230,000	130,000
Fund 135 CDBG/ESG	33,122	47,401	0	49,000
Fund 142 Neighborhood Stabilization Program	121,499	430,800	235,000	0
Fund 145 Rental Rehabilitation Grant	28,116	0	0	0
Fund 607 Successor Housing Agency	671,665	131,062	491,000	300,000
SUBTOTAL	1,031,956	1,662,276	956,000	479,000
570xx-Misc Income				
Fund 133 Housing Authority-Issuer Fee	0	1,000	0	0
Fund 136 Housing Authority-HAP	17,618	0	0	0
Fund 140 Housing Authority-Administration	0	42,854	0	0
Fund 145 Rental Rehabilitation Grant	(13)	0	0	0
Fund 607 Successor Housing Agency	3,011	8,808	0	0
Fund 670 Successor Agency	0	0	0	800,000
SUBTOTAL	20,616	52,662	0	800,000

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

REVENUES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
578xx-Fees				
Fund 130 HOME	500	0	0	0
Fund 133 Housing Authority-Issuer Fee	62,645	55,155	50,000	50,000
Fund 136 Housing Authority-HAP	37,608	53,376	25,000	40,000
Fund 140 Housing Authority-Administration	10,610	18,302	10,000	10,000
Fund 143 CalHome	250	9	0	0
Fund 417 Inclusionary Housing	0	2,882,390	10,917,165	11,147,115
Fund 607 Successor Housing Agency	0	0	4,218,690	0
SUBTOTAL	111,613	3,009,232	15,220,855	11,247,115
579xx-Income				
Fund 25 CDA Special Revenue	338,164	2,235	0	134,934
Fund 135 CDBG/ESG	0	57,760	0	132,000
Fund 142 Neighborhood Stabilization Program	250	21	0	0
Fund 607 Successor Housing Agency	1,000	0	0	0
Fund 670 Successor Agency	215,324	215,324	230,075	0
Fund 671 RDA Obligation Retirement Fund	0	0	0	226,472
SUBTOTAL	554,738	275,340	230,075	493,406
5800x-Investments				
Fund 25 CDA Special Revenue	4,955	4,262	2,000	0
Fund 130 HOME	933	6,652	0	2,500
Fund 133 Housing Authority-Issuer Fee	16,725	28,432	12,000	28,500
Fund 134 UDAG	141	236	0	0
Fund 136 Housing Authority-HAP	289	95	500	0
Fund 140 Housing Authority-Administration	5,608	9,100	5,000	6,000
Fund 142 Neighborhood Stabilization Program	2,884	9,032	0	0
Fund 143 CalHome	2,302	4,038	0	0
Fund 145 Rental Rehabilitation Grant	2,352	3,947	0	0
Fund 417 Inclusionary Housing	12,236	45,801	10,000	35,000
Fund 607 Successor Housing Agency	71,637	172,966	57,000	65,000
Fund 652 2003 Tax Allocation Bond Series A	16,098	29,014	0	0
Fund 653 South Main Commercial Corridor	1,765	2,297	0	0
Fund 654 2011 Tax Allocation Bond Series A	39,436	70,915	0	0
Fund 658 2003 Tax Allocation Bond Series B	13	71	0	0
Fund 670 Successor Agency	2,465	33,019	0	0
Fund 671 RDA Obligation Retirement Fund	45,415	75,534	0	0
SUBTOTAL	225,254	495,411	86,500	137,000
59000-xxx Interfund Transfers				
Fund 417 Inclusionary Housing	0	555,000	0	0
Fund 652 2003 Tax Allocation Bond Series A	1,282,076	1,279,732	1,278,981	1,278,130
Fund 654 2011 Tax Allocation Bond Series A	4,222,984	4,215,855	4,216,500	5,001,375
Fund 658 2003 Tax Allocation Bond Series B	2,901,206	2,898,561	2,898,225	2,893,725
Fund 607 Successor Housing Agency	0	0	242,976	0
Fund 670 Successor Agency	497,930	280,703	1,996,240	564,672
Fund 671 RDA Obligation Retirement Fund	5,414,440	0	0	0
SUBTOTAL	14,318,636	9,229,851	10,632,922	9,737,902
TOTAL	70,818,697	78,485,512	87,424,151	91,469,445
LESS INTERFUND TRANSFERS	(14,318,636)	(9,229,851)	(10,632,922)	(9,737,902)
TOTAL ALL SOURCES	56,500,061	69,255,661	76,791,229	81,731,543
<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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
Federal/State Grants				
123187xx Workforce Investment Act	3,843,322	2,841,296	3,169,814	3,293,184
124187xx Orange County Grants	788,675	774,450	800,000	2,740,000
13018780 HOME	178,987	596,848	1,369,061	1,236,500
13218744 Department of Labor H1B Grant	1,222,269	1,093,696	91,175	0
13318780 Housing Authority - Issuer Fee	11,165	25,371	269,300	240,670
13518780 Community Development Block Grant	723,357	913,950	1,057,252	1,048,535
13518781 CDBG-Neighborhood Improvement	179,980	35,573	0	0
13518782 CDBG-Housing Development and Rehab.	393,769	377,083	1,000,000	1,000,000
13518783 CDBG Projects*	2,452,899	7,534,623	3,229,011	3,294,140
13518785 Emergency Solutions Grant	436,135	532,290	489,202	474,526
13618760 Housing Authority - HAP	26,088,129	26,449,824	26,781,270	25,728,256
13718760 Housing Authority - NED	1,892,399	1,808,432	2,160,000	1,840,544
14018760 Housing Authority - Administration	2,726,740	2,992,920	3,564,765	3,710,130
14218760 Neighborhood Stabilization Program I	5,166	7,410	70,000	10,000
14218761 Neighborhood Stabilization Program II	297,326	1,007,937	125,000	10,000
14218762 Neighborhood Stabilization Program III	166,959	1,236	40,000	0
40518760 HOPWA Tenant Based Assistance	566,364	0	0	0
40518761 HOPWA	1,715,350	11,503	2,700	2,700
SUBTOTAL	43,688,992	47,004,441	44,218,550	44,629,185
Special Revenue Programs				
02518810 IDB Monitoring	412	0	0	0
02518820 Enterprize Zone	515,718	94,224	265,500	591,108
41718810 Enterprize Zone (for FY 12-13 only)	(106,350)	0	0	0
41718820 Inclusionary Housing	0	43,280	10,935,015	11,264,600
SUBTOTAL	409,780	137,504	11,200,515	11,855,708
Successor Agency				
65218020 2003 Tax Allocation Bond Series A	670,197	646,646	1,278,981	1,278,130
65218830 2003 Tax Allocation Bond Series A Projects	351,100	0	0	0
65318830 South Main Commercial Corridor	5,441,403	(13)	0	0
65418020 2011 Tax Allocation Bond Series A	4,261,066	4,253,248	4,216,500	5,001,375
65818020 2003 Tax Allocation Bond Series B	670,831	555,598	2,898,225	2,893,725
67018830 Merged Project Area Projects	215,835	0	0	0
67018843 Successor Agency Administration	311,420	341,759	250,000	564,672
67018850 Merged Obligations	347,292	1,045,975	1,976,315	800,000
67118021 Redev. Obligations Retirement Fund	11,984,760	9,981,189	16,071,769	10,248,890
SUBTOTAL	24,253,903	16,824,402	26,691,790	20,786,792
Successor Housing Agency				
60718810 Successor Housing Agency	266,915	374,401	177,735	365,000
60718830 Successor Housing Agency Capital Projects	683,365	2,012,435	5,135,561	13,832,760
SUBTOTAL	950,279	2,386,837	5,313,296	14,197,760
TOTAL	69,302,955	66,353,182	87,424,151	91,469,445
LESS INTERFUND TRANSFERS †	(14,318,637)	(8,674,851)	(10,632,922)	(9,737,902)
TOTAL ALL SOURCES	54,984,318	57,678,331	76,791,229	81,731,543
* Amount includes funds provided to other departments for various projects and programs.				

**COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
Successor Agency Division					
2870	Executive Director of Community Development	0.15		0.10	
0150	Senior Management Analyst	0.51		0.60	
7280	Senior Accounting Assistant	0.32		0.51	
7321	Community Dev. Commission Secretary	0.17		0.15	
	SUBTOTAL	1.15		1.36	
Economic Development Division					
2870	Executive Director of Community Development	0.00		0.05	
0350	Economic Development Specialist III	2.00		2.00	
0550	Economic Development Specialist II	0.00		1.00	
8374	Workforce Specialist IV	2.00		2.00	
8372	Workforce Specialist II	10.00		10.00	
0150	Senior Management Analyst	0.14		0.12	
7280	Senior Accounting Assistant	0.23		0.19	
7321	Community Dev. Commission Secretary	0.02		0.05	
7330	Senior Office Assistant	2.00		2.00	
	SUBTOTAL	16.39		17.41	
Housing Division					
2870	Executive Director of Community Development	0.40		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	0.20		0.13	
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	1.00		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	0.45		0.30	
7321	Community Dev. Commission Secretary	0.36		0.35	
7330	Senior Office Assistant	3.00		4.00	
1640	Senior Receptionist	1.00		0.00	
8372	Workforce Specialist II	1.00		1.00	
	SUBTOTAL	23.41	1.00	23.18	1.00
Parking Fund (027)					
2653	Downtown Development Liaison	1.00		1.00	
	SUBTOTAL	1.00		1.00	
Strategic Plan Fund (052)					
	Arts & Culture Specialist	0.00		1.00	
	SUBTOTAL	0.00		1.00	
General Fund (011)					
2870	Executive Director of Community Development	0.45		0.45	
0350	Economic Development Specialist III	1.00		1.00	
0150	Senior Management Analyst	0.15		0.15	
7321	Community Dev. Commission Secretary	0.45		0.45	
	SUBTOTAL	2.05		2.05	
	TOTAL ALL FUNDING SOURCES	44.00	1.00	46.00	1.00

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

SUCCESSOR AGENCY & CAPITAL PROJECTS

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
Successor Agency				
67018843 Successor Agency Administration	311,420	341,759	250,000	564,672
65218020 2003 Tax Allocation Bond Series A	670,197	646,646	1,278,981	1,278,130
65218830 2003 Tax Allocation Bond Series A Projects	351,100	0	0	0
65318830 South Main Commercial Corridor	5,441,403	(13)	0	0
65418020 2011 Tax Allocation Bond Series A	4,261,066	4,253,248	4,216,500	5,001,375
65818020 2003 Tax Allocation Bond Series B	670,831	555,598	2,898,225	2,893,725
67018830 Merged Project Area Projects	215,835	0	0	0
67018850 Merged Obligations	347,292	1,045,975	1,976,315	800,000
67118021 Redev. Obligations Retirement Fund	11,984,760	9,981,189	16,071,769	10,248,890
SUBTOTAL	<u>24,253,903</u>	<u>16,824,402</u>	<u>26,691,790</u>	<u>20,786,792</u>
LESS INTERFUND TRANSFERS	(14,318,637)	(8,674,851)	(10,632,922)	(9,737,902)
TOTAL	<u>9,935,266</u>	<u>8,149,550</u>	<u>16,058,868</u>	<u>11,048,890</u>
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	315,700	310,761	159,955	202,035
62000 Contractual	1,007,199	1,560,717	1,174,912	765,303
63000 Commodities	12,020	2,895	5,968	6,057
65000 Fixed Charges	50,584	46,255	21,737	27,350
66000 Capital	593,919	0	0	0
67000 Debt Service	5,943,894	5,651,722	10,477,606	9,248,145
68000 Interfund Transfers	14,318,637	8,674,851	10,632,922	9,737,902
69000 Miscellaneous	2,011,950	577,200	4,218,690	800,000
SUBTOTAL	<u>24,253,903</u>	<u>16,824,402</u>	<u>26,691,790</u>	<u>20,786,792</u>
LESS INTERFUND TRANSFERS	(14,318,637)	(8,674,851)	(10,632,922)	(9,737,902)
TOTAL	<u>9,935,266</u>	<u>8,149,550</u>	<u>16,058,868</u>	<u>11,048,890</u>
Job Code	ADOPTED FY 16-17		ADOPTED FY 17-18	
AUTHORIZED PERSONNEL	Full Time	Part Time	Full Time	Part Time
2870 Executive Director of Community Development	0.15		0.10	
0150 Senior Management Analyst	0.51		0.60	
7280 Senior Accounting Assistant	0.32		0.51	
7321 Community Dev. Commission Secretary	0.17		0.15	
TOTAL	<u>1.15</u>	<u>0.00</u>	<u>1.36</u>	<u>0.00</u>

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	143,708	211,648	108,330	126,190
61020	Salaries Part-Time	92	236	0	0
61040	Salaries Overtime	13,241	8,419	0	10,000
61090	Accrual Compensated Absences	33,160	(17,841)	0	0
61100	Retirement-Employer Contribution	0	23,831	25,385	32,750
61120	Medicare Insurance	2,105	3,221	1,570	1,830
61130	Health Insurance	0	20,721	23,265	28,615
61170	Retiree Health Benefits	2,645	(9,158)	0	0
61180	Worker Compensation Insurance	3,092	3,129	1,405	2,650
	SUBTOTAL PERSONNEL	198,042	244,207	159,955	202,035
62010	Communications	3,268	1,307	12,000	5,000
62120	Training, Transportation, Meeting	0	0	0	3,500
62200	Advertising	699	0	0	0
62300	Contract Services-Professional	30,123	10,375	20,090	276,230
62302	Contracted Vendor Personnel Services	24,666	36,687	30,000	44,000
62600	Parking Validation	51	33	250	500
62700	Auto Expense	500	0	0	0
	SUBTOTAL CONTRACTUAL	59,307	48,402	62,340	329,230
63001	Miscellaneous Operating Expenses	12,020	2,895	5,968	6,057
	SUBTOTAL COMMODITIES	12,020	2,895	5,968	6,057
65000	Building Rental	5,695	13,588	5,839	6,990
65040	Computer Service Charge	60	1,255	482	578
65050	IS Strategic Plan	2,800	5,646	2,168	2,598
65100	Insurance Charges	3,390	9,033	5,558	6,659
65400	Indirect Costs	30,106	16,733	7,690	10,525
	SUBTOTAL FIXED CHARGES	42,051	46,255	21,737	27,350
	TOTAL EXPENDITURES	311,420	341,759	250,000	564,672
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.15		0.10	
0150	Senior Management Analyst	0.51		0.60	
7280	Senior Accounting Assistant	0.32		0.51	
7321	Community Dev. Commission Secretary	0.17		0.15	
	TOTAL	1.15	0.00	1.36	0.00

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY	ACCOUNTING UNIT
South Main 2003 Series A Bonds (Debt Service)	65218020

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services-Professional	4,531	2,100	2,225	2,225
62401	Trustee Fees	2,305	4,087	2,500	2,500
	SUBTOTAL CONTRACTUAL	<u>6,837</u>	<u>6,187</u>	<u>4,725</u>	<u>4,725</u>
67300	Bond Principal	0	0	650,000	675,000
67310	Bond Interest	663,360	640,459	624,256	598,405
	SUBTOTAL DEBT SERVICE	<u>663,360</u>	<u>640,459</u>	<u>1,274,256</u>	<u>1,273,405</u>
	TOTAL EXPENDITURES	<u><u>670,197</u></u>	<u><u>646,646</u></u>	<u><u>1,278,981</u></u>	<u><u>1,278,130</u></u>

SUCCESSOR AGENCY	ACCOUNTING UNIT
Merged 2011 Series A Bonds (Debt Service)	65418020

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services-Professional	11,332	3,800	4,050	4,050
62401	Trustee Fees	2,500	2,214	2,600	2,600
	SUBTOTAL CONTRACTUAL	<u>13,832</u>	<u>6,014</u>	<u>6,650</u>	<u>6,650</u>
67300	Bond Principal	0	0	0	805,000
67310	Bond Interest	4,209,850	4,209,850	4,209,850	4,189,725
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>4,994,725</u>
	TOTAL EXPENDITURES	<u><u>4,261,066</u></u>	<u><u>4,253,248</u></u>	<u><u>4,216,500</u></u>	<u><u>5,001,375</u></u>

SUCCESSOR AGENCY	ACCOUNTING UNIT
South Main 2003 Series B Bonds (Debt Service)	65818020

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services-Professional	4,531	2,100	2,225	2,225
62401	Trustee Fees	2,305	4,087	2,500	2,500
	SUBTOTAL CONTRACTUAL	<u>6,837</u>	<u>6,187</u>	<u>4,725</u>	<u>4,725</u>
67300	Bond Principal	0	0	2,430,000	2,550,000
67310	Bond Interest	658,083	543,500	463,500	339,000
67400	Amortization of Bond Discount	5,911	5,911	0	0
	SUBTOTAL DEBT SERVICE	<u>663,994</u>	<u>549,411</u>	<u>2,893,500</u>	<u>2,889,000</u>
	TOTAL EXPENDITURES	<u><u>670,831</u></u>	<u><u>555,598</u></u>	<u><u>2,898,225</u></u>	<u><u>2,893,725</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Merged (Obligations)		67018850			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	2,569	9,881	0	0
61100	Retirement-Employer Contribution	0	23,995	0	0
61120	Medicare Insurance	41	0	0	0
61130	Health Insurance	29,208	30,820	0	0
61170	Retiree Health Benefits	0	1,870	0	0
61180	Worker Compensation Insurance	39	0	0	0
	SUBTOTAL PERSONNEL	<u>31,857</u>	<u>66,567</u>	<u>0</u>	<u>0</u>
62000	Utilities	0	545	2,000	0
62300	Contract Services-Professional	12,304	564,824	663,000	0
62302	Contracted Vendor Personnel Services	1,965	0	0	0
62400	Auditor Fee	3,042	9,097	10,000	0
62500	Rent Payments	298,124	404,942	203,236	0
	SUBTOTAL CONTRACTUAL	<u>315,435</u>	<u>979,408</u>	<u>878,236</u>	<u>0</u>
69142	Payment to Other Agencies	0	0	0	800,000
69166	ERAF Payment	0	0	1,098,079	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>1,098,079</u>	<u>800,000</u>
	TOTAL EXPENDITURES	<u><u>347,292</u></u>	<u><u>1,045,975</u></u>	<u><u>1,976,315</u></u>	<u><u>800,000</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Redevelopment Obligation Retirement Fund		67118021			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	56,810	0	0	0
61100	Retirement-Employer Contribution	28,938	0	0	0
61120	Medicare Insurance	21	0	0	0
61170	Retiree Health Benefits	35	0	0	0
61180	Worker Compensation Insurance	17	0	0	0
	SUBTOTAL PERSONNEL	<u>85,822</u>	<u>0</u>	<u>0</u>	<u>0</u>
62000	Utilities	359	0	0	0
62300	Contract Services-Professional	506,669	514,519	5,000	1,000
62302	Contracted Vendor Personnel Services	2,606	0	0	0
62400	Auditor Fee	5,318	0	10,000	12,500
62500	Rent Payments	90,000	0	203,236	406,473
	SUBTOTAL CONTRACTUAL	<u>604,953</u>	<u>514,519</u>	<u>218,236</u>	<u>419,973</u>
65400	Indirect Costs	8,533	0	0	0
	SUBTOTAL FIXED CHARGES	<u>8,533</u>	<u>0</u>	<u>0</u>	<u>0</u>
67002	Interest-Santa Ana Venture	369,305	214,618	2,100,000	91,015
	SUBTOTAL DEBT SERVICE	<u>369,305</u>	<u>214,618</u>	<u>2,100,000</u>	<u>91,015</u>
68000-607	Transfer to Fund 607	0	0	242,976	0
68000-652	Transfer to Fund 652	1,282,076	1,279,732	1,278,981	1,278,130
68000-654	Transfer to Fund 654	4,222,984	4,215,855	4,216,500	5,001,375
68000-658	Transfer to Fund 658	2,901,206	2,898,561	2,898,225	2,893,725
68000-670	Transfer to Fund 670	497,930	280,703	1,996,240	564,672
	SUBTOTAL INTERFUND TRANSFERS	<u>8,904,197</u>	<u>8,674,851</u>	<u>10,632,922</u>	<u>9,737,902</u>
69142	Payment to Other Agencies	2,011,950	577,200	0	0
69166	ERAF Payment	0	0	3,120,611	0
	SUBTOTAL MISCELLANEOUS	<u>2,011,950</u>	<u>577,200</u>	<u>3,120,611</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>11,984,760</u></u>	<u><u>9,981,189</u></u>	<u><u>16,071,769</u></u>	<u><u>10,248,890</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
66220	Improvements Other Than Building	351,100	0	0	0
	SUBTOTAL CAPITAL	<u>351,100</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>351,100</u></u>	<u><u>0</u></u>	<u><u>0</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61170	Retiree Health Benefits	(21)	(13)	0	0
	SUBTOTAL PERSONNEL	<u>(21)</u>	<u>(13)</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Buildings	26,984	0	0	0
	SUBTOTAL CAPITAL	<u>26,984</u>	<u>0</u>	<u>0</u>	<u>0</u>
68000-671	Transfer to Fund 671	5,414,440	0	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>5,414,440</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>5,441,403</u></u>	<u><u>(13)</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
66220	Improvements Other Than Building	215,835	0	0	0
	SUBTOTAL CAPITAL	<u>215,835</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>215,835</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

ECONOMIC DEVELOPMENT

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
Special Revenue Programs					
02518810	IDB Monitoring	412	0	0	0
02518820	Enterprize Zone	515,718	94,224	265,500	591,108
41718810	Enterprize Zone (for FY 12-13 only)	(106,350)	0	0	0
	SUBTOTAL	<u>409,780</u>	<u>94,224</u>	<u>265,500</u>	<u>591,108</u>
Federal Programs/Grants					
123187xx	Workforce Innovation Opportunity Act	3,843,322	2,841,296	3,169,814	3,293,184
124187xx	Orange County Grants	788,675	774,450	800,000	2,740,000
132187xx	Department of Labor	1,222,269	1,093,696	91,175	0
	SUBTOTAL	<u>5,854,266</u>	<u>4,709,441</u>	<u>4,060,989</u>	<u>6,033,184</u>
	TOTAL	<u><u>6,264,046</u></u>	<u><u>4,803,665</u></u>	<u><u>4,326,489</u></u>	<u><u>6,624,292</u></u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	3,249,310	2,815,228	2,223,060	2,466,885
62000	Contractual	340,502	244,028	509,460	1,046,389
63000	Commodities	46,812	41,697	83,782	46,372
65000	Fixed Charges	257,618	218,987	243,089	259,371
69000	Miscellaneous	2,369,804	1,483,726	1,267,098	2,805,275
	TOTAL	<u><u>6,264,046</u></u>	<u><u>4,803,665</u></u>	<u><u>4,326,489</u></u>	<u><u>6,624,292</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.00		0.05	
0350	Economic Development Specialist III	2.00		2.00	
8374	Workforce Specialist IV	2.00		2.00	
8372	Workforce Specialist II	10.00		10.00	
0150	Senior Management Analyst	0.14		0.12	
7280	Senior Accounting Assistant	0.23		0.19	
7321	Community Dev. Commission Secretary	0.02		0.05	
7330	Senior Office Assistant	2.00		2.00	
	TOTAL	<u><u>16.39</u></u>	<u><u>0.00</u></u>	<u><u>16.41</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	116	0	0	0
61100	Retirement-Employer Contribution	19	0	0	0
61120	Medicare Insurance	2	0	0	0
61130	Health Insurance	19	0	0	0
61180	Worker Compensation Insurance	1	0	0	0
	SUBTOTAL PERSONNEL	<u>156</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	5	0	0	0
	SUBTOTAL COMMODITIES	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>
65040	Computer Service Charge	5	0	0	0
65050	IS Strategic Plan	85	0	0	0
65100	Insurance Charges	140	0	0	0
65400	Indirect Costs	21	0	0	0
	SUBTOTAL FIXED CHARGES	<u>251</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>412</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

COMMUNITY DEVELOPMENT AGENCY

SPECIAL REVENUE		ACCOUNTING UNIT			
Enterprise Zone Vouchers Program		02518820			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	209,297	32,221	0	0
61020	Salaries Part-Time	18,481	0	0	0
61040	Salaries Overtime	523	20	0	0
61100	Retirement-Employer Contribution	32,076	6,548	0	0
61110	Part-Time Retirement	817	0	0	0
61120	Medicare Insurance	4,248	478	0	0
61130	Health Insurance	40,539	5,369	0	0
61170	Retiree Health Benefits	2,258	15	0	0
61180	Worker Compensation Insurance	3,662	649	0	0
	SUBTOTAL PERSONNEL	311,902	45,300	0	0
62010	Communications	2,047	0	0	0
62120	Training, Transportation, Meeting	1,521	5,248	24,300	0
62140	Membership, Subscription & Dues	5,780	7,204	35,600	0
62200	Advertising	7,000	11,750	35,000	0
62201	Business Promotion	3,140	7,340	0	0
62300	Contract Services-Professional	10,537	1,364	87,000	591,108
62302	Contracted Vendor Personnel Services	0	0	35,000	0
62600	Parking Validation	0	1,218	1,000	0
	SUBTOTAL CONTRACTUAL	30,025	34,124	217,900	591,108
63001	Miscellaneous Operating Expenses	4,262	7,894	30,688	0
	SUBTOTAL COMMODITIES	4,262	7,894	30,688	0
65000	Building Rental	3,955	2,100	7,030	0
65040	Computer Service Charge	40	194	580	0
65050	IS Strategic Plan	1,425	873	2,611	0
65100	Insurance Charges	2,355	1,396	6,691	0
65400	Indirect Costs	43,722	2,344	0	0
	SUBTOTAL FIXED CHARGES	51,497	6,906	16,912	0
69138	Payment-Training Portion	118,032	0	0	0
	SUBTOTAL MISCELLANEOUS	118,032	0	0	0
	TOTAL EXPENDITURES	515,718	94,224	265,500	591,108

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Enterprise Zone Vouchers Program		41718810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	(57,295)	0	0	0
61020	Salaries Part-Time	(7,971)	0	0	0
61100	Retirement-Employer Contribution	(6,686)	0	0	0
61110	Part-Time Retirement	(423)	0	0	0
61120	Medicare Insurance	(1,894)	0	0	0
61130	Health Insurance	(16,326)	0	0	0
61180	Worker Compensation Insurance	(1,526)	0	0	0
	SUBTOTAL PERSONNEL	<u>(92,121)</u>	<u>0</u>	<u>0</u>	<u>0</u>
65400	Indirect Costs	(14,229)	0	0	0
	SUBTOTAL FIXED CHARGES	<u>(14,229)</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>(106,350)</u></u>	<u><u>0</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 the Santa Ana Workforce Development Board perform in accordance with the governing WIOA legislation and regulations of the federal and state mandates, as well as operate efficiently and in a cost effective manner.</i></p> <p>Staff to the WDB board function as liaison between the WDB Board and City Council as well as mandated partners, program operators, reporting agencies, as well as oversight of contracts, program and fiscal monitoring and data reporting to state agencies.</p>				
Accomplishments in FY 15-16 & FY 16-17				
<ul style="list-style-type: none"> * Exceeded all performance goals for FY 2015-16. * Received recertification of the Workforce Development Board from the State of California. * Collaborated regionally in the development of a Regional and Local Unified Plan. * Began implementation of all new guidelines and regulations required by WIOA. * Modified the Workforce Investment Board under WIOA guidelines to its new WDB structure. * Finalized Phase I and began developing Phase II financial memoranda of understanding with 12 workforce partner agencies. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Further adjust operations to be in compliance with WIOA regulations. * Implement Regional and Local Workforce Plan. * Begin full implementation of Super Circular OMB rules and regulations. * Develop a WDB web page on the City's website. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
% of funds obligated by end of fiscal year	100%	100%	80%	80%
% of funds spent from previous year	100%	100%	80%	100%
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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	86,532	68,528	91,350	34,470
61040	Salaries Overtime	76	675	100	5,000
61100	Retirement-Employer Contribution	13,375	12,183	21,025	8,945
61120	Medicare Insurance	1,187	892	1,325	500
61130	Health Insurance	15,826	10,709	17,520	7,065
61170	Retiree Health Benefits	2,439	1,469	0	0
61180	Worker Compensation Insurance	826	606	875	645
	SUBTOTAL PERSONNEL	120,261	95,062	132,195	56,625
62010	Communications	1,160	1,113	2,000	1,375
62011	Telephone Moves/Changes	0	0	1,500	0
62120	Training, Transportation, Meeting	5,949	263	4,250	0
62140	Membership, Subscription & Dues	1,984	2,308	2,360	2,250
62300	Contract Services-Professional	144	140	4,650	40
62302	Contracted Vendor Personnel Services	673	1,456	1,000	5,000
62400	Auditor Fee	1,552	8,275	8,000	10,000
62402	User Fee	6,679	5,886	5,000	7,000
	SUBTOTAL CONTRACTUAL	18,140	19,441	28,760	25,665
63001	Miscellaneous Operating Expenses	1,137	1,401	1,434	725
63300	Gas & Diesel	82	43	90	75
	SUBTOTAL COMMODITIES	1,219	1,444	1,524	800
65010	Rental City Equipment	792	792	816	0
65012	Accident Repair & Replacement	0	32	31	0
65040	Computer Service Charge	40	331	246	183
65050	IS Strategic Plan	1,635	1,490	1,105	825
65100	Insurance Charges	2,710	2,384	2,833	2,114
65400	Indirect Costs	5,318	4,993	6,495	3,245
	SUBTOTAL FIXED CHARGES	10,495	10,022	11,526	6,367
	TOTAL EXPENDITURES	150,116	125,969	174,005	89,457
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.45		0.10	
8374	Workforce Specialist IV	0.20		0.10	
7330	Senior Office Assistant	0.20		0.20	
	TOTAL	0.85	0.00	0.40	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB)-Youth Council		12318750			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	114,658	119,753	80,570	73,180
61020	Salaries Part-Time	520	172	0	0
61040	Salaries Overtime	1,466	269	0	0
61100	Retirement-Employer Contribution	26,244	30,029	18,545	18,990
61110	Part-Time Retirement	3,099	2,767	0	0
61120	Medicare Insurance	3,197	2,930	1,170	1,060
61130	Health Insurance	30,576	26,758	17,125	15,810
61170	Retiree Health Benefits	1,440	2,220	0	0
61180	Worker Compensation Insurance	2,152	2,971	770	1,375
	SUBTOTAL PERSONNEL	183,352	187,869	118,180	110,415
62010	Communications	608	516	1,200	890
62120	Training, Transportation, Meeting	676	123	600	600
62200	Advertising	658	0	0	0
62300	Contract Services-Professional	127	140	200	50
62302	Contracted Vendor Personnel Services	13,545	2,587	20,000	5,000
62402	User Fee	8,765	5,932	8,000	9,000
	SUBTOTAL CONTRACTUAL	24,378	9,298	30,000	15,540
63001	Miscellaneous Operating Expenses	1,569	710	2,102	1,407
63300	Gas & Diesel	82	43	90	75
	SUBTOTAL COMMODITIES	1,651	753	2,192	1,482
65010	Rental City Equipment	792	792	816	0
65012	Accident Repair & Replacement	0	32	30	0
65040	Computer Service Charge	60	593	374	367
65050	IS Strategic Plan	2,365	2,668	1,684	1,649
65100	Insurance Charges	3,910	4,268	4,317	4,228
65400	Indirect Costs	7,162	8,463	5,720	6,051
	SUBTOTAL FIXED CHARGES	14,289	16,816	12,941	12,295
69135	Payment to Subagent	889,389	447,138	500,000	524,735
69138	Payment-Training Portion	10,500	0	0	0
69135	Client Assessment	225	0	0	0
	SUBTOTAL MISCELLANEOUS	900,114	447,138	500,000	524,735
	TOTAL EXPENDITURES	1,123,784	661,874	663,313	664,467

Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.25		0.20	
8374	Workforce Specialist IV	0.40		0.40	
7330	Senior Office Assistant	0.20		0.20	
	TOTAL	0.85	0.00	0.80	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB)-Programs		12318757			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	60,242	46,047	87,430	80,035
61100	Retirement-Employer Contribution	10,072	9,376	20,125	20,770
61120	Medicare Insurance	890	693	1,270	1,160
61130	Health Insurance	13,719	9,008	18,270	16,860
61170	Retiree Health Benefits	997	1,085	0	0
61180	Worker Compensation Insurance	599	466	835	1,505
	SUBTOTAL PERSONNEL	86,520	66,676	127,930	120,330
62010	Communications	1,052	193	1,500	275
62120	Training, Transportation, Meeting	180	123	1,250	0
62140	Membership, Subscription & Dues	70	0	0	0
62300	Contract Services-Professional	144	140	500	0
62302	Contracted Vendor Personnel Services	185	0	1,000	0
62402	User Fee	2,789	6,762	8,000	6,000
	SUBTOTAL CONTRACTUAL	4,420	7,218	12,250	6,275
63001	Miscellaneous Operating Expenses	1,114	903	1,327	507
63300	Gas & Diesel	82	43	90	50
	SUBTOTAL COMMODITIES	1,196	946	1,417	557
65010	Rental City Equipment	792	792	815	0
65012	Accident Repair & Replacement	0	32	30	0
65040	Computer Service Charge	30	234	328	390
65050	IS Strategic Plan	1,180	1,051	1,474	1,753
65100	Insurance Charges	1,955	1,682	3,777	4,492
65400	Indirect Costs	3,699	3,348	6,210	6,603
	SUBTOTAL FIXED CHARGES	7,656	7,139	12,634	13,238
	TOTAL EXPENDITURES	99,792	81,978	154,231	140,400
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.30		0.25	
8374	Workforce Specialist IV	0.40		0.40	
7330	Senior Office Assistant	0.20		0.20	
	TOTAL	0.90	0.00	0.85	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB)-High Performing Boards		12318743			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	0	28,905
61100	Retirement-Employer Contribution	0	0	0	7,500
61120	Medicare Insurance	0	0	0	420
61130	Health Insurance	0	0	0	5,360
61180	Worker Compensation Insurance	0	0	0	545
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>42,730</u>
62120	Training, Transportation, Meeting	0	0	0	5,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
63001	Miscellaneous Operating Expenses	0	0	0	2,726
63300	Gas & Diesel	0	0	0	75
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,801</u>
65040	Computer Service Charge	0	0	0	115
65050	IS Strategic Plan	0	0	0	515
65100	Insurance Charges	0	0	0	1,321
65400	Indirect Costs	0	0	0	2,357
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,308</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>54,839</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.00		0.15	
8374	Workforce Specialist IV	0.00		0.10	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>	<u>0.00</u>

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 15-16 & FY 16-17				
<ul style="list-style-type: none"> * Met performance standards under the Workforce Innovation and Opportunity Act (WIOA). * Expanded Transitional Jobs program. * Continue to transition into WIOA Program including modifications to operations and internal policies and procedures. * Launched a Job Club that served over 300 people. * Acquired VOSScan System to more closely track workforce activities. * Facilitated the first ever Manufacturing Day celebration in the City of Santa Ana. * Participated in a Youth Job Fair that was attended by over 300 job seekers. * Successfully closed the Bridges to Engineering program; 317 individuals were served with 60 achieving Bachelor's Degree. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Seek alternatives for the One-Stop Center location. * Further integrate partners into service model. * Integrate Voc Rehab activities into WIOA client process. * Open up satellite location at Centennial Education Center. * Host Youth Job Fair. * Respond and be awarded one additional grant. * Launch Incumbent Worker Program. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of customers enrolled	797	438	800	760
# of individuals served by all partners	12,224	23,541	13,000	15,000
# of Rapid Response businesses served	12	7	10	7
# of Rapid Response laid-off workers served	233	279	500	300
Effectiveness				
% of clients placed in jobs	72%	80%	75%	75%
Efficiency				
# of individual training accounts issued	93	72	80	75

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	735,836	301,717	182,385	177,825
61020	Salaries Part-Time	51,888	13,237	0	12,640
61100	Retirement-Employer Contribution	130,593	61,369	41,980	46,150
61110	Part-Time Retirement	586	168	0	475
61120	Medicare Insurance	11,255	4,444	2,645	2,760
61130	Health Insurance	148,790	60,360	33,405	37,255
61170	Retiree Health Benefits	13,174	9,689	0	0
61180	Worker Compensation Insurance	7,772	3,065	1,745	3,595
	SUBTOTAL PERSONNEL	1,099,893	454,048	262,160	280,700
62010	Communications	24,025	25,474	27,000	35,000
62120	Training, Transportation, Meeting	2,360	0	5,000	1,000
62140	Membership, Subscription & Dues	2,643	2,250	2,250	2,250
62200	Advertising	1,350	0	0	0
62300	Contract Services-Professional	85,654	4,909	21,220	10,800
62302	Contracted Vendor Personnel Services	1,198	0	4,500	5,000
62402	User Fee	71,729	75,419	70,000	85,000
	SUBTOTAL CONTRACTUAL	188,960	108,052	129,970	139,050
63001	Miscellaneous Operating Expenses	30,426	22,275	37,913	20,328
63300	Gas & Diesel	365	243	540	225
	SUBTOTAL COMMODITIES	30,791	22,518	38,453	20,553
65010	Rental City Equipment	2,376	2,376	2,447	7,596
65012	Accident Repair & Replacement	0	96	91	288
65040	Computer Service Charge	540	1,929	936	1,169
65050	IS Strategic Plan	20,615	8,677	4,211	5,258
65100	Insurance Charges	34,085	13,883	10,792	13,476
65400	Indirect Costs	48,368	22,896	12,950	14,725
	SUBTOTAL FIXED CHARGES	105,984	49,856	31,427	42,512
69143	Transportation Pass for Participants	(11,990)	3,296	20,000	30,000
	SUBTOTAL MISCELLANEOUS	(11,990)	3,296	20,000	30,000
	TOTAL EXPENDITURES	1,413,638	637,770	482,010	512,815
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.60		0.45	
8372	Workforce Specialist II	0.40		0.70	
7330	Senior Office Assistant	1.15		1.00	
	TOTAL	2.15	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	100,374	80,746	114,925	93,955
61020	Salaries Part-Time	350	0	0	1,580
61040	Salaries Overtime	0	0	0	0
61100	Retirement-Employer Contribution	16,735	15,256	26,545	24,385
61110	Part-Time Retirement	0	0	0	60
61120	Medicare Insurance	1,464	1,129	1,665	1,385
61130	Health Insurance	18,124	13,957	22,935	22,585
61170	Retiree Health Benefits	1,148	1,041	0	0
61180	Worker Compensation Insurance	1,010	752	1,100	1,935
	SUBTOTAL PERSONNEL	139,205	112,881	167,170	145,885
62010	Communications	703	542	1,000	1,375
62011	Telephone Moves/Charges	0	0	3,000	0
62120	Training, Transportation, Meeting	1,309	0	0	0
62300	Contract Services-Professional	0	0	0	15
62302	Contracted Vendor Personnel Services	176	0	0	0
62402	User Fee	1,733	1,578	4,000	3,000
	SUBTOTAL CONTRACTUAL	3,921	2,120	8,000	4,390
63001	Miscellaneous Operating Expenses	1,034	432	1,147	824
63300	Gas & Diesel	0	0	0	50
	SUBTOTAL COMMODITIES	1,034	432	1,147	874
65010	Rental City Equipment	0	0	0	0
65040	Computer Service Charge	10	359	325	229
65050	IS Strategic Plan	455	1,613	1,463	1,031
65100	Insurance Charges	750	2,581	3,750	2,642
65400	Indirect Costs	6,160	5,769	8,160	7,432
	SUBTOTAL FIXED CHARGES	7,375	10,322	13,698	11,334
	TOTAL EXPENDITURES	151,535	125,755	190,015	162,483
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.00		0.05	
0350	Economic Development Specialist III	0.20		0.00	
0150	Senior Management Analyst	0.10		0.10	
7280	Senior Accounting Assistant	0.20		0.15	
7321	Community Dev. Commission Secretary	0.02		0.05	
7330	Senior Office Assistant	0.15		0.10	
	TOTAL	0.67	0.00	0.45	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	91,359	182,345	182,310
61030	Salaries Participant	6,222	44,225	0	0
61040	Salaries Overtime	0	40	0	0
61100	Retirement-Employer Contribution	0	18,504	41,970	47,315
61110	Part-Time Retirement	233	1,658	0	0
61120	Medicare Insurance	90	1,948	2,645	2,645
61130	Health Insurance	0	22,743	46,910	38,730
61180	Worker Compensation Insurance	112	6,831	1,745	3,425
	SUBTOTAL PERSONNEL	<u>6,657</u>	<u>187,308</u>	<u>275,615</u>	<u>274,425</u>
62010	Communications	0	591	0	0
62402	User Fee	0	0	13,000	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>591</u>	<u>13,000</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	0	156	606	581
	SUBTOTAL COMMODITIES	<u>0</u>	<u>156</u>	<u>606</u>	<u>581</u>
65040	Computer Service Charge	0	289	1,123	1,077
65050	IS Strategic Plan	0	1,300	5,053	4,845
65100	Insurance Charges	0	2,080	12,950	12,419
65400	Indirect Costs	0	6,648	12,945	14,095
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>10,317</u>	<u>32,071</u>	<u>32,436</u>
69137	On the Job Training	12,739	4,675	0	0
69138	Payment-Training Portion	155,525	74,617	253,140	242,495
69143	Transportation Pass for Participants	19,206	11,751	15,000	20,000
69144	Client Support Services	620	381	1,000	1,000
69145	Client Assessment	15,728	175	503	0
	SUBTOTAL MISCELLANEOUS	<u>203,818</u>	<u>91,599</u>	<u>269,643</u>	<u>263,495</u>
	TOTAL EXPENDITURES	<u><u>210,475</u></u>	<u><u>289,970</u></u>	<u><u>590,935</u></u>	<u><u>570,937</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
8372	Workforce Specialist II	2.40		2.35	
	TOTAL	<u>2.40</u>	<u>0.00</u>	<u>2.35</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	2,052	100,179	68,980	96,460
61100	Retirement-Employer Contribution	342	19,958	15,880	25,035
61120	Medicare Insurance	29	1,452	1,000	1,400
61130	Health Insurance	385	20,409	16,065	18,950
61170	Retiree Health Benefits	0	13	0	0
61180	Worker Compensation Insurance	20	970	660	1,810
	SUBTOTAL PERSONNEL	2,828	142,981	102,585	143,655
62010	Communications	0	416	0	0
62402	User Fee	0	0	13,000	0
	SUBTOTAL CONTRACTUAL	0	416	13,000	0
63001	Miscellaneous Operating Expenses	0	179	479	309
	SUBTOTAL COMMODITIES	0	179	479	309
65040	Computer Service Charge	0	332	889	573
65050	IS Strategic Plan	0	1,495	4,000	2,577
65100	Insurance Charges	0	2,392	10,252	6,606
65400	Indirect Costs	126	7,184	4,900	7,455
	SUBTOTAL FIXED CHARGES	126	11,404	20,041	17,211
69138	Payment-Training Portion	188,497	129,545	190,955	140,145
69143	Transportation Pass for Participants	12,657	7,179	10,000	10,000
69144	Client Support Services	285	200	500	1,000
69145	Client Assessment	12,272	450	500	0
	SUBTOTAL MISCELLANEOUS	213,711	137,373	201,955	151,145
	TOTAL EXPENDITURES	216,665	292,353	338,060	312,320
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
8372	Workforce Specialist II	1.90		1.25	
	TOTAL	1.90	0.00	1.25	0.00

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	158,527	171,995	192,415	194,375
61020	Salaries Part-Time	41,625	15,515	0	1,580
61040	Salaries Overtime	0	319	0	0
61100	Retirement-Employer Contribution	33,374	37,958	44,290	50,445
61110	Part-Time Retirement	530	123	0	60
61120	Medicare Insurance	2,888	2,687	2,790	2,840
61130	Health Insurance	31,465	29,903	27,265	28,700
61170	Retiree Health Benefits	1,824	2,534	0	0
61180	Worker Compensation Insurance	2,223	1,870	1,840	3,680
	SUBTOTAL PERSONNEL	272,455	262,903	268,600	281,680
62010	Communications	2,160	2,593	2,000	1,645
62120	Training, Transportation, Meeting	660	0	500	1,200
62300	Contract Services-Professional	230	536	105	0
62402	User Fee	19,243	16,063	14,000	17,000
	SUBTOTAL CONTRACTUAL	22,293	19,191	16,605	19,845
63001	Miscellaneous Operating Expenses	1,668	1,076	1,809	2,040
63300	Gas & Diesel	269	168	300	100
	SUBTOTAL COMMODITIES	1,937	1,244	2,109	2,140
65010	Rental City Equipment	1,386	1,386	1,425	0
65012	Accident Repair & Replacement	0	48	45	0
65040	Computer Service Charge	130	889	983	999
65050	IS Strategic Plan	4,235	3,997	4,421	4,495
65100	Insurance Charges	8,240	6,396	11,332	11,521
65400	Indirect Costs	12,290	13,621	13,660	16,195
	SUBTOTAL FIXED CHARGES	26,281	26,337	31,866	33,210
69143	Transportation Pass for Participants	76	0	500	0
	SUBTOTAL MISCELLANEOUS	76	0	500	0
	TOTAL EXPENDITURES	323,041	309,676	319,680	336,875

Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.00		0.03	
8374	Workforce Specialist IV	1.00		1.00	
8372	Workforce Specialist II	1.00		1.00	
7330	Senior Office Assistant	0.10		0.10	
	TOTAL	2.10	0.00	2.13	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	83,131	183,017	143,980	247,745
61040	Salaries Overtime	0	230	0	0
61100	Retirement-Employer Contribution	13,809	36,560	33,140	64,295
61120	Medicare Insurance	1,181	2,627	2,090	3,590
61130	Health Insurance	22,341	44,497	38,225	59,870
61170	Retiree Health Benefits	1,387	1,169	0	0
61180	Worker Compensation Insurance	804	1,759	1,380	4,650
	SUBTOTAL PERSONNEL	<u>122,654</u>	<u>269,858</u>	<u>218,815</u>	<u>380,150</u>
62010	Communications	577	641	800	960
62120	Training, Transportation, Meeting	8	0	0	0
62140	Membership, Subscription & Dues	8,612	6,250	0	0
62300	Contract Services-Professional	0	0	1,855	0
62302	Contracted Vendor Personnel Services	0	0	500	1,000
62402	User Fee	7,880	8,414	7,000	9,500
	SUBTOTAL CONTRACTUAL	<u>17,078</u>	<u>15,305</u>	<u>10,155</u>	<u>11,460</u>
63001	Miscellaneous Operating Expenses	2,130	3,692	2,409	12,007
63300	Gas & Diesel	269	168	300	100
	SUBTOTAL COMMODITIES	<u>2,399</u>	<u>3,859</u>	<u>2,709</u>	<u>12,107</u>
65010	Rental City Equipment	1,386	1,386	1,430	0
65012	Accident Repair & Replacement	0	48	46	0
65040	Computer Service Charge	55	959	833	1,421
65050	IS Strategic Plan	2,110	4,313	3,747	6,392
65100	Insurance Charges	3,490	6,900	9,605	16,383
65400	Indirect Costs	5,104	13,321	10,225	20,678
	SUBTOTAL FIXED CHARGES	<u>12,145</u>	<u>26,927</u>	<u>25,886</u>	<u>44,874</u>
	TOTAL EXPENDITURES	<u>154,276</u>	<u>315,950</u>	<u>257,565</u>	<u>448,591</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.00		0.20	
8372	Workforce Specialist II	1.88		2.70	
7330	Senior Office Assistant	0.00		0.20	
	TOTAL	<u>1.88</u>	<u>0.00</u>	<u>3.10</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-SSA WtW		12418737			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	166,001	171,955	181,394	174,456
61030	Salaries Participant	147,428	173,228	200,640	206,640
61040	Salaries Overtime	72	144	0	0
61100	Retirement-Employer Contribution	27,278	33,527	40,655	45,450
61110	Part-Time Retirement	5,529	6,496	7,560	7,750
61120	Medicare Insurance	4,546	5,002	5,740	5,540
61130	Health Insurance	37,129	37,551	38,990	45,023
61170	Retiree Health Benefits	1,167	2,113	0	0
61180	Worker Compensation Insurance	7,601	24,887	3,911	35,776
	SUBTOTAL PERSONNEL	396,750	454,903	478,890	520,635
62010	Communications	1,206	1,047	1,220	1,200
62300	Contract Services-Professional	0	0	0	60
62402	User Fee	15,380	11,983	15,690	9,500
	SUBTOTAL CONTRACTUAL	16,587	13,031	16,910	10,760
63001	Miscellaneous Operating Expenses	1,305	1,025	1,885	1,372
63300	Gas & Diesel	0	0	0	150
	SUBTOTAL COMMODITIES	1,305	1,025	1,885	1,522
65040	Computer Service Charge	100	695	969	977
65050	IS Strategic Plan	3,935	3,130	4,358	4,392
65100	Insurance Charges	6,510	5,005	11,170	11,257
65400	Indirect Costs	10,191	12,475	10,818	14,557
	SUBTOTAL FIXED CHARGES	20,736	21,305	27,315	31,183
69011	Reserve Appropriation	0	0	0	1,600,000
69138	Payment-Training Portion	353,298	284,185	275,000	235,900
	SUBTOTAL MISCELLANEOUS	353,298	284,185	275,000	1,835,900
	TOTAL EXPENDITURES	788,675	774,450	800,000	2,400,000

Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.15		0.07	
8372	Workforce Specialist II	2.00		2.00	
0150	Senior Management Analyst	0.04		0.02	
7280	Senior Accounting Assistant	0.03		0.04	
	TOTAL	2.22	0.00	2.13	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-OC Slingshot		12418750			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	0	75,565
61100	Retirement-Employer Contribution	0	0	0	19,610
61120	Medicare Insurance	0	0	0	1,095
61130	Health Insurance	0	0	0	11,965
61180	Worker Compensation Insurance	0	0	0	1,420
	SUBTOTAL PERSONNEL	0	0	0	109,655
62120	Training & Transportation	0	0	0	15,000
62300	Contract Services-Professional	0	0	0	201,740
62402	User Fee	0	0	0	556
	SUBTOTAL CONTRACTUAL	0	0	0	217,296
63001	Miscellaneous Operating Expenses	0	0	0	2,546
63300	Gas & Diesel	0	0	0	100
	SUBTOTAL COMMODITIES	0	0	0	2,646
65040	Computer Service Charge	0	0	0	252
65050	IS Strategic Plan	0	0	0	1,134
65100	Insurance Charges	0	0	0	2,907
65400	Indirect Costs	0	0	0	6,110
	SUBTOTAL FIXED CHARGES	0	0	0	10,403
	TOTAL EXPENDITURES	0	0	0	340,000
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.00		0.55	
	TOTAL	0.00	0.00	0.55	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-H1B		13218744			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	124,066	155,857	48,235	0
61020	Salaries Part-Time	213	0	0	0
61030	Salaries Participant	391,101	262,705	0	0
61040	Salaries Overtime	112	28	0	0
61100	Retirement-Employer Contribution	20,652	30,527	11,105	0
61110	Part-Time Retirement	14,667	9,852	0	0
61120	Medicare Insurance	7,458	6,082	700	0
61130	Health Insurance	24,352	31,285	10,420	0
61170	Retiree Health Benefits	1,723	2,905	0	0
61180	Worker Compensation Insurance	14,455	36,197	460	0
	SUBTOTAL PERSONNEL	598,798	535,438	70,920	0
62010	Communications	511	559	600	0
62302	Contracted Vendor Personnel Services	1,832	163	10,000	0
62402	User Fee	12,358	14,520	2,310	0
	SUBTOTAL CONTRACTUAL	14,701	15,242	12,910	0
63001	Miscellaneous Operating Expenses	1,013	1,247	573	0
	SUBTOTAL COMMODITIES	1,013	1,247	573	0
65040	Computer Service Charge	70	815	197	0
65050	IS Strategic Plan	2,755	3,665	884	0
65100	Insurance Charges	4,550	5,864	2,266	0
65400	Indirect Costs	7,638	11,290	3,425	0
	SUBTOTAL FIXED CHARGES	15,013	21,635	6,772	0
69135	Payment to Subagent	588,108	520,134	0	0
69137	On the Job Training	4,636	0	0	0
	SUBTOTAL MISCELLANEOUS	592,744	520,134	0	0
	TOTAL EXPENDITURES	1,222,269	1,093,696	91,175	0
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.05		0.00	
8372	Workforce Specialist II	0.42		0.00	
	TOTAL	0.47	0.00	0.00	0.00

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

HOUSING DIVISION

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
Successor Housing Agency				
60718810 Successor Housing Agency	266,915	374,401	177,735	365,000
60718830 Successor Housing Agency Capital Projects	683,365	2,012,435	5,135,561	13,832,760
SUBTOTAL	950,279	2,386,837	5,313,296	14,197,760
Federal/State Grants				
13018780 HOME	178,987	596,848	1,369,061	1,236,500
13318780 Housing Authority - Issuer Fee	11,165	25,371	269,300	240,670
13518780 Community Development Block Grant	723,357	913,950	1,057,252	1,048,535
13518781 CDBG-Neighborhood Improvement	179,980	35,573	0	0
13518782 CDBG-Housing Development and Rehab.	393,769	377,083	1,000,000	1,000,000
13518783 CDBG Projects*	2,452,899	7,534,623	3,229,011	3,294,140
13518785 Emergency Solutions Grant	436,135	532,290	489,202	474,526
13618760 Housing Authority - HAP	26,088,129	26,449,824	26,781,270	25,728,256
13718760 Housing Authority - Mainstream	1,892,399	1,808,432	2,160,000	1,840,544
14018760 Housing Authority - Administration	2,726,740	2,992,920	3,564,765	3,710,130
14218760 Neighborhood Stabilization Program I	5,166	7,410	70,000	10,000
14218761 Neighborhood Stabilization Program II	297,326	1,007,937	125,000	10,000
14218762 Neighborhood Stabilization Program III	166,959	1,236	40,000	0
40518760 HOPWA Tenant Based Assistance	566,364	0	0	0
40518761 HOPWA	1,715,350	11,503	2,700	2,700
SUBTOTAL	37,834,727	42,294,999	40,157,561	38,596,001
City Program				
41718820 Inclusionary Housing	0	43,280	10,935,015	11,264,600
SUBTOTAL	0	43,280	10,935,015	11,264,600
TOTAL	38,785,006	44,725,115	56,405,872	64,058,361
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000 Personnel	3,684,128	3,981,872	4,691,432	4,378,718
62000 Contractual	803,875	465,700	794,623	808,837
63000 Commodities	154,056	90,978	101,578	94,053
65000 Fixed Charges	713,272	1,059,849	835,221	706,910
66000 Capital	788,658	5,915,612	2,045,128	308,461
69000 Miscellaneous	32,641,017	33,211,105	47,937,890	57,761,382
TOTAL	38,785,006	44,725,115	56,405,872	64,058,361

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

HOUSING DIVISION

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.40		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	0.20		0.13	
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 *	1.00		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	0.45		0.30	
7321	Community Dev. Commission Secretary	0.36		0.35	
7330	Senior Office Assistant	3.00		4.00	
1640	Senior Receptionist	1.00		0.00	
8372	Workforce Specialist II	1.00		1.00	
	TOTAL	<u>23.41</u>	<u>1.00</u>	<u>23.18</u>	<u>1.00</u>
	† <i>Part-Time Civil Service position</i>				

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 15-16 & FY 16-17				
<ul style="list-style-type: none"> * Completed the development of two affordable single family homes and sale to qualified homebuyers (Habitat for Humanity). * Completed the sale of 542 E. Central Ave. property and proceeds from the sale will go towards affordable housing development. * Completed the sale of Myrtle/Raitt and 6th Street properties to the City of Santa Ana for the development of future parks. Proceeds of the sale will go towards affordable housing development within the City. * Monitored loan portfolio for compliance; performed 200 physical inspections, visited 6 leasing offices to examine tenant and project files for compliance, and re-certified loans. * Assisted in the preparation of the annual Recognized Obligation Payment Schedule. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Facilitate the development of five affordable single family homes (Habitat for Humanity). * Issue a Request for Proposals for the development of Housing Successor Agency-owned parcels. * Initiate development on the remaining five Agency-held parcels before February 2018. * Continue to monitor loan portfolio for program compliance. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Efficiency				
# of loan portfolios monitored	200	227	200	200
# of physical inspections	179	200	180	180

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Compliance) - Housing Authority		60718810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	145,052	114,777	48,810	115,180
61040	Salaries Overtime	187	237	0	5,000
61100	Retirement-Employer Contribution	18,119	25,321	12,965	32,450
61120	Medicare Insurance	1,442	1,617	710	1,670
61130	Health Insurance	18,843	19,052	6,945	21,430
61170	Retiree Health Benefits	1,187	3,341	0	0
61180	Worker Compensation Insurance	1,412	1,605	900	2,865
	SUBTOTAL PERSONNEL	186,242	165,950	70,330	178,595
62000	Utilities	1,394	842	1,200	750
62010	Communications	2,539	2,371	4,000	3,500
62012	Cellular Phone Charges	34	30	900	25
62120	Training, Transportation, Meeting	55	25	2,000	50
62130	Tuition Reimbursement	0	55	500	0
62140	Membership, Subscription & Dues	61	9	1,460	2,345
62200	Advertising	971	3,861	0	4,000
62251	Other Agency Services	2,212	2,254	3,500	2,500
62300	Contract Services-Professional	27,653	45,603	59,985	123,045
62302	Contracted Vendor Personnel Services	0	134	20,000	22,500
62600	Parking Validation	0	10	0	0
62700	Auto Expense	0	50	0	0
	SUBTOTAL CONTRACTUAL	34,920	55,243	93,545	158,715
63001	Miscellaneous Operating Expenses	2,417	1,893	4,940	4,641
63300	Gas & Diesel	160	593	0	750
	SUBTOTAL COMMODITIES	2,577	2,486	4,940	5,391
65000	Building Rental	6,730	6,131	2,268	5,160
65010	Rental City Equipment	2,772	5,148	0	571
65012	Accident Repair & Replacement	0	192	0	19
65040	Computer Service Charge	70	566	187	426
65050	IS Strategic Plan	2,425	2,547	842	1,918
65100	Insurance Charges	4,000	4,075	2,158	4,915
65400	Indirect Costs	26,262	8,360	3,465	9,290
	SUBTOTAL FIXED CHARGES	42,259	27,020	8,920	22,299
66220	Improvements Other Than Building	916	0	0	0
	SUBTOTAL CAPITAL	916	0	0	0
69157	Bad Debt Expense - Loans	0	123,701	0	0
	SUBTOTAL MISCELLANEOUS	0	123,701	0	0
	TOTAL EXPENDITURES	266,915	374,401	177,735	365,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Compliance) - Housing Authority		60718810			
Class Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.05		0.15	
2460	Housing Division Manager	0.10		0.10	
1840	Housing Programs Analyst	0.10		0.20	
2700	Senior Residential Construction Specialist	0.10		0.20	
7000	Loan Specialist	0.00		0.20	
0150	Senior Management Analyst	0.05		0.03	
7280	Senior Accounting Assistant	0.00		0.05	
7330	Senior Office Assistant	0.00		0.20	
	TOTAL	<u>0.40</u>	<u>0.00</u>	<u>1.13</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Capital Projects) - Housing Authority		60718830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	294	0	0	0
61100	Retirement-Employer Contribution	52	0	0	0
61120	Medicare Insurance	4	0	0	0
61130	Health Insurance	40	0	0	0
61170	Retiree Health Benefits	569	515	0	0
61180	Worker Compensation Insurance	8	0	0	0
	SUBTOTAL PERSONNEL	<u>968</u>	<u>515</u>	<u>0</u>	<u>0</u>
62300	Contract Services-Professional	0	3,600	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>3,600</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	57	0	0	0
	SUBTOTAL COMMODITIES	<u>57</u>	<u>0</u>	<u>0</u>	<u>0</u>
65400	Indirect Costs	53	0	0	0
	SUBTOTAL FIXED CHARGES	<u>53</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building	682,287	741,293	546,606	300,300
	SUBTOTAL CAPITAL	<u>682,287</u>	<u>741,293</u>	<u>546,606</u>	<u>300,300</u>
69011	Reserve Appropriation	0	0	4,588,955	13,532,460
69601	Loss on Sale of Land Held for Resale	0	1,267,028	0	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>1,267,028</u>	<u>4,588,955</u>	<u>13,532,460</u>
	TOTAL EXPENDITURES	<u><u>683,365</u></u>	<u><u>2,012,435</u></u>	<u><u>5,135,561</u></u>	<u><u>13,832,760</u></u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		PROGRAM		
Housing Authority		Various		
Statement of Purpose				
<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>				
Accomplishments in FY 15-16 & FY 16-17				
<ul style="list-style-type: none"> * Implemented iPad receptionist system. * Updated the Housing Choice Voucher Administrative Plan. * Transferred landlords to new online Housing Café to successfully upgrade housing software. * Entered into a Housing Assistance Payment (HAP) contract with Andalucia for 8 project-based voucher (PBV) units. * Prepared and submitted all HUD reports in a timely manner which included the Annual Plan and Administrative Plan. * Entered into a HAP contract with the Orchard for 71 PBV vouchers for homeless individuals. * Transitioned to bi-annual housing inspections. * Hired a new Workforce Specialist I for the Housing Plus Program. * Utilized 104.1% of our budget authority from HUD for CY 2016. * Implemented distribution of monthly electronic Landlord Newsletter to all owners. * Implemented distribution of monthly electronic Housing Plus Program (aka Family Self-Sufficiency) newsletter to participants. * Began requiring in any RFP for project-based vouchers that a developer into an agreement with the Santa Ana Work Center. * In August 2016, held an annual Fair Housing Training for all Housing Division employees. * Implemented an Emergency Transfer Plan for victims of domestic violence, dating violence, sexual assault, or stalking. * Implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Regain 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. * Transfer all HCV/PBV applicants to new on-line Housing Café * Achieve over 80% correct for our casework and inspections under our Quality Control Program. * Triple the size of the Family Self-Sufficiency Program (Housing Plus). * Implement Housing First model to reduce homelessness using project-based vouchers. * Prepare and submit all HUD reports in a timely manner which includes the Annual Plan and Administrative Plan. * Provide monthly staff development and training to improve Quality Control Program performance. * Establish a site base PBV waiting list for all PBV projects. * Enter into a Memorandum of Agreement with OCHA/AHA for mobility program. * Continue to use HUD's 2 year forecasting tool to monitor and optimize utilization. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Efficiency				
Pass rate for annual inspections	100%	100%	95%	100%
# of units under lease	2,615	2,605	2,650	2,615
Effectiveness				
Fund utilization rate	98%	102%	100%	100%
Lease-up rate	97%	97%	98%	98%

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Voucher Administration		14018760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	961,104	1,024,482	1,264,840	1,236,005
61020	Salaries Part-Time	80,991	71,979	100,990	113,890
61040	Salaries Overtime	68,918	64,017	60,000	31,165
61100	Retirement-Employer Contribution	154,105	208,099	310,465	363,875
61110	Part-Time Retirement	1,143	1,156	2,080	1,125
61120	Medicare Insurance	14,847	15,930	19,805	19,575
61130	Health Insurance	181,399	200,791	275,790	301,105
61170	Retiree Health Benefits	15,626	15,754	0	0
61180	Worker Compensation Insurance	10,141	11,119	14,320	26,575
	SUBTOTAL PERSONNEL	1,488,273	1,613,326	2,048,290	2,093,315
62010	Communications	13,256	13,228	14,000	17,000
62012	Cellular Phone Charges	669	861	1,000	900
62120	Training, Transportation, Meeting	3,967	1,442	15,100	11,100
62130	Tuition Reimbursement	2,000	0	0	0
62140	Membership, Subscription & Dues	2,727	13,874	15,530	6,700
62200	Advertising	6,878	10,357	8,300	16,500
62300	Contract Services-Professional	107,621	104,765	103,935	143,695
62302	Contracted Vendor Personnel Services	2,448	946	51,100	51,250
62322	M&R Machinery & Equipment	2,550	2,805	2,850	2,805
62400	Auditor Fee	29,329	26,978	30,000	27,750
62600	Parking Validation	206	86	300	1,000
62700	Auto Expense	300	320	500	500
	SUBTOTAL CONTRACTUAL	171,951	175,661	242,615	279,200
63001	Miscellaneous Operating Expenses	80,678	81,678	72,040	75,838
63300	Gas & Diesel	1,745	1,032	2,000	1,250
	SUBTOTAL COMMODITIES	82,423	82,710	74,040	77,088
65000	Building Rental	66,650	58,465	77,725	77,725
65010	Rental City Equipment	7,788	7,788	8,022	7,956
65012	Accident Repair & Replacement	0	280	273	288
65040	Computer Service Charge	625	5,400	7,959	7,404
65050	IS Strategic Plan	23,945	24,289	35,789	33,298
65100	Insurance Charges	39,585	38,862	91,732	85,346
65400	Indirect Costs	169,656	206,213	278,320	244,760
	SUBTOTAL FIXED CHARGES	308,249	341,297	499,820	456,777
69131	Mobility - Inspection Fee Paid	0	0	0	7,500
69132	Mobility - Inspection Fee Received	0	0	0	(3,750)
69133	Ports Out-Administrative Pay	675,845	735,088	700,000	800,000
69134	Portprop in Received HAP/ADM	0	0	0	(250,000)
69167	Portprop Disbursement	0	44,839	0	250,000
	SUBTOTAL MISCELLANEOUS	675,845	779,927	700,000	803,750
	TOTAL EXPENDITURES	2,726,740	2,992,920	3,564,765	3,710,130

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Voucher Administration		14018760			
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.05		0.05	
2460	Housing Division Manager	0.40		0.40	
2720	Housing Authority Operations Supervisor	1.00		1.00	
1840	Housing Programs Analyst	0.10		0.00	
7584	Senior Community Development Analyst	0.00	0.00	0.00	0.25
0150	Senior Management Analyst	0.05		0.05	
1860	Senior Housing Specialist	2.00		2.00	
1900	Housing Specialist II	6.00		6.00	
7280	Senior Accounting Assistant	0.20		0.15	
7321	Community Dev. Commission Secretary	0.10		0.10	
7330	Senior Office Assistant	2.10		3.15	
1640	Senior Receptionist	1.00		0.00	
1885	Housing Authority Analyst	1.00		1.00	
8372	Workforce Specialist II	1.00		1.00	
	TOTAL	<u>15.00</u>	<u>0.00</u>	<u>14.90</u>	<u>0.25</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Section 8		13618760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
69158	Housing Assistance Payments	16,292,228	16,017,947	16,487,895	16,319,200
69159	HAP-FSS Escrow	112,014	178,857	115,000	250,000
69162	Port Out HAP	9,670,100	10,253,020	10,163,375	9,159,056
69167	Port Prop Disbursement	13,787	0	15,000	0
	SUBTOTAL MISCELLANEOUS	<u>26,088,129</u>	<u>26,449,824</u>	<u>26,781,270</u>	<u>25,728,256</u>
	TOTAL EXPENDITURES	<u>26,088,129</u>	<u>26,449,824</u>	<u>26,781,270</u>	<u>25,728,256</u>

HOUSING		ACCOUNTING UNIT			
Housing Authority - Non-Elderly Disabled (NED)		13718760			
Job Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
69158	Housing Assistance Payments	1,463,099	1,341,612	1,663,200	1,417,157
69162	Port Out HAP	429,300	466,820	496,800	423,387
	SUBTOTAL MISCELLANEOUS	<u>1,892,399</u>	<u>1,808,432</u>	<u>2,160,000</u>	<u>1,840,544</u>
	TOTAL EXPENDITURES	<u>1,892,399</u>	<u>1,808,432</u>	<u>2,160,000</u>	<u>1,840,544</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - HOPWA Tenant Based Assistance		40518760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	15,816	0	0	0
61100	Retirement-Employer Contribution	2,645	0	0	0
61120	Medicare Insurance	250	0	0	0
61130	Health Insurance	2,763	0	0	0
61170	Retiree Health Benefits	236	0	0	0
61180	Worker Compensation Insurance	159	0	0	0
	SUBTOTAL PERSONNEL	<u>21,869</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	25	0	0	0
	SUBTOTAL COMMODITIES	<u>25</u>	<u>0</u>	<u>0</u>	<u>0</u>
65000	Building Rental	1,175	0	0	0
65040	Computer Service Charge	10	0	0	0
65050	IS Strategic Plan	420	0	0	0
65100	Insurance Charges	695	0	0	0
65400	Indirect Costs	845	0	0	0
	SUBTOTAL FIXED CHARGES	<u>3,145</u>	<u>0</u>	<u>0</u>	<u>0</u>
69136	Payment-Part Support	7,759	0	0	0
69158	Housing Assistance Payments	533,566	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>541,325</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>566,364</u></u>	<u><u>0</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	9,377	286	500	500
61020	Salaries Part-Time	11,741	752	1,000	1,000
61100	Retirement-Employer Contribution	3,766	231	500	500
61120	Medicare Insurance	278	15	150	150
61130	Health Insurance	3,188	134	400	400
61170	Retiree Health Benefits	64	15	0	0
61180	Worker Compensation Insurance	396	11	40	40
	SUBTOTAL PERSONNEL	28,810	1,445	2,590	2,590
62200	Advertising	174	0	0	0
62400	Auditor Fee	0	6,064	0	5
62600	Parking Validation	14	0	0	0
	SUBTOTAL CONTRACTUAL	188	6,064	0	5
63001	Miscellaneous Operating Expenses	605	2	0	0
	SUBTOTAL COMMODITIES	605	2	0	0
65000	Building Rental	515	45	0	0
65040	Computer Service Charge	5	4	0	0
65050	IS Strategic Plan	185	19	0	0
65100	Insurance Charges	305	30	0	0
65400	Indirect Costs	1,126	76	110	105
	SUBTOTAL FIXED CHARGES	2,136	173	110	105
69135	Payment to Subagent	1,683,611	3,819	0	0
	SUBTOTAL MISCELLANEOUS	1,683,611	3,819	0	0
	TOTAL EXPENDITURES	1,715,350	11,503	2,700	2,700

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Issuer Fee		13318780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	6,254	15,117	80,495	137,380
61020	Salaries Part-Time	77	0	31,455	0
61100	Retirement-Employer Contribution	1,526	4,246	26,515	38,210
61120	Medicare Insurance	82	220	1,625	1,990
61130	Health Insurance	606	1,803	16,910	22,885
61170	Retiree Health Benefits	57	139	0	0
61180	Worker Compensation Insurance	78	265	1,080	2,860
	SUBTOTAL PERSONNEL	8,681	21,790	158,080	203,325
62010	Communications	0	0	500	400
62200	Advertising	0	605	0	750
62300	Contract Services-Professional	0	161	65,250	200
62302	Contracted Vendor Personnel Services	0	0	20,000	5,000
	SUBTOTAL CONTRACTUAL	0	766	85,750	6,350
63001	Miscellaneous Operating Expenses	96	123	2,313	646
	SUBTOTAL COMMODITIES	96	123	2,313	646
65000	Building Rental	710	733	6,321	7,767
65010	Rental City Equipment	0	0	0	1,000
65012	Accident Repair & Replacement	0	0	0	34
65040	Computer Service Charge	10	68	522	642
65050	IS Strategic Plan	255	305	2,347	2,887
65100	Insurance Charges	420	487	6,017	7,399
65400	Indirect Costs	994	1,099	7,950	10,620
	SUBTOTAL FIXED CHARGES	2,389	2,692	23,157	30,349
	TOTAL EXPENDITURES	11,165	25,371	269,300	240,670
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2460	Housing Division Manager	0.00		0.10	
7584	Senior Community Development Analyst	0.00	0.37	0.00	0.35
1840	Housing Programs Analyst	0.10		0.20	
2700	Senior Residential Construction Specialist	0.30		0.35	
2710	Residential Construction Specialist	0.20		0.00	
7000	Loan Specialist	0.15		0.20	
7330	Senior Office Assistant	0.15		0.20	
	TOTAL	0.90	0.37	1.05	0.35

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 15-16 & FY 16-17				
<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. * 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. * Implemented an electronic application system for grants management for the CDBG program. * Continued to work effectively on 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. * Coordinated with 16 local cities for the completion of the Analysis to Impediments to Fair Housing Choice. * Participated in the Point In Time County and Survey and the OC Civic Center Homeless Survey. * Participated in county-wide homeless service collaboratives to reduce homelessness. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Prepare and submit all HUD reports in a timely manner including the Annual Plan for the Five Year Consolidated Plan and the CAPER. * Provide oversight of CDBG and ESG projects and subrecipients for compliance. * Provide technical assistance to all subrecipients by holding training workshops. * Streamline project performance reporting systems. * Continue to work effectively on the Orange County ESG Collaborative with the cities of Garden Grove, Anaheim, and the County of Orange. * Coordinate ESG program efforts with the Orange County ESG Collaborative to include unified invoice and monitoring forms and other actions to better serve homeless individuals, families and service providers. * Participate in county-wide homeless service collaboratives to reduce homelessness. * Participate in the OC Civic Center Homeless Survey. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Number of federal grants administered	2	2	2	2
Efficiency				
Projects/programs funded with CDBG	16	28	23	26
Sub-recipients funded with ESG	15	14	15	9
Effectiveness				
Amount of CDBG funds disbursed	\$5,560,186	\$5,815,648	\$5,286,263	\$5,127,675
Amount of ESG funds disbursed	\$390,000	\$450,105	\$489,202	\$474,526

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Administration		13518780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	283,835	389,163	532,340	439,030
61020	Salaries Part-Time	30,521	81,356	0	30,050
61040	Salaries Overtime	7,515	5,230	15,000	5,000
61100	Retirement-Employer Contribution	53,574	96,897	125,130	124,090
61110	Part-Time Retirement	(5)	2	0	0
61120	Medicare Insurance	4,581	6,727	7,645	6,805
61130	Health Insurance	44,975	69,107	94,670	96,180
61170	Retiree Health Benefits	5,167	5,798	0	0
61180	Worker Compensation Insurance	3,341	5,325	7,720	11,335
	SUBTOTAL PERSONNEL	433,503	659,605	782,505	712,490
62010	Communications	1,149	1,802	2,700	3,200
62012	Cellular Phone Charges	0	0	0	200
62120	Training, Transportation, Meeting	469	133	500	1,350
62130	Tuition Reimbursement	0	1,410	1,000	1,500
62140	Membership, Subscription & Dues	716	797	800	850
62200	Advertising	15,544	15,333	16,000	20,000
62300	Contract Services-Professional	76,305	62,216	36,455	97,535
62302	Contracted Vendor Personnel Services	15,775	5,559	21,000	16,000
62400	Auditor Fee	29,671	12,001	20,000	25,000
62600	Parking Validation	616	86	650	500
62700	Auto Expense	320	240	350	500
	SUBTOTAL CONTRACTUAL	140,564	99,577	99,455	166,635
63001	Miscellaneous Operating Expenses	4,197	3,593	5,856	3,976
63300	Gas & Diesel	0	0	1,000	750
	SUBTOTAL COMMODITIES	4,197	3,593	6,856	4,726
65000	Building Rental	19,985	24,634	25,964	26,352
65010	Rental City Equipment	0	0	2,855	2,285
65012	Accident Repair & Replacement	0	0	91	86
65040	Computer Service Charge	190	2,275	2,144	2,178
65050	IS Strategic Plan	7,175	10,233	9,642	9,794
65100	Insurance Charges	11,870	16,373	24,714	25,103
65400	Indirect Costs	16,951	34,641	38,860	36,645
	SUBTOTAL FIXED CHARGES	56,171	88,157	104,270	102,443
69135	Payment to Subagent	59,460	65,964	64,166	62,241
69142	Payment to Other Agencies	29,463	(2,946)	0	0
	SUBTOTAL MISCELLANEOUS	88,923	63,018	64,166	62,241
	TOTAL EXPENDITURES	723,357	913,950	1,057,252	1,048,535

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Administration		13518780			
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.10		0.10	
2460	Housing Division Manager	0.20		0.20	
0150	Senior Management Analyst	0.10		0.05	
1840	Housing Programs Analyst	0.10		0.05	
7585	Community Development Analyst	1.00		1.00	
4335	Neighborhood Improvement Projects Specialist	1.00		1.00	
7280	Senior Accounting Assistant	0.25		0.10	
7321	Community Dev. Commission Secretary	0.23		0.20	
2700	Senior Residential Construction Specialist	0.20		0.15	
2710	Residential Construction Specialist	0.25		0.30	
7000	Loan Specialist	0.20		0.10	
7330	Senior Office Assistant	0.20		0.15	
	TOTAL	<u>3.83</u>	<u>0.00</u>	<u>3.40</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
CDBG - Neighborhood Initiatives Program		13518781			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	78,694	0	0	0
61020	Salaries Part-Time	7,811	0	0	0
61040	Salaries Overtime	1,585	0	0	0
61100	Retirement-Employer Contribution	13,201	0	0	0
61120	Medicare Insurance	1,299	0	0	0
61130	Health Insurance	10,619	0	0	0
61170	Retiree Health Benefits	1,069	0	0	0
61180	Worker Compensation Insurance	2,060	0	0	0
	SUBTOTAL PERSONNEL	116,337	0	0	0
62300	Contract Services-Professional	0	35,573	0	0
	SUBTOTAL CONTRACTUAL	0	35,573	0	0
63001	Miscellaneous Operating Expenses	49,719	0	0	0
	SUBTOTAL COMMODITIES	49,719	0	0	0
65000	Building Rental	4,700	0	0	0
65040	Computer Service Charge	40	0	0	0
65050	IS Strategic Plan	1,690	0	0	0
65100	Insurance Charges	2,790	0	0	0
65400	Indirect Costs	4,704	0	0	0
	SUBTOTAL FIXED CHARGES	13,924	0	0	0
	TOTAL EXPENDITURES	179,980	35,573	0	0

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Projects		13518783			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	388,319	550,946	416,150	456,075
61020	Salaries Part-Time	441,163	305,882	321,350	0
61040	Salaries Overtime	54,834	6,327	55,000	0
61100	Retirement-Employer Contribution	75,218	128,598	96,520	119,070
61110	Part-Time Retirement	15,643	9,918	12,060	0
61120	Medicare Insurance	11,135	11,090	10,710	6,618
61130	Health Insurance	75,685	99,930	107,873	118,020
61170	Retiree Health Benefits	7,981	18,721	0	0
61180	Worker Compensation Insurance	14,204	12,254	18,469	17,940
	SUBTOTAL PERSONNEL	1,084,183	1,143,666	1,038,132	717,723
62120	Training, Transportation, Meeting	10	0	0	0
62300	Contract Services-Professional	18,173	35,591	98,637	47,177
62302	Contracted Vendor Personnel Services	0	0	0	48,500
	SUBTOTAL CONTRACTUAL	18,183	35,591	98,637	95,677
63001	Miscellaneous Operating Expenses	10,309	46	0	0
	SUBTOTAL COMMODITIES	10,309	46	0	0
65000	Building Rental	41,789	0	40,000	0
65010	Rental City Equipment	15,633	0	18,000	0
65100	Insurance Charges	17,010	0	17,000	0
65205	Internal Departments Personnel Charges	129,973	499,459	0	0
65400	Indirect Costs	47,241	62,543	52,698	36,022
	SUBTOTAL FIXED CHARGES	251,646	562,002	127,698	36,022
66100	Land	0	1,753,231	0	0
66200	Building Improvement	3,837	84,940	0	0
66220	Improvements Other Than Building	101,618	3,336,148	1,498,522	8,161
	SUBTOTAL CAPITAL	105,455	5,174,319	1,498,522	8,161
69011	Reserve Appropriation	0	0	0	1,607,406
69135	Payment to Subagent	913,132	567,673	406,022	769,151
69152	Loans & Grants	69,991	51,327	60,000	60,000
	SUBTOTAL MISCELLANEOUS	983,123	619,000	466,022	2,436,557
	TOTAL EXPENDITURES	2,452,899 *	7,534,623 *	3,229,011 *	3,294,140 *

** Amount includes funds provided to other departments for various projects & programs.*

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Emergency Solutions Grant		13518785			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	984	346	0	900
61020	Salaries Part-Time	26,225	20,292	19,000	16,000
61040	Salaries Overtime	11,142	79,421	32,680	0
61100	Retirement-Employer Contribution	4,932	4,411	4,500	4,385
61120	Medicare Insurance	388	289	285	245
61130	Health Insurance	3,719	2,892	3,000	2,535
61170	Retiree Health Benefits	0	141	0	0
61180	Worker Compensation Insurance	291	214	185	315
	SUBTOTAL PERSONNEL	47,681	108,005	59,650	24,380
62010	Communications	0	0	0	50
62300	Contract Services-Professional	12,050	4,816	6,000	6,000
62302	Contracted Vendor Personnel Services	729	430	750	1,000
62400	Auditor Fee	0	146	0	100
62700	Auto Expense	40	0	0	0
	SUBTOTAL CONTRACTUAL	12,819	5,392	6,750	7,150
63001	Miscellaneous Operating Expenses	304	85	460	751
	SUBTOTAL COMMODITIES	304	85	460	751
65000	Building Rental	845	505	482	832
65040	Computer Service Charge	5	40	40	69
65050	IS Strategic Plan	300	185	179	309
65100	Insurance Charges	500	295	459	793
65400	Indirect Costs	2,197	7,274	3,670	1,305
	SUBTOTAL FIXED CHARGES	3,847	8,299	4,830	3,308
69135	Payment to Subagent	371,483	410,508	417,512	438,937
	SUBTOTAL MISCELLANEOUS	371,483	410,508	417,512	438,937
	TOTAL EXPENDITURES	436,135	532,290	489,202	474,526
Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
7584	Senior Community Development Analyst		0.23		0.15
	TOTAL	0.00	0.23	0.00	0.15

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 15-16 & FY 16-17				
<ul style="list-style-type: none"> * Completed 2 homebuyer assistance loans and 1 owner-occupied rehabilitation loan. * Issued a Request for Proposals for affordable rental housing development and a Request for Proposals for 100 Project Based Vouchers for Permanent Supportive Housing. * Awarded 2 proposals to create 63 units of affordable housing and 71 units of permanent supportive 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. * Started construction on 2 affordable housing developments. * Increased efficiency and effectiveness through the implementation of automated compliance inspections. 				
Action Plan for FY 17-18				
<ul style="list-style-type: none"> * Issue a Request for Proposals to provide funds for 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. * Close out 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. 				
PERFORMANCE MEASURES	Actual	Actual	Adopted	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Program applications requested and mailed	274	265	200	200
Developer acquisition / rehabilitation / construction loans funded	2	1	1	2
Rehabilitation and homebuyer assistance loans funded	17	16	10	10
HOME compliance inspections completed	270	227	220	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	95%	100%	90%	90%

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - HOME		13018780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	89,337	76,519	130,165	92,320
61020	Salaries Part-Time	34	0	0	0
61040	Salaries Overtime	719	0	0	1,500
61100	Retirement-Employer Contribution	16,077	16,823	32,560	26,120
61110	Part-Time Retirement	(2)	0	0	0
61120	Medicare Insurance	1,230	1,119	1,885	1,340
61130	Health Insurance	9,672	9,342	23,070	16,005
61170	Retiree Health Benefits	1,181	(928)	0	0
61180	Worker Compensation Insurance	1,221	851	1,620	2,005
	SUBTOTAL PERSONNEL	119,471	103,725	189,300	139,290
62010	Communications	768	430	1,000	2,000
62012	Cellular Phone Charges	0	102	0	100
62120	Training, Transportation, Meeting	603	858	1,750	2,500
62130	Tuition Reimbursement	0	745	500	0
62140	Membership, Subscription & Dues	403	49	50	225
62200	Advertising	1,364	3,317	2,000	4,000
62300	Contract Services-Professional	19,897	22,481	54,071	29,500
62302	Contracted Vendor Personnel Services	620	134	25,000	12,125
62400	Auditor Fee	1,814	0	8,000	1,000
62600	Parking Validation	0	8	0	50
62700	Auto Expense	0	50	0	0
	SUBTOTAL CONTRACTUAL	25,471	28,175	92,371	51,500
63001	Miscellaneous Operating Expenses	2,007	635	7,161	2,671
63300	Gas & Diesel	603	0	1,000	0
	SUBTOTAL COMMODITIES	2,610	635	8,161	2,671
65000	Building Rental	8,230	3,307	8,220	5,548
65010	Rental City Equipment	2,376	0	2,447	877
65012	Accident Repair & Replacement	0	0	91	34
65040	Computer Service Charge	75	305	679	458
65050	IS Strategic Plan	2,955	1,374	3,053	2,062
65100	Insurance Charges	4,885	2,198	7,824	5,285
65400	Indirect Costs	4,742	5,505	9,240	7,250
	SUBTOTAL FIXED CHARGES	23,263	12,689	31,554	21,514
69011	Reserve Appropriation	0	0	0	821,525
69151	Residential Rehab Loans	7,832	71,623	500,000	200,000
69152	Loans & Grants	0	380,000	545,675	0
69154	Loan Set-Up Cost-Housing	341	0	2,000	0
	SUBTOTAL MISCELLANEOUS	8,172	451,623	1,047,675	1,021,525
	TOTAL EXPENDITURES	178,987	596,848	1,369,061	1,236,500

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - HOME		13018780			
Class Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2460	Housing Division Manager	0.15		0.10	
1840	Housing Programs Analyst	0.15		0.15	
2700	Senior Residential Construction Specialist	0.15		0.05	
2710	Residential Construction Specialist	0.40		0.30	
7000	Loan Specialist	0.30		0.20	
7330	Senior Office Assistant	0.30		0.20	
	TOTAL	<u>1.45</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - CDBG		13518782			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	62,699	44,346	65,560	60,375
61020	Salaries Part-Time	170	0	0	0
61040	Salaries Overtime	115	99	0	1,000
61100	Retirement-Employer Contribution	10,087	8,877	16,215	15,670
61110	Part-Time Retirement	6	0	0	0
61120	Medicare Insurance	920	670	950	875
61130	Health Insurance	6,520	5,074	10,715	7,940
61170	Retiree Health Benefits	831	0	0	0
61180	Worker Compensation Insurance	612	446	640	1,135
	SUBTOTAL PERSONNEL	81,960	59,513	94,080	86,995
62300	Contract Services-Professional	0	136	0	500
	SUBTOTAL CONTRACTUAL	0	136	0	500
63001	Miscellaneous Operating Expenses	137	38	150	500
	SUBTOTAL COMMODITIES	137	38	150	500
65400	Indirect Costs	3,665	3,170	4,655	4,745
	SUBTOTAL FIXED CHARGES	3,665	3,170	4,655	4,745
69151	Residential Rehab Loans	308,007	234,225	701,115	707,260
69152	Loans & Grants	0	80,000	200,000	200,000
	SUBTOTAL MISCELLANEOUS	308,007	314,225	901,115	907,260
	TOTAL EXPENDITURES	393,769	377,083	1,000,000	1,000,000

Class Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1840	Housing Programs Analyst	0.15		0.00	
2700	Senior Residential Construction Specialist	0.15		0.05	
2710	Residential Construction Specialist	0.15		0.40	
7000	Loan Specialist	0.15		0.10	
7330	Senior Office Assistant	0.15		0.10	
	TOTAL	0.75	0.00	0.65	0.00

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 1		14218760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	3,561	4,680	7,000	5,500
61100	Retirement-Employer Contribution	643	920	0	1,430
61120	Medicare Insurance	47	60	0	80
61130	Health Insurance	663	701	0	1,190
61170	Retiree Health Benefits	20	43	0	0
61180	Worker Compensation Insurance	41	41	0	115
	SUBTOTAL PERSONNEL	<u>4,976</u>	<u>6,446</u>	<u>7,000</u>	<u>8,315</u>
62300	Contract Services-Professional	0	0	0	760
62400	Auditor Fee	0	58	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>58</u>	<u>0</u>	<u>760</u>
63001	Miscellaneous Operating Expenses	0	13	0	500
	SUBTOTAL COMMODITIES	<u>0</u>	<u>13</u>	<u>0</u>	<u>500</u>
65000	Building Rental	0	261	0	0
65040	Computer Service Charge	0	24	0	0
65050	IS Strategic Plan	0	108	0	0
65100	Insurance Charges	0	173	0	0
65400	Indirect Costs	190	327	495	425
	SUBTOTAL FIXED CHARGES	<u>190</u>	<u>893</u>	<u>495</u>	<u>425</u>
69011	Reserve Appropriation	0	0	62,505	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>62,505</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>5,166</u></u>	<u><u>7,410</u></u>	<u><u>70,000</u></u>	<u><u>10,000</u></u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 2		14218761			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	35,225	51,122	12,500	5,500
61100	Retirement-Employer Contribution	6,740	11,042	0	1,430
61120	Medicare Insurance	485	726	0	80
61130	Health Insurance	4,999	7,353	0	1,190
61170	Retiree Health Benefits	392	561	0	0
61180	Worker Compensation Insurance	886	512	0	115
	SUBTOTAL PERSONNEL	48,727	71,316	12,500	8,315
62140	Membership, Subscription & Dues	12	6	0	0
62200	Advertising	6,327	2,166	0	0
62300	Contract Services-Professional	224,170	3,505	0	760
62302	Contracted Vendor Personnel Services	3,981	0	0	0
62400	Auditor Fee	11,258	99	0	0
	SUBTOTAL CONTRACTUAL	245,749	5,776	0	760
63001	Miscellaneous Operating Expenses	969	595	0	500
	SUBTOTAL COMMODITIES	969	595	0	500
65000	Building Rental	0	3,020	0	0
65040	Computer Service Charge	0	279	0	0
65050	IS Strategic Plan	0	1,255	0	0
65100	Insurance Charges	0	2,008	0	0
65400	Indirect Costs	1,881	3,687	885	425
	SUBTOTAL FIXED CHARGES	1,881	10,250	885	425
69011	Reserve Appropriation	0	0	111,615	0
69152	Loans & Grants	0	920,000	0	0
	SUBTOTAL MISCELLANEOUS	0	920,000	111,615	0
	TOTAL EXPENDITURES	297,326	1,007,937	125,000	10,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 3		14218762			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	8,384	761	4,000	0
61040	Salaries Overtime	97	0	0	0
61100	Retirement-Employer Contribution	1,547	104	0	0
61120	Medicare Insurance	102	9	0	0
61130	Health Insurance	1,348	117	0	0
61170	Retiree Health Benefits	572	17	0	0
61180	Worker Compensation Insurance	399	6	0	0
	SUBTOTAL PERSONNEL	<u>12,449</u>	<u>1,014</u>	<u>4,000</u>	<u>0</u>
62120	Training, Transportation, Meeting	38	0	0	0
62300	Contract Services-Professional	153,993	60	0	0
	SUBTOTAL CONTRACTUAL	<u>154,031</u>	<u>60</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	27	2	0	0
	SUBTOTAL COMMODITIES	<u>27</u>	<u>2</u>	<u>0</u>	<u>0</u>
65000	Building Rental	0	50	0	0
65040	Computer Service Charge	0	5	0	0
65050	IS Strategic Plan	0	21	0	0
65100	Insurance Charges	0	33	0	0
65400	Indirect Costs	453	51	285	0
	SUBTOTAL FIXED CHARGES	<u>453</u>	<u>159</u>	<u>285</u>	<u>0</u>
69011	Reserve Appropriation	0	0	35,715	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>35,715</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>166,959</u></u>	<u><u>1,236</u></u>	<u><u>40,000</u></u>	<u><u>0</u></u>

COMMUNITY DEVELOPMENT AGENCY

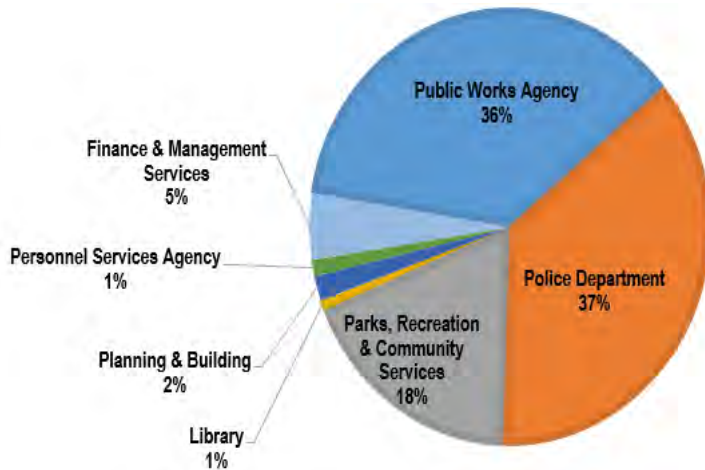
HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - Inclusionary Housing Fund		41718820			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	17,988	122,090	136,460
61020	Salaries Part-Time	0	0	34,005	0
61100	Retirement-Employer Contribution	0	4,461	39,785	39,545
61120	Medicare Insurance	0	263	2,265	1,980
61130	Health Insurance	0	2,634	24,225	22,245
61180	Worker Compensation Insurance	0	209	2,605	3,155
	SUBTOTAL PERSONNEL	0	25,556	224,975	203,385
62010	Communications	0	0	0	400
62012	Cellular Phone Charges	0	60	0	60
62120	Training, Transportation, Meeting	0	0	0	25
62130	Tuition Reimbursement	0	0	500	0
62140	Membership, Subscription & Dues	0	2	0	0
62200	Advertising	0	0	0	1,000
62300	Contract Services-Professional	0	13,966	50,000	30,100
62302	Contracted Vendor Personnel Services	0	0	25,000	10,000
	SUBTOTAL CONTRACTUAL	0	14,028	75,500	41,585
63001	Miscellaneous Operating Expenses	0	648	4,658	1,280
	SUBTOTAL COMMODITIES	0	648	4,658	1,280
65000	Building Rental	0	801	7,256	7,212
65010	Rental City Equipment	0	0	0	571
65012	Accident Repair & Replacement	0	0	0	19
65040	Computer Service Charge	0	74	599	596
65050	IS Strategic Plan	0	333	2,695	2,680
65100	Insurance Charges	0	532	6,907	6,870
65400	Indirect Costs	0	1,308	11,085	10,550
	SUBTOTAL FIXED CHARGES	0	3,048	28,542	28,498
69011	Reserve Appropriation	0	0	10,601,340	10,989,852
	SUBTOTAL MISCELLANEOUS	0	0	10,601,340	10,989,852
	TOTAL EXPENDITURES	0	43,280	10,935,015	11,264,600

Job Code	AUTHORIZED PERSONNEL	ADOPTED 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.20		0.10	
2460	Housing Division Manager	0.15		0.10	
7584	Senior Community Development Analyst	0.00	0.40	0.00	0.25
1840	Housing Programs Analyst	0.30		0.40	
2700	Senior Residential Construction Specialist	0.10		0.20	
7000	Loan Specialist	0.20		0.20	
7321	Community Dev. Commission Secretary	0.03		0.05	
7330	Senior Office Assistant	0.10		0.00	
	TOTAL	1.08	0.40	1.05	0.25

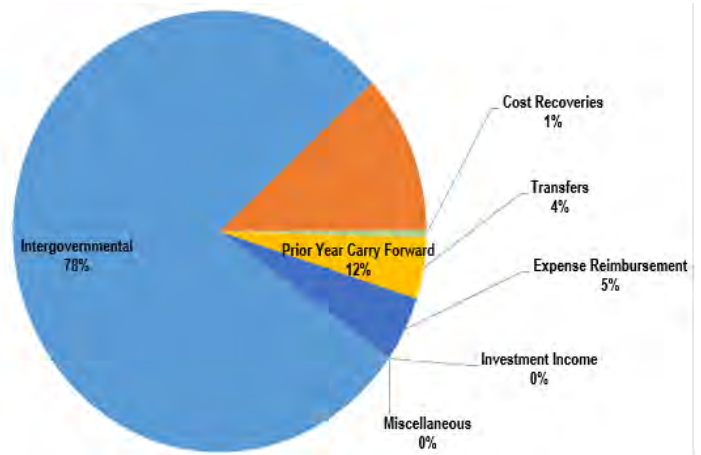
SPECIAL REVENUE FUND DEFINITION

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 2017-18
SPECIAL REVENUE FUND
APPROPRIATIONS BY AGENCY**



**FY 2017-18
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 36.4 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 16.52 full time positions, which is an equivalent of 1.4 percent of the total personnel budget.

SPECIAL REVENUE FUND SUMMARY

The Special Revenue Summary table illustrates 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. The table 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.

◆ 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 prevent, 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 three COPS Hiring Grants received from the Federal Department of Justice in 2014, 2015, and 2016, which amount to \$3.75 million over a three-year period. The fund will be used to hire 10 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 2017-18 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.

SPECIAL REVENUE FUND SUMMARY

DEPARTMENT/ AGENCY	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Adopted FY 17-18	FY 16-17 Positions	FY 17-18 Positions	% of FY 17/18 Total	Increase (Decrease) Over Prior Year 16-17 to 17-18	
								in \$	in %
REVENUES									
20 OTS Traffic Offender Program	40,310	30,949	119,205	38,386			0.1%	(80,819)	-67.8%
23 Inmate Welfare Fund	315,899	294,433	379,745	397,566			1.5%	17,821	4.7%
24 Police Special Revenue Fund	1,066,373	1,290,678	1,061,080	1,263,438			4.8%	202,358	19.1%
26-Var Criminal Activities Fund	3,048,233	1,697,692	450,885	499,245			1.9%	48,360	10.7%
29 Special Gas Tax Fund	9,152,321	7,277,273	6,830,745	9,529,725			36.4%	2,698,980	39.5%
31-Var Air Quality Improvement Fund	525,175	320,544	1,838,550	2,073,825			7.9%	235,275	12.8%
74-Var Civic Center	3,075,082	4,267,524	5,683,530	6,695,405			25.6%	1,011,875	17.8%
125-Var Urban Area Security Initiative Grant	2,668,233	2,492,134	4,097,444	1,756,797			6.7%	(2,340,647)	-57.1%
127 COPS Hiring Grant	400	1,290,819	983,770	1,372,020			5.2%	388,250	39.5%
128 Law Enforcement Grants	1,553,284	1,170,791	991,060	998,929			3.8%	7,869	0.8%
152-Public Library Grant	197,449	100,000	45,000	17,000			0.1%	(28,000)	-62.2%
153 Library Grants	10,000	470,841	353,265	165,000			0.6%	(188,265)	-53.3%
166-167 Equitable Sharing	0	0	5,719,600	1,169,893			4.5%	(4,549,707)	-79.5%
169 FACT Program	265,589	285,730	191,415	192,600			0.7%	1,185	0.6%
Revenue Grand Total	21,918,348	20,989,409	28,745,294	26,169,829			100.0%	(2,575,465)	-9.0%
EXPENDITURES BY DEPARTMENT									
Public Works Agency									
29-013 Special Gas Tax Fund	11,636,432	12,960,751	6,830,745	9,529,725	1.77	1.77	36.4%	2,698,980	39.5%
Public Works Total	11,636,432	12,960,751	6,830,745	9,529,725	1.77	1.77	36.4%	2,698,980	39.5%
Police Department									
02014405 OTS Traffic Offender Program	132,390	107,805	119,205	38,386	1.00	0.00	0.1%	(80,819)	-67.8%
02314475 Inmate Welfare Fund	348,774	203,553	379,745	397,566	0.00	0.00	1.5%	17,821	4.7%
02414-Var Police Special Revenue Fund	1,314,637	1,164,559	1,061,080	1,263,438	0.00	0.00	4.8%	202,358	19.1%
02614-Var Criminal Activities Fund	1,486,265	5,917,074	450,885	499,245	0.00	0.00	1.9%	48,360	10.7%
07414400 Civic Center Security	1,030,394	1,487,400	1,531,605	2,086,000	7.00	7.00	8.0%	554,395	36.2%
12514-Var Urban Area Security Initiative Grant	2,868,719	1,644,278	4,097,444	1,756,797	2.00	2.00	6.7%	(2,340,647)	-57.1%
12714-Var COPS Hiring Grant	119,465	1,172,306	983,770	1,372,020	0.00	0.00	5.2%	388,250	39.5%
12814-Var Law Enforcement Grants	1,413,856	967,876	991,060	998,929	0.00	0.00	3.8%	7,869	0.8%
16614450 Equitable Sharing Department of Justice	0	4,137	3,499,455	1,094,602	1.00	1.00	4.2%	(2,404,853)	-68.7%
16714455 Equitable Sharing Treasury	0	0	2,220,145	75,291	0.00	0.00	0.3%	(2,144,854)	-96.6%
Police Department Total	8,714,501	12,668,989	15,334,394	9,582,274	11.00	10.00	33.3%	(5,752,120)	-37.5%
Parks, Recreation & Community Services									
07413-Var Civic Center (Maint./Capital)	2,044,688	2,780,124	4,151,925	4,609,405	2.00	2.00	17.6%	457,480	11.0%
16913-Var FACT Program	258,475	253,436	191,415	192,600	0.00	0.00	0.7%	1,185	0.6%
Parks, Recreation & Comm Serv. Total	2,303,163	3,033,560	4,343,340	4,802,005	2.00	2.00	18.3%	458,665	10.6%
Library									
15211150 Public Library Fund Grant	111,755	24,351	45,000	17,000	0.00	0.00	0.1%	(28,000)	-62.2%
15311150 National Arts and Humanities Award	6,734	2,831	3,265	0	0.00	0.00	0.0%	(3,265)	-100.0%
1531160-IMLS-Memories to Migration	19,922	146,568	350,000	165,000	0.00	0.00	0.6%	(185,000)	-52.9%
Library Total	138,411	173,750	398,265	182,000	0.00	0.00	1.4%	(216,265)	-54.3%
Planning & Building Agency									
03116510 Air Quality Improvement Fund	69,358	32,151	328,525	480,025	1.00	1.00	1.8%	151,500	46.1%
Personnel Services Agency									
03109050 Air Quality Improvement Fund	104,301	149,372	319,025	315,115	1.75	1.75	1.2%	(3,910)	-1.2%
Finance & Management Services - Fleet Services									
03110101 Air Quality Improvement Fund	265,427	216,390	375,500	553,185	0.00	0.00	2.1%	177,685	47.3%
03110102 Air Quality Improvement Fund - MSRC	0	0	815,500	725,500	0.00	0.00	2.8%	(90,000)	-11.0%
Expenditure Grand Total	23,231,594	29,234,964	28,745,294	26,169,829	17.52	16.52	100.0%	(2,575,465)	-9.0%

Note: Includes Interfund Transfers

SPECIAL REVENUE FUNDS PERSONNEL

Number of Positions	23.65	28.55	17.52	16.52				(1.00)	-5.7%
as % of Total City Workforce	2.2%	2.6%	1.6%	1.4%					

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT OTS - Traffic Offenders Program	PROGRAM 020-405
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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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	79,205	3,386
57490	Traffic Offender - Program Income	39,200	30,000	40,000	35,000
58000	Earnings on Investments	1,110	949	0	0
	TOTAL REVENUES	<u>40,310</u>	<u>30,949</u>	<u>119,205</u>	<u>38,386</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	59,598	60,075	63,810	0
61040	Salaries & Wages-Overtime	32,505	3,636	0	0
61100	Retirement Plan	9,715	12,030	14,580	0
61120	Medicare Insurance	862	873	900	0
61130	Employees Insurance	7,734	8,128	8,820	0
61170	Retiree Health Insurance	952	958	0	0
61180	Compensation Insurance	574	575	595	0
	SUBTOTAL PERSONNEL	<u>111,940</u>	<u>86,275</u>	<u>88,705</u>	<u>0</u>
62010	Communications	8,557	8,686	0	0
62120	Training & Transportation	375	5,269	0	0
62300	Other Contractual Services	0	0	9,600	9,600
	SUBTOTAL CONTRACTUAL	<u>8,932</u>	<u>13,956</u>	<u>9,600</u>	<u>9,600</u>
63001	Misc Office Expenses	1,295	1,098	0	0
63202	Operating Materials & Equipment	0	0	14,740	28,786
	SUBTOTAL COMMODITIES	<u>1,295</u>	<u>1,098</u>	<u>14,740</u>	<u>28,786</u>
65010	Rental City Equipment	1,925	770	0	0
65012	Accident Repair and Replacement	0	30	0	0
65400	Indirect Operating Expenses	8,299	5,676	6,160	0
	SUBTOTAL FIXED CHARGES	<u>10,224</u>	<u>6,476</u>	<u>6,160</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>132,390</u>	<u>107,805</u>	<u>119,205</u>	<u>38,386</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1006	Senior Office Assistant	1.00		0.00	
	TOTAL	<u>1.00</u>	<u>0.00</u>	<u>0.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	110,945	265,044
57000	Expense Reimbursement	578	1,253	0	0
57403	Inmate Recovery	315,047	292,255	268,800	132,522
58000	Earnings on Investments	274	926	0	0
	TOTAL REVENUES	<u>315,899</u>	<u>294,433</u>	<u>379,745</u>	<u>397,566</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	29,511	0	0	0
61020	Salaries Part-Time	32,410	21,908	0	0
61040	Salaries & Wages-Overtime	446	0	0	0
61100	Retirement Plan	7,331	572	0	0
61110	Part-time Retirement	831	746	0	0
61120	Medicare Insurance	806	318	0	0
61130	Employees Insurance	8,410	0	0	0
61170	Retiree Health Insurance	476	(4)	0	0
61180	Compensation Insurance	818	266	0	0
	SUBTOTAL PERSONNEL	<u>81,039</u>	<u>23,806</u>	<u>0</u>	<u>0</u>
62300	Contract Svcs - Professional	108,987	51,033	150,000	150,000
62600	Parking Validation	24,139	16,686	20,000	20,000
	SUBTOTAL CONTRACTUAL	<u>133,126</u>	<u>67,719</u>	<u>170,000</u>	<u>170,000</u>
63001	Misc Office Expenses	128,990	110,076	209,745	227,566
63200	Operating M&S Bldgs/Grounds	0	0	0	0
	SUBTOTAL COMMODITIES	<u>128,990</u>	<u>110,076</u>	<u>209,745</u>	<u>227,566</u>
65400	Indirect Operating Expenses	5,619	1,952	0	0
	SUBTOTAL FIXED CHARGES	<u>5,619</u>	<u>1,952</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>348,774</u>	<u>203,553</u>	<u>379,745</u>	<u>397,566</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

GENERAL FUDN 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 exahusted 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	0	13,438
57000	Expense Reimbursement	11,096	0	0	0
57010	Miscellaneous Recoveries	37,046	36,493	41,765	0
57081	Gifts & Donations	4	8	0	0
57400	Police OT Reimbursement	1,014,646	1,250,047	1,015,000	1,250,000
57482	Donations - Animal Outreach	3,487	4,130	4,115	0
58000	Earnings on Investments	94	0	200	0
TOTAL REVENUES		1,066,373	1,290,678	1,061,080	1,263,438
<u>EXPENDITURES</u>					
24-400	Police Special Revenue - General	1,213,757	1,124,724	986,080	1,250,000
24-410	Police Special Revenue - Programs	100,840	39,835	75,000	13,438
24 432	K-9 Program	40	0	0	0
		1,314,637	1,164,559	1,061,080	1,263,438

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue - General		02414400			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	275	0	0
61040	Salaries Overtime	1,119,275	1,070,164	750,000	1,130,000
61100	Retirement-Employer Contribution	(10)	43	0	0
61120	Medicare Insurance	(0)	2	0	0
61130	Health Insurance	(0)	21	0	0
61180	Worker Compensation Insurance	(3)	9	0	0
SUBTOTAL PERSONNEL		1,119,262	1,070,514	750,000	1,130,000
62120	Training, Transportation, Meeting	1,499	963	2,000	2,000
62300	Contract Svcs - Professional	0	0	140,000	2,000
SUBTOTAL CONTRACTUAL		1,499	963	142,000	4,000
63001	Misc Office Expenses	(8,107)	0	8,195	10,006
SUBTOTAL COMMODITIES		(8,107)	0	8,195	10,006
65400	Indirect Costs	101,103	53,247	85,885	105,994
SUBTOTAL FIXED COSTS		101,103	53,247	85,885	105,994
TOTAL EXPENDITURES		1,213,757	1,124,724	986,080	1,250,000

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue - Programs		02414410			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries Part-Time	125	187	0	0
61040	Salaries Overtime	27,238	33,083	40,000	2,000
61100	Retirement-Employer Contribution	32	18	0	0
61110	Part-Time Retirement	0	4	0	0
61120	Medicare Insurance	2	3	0	0
61180	Worker Compensation	1	2	0	0
	SUBTOTAL PERSONNEL	<u>27,399</u>	<u>33,297</u>	<u>40,000</u>	<u>2,000</u>
62120	Training, Transportation, Meeting	8,101	2,047	12,000	2,000
62300	Contract Svcs - Professional	26,591	4,491	8,000	3,000
	SUBTOTAL CONTRACTUAL	<u>34,692</u>	<u>6,538</u>	<u>20,000</u>	<u>5,000</u>
63001	Misc Office Expenses	23,340	0	15,000	6,438
	SUBTOTAL COMMODITIES	<u>23,340</u>	<u>0</u>	<u>15,000</u>	<u>6,438</u>
66400	Machinery & Equipment	15,409	0	0	0
	SUBTOTAL CAPITAL	<u>15,409</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>100,840</u></u>	<u><u>39,835</u></u>	<u><u>75,000</u></u>	<u><u>13,438</u></u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
K-9 Program		02414432			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Svcs - Professional	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Misc Office Expenses	40	0	0	0
	SUBTOTAL COMMODITIES	<u>40</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>40</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></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 2016-17, 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	450,885	499,245
57010	Miscellaneous Recoveries	35,233	38,659	0	0
57405	Evidence Recoveries/DOJ	2,442,350	1,216,593	0	0
57406	Evidence Recoveries/US Treasury	194,974	0	0	0
57407	Evidence Recoveries/State	8,797	8,955	0	0
57408	Evidence Recoveries/State - 15%	1,552	1,580	0	0
57410	Evidence Recoveries/RNSP	305,595	350,475	0	0
58000	Earnings on Investments	52,039	69,672	0	0
58002	Net Incr. (Decr.) in Fair Value of Invest.	7,694	11,758	0	0
TOTAL REVENUES		3,048,233	1,697,692	450,885	499,245
<u>EXPENDITURES</u>					
26-435	Criminal Activities - CA	0	0	374,420	275,798
26-445	Criminal Activities - General	0	0	76,465	223,447
26-450	Criminal Activities - DOJ	1,135,347	5,765,099	0	0
26-455	Criminal Activities - Treasury	349,214	150,286	0	0
26-460	Criminal Activities - State 15%	1,704	1,689	0	0
TOTAL EXPENDITURES		1,486,265	5,917,074	450,885	499,245
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	0.00		0.00	
	TOTAL	0.00	_____	0.00	_____

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - CA		02614435			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
63001	Miscellaneous Office Expenses	0	0	374,420	275,798
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>374,420</u>	<u>275,798</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>374,420</u></u>	<u><u>275,798</u></u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT Criminal Activity - General	ACCOUNTING UNIT 02614445
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Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services	0	0	76,465	223,447
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>76,465</u>	<u>223,447</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>76,465</u></u>	<u><u>223,447</u></u>

POLICE DEPARTMENT Criminal Activity - DOT	ACCOUNTING UNIT 02614455
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Account Code	LINE ITEM RESOURCES	ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
62300	Contract Services	349,214	150,286	0	0
	SUBTOTAL CONTRACTUAL	<u>349,214</u>	<u>150,286</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>349,214</u></u>	<u><u>150,286</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
New AU created effective July 1, 2016. See 16714455					

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - DOJ		02614450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	120,111	125,625	0	0
61030	Salaries Part-time	0	(194)	0	0
61040	Salaries & Wages-Overtime	103,747	2,803,849	0	0
61100	Retirement Plan	38,914	46,623	0	0
61110	Part-time Retirement	0	(7)	0	0
61120	Medicare Insurance	1,740	1,876	0	0
61130	Employees Insurance	17,544	18,101	0	0
61170	Retiree Health Insurance	816	834	0	0
61180	Compensation Insurance	9,053	9,515	0	0
	SUBTOTAL PERSONNEL	<u>291,925</u>	<u>3,006,222</u>	0	0
62000	Utilities	28,099	27,465	0	0
62010	Communications	5,924	2,027	0	0
62120	Training, Transportation, Meeting	0	7,896	0	0
62300	Contract Svcs - Professional	469,972	1,846,941	0	0
	SUBTOTAL CONTRACTUAL	<u>503,995</u>	<u>1,884,329</u>	0	0
63001	Miscellaneous Office Expenses	176,335	646,116	0	0
	SUBTOTAL COMMODITIES	<u>176,335</u>	<u>646,116</u>	0	0
65010	Equipment Rental, City	0	0	0	0
65050	Information System Strategic Plan	59,990	59,990	0	0
65400	Indirect Operating Expenses	20,163	103,706	0	0
	SUBTOTAL FIXED CHARGES	<u>80,153</u>	<u>163,696</u>	0	0
66200	Building Improvement	82,939	29,895	0	0
66400	Machinery & Equipment	0	34,841	0	0
66510	Software	0	0	0	0
	SUBTOTAL FIXED CHARGES	<u>82,939</u>	<u>64,736</u>	0	0
	TOTAL	<u><u>1,135,347</u></u>	<u><u>5,765,099</u></u>	<u>0</u>	<u>0</u>
New AU created effective July 1, 2016. See 16614450					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	0.00		0.00	
	TOTAL	<u>0.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries Part-time	76	0	0	0
61110	Part-time Retirement	3	0	0	0
61120	Medicare Insurance	1	0	0	0
61180	Compensation Insurance	2	0	0	0
	SUBTOTAL PERSONNEL	<u>82</u>	<u>0</u>	<u>0</u>	<u>0</u>
62300	Contract Services - Professional	69	0	0	0
	SUBTOTAL CONTRACTUAL	<u>69</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Office Expense	1,552	1,689	0	0
	SUBTOTAL COMMODITIES	<u>1,552</u>	<u>1,689</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>1,704</u></u>	<u><u>1,689</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**SPECIAL REVENUE FUND
RESOURCE SUMMARY**

SPECIAL GAS TAX FUND - PWA

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	1,385	0
52300	HWY User Tax Allocation (2105)	1,937,816	1,883,063	2,093,945	1,993,195
52301	HWY User Tax Allocation (2106)	1,246,203	1,220,771	1,026,875	1,208,630
52302	HWY User Tax Allocation (2107)	2,480,047	2,296,670	2,907,780	2,574,920
52320	HWY User Tax Allocation (2103)State TCRI	3,311,799	1,538,141	790,760	1,373,020
52321	Road Maintenance & Rehab Acct RMRA (20	0	0	0	1,977,580
52322	SB1 Loan Repayment	0	0	0	392,380
56300	Engineering Cost Allocation	10,000	10,000	10,000	10,000
57010	Miscellaneous Recoveries	0	681	0	0
58000	Earning On Investments	84,418	150,406	0	0
58002	Net Increase (Decrease) In Fair Value of Inve	33,044	118,114	0	0
58004	Interest Earned on Bond Proceed	48,992	59,178	0	0
58005	Investment Income-Trustee	1	250	0	0
	TOTAL REVENUES	<u>9,152,321</u>	<u>7,277,273</u>	<u>6,830,745</u>	<u>9,529,725</u>
EXPENDITURES					
02917019	Gas Tax Interfund Transfer	4,688,482	6,038,247	0	2,369,960
02917020	2007 COP Bond Payment	4,197,931	4,181,103	4,188,930	4,189,555
02917620	Traffic Signal Maintenance	1,305,190	1,384,006	1,079,640	1,374,505
02917635	Median Landscaping	934,147	812,505	985,655	1,019,185
02917660	Roadway Maintenance	510,683	544,890	576,520	576,520
	TOTAL EXPENDITURES	<u>11,636,432</u>	<u>12,960,751</u>	<u>6,830,745</u>	<u>9,529,725</u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	368,448	376,078	293,680	312,510
62000	Contractual	2,363,937	2,274,426	2,266,490	2,574,125
63000	Commodities	470	400	1,595	1,595
65000	Cross Charges	87,274	95,667	95,050	96,980
66000	Capital	(54,860)	1,252	0	0
67000	Debt Service	4,182,681	4,174,681	4,173,930	4,174,555
68000	Transfers	4,688,482	6,038,247	0	2,369,960
	TOTAL	<u>11,636,432</u>	<u>12,960,751</u>	<u>6,830,745</u>	<u>9,529,725</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	1.00		1.00	
02100	Assistant Engineer II	0.25		0.25	
02155	Assistant Traffic Operations Engineer	0.35		0.35	
02129	Principal Civil Engineer (MM)	0.17		0.17	
	Total	<u>1.77</u>	<u>0.00</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 14-15</u>	<u>ACTUAL FY 15-16</u>	<u>ADOPTED FY 16-17</u>	<u>ADOPTED FY 17-18</u>
EXPENDITURES				
02917019 INTERFUND TRANSFER				
68000-058 Transfer to Fund 058	3,381,688	4,411,279	0	0
68000-059 Transfer to Fund 059	1,296,794	1,616,968	0	2,369,960
68000-086 Transfer to Fund 086	10,000	10,000	0	0
TOTAL INTERFUND TRANSFERS	<u>4,688,482</u>	<u>6,038,247</u>	<u>0</u>	<u>2,369,960</u>

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND 2007 COP Bond Payment		ACCOUNTING UNIT 02917020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	11,900	3,392	0	0
62401	Trustee Fee	3,350	3,030	15,000	15,000
	SUBTOTAL CONTRACTUAL	15,250	6,422	15,000	15,000
67300	Bond Principal	1,325,000	1,380,000	1,450,000	1,525,000
67310	Bond Interest	2,857,681	2,794,681	2,723,930	2,649,555
	SUBTOTAL DEBT SERVICE	4,182,681	4,174,681	4,173,930	4,174,555
	TOTAL	4,197,931	4,181,103	4,188,930	4,189,555

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 2016-17				
<ul style="list-style-type: none"> * Maintain and operate the City's ATMS, including citywide traffic signal communication network. * Ongoing Implement new traffic signal coordination timing for Grand Ave, Bristol St, Westminster/17th and Harbor Blvd * Ongoing Upgrade 22 traffic signal cabinets * Upgrade 3 bike trail traffic signals * Upgrade pedestrian heads and push buttons to current ADA standards 				
Action Plan for FY 2017-18				
<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 Fairview St and Bear St * Upgrade 8 traffic signal cabinets * Upgrade all 8" vehicle heads to current standards 				
PERFORMANCE MEASURES	Actual	Actual	Revised	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of traffic signals operated and maintained	298	298	299	302
# of traffic signals in city maintained by others	32	32	32	32
# of CCTV cameras operated and maintained	89	92	95	102
# of emergency vehicle preemptions maintained	140	155	157	160
# of activated flashing crosswalks/beacon maintained	14	16	17	20
# of street name signs replaced	33	0	10	10
# of variable speed signs maintained	7	7	7	7
Efficiency				
Average annual maintenance cost in dollars per traffic signal (including energy cost)	3,126	2,724	2,734	3,379

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND Traffic Signal Maintenance		ACCOUNTING UNIT 02917620			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	261,605	261,252	200,070	203,270
61020	Salaries Part-Time	9,861	3,457	0	0
61040	Salaries Overtime	521	179	0	0
61100	Retirement-Employer Contribution	43,354	50,128	50,030	57,310
61120	Medicare Insurance	3,898	3,777	3,135	3,200
61130	Health Insurance	42,181	48,113	35,665	42,125
61170	Retiree Health Benefits	3,131	4,225	0	0
61180	Worker Compensation Insurance	3,897	4,948	4,780	6,605
	SUBTOTAL PERSONNEL	368,448	376,078	293,680	312,510
62000	Utilities	169,117	172,886	206,000	196,000
62010	Communications	7,479	5,648	10,000	0
62300	Contract Services-Professional	78,498	3,972	82,000	181,350
62321	Maintenance & Repair Improvement	673,498	761,207	424,360	619,115
	SUBTOTAL CONTRACTUAL	928,593	943,713	722,360	996,465
65020	City Yard Rental	6,240	6,684	7,075	7,075
65100	Insurance Charges	25,745	24,343	26,585	26,615
65240	Public Works Administrative Charges	9,045	12,917	12,915	12,915
65400	Indirect Costs	21,979	20,270	17,025	18,925
	SUBTOTAL CROSS CHARGES	63,009	64,214	63,600	65,530
66220	Improvements Other Than Building	(54,860)	0	0	0
	SUBTOTAL CAPITAL	(54,860)	0	0	0
	TOTAL	1,305,190	1,384,006	1,079,640	1,374,505
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	1.00		1.00	
02100	Assistant Engineer II	0.25		0.25	
02155	Assistant Traffic Operations Engineer	0.35		0.35	
02129	Principal Civil Engineer (MM)	0.17		0.17	
	Total	1.77		1.77	

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 2016-17				
<ul style="list-style-type: none"> * Continued to maintain and improve median landscaping. * Developed a schedule for updated inventory to maximize contractor time in the medians. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Continue to pursue for funding sources to retrofitting median irrigation for drought tolerant landscaping. * Retrofit median irrigation to water median trees as continued mandate prohibiting irrigation to grass in medians continues. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of neighborhood monuments maintained	27	27	27	27
# of street medians maintained	28	30	30	33
# 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	29
# of annual color areas maintained	11	11	11	11
Efficiency				
Annual irrigation cost (\$)	380,000	200,000	125,000	150,000
Annual maintenance cost (\$)	628,000	653,000	530,000	575,000
Square footage of landscaping maintained	3,725,000	3,725,000	3,725,000	3,725,000

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND		ACCOUNTING UNIT			
Median Landscaping		02917635			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
62000	Utilities	365,082	208,331	275,170	275,170
62320	Maintenance & Repair Buildings & Ground	551,259	580,695	688,260	721,790
	SUBTOTAL CONTRACTUAL	916,342	789,026	963,430	996,960
65040	Computer Services Charge	7,465	7,465	7,465	7,465
65240	Public Works Administrative Charges	10,340	14,762	14,760	14,760
	SUBTOTAL CROSS CHARGES	17,805	22,227	22,225	22,225
66220	Improvements Other Than Building	0	1,252	0	0
	SUBTOTAL CAPITAL	0	1,252	0	0
	TOTAL	934,147	812,505	985,655	1,019,185

SPECIAL REVENUE FUND

PUBLIC WORKS AGENCY Roadway Maintenance	PROGRAM 02917660																																													
Statement of Purpose																																														
<i>Provide safe and well-maintained roadways and sidewalks through the use of state-of-the-art equipment and the latest maintenance techniques.</i>																																														
Accomplishments in FY 2016-17																																														
<ul style="list-style-type: none"> * Utilized real-time dispatching software to expedite service delivery to public and inventory service data. * Implemented new paving standard for emergency street repairs on newly reconstructed streets under morato 																																														
Action Plan for FY 2017-18																																														
<ul style="list-style-type: none"> * Provide the public real-time pothole service request status updates on City Website via GIS map. * Continue to provide cost-effective sidewalk grinding in lieu to concrete sidewalk replacement to maximize savings, expedite repairs and address safety concerns rapidly. 																																														
PERFORMANCE MEASURES	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%;">Actual</th> <th style="width: 15%;">Actual</th> <th style="width: 15%;">Estimated</th> <th style="width: 15%;">Objective</th> </tr> <tr> <th></th> <th>FY 14-15</th> <th>FY 15-16</th> <th>FY 16-17</th> <th>FY 17-18</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Service Level</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">Tons of asphalt concrete (AC) - street patching</td> <td>1,100</td> <td>1,200</td> <td>1,200</td> <td>1,500</td> </tr> <tr> <td style="text-align: left;">Tons of asphalt concrete (AC) - potholes</td> <td>650</td> <td>750</td> <td>750</td> <td>775</td> </tr> <tr> <td style="text-align: left;">Potholes filled (locations)</td> <td>1,900</td> <td>2,000</td> <td>2,000</td> <td>2,200</td> </tr> <tr> <td style="text-align: left;">Crack sealing used (linear feet)</td> <td>8,070</td> <td>5,000</td> <td>0</td> <td>1,500</td> </tr> <tr> <td style="text-align: left;">Sidewalk patching (sq. ft.)</td> <td>7,000</td> <td>4,500</td> <td>4,200</td> <td>5,000</td> </tr> <tr> <td style="text-align: left;">Sidewalk offset grinding (lf)</td> <td>32,500</td> <td>36,000</td> <td>35,000</td> <td>35,000</td> </tr> </tbody> </table>		Actual	Actual	Estimated	Objective		FY 14-15	FY 15-16	FY 16-17	FY 17-18	Service Level					Tons of asphalt concrete (AC) - street patching	1,100	1,200	1,200	1,500	Tons of asphalt concrete (AC) - potholes	650	750	750	775	Potholes filled (locations)	1,900	2,000	2,000	2,200	Crack sealing used (linear feet)	8,070	5,000	0	1,500	Sidewalk patching (sq. ft.)	7,000	4,500	4,200	5,000	Sidewalk offset grinding (lf)	32,500	36,000	35,000	35,000
	Actual	Actual	Estimated	Objective																																										
	FY 14-15	FY 15-16	FY 16-17	FY 17-18																																										
Service Level																																														
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Sidewalk offset grinding (lf)	32,500	36,000	35,000	35,000																																										

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND Roadway Maintenance		ACCOUNTING UNIT 02917660			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	503,752	535,265	565,700	565,700
	SUBTOTAL CONTRACTUAL	503,752	535,265	565,700	565,700
63001	Miscellaneous Operating Expenses	470	400	1,595	1,595
	SUBTOTAL COMMODITIES	470	400	1,595	1,595
65240	Public Works Administrative Charges	6,460	9,226	9,225	9,225
	SUBTOTAL CROSS CHARGES	6,460	9,226	9,225	9,225
	TOTAL	510,683	544,890	576,520	576,520

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

VARIOUS		ACCOUNTING UNIT			
Air Quality Improvement Fund		031-VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	606,900	927,475
52350	AQMD AB 2766	518,144	310,454	504,000	414,000
52350	AQMD - MSRC	0	0	725,500	725,500
52040	Gran-Other	0	0	0	0
57010	Miscellaneous Recoveries	2,475	3,025	1,850	1,850
58000	Earnings on Investments	4,555	7,065	300	5,000
	TOTAL REVENUES	<u>525,175</u>	<u>320,544</u>	<u>1,838,550</u>	<u>2,073,825</u>
EXPENDITURES					
03110101	Fleet Services	265,427	216,390	375,500	553,185
03110102	MSRC Grant	0	0	815,500	725,500
03109050	Personnel	104,301	149,372	319,025	315,115
03116510	Planning & Building	69,358	32,151	328,525	480,025
	TOTAL EXPENDITURES	<u>439,087</u>	<u>397,914</u>	<u>1,838,550</u>	<u>2,073,825</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0471	Benefits & Compensation 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 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 2016-2017				
<ul style="list-style-type: none"> * Prepared City's 2016 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. 				
Action Plan for FY 2017-2018				
<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 14-15	Actual FY 15-16	Estimated FY 16-17	Objective FY 17-18
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.	95%	95%	95%	98%
# of employees:				
attending TRP informational presentations (NEO)	137	137	170	175
receiving custom transit route planners/matchlists	75	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)	1.5	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	23,984	70,935	136,905	126,205
61020	Salaries & Wages-Temporary	0	0	0	5,000
61030	Salaries & Wages-Overtime	0	0	1,000	1,000
61100	Retirement Plan	(320)	0	30,535	32,950
61120	Medicare Insurance	(201)	0	1,915	1,830
61130	Employees Insurance	(1,832)	0	14,155	14,265
61180	Compensation Insurance	(419)	0	1,370	1,315
	SUBTOTAL PERSONNEL	<u>21,212</u>	<u>70,935</u>	<u>185,880</u>	<u>182,565</u>
62010	Communications	0	0	445	445
62120	Training & Transportation	586	0	3,425	3,425
62140	Memberships, Subscriptions, Dues	1,018	1,033	3,930	3,930
62200	Advertising	0	0	2,640	2,640
62302	Other Personnel Services	12	17	24,575	24,575
	SUBTOTAL CONTRACTUAL	<u>1,616</u>	<u>1,050</u>	<u>35,015</u>	<u>35,015</u>
63001	Other Material & Supplies	5,075	4,630	9,740	9,740
	SUBTOTAL COMMODITIES	<u>5,075</u>	<u>4,630</u>	<u>9,740</u>	<u>9,740</u>
65400	Indirect Operating Expenses	6,119	4,526	12,370	11,775
	SUBTOTAL FIXED CHARGES	<u>6,119</u>	<u>4,526</u>	<u>12,370</u>	<u>11,775</u>
69101	Bicycle Commute Incentive	4,575	4,135	5,000	5,000
69102	Bus Passes	6,889	9,107	12,000	12,000
69103	Car Pool Incentive	24,210	24,435	22,020	22,020
69104	Train Passes	24,255	21,395	30,000	30,000
69105	Walking Commute Incentive	8,350	9,160	5,000	5,000
69106	Incentive Drawings	2,000	0	2,000	2,000
	SUBTOTAL CONTRACTUAL	<u>70,279</u>	<u>68,232</u>	<u>76,020</u>	<u>76,020</u>
	TOTAL	<u><u>104,301</u></u>	<u><u>149,372</u></u>	<u><u>319,025</u></u>	<u><u>315,115</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
0472	Benefits & Compensation Supervisor	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
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	138,306	66,390	258,500	436,185
66400	Machinery & Equipment	127,121	150,000	77,000	77,000
	SUBTOTAL CAPITAL	<u>265,427</u>	<u>216,390</u>	<u>335,500</u>	<u>513,185</u>
	TOTAL	<u><u>265,427</u></u>	<u><u>216,390</u></u>	<u><u>375,500</u></u>	<u><u>553,185</u></u>

SPECIAL REVENUE FUNDS

FLEET SERVICES		ACCOUNTING UNIT			
Air Quality Improvement Fund - MSRC		03110102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
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	233,500	233,500
66400	Machinery & Equipment	0	0	582,000	492,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>815,500</u>	<u>725,500</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>815,500</u></u>	<u><u>725,500</u></u>

SPECIAL REVENUE FUNDS

PLANNING AND BUILDING AGENCY Air Quality Improvement Trust Fund	PROGRAM 03116510
Statement of Purpose	
<p><i>To formulate and coordinate policies and programs and assist in the improvement of the City's air quality.</i></p> <p>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.</p>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p>	
<p>AIR QUALITY IMPROVEMENT PLAN</p>	
<p>Planning staff works with Fleet Services in administering 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.</p>	

SPECIAL REVENUE FUNDS

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Air Quality Improvement Fund		03116510			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	34,669	13,170	127,855	96,730
61020	Salaries Part-time	0	0	0	30,000
61100	Retirement Plan	5,885	2,803	29,605	23,635
61110	Part-time Retirement	0	0	0	1,125
61120	Medicare Insurance	528	197	1,855	1,855
61130	Employees Insurance	6,167	2,314	20,840	20,840
61170	Retiree Medical Insurance	1,515	259	0	0
61180	Compensation Insurance	5,213	203	2,515	2,515
	SUBTOTAL PERSONNEL	<u>53,977</u>	<u>18,945</u>	<u>182,670</u>	<u>176,700</u>
62300	Other Contractual Services	11,051	12,097	140,000	291,500
	SUBTOTAL CONTRACTUAL	<u>11,051</u>	<u>12,097</u>	<u>140,000</u>	<u>291,500</u>
65400	Indirect Operating Expenses	4,330	1,109	5,855	11,825
	SUBTOTAL FIXED CHARGES	<u>4,330</u>	<u>1,109</u>	<u>5,855</u>	<u>11,825</u>
	TOTAL	<u><u>69,358</u></u>	<u><u>32,151</u></u>	<u><u>328,525</u></u>	<u><u>480,025</u></u>

Job 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 11-6510

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

VARIOUS Civic Center		ACCOUNT UNIT 074 Activity Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
53322	Civic Center Project Charges	17,898	77,577	990,000	1,780,000
53323	Civic Center Maintenance Charges	1,206,790	1,245,702	1,697,580	1,650,000
53324	Civic Center Police Security	1,030,394	1,487,400	1,531,605	2,086,000
59000 11	Transfer From General Fund	820,000	1,456,845	1,464,345	1,179,405
	TOTAL REVENUES	<u>3,075,082</u>	<u>4,267,524</u>	<u>5,683,530</u>	<u>6,695,405</u>
EXPENDITURES					
07413015	Civic Center Maintenance - Non-Dept.	820,000	1,456,845	1,464,345	1,179,405
07413250	Civic Center Maintenance	1,206,790	1,245,702	1,697,580	1,650,000
07413260	Civic Center Capital Projects	17,898	77,577	990,000	1,780,000
07414400	Civic Center Security	1,030,394	1,487,400	1,531,605	2,086,000
	TOTAL EXPENDITURES	<u>3,075,082</u>	<u>4,267,524</u>	<u>5,683,530</u>	<u>6,695,405</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	7.00		7.00	
9300	Park Maintenance Assistant		5.00		4.00
	TOTAL	<u>9.00</u>	<u>5.00</u>	<u>9.00</u>	<u>4.00</u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center Maintenance - Non-Departmental		07413015			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
69135	Payment to Subagent	820,000	1,456,845	1,464,345	1,179,405
	SUBTOTAL CAPITAL	<u>820,000</u>	<u>1,456,845</u>	<u>1,464,345</u>	<u>1,179,405</u>
	TOTAL	<u><u>820,000</u></u>	<u><u>1,456,845</u></u>	<u><u>1,464,345</u></u>	<u><u>1,179,405</u></u>

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 16-17				
<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 2017-18				
<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 FY 14-15	Actual FY 15-16	Estimated FY 16-17	Objective FY 17-18
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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	256,809	162,217	162,560	169,935
61020	Salaries Part-Time	22,483	51,139	94,100	69,955
61040	Salaries Overtime	1,474	6,177	5,000	10,000
61100	Retirement-Employer Contribution	41,248	23,876	38,125	43,050
61110	Part-Time Retirement	843	1,918	3,530	2,625
61120	Medicare Insurance	2,867	2,088	3,725	3,480
61130	Health Insurance	54,421	24,790	40,775	21,860
61170	Retiree Health Benefits	4,031	2,614	0	0
61180	Worker Compensation Insurance	25,679	17,418	22,990	22,885
	SUBTOTAL PERSONNEL	409,855	292,237	370,805	343,790
62000	Utilities	310,929	285,882	403,650	300,000
62010	Communications	1,405	1,644	1,500	1,500
62300	Contractual Services-Professional	1,767	18,716	5,000	20,000
62320	M & R Bldgs. & Ground	353,091	505,350	758,820	829,145
	SUBTOTAL CONTRACTUAL	667,192	811,593	1,168,970	1,150,645
63200	OP M&S Buildings & Grounds	19,723	47,125	50,000	50,000
63300	Fuel	5,114	4,171	8,000	5,000
	SUBTOTAL COMMODITIES	24,837	51,296	58,000	55,000
65010	Rental City Equipment	17,460	24,132	24,860	24,865
65012	Accident Repair & Replacement Charge	0	732	725	835
65100	Insurance Charges	52,477	47,229	52,450	52,480
65400	Indirect Costs	34,969	18,484	21,770	22,385
	SUBTOTAL FIXED CHARGES	104,906	90,577	99,805	100,565
	TOTAL	1,206,790	1,245,702	1,697,580	1,650,000
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		4.00
	TOTAL	2.00	5.00	2.00	4.00

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center Capital Projects		07413260			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61110	Part-Time Retirement	0	10	0	0
65205	Internal Departments Personal Charges	0	48,670	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>48,680</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building	17,898	28,897	990,000	1,780,000
	SUBTOTAL CAPITAL	<u>17,898</u>	<u>28,897</u>	<u>990,000</u>	<u>1,780,000</u>
	TOTAL	<u><u>17,898</u></u>	<u><u>77,577</u></u>	<u><u>990,000</u></u>	<u><u>1,780,000</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	614,713	784,056	883,360	792,008
61040	Salaries & Wages-Overtime	9,809	13,267	0	756,000
61100	Retirement Plan	193,998	283,355	358,240	125,899
61120	Medicare Insurance	10,896	13,659	10,955	11,556
61130	Employees Insurance	95,362	125,306	130,775	131,333
61170	Retiree Health Insurance	3,640	2,277	6,625	5,940
61180	Compensation Insurance	45,707	59,608	56,405	68,062
	SUBTOTAL PERSONNEL	<u>974,125</u>	<u>1,281,528</u>	<u>1,446,360</u>	<u>1,890,798</u>
65400	Indirect Operating Expenses	56,269	54,757	85,245	145,203
	SUBTOTAL FIXED CHARGES	<u>56,269</u>	<u>54,757</u>	<u>85,245</u>	<u>145,203</u>
66400	Machinery and Equipment	0	0	0	50,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
	TOTAL EXPENDITURES	<u><u>1,030,394</u></u>	<u><u>1,336,285</u></u>	<u><u>1,531,605</u></u>	<u><u>2,086,001</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
	Police Officer	7.00		7.00	
	TOTAL	<u>7.00</u>	<u> </u>	<u>7.00</u>	<u> </u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT	PROGRAM
Homeland Security Grants	FUND 125
Statement of Purpose	
<i>To administer the Homeland Security Grants Program by providing logistics, project coordination, and financial oversight for the Anaheim/Santa Ana Urban Area.</i>	
Service Program	
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.	
Accomplishments FY 2016-17	
FY15 Urban Areas Security Initiative (UASI) Grant Program *Funded Phase 3 of Interoperable Communications P25 compliance upgrade *Funded maintenance agreement for FLIR Camera System *Funded OCSD regional Bomb Squad Robot Upgrade *Funded maintenance agreement for OC Civic Center Video Surveillance System *Fund Portable Fuel Trailers for emergency response *Funded "If You See Something, Say Something" and ReadyOC Campaigns *Funded Regional Training & Exercise Program *Funded Orange County Intelligence Assessment Center (OCIAC) Activities, to include: Analyst Salaries, Cyber Unit, Terrorism Liaison Officer (TLO) Training Program, School Assessment Program, and equipment data sources	
Action Plan for FY 2017-18	
FY16 Urban Areas Security Initiative (UASI) Grant Program *Fund maintenance agreement for OC Civic Center Video Surveillance System *Fund "If You See Something, Say Something" and ReadyOC Campaigns *Fund Regional Training & Exercise Program	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT Homeland Security Grants		ACCOUNTING UNIT 125 VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
12514002	Federal Grants - Indirect	2,668,233	2,492,134	4,097,444	1,756,797
	TOTAL REVENUES	<u>2,668,233</u>	<u>2,492,134</u>	<u>4,097,444</u>	<u>1,756,797</u>
EXPENDITURES					
12514407	UASI CAL OES SANTA ANA	2,698,474	322,332	4,097,444	0
12514491	UASI CAL OES ANAHEIM	170,246	1,321,946	0	1,756,797
	TOTAL EXPENDITURES	<u>2,868,719</u>	<u>1,644,278</u>	<u>4,097,444</u>	<u>1,756,797</u>
Job Code		ADOPTED FY 16-17		ADOPTED FY 17-18	
AUTHORIZED PERSONNEL		Full Time	Part Time	Full Time	Part Time
3400	Police Sergeant	1.00		1.00	
3200	Police Officer	1.00		1.00	
	TOTAL	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
UASI - CAL OES SANTA ANA 2013 & 2015		12514407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	282,278	71,142	208,985	0
61020	Salaries Part-Time	6,953	0	0	0
61040	Salaries Overtime	55,675	87,770	181,075	0
61100	Retirement-Employer Contribution	93,593	27,270	85,190	0
61110	Part-Time Retirement	262	0	0	0
61120	Medicare Insurance	4,597	1,208	2,825	0
61130	Health Insurance	40,444	10,687	30,180	0
61170	Retiree Health Insurance	2,325	0	1,565	0
61180	Worker Compensation Insurance	22,098	5,673	14,555	0
	SUBTOTAL PERSONNEL	508,225	203,750	524,375	0
62010	Communications	3,210	1,680	4,618	0
62120	Training, Transportation, Meeting	2,473	4,138	7,000	0
62300	Contract Services-Professional	601,501	38,995	1,021,884	0
	SUBTOTAL CONTRACTUAL	607,184	44,813	1,033,502	0
63001	Miscellaneous Operating Expenses	269,636	206	269,500	0
	SUBTOTAL COMMODITIES	269,636	206	269,500	0
66400	Machinery & Equipment	316,537	0	125,000	0
	SUBTOTAL CAPITAL	316,537	0	125,000	0
69140	Payments to Districts	996,892	73,563	2,145,067	0
	SUBTOTAL MISCELLANEOUS	996,892	73,563	2,145,067	0
	TOTAL EXPENDITURES	2,698,474	322,332	4,097,444	0
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	0.00		0.00	
3400	Police Sergeant	1.00		0.00	
3200	Police Officer	1.00	0.00	0.00	
	TOTAL	2.00	0.00	0.00	0.00

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
UASI - CAL OES ANAHEIM 2014 & 2016		12514491			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	65,267	196,383	0	288,395
61020	Salaries Part-Time	2,567	5,018	0	0
61040	Salaries Overtime	30,108	62,329	0	30,987
61100	Retirement-Employer Contribution	20,349	73,597	0	43,088
61110	Part-Time Retirement	95	188	0	0
61120	Medicare Insurance	1,055	3,453	0	4,273
61130	Health Insurance	8,437	26,525	0	37,624
61170	Retiree Health Insurance	0	2,168	0	2,211
61180	Worker Compensation Insurance	4,898	15,965	0	23,783
	SUBTOTAL PERSONNEL	132,775	385,626	0	430,361
62010	Communications	1,022	2,792	0	3,000
62120	Training, Transportation, Meeting	7,750	5,099	0	9,000
62300	Contract Services-Professional	27,552	736,760	0	1,005,500
62600	Parking Validation	17	0	0	0
	SUBTOTAL CONTRACTUAL	36,341	744,651	0	1,017,500
63001	Miscellaneous Operating Expenses	1,130	191,669	0	1,000
	SUBTOTAL COMMODITIES	1,130	191,669	0	1,000
69011	Reserve Appropriations	0	0	0	307,936
	SUBTOTAL RESERVES	0	0	0	307,936
	TOTAL EXPENDITURES	170,246	1,321,946	0	1,756,797
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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

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.

2016 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.

2016 Human Options Grant

This program budget includes funding for detective overtime to investigate domestic violence cases.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grants		127 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
52000	Federal Grant - Direct	0	932,823	983,770	0
52001	Federal Grant - Indirect	0	357,963	0	1,372,020
58000	Earnings on Investments	400	33	0	0
	TOTAL REVENUES	<u>400</u>	<u>1,290,819</u>	<u>983,770</u>	<u>1,372,020</u>
<u>EXPENDITURES</u>					
12714407	COPS Hiring Grant (2009,2014)	119,465	814,343	557,190	0
12714409	COPS Hiring Grant (2015,2016)	0	357,963	426,580	1,258,174
12714406	2016 Human Options Grant	0	0	0	113,846
		<u>119,465</u>	<u>1,172,306</u>	<u>983,770</u>	<u>1,372,020</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grant (2009, 2014)		12714407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	76,837	511,804	321,790	0
61040	Salaries Overtime	0	7,782	0	0
61100	Retirement-Employer Contribution	22,352	126,698	140,195	0
61120	Medicare Insurance	1,106	7,450	4,335	0
61130	Health Insurance	13,136	117,381	64,910	0
61170	Retiree Health Benefits	0	1,468	2,415	0
61180	Worker Compensation Insurance	6,034	41,760	23,545	0
	SUBTOTAL PERSONNEL	<u>119,465</u>	<u>814,343</u>	<u>557,190</u>	<u>0</u>
62300	Contract Services - Professional	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>119,465</u>	<u>814,343</u>	<u>557,190</u>	<u>0</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grant (2015, 2016)		12714409			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	268,961	297,235	506,679
61100	Retirement-Employer Contribution	0	46,948	42,060	106,309
61120	Medicare Insurance	0	3,848	4,015	4,741
61130	Health Insurance	0	22,361	60,360	112,908
61170	Retiree Health Benefits	0	0	2,230	1,140
61180	Worker Compensation Insurance	0	15,845	20,680	46,252
	SUBTOTAL PERSONNEL	<u>0</u>	<u>357,963</u>	<u>426,580</u>	<u>778,029</u>
69011	Reserve Appropriations	0	0	0	480,145
	SUBTOTAL RESERVES	<u>0</u>	<u>0</u>	<u>0</u>	<u>480,145</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>357,963</u>	<u>426,580</u>	<u>1,258,174</u>

Note: The COPS Hiring Grant is a three year grant and expenditures will be budgeted in FY 18-19 for the final year of the 2016 COPS Grant.

SPECIAL REVENUE FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
2016 Human Options Grant		12714406			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	0	0	0
61040	Salaries Overtime	0	0	0	42,491
61100	Retirement-Employer Contribution	0	0	0	0
61120	Medicare Insurance	0	0	0	0
61130	Health Insurance	0	0	0	0
61170	Retiree Health Benefits	0	0	0	0
61180	Worker Compensation Insurance	0	0	0	0
	SUBTOTAL PERSONNEL	0	0	0	42,491
69011	Reserve Appropriations	0	0	0	71,355
	SUBTOTAL RESERVES	0	0	0	71,355
	TOTAL EXPENDITURES	0	0	0	113,846

Note: The Human Options Grant is a three year grant and expenditures will budgeted in future fiscal years.

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
52001	Federal Grant - Indirect	82,037	154,768	167,070	90,189
52025	State Grants - Direct	0	94,645	20,145	0
52026	State Grants - Indirect SLESA	702,366	615,104	524,050	731,747
52027	State Grants - Indirect	642,464	295,610	279,795	176,992
52030	OC Grants	121,250	0	0	0
58000	Earnings on Investments	5,168	10,664	0	0
	TOTAL REVENUES	<u>1,553,284</u>	<u>1,170,791</u>	<u>991,060</u>	<u>998,929</u>
<u>EXPENDITURES</u>					
12814407	Supplemental Law Enf. Svcs. Acct.	721,643	294,613	524,050	731,747
12814409	Justice Assistance Grant (JAG)	172,263	98,808	167,070	90,189
12814412	OCSJ-JAG	71,108	0	0	0
12814413	BSCC Local Assistance	448,842	473,983	279,795	176,992
12814415	ABC Grant	0	100,472	20,145	0
		<u>1,413,856</u>	<u>967,876</u>	<u>991,060</u>	<u>998,929</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Supplemental Law Enforcement Services Account		12814407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61040	Salaries Overtime	721,643	294,613	524,050	731,747
	SUBTOTAL PERSONNEL	<u>721,643</u>	<u>294,613</u>	<u>524,050</u>	<u>731,747</u>
	TOTAL EXPENDITURES	<u>721,643</u>	<u>294,613</u>	<u>524,050</u>	<u>731,747</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Edward Byrne Memorial Justice Assistance Grant (JAG) Program		12814409			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61040	Salaries Overtime	155,026	98,808	158,620	90,189
	SUBTOTAL PERSONNEL	<u>155,026</u>	<u>98,808</u>	<u>158,620</u>	<u>90,189</u>
62120	Training, Transportation, Meeting	0	0	8,450	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>8,450</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
66400	Machinery & Equipment	17,237	0	0	0
	SUBTOTAL CAPITAL	<u>17,237</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>172,263</u>	<u>98,808</u>	<u>167,070</u>	<u>90,189</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
OCSD-JAG		12814412			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	45,849	0	0	0
61040	Salaries Overtime	9	0	0	0
61100	Retirement-Employer Contribution	14,270	0	0	0
61120	Medicare Insurance	848	0	0	0
61130	Health Insurance	6,191	0	0	0
61170	Retiree Health Benefits	568	0	0	0
61180	Worker Compensation Insurance	3,373	0	0	0
	SUBTOTAL PERSONNEL	<u>71,108</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>71,108</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
BSCC Local Assistance		12814413			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries Part-Time	0	12,258	0	0
61040	Salaries Overtime	248,561	321,768	120,000	91,843
61110	Part-Time Retirement	0	460	0	0
61120	Medicare Insurance	0	178	0	0
61180	Worker Compensation Insurance	0	1,681	0	0
	SUBTOTAL PERSONNEL	<u>248,561</u>	<u>336,345</u>	<u>120,000</u>	<u>91,843</u>
62120	Training, Transportation, Meeting	33,595	5,755	10,000	0
62300	Contract Services - Professional	157,687	20,799	89,795	25,000
	SUBTOTAL CONTRACTUAL	<u>191,282</u>	<u>26,554</u>	<u>99,795</u>	<u>25,000</u>
63001	Miscellaneous Operating Expenses	9,000	96,860	60,000	60,149
	SUBTOTAL COMMODITIES	<u>9,000</u>	<u>96,860</u>	<u>60,000</u>	<u>60,149</u>
66400	Machinery & Equipment	0	14,224	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>14,224</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>448,842</u></u>	<u><u>473,983</u></u>	<u><u>279,795</u></u>	<u><u>176,992</u></u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Alcoholic Beverage Control Grant		12814415			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61040	Salaries Overtime	0	93,357	20,145	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>93,357</u>	<u>20,145</u>	<u>0</u>
62120	Training, Transportation, Meeting	0	1,891	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>1,891</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	0	5,224	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>5,224</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>100,472</u></u>	<u><u>20,145</u></u>	<u><u>0</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	197,449	100,000	45,000	17,000
	TOTAL REVENUES	<u>197,449</u>	<u>100,000</u>	<u>45,000</u>	<u>17,000</u>
EXPENDITURES					
62140	Membership, Subscription And Dues	2,400	0	0	0
62300	Contract Services-Professional	0	0	0	17,000
63001	Miscellaneous Operating Expenses	0	15,014	0	0
66600	Books Records Video	109,355	9,337	45,000	0
	TOTAL EXPENDITURES	<u>111,755</u>	<u>24,351</u>	<u>45,000</u>	<u>17,000</u>

SPECIAL REVENUE FUND

LIBRARY
Federal Programs

PROGRAM
VARIOUS

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			
National Arts and Humanities Award		15311150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	3,266	3,265	0
52000	Federal Grant-Direct	10,000	0	0	0
	TOTAL REVENUES	<u>10,000</u>	<u>3,266</u>	<u>3,265</u>	<u>0</u>
EXPENDITURES					
63001	Misc. Office Expenses	6,734	2,831	3,265	0
	TOTAL EXPENDITURES	<u>6,734</u>	<u>2,831</u>	<u>3,265</u>	<u>0</u>

SPECIAL REVENUE FUND

LIBRARY		ACCOUNTING UNIT			
IMLS-Memories to Migration		15311160			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	467,575	350,000	165,000
52000	Federal Grant-Direct	0	0	0	0
	TOTAL REVENUES	<u>0</u>	<u>467,575</u>	<u>350,000</u>	<u>165,000</u>
EXPENDITURES					
61020	Salaries Part-Time	16,134	52,466	130,000	36,215
61110	Part-Time Retirement	605	11,669	4,875	1,360
61120	Medicare Insurance	234	762	1,885	525
61180	Worker Compensation Insurance	145	385	1,355	740
	SUBTOTAL PERSONNEL	<u>17,118</u>	<u>65,282</u>	<u>138,115</u>	<u>38,840</u>
62120	Training, Transportation, Meeting	2,804	0	28,000	21,150
62300	Contract Services-Professional	0	71,610	154,500	92,810
	SUBTOTAL CONTRACTUAL	<u>2,804</u>	<u>71,610</u>	<u>182,500</u>	<u>113,960</u>
63001	Misc. Office Expenses	0	972	6,115	6,035
	SUBTOTAL COMMODITIES	<u>0</u>	<u>972</u>	<u>6,115</u>	<u>6,035</u>
65400	Indirect Costs	0	8,704	23,270	6,165
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>8,704</u>	<u>23,270</u>	<u>6,165</u>
	TOTAL EXPENDITURES	<u>19,922</u>	<u>146,568</u>	<u>350,000</u>	<u>165,000</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
9190	Library Assistant		1.00		0.00
9200	Library Clerk I		1.00		1.00
9290	Library Page		0.00		12.00
8410	Senior Tutor		4.00		1.00
8420	Tutor		2.00		1.00
	TOTAL	<u>0.00</u>	<u>8.00</u>	<u>0.00</u>	<u>15.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>REVENUES</u>					
Equitable Sharing - DOJ					
16614002 50001	Prior Year Carry-Forward	0	0	3,499,455	1,094,602
16614002 57405	Evidence Recoveries/DOJ	0	0	0	0
		0	0	3,499,455	1,094,602
Equitable Sharing - Treasury					
16714002 50001	Prior Year Carry-Forward	0	0	2,220,145	75,291
16714002 57406	Evidence Recoveries/US Treasury	0	0	0	0
		0	0	2,220,145	75,291
	TOTAL REVENUES	0	0	5,719,600	1,169,893
<u>EXPENDITURES</u>					
16614450	Equitable Sharing - DOJ	0	4,137	3,499,455	1,094,602
16714455	Equitable Sharing - Treasury	0	0	2,220,145	75,291
	TOTAL EXPENDITURES	0	4,137	5,719,600	1,169,893
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	1.00		1.00	
	TOTAL	1.00		1.00	
		1.00		1.00	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - Dept. of Justice		16614450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries & Wages-Regular	0	0	137,250	137,243
61040	Salaries & Wages-Overtime	0	0	1,000,000	91,545
61100	Retirement Plan	0	0	55,945	20,101
61120	Medicare Insurance	0	0	1,855	1,986
61130	Employees Insurance	0	0	20,120	18,762
61170	Retiree Health Insurance	0	0	1,030	1,029
61180	Compensation Insurance	0	0	9,560	11,549
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>1,225,760</u>	<u>282,215</u>
62300	Contract Svcs - Professional	0	0	2,063,950	697,927
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>2,063,950</u>	<u>697,927</u>
63001	Miscellaneous Office Expenses	0	4,137	100,000	33,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>4,137</u>	<u>100,000</u>	<u>33,000</u>
65400	Indirect Operating Expenses	0	0	109,745	21,460
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>109,745</u>	<u>21,460</u>
66400	Machinery and Equipment	0	0	0	60,000
		<u>0</u>	<u>0</u>	<u>0</u>	<u>60,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>4,137</u></u>	<u><u>3,499,455</u></u>	<u><u>1,094,602</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	1.00		1.00	
	TOTAL	<u>1.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61040	Salaries & Wages-Overtime	0	0	1,000,000	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>1,000,000</u>	<u>0</u>
62300	Contract Services	0	0	798,645	25,291
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>798,645</u>	<u>25,291</u>
63001	Miscellaneous Office Expenses	0	0	325,000	50,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>325,000</u>	<u>50,000</u>
65400	Indirect Operating Expenses	0	0	96,500	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>96,500</u>	<u>0</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,220,145</u></u>	<u><u>75,291</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT 16913			
Recreation Grants		Activity Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
52025	State Grant-Direct	0	0	0	0
52040	OCTA Sr. Mobility	179,308	193,435	191,415	192,600
52040	OCTA-Transport Vietnam Sr	86,281	92,295	0	0
	TOTAL REVENUES	<u>265,589</u>	<u>285,730</u>	<u>191,415</u>	<u>192,600</u>
EXPENDITURES					
16913201	OCTA-VNCOC Sr. Mobility Program	86,281	89,146	0	0
16913202	OCTA Sr. Mobility Program	172,194	164,290	191,415	192,600
	TOTAL EXPENDITURES	<u>258,475</u>	<u>253,436</u>	<u>191,415</u>	<u>192,600</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
9100	Community Center Aide		0.00		1.00
8160	Program Coordinator*		2.00		5.00
9400	Senior Program Leader		5.00		2.00
9360	Program Leader II		2.00		0.00
	TOTAL	<u>0.00</u>	<u>9.00</u>	<u>0.00</u>	<u>8.00</u>
*Additional 2 Program Coordinators are included in					
the program under the General Fund					

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
OCTA-VNCOC Senior Mobility Program	16913201

Statement of Purpose
<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>

Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62300	Contract Services-Professional	86,281	89,146	0	0
	SUBTOTAL CONTRACTUAL	<u>86,281</u>	<u>89,146</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>86,281</u></u>	<u><u>89,146</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM
OCTA Senior Mobility Program	16913202

Statement of Purpose	
<p><i>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.</i></p>	

Accomplishments in FY 16-17	
<ul style="list-style-type: none"> * 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 2017-18	
<ul style="list-style-type: none"> * 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 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level Number of clients served	38,000	39,000	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61020	Salaries Part-Time	128,148	109,281	157,790	130,950
61100	Retirement-Employer Contribution	757	0	0	0
61110	Part-Time Retirement	4,695	4,098	5,920	4,910
61120	Medicare Insurance	1,858	1,585	2,290	1,900
61180	Worker Compensation Insurance	3,793	3,235	4,670	5,185
	SUBTOTAL PERSONNEL	<u>139,251</u>	<u>118,198</u>	<u>170,670</u>	<u>142,945</u>
62300	Contract Services-Professional	11,831	1,784	6,805	4,440
	SUBTOTAL CONTRACTUAL	<u>11,831</u>	<u>1,784</u>	<u>6,805</u>	<u>4,440</u>
63001	Misc. Office Expenses	0	0	620	0
63300	Fuel	7,540	6,530	5,140	6,500
	SUBTOTAL COMMODITIES	<u>7,540</u>	<u>6,530</u>	<u>5,760</u>	<u>6,500</u>
65010	Rental City Equipment	13,572	37,778	8,180	38,715
	SUBTOTAL FIXED CHARGES	<u>13,572</u>	<u>37,778</u>	<u>8,180</u>	<u>38,715</u>
	TOTAL	<u><u>172,194</u></u>	<u><u>164,290</u></u>	<u><u>191,415</u></u>	<u><u>192,600</u></u>

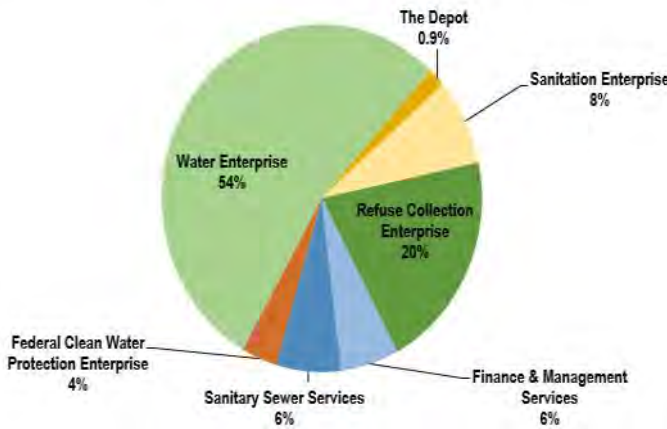
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
9100	Community Center Aide		0.00		1.00
8160	Program Coordinator*		2.00		5.00
9400	Senior Program Leader		5.00		2.00
9360	Program Leader II		2.00		0.00
	TOTAL	<u><u>0.00</u></u>	<u><u>9.00</u></u>	<u><u>0.00</u></u>	<u><u>8.00</u></u>

*Additional 2 Program Coordinators are included in the program under the General Fund

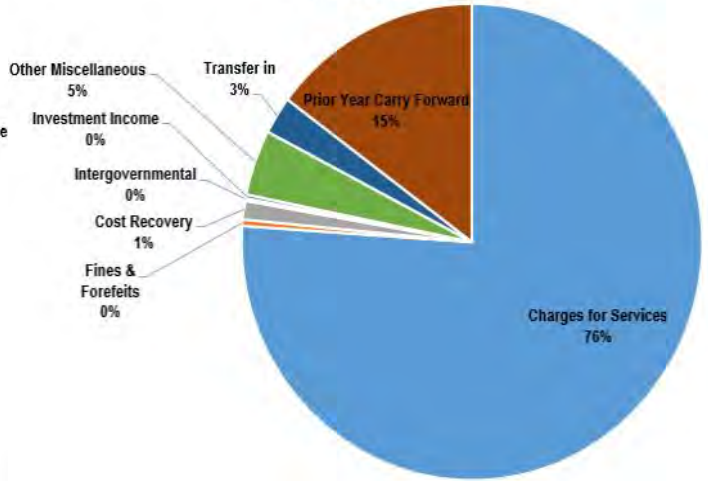
ENTERPRISE FUND DEFINITION

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 17-18
ENTERPRISE FUNDS
EXPENDITURES AND APPROPRIATIONS BY AGENCY**



**FY 2017-18
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 receives revenues from the various Enterprise Funds in connection with water billing and other services provided.

◆ **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 17-18 Enterprise Fund total appropriation is \$107,226,454 reflecting a 1.1 percent decrease due to lower appropriations in the Parking Enterprise fund. 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 111.5 positions of the City’s 1,148 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 \$100.9 million or 94.1 percent of total enterprise funds in the FY17-18 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 6.6 percent of the total Enterprise Fund appropriations at approximately \$7.0 million for FY 17-18.

◆ **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 \$57,592,380 accounts for 53.7 percent of the total enterprise funds in the FY 17-18 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 \$1.8 million accounts for 1.7 percent of total enterprise funds in the FY 17-18 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 passage of Proposition 218—which strictly defines the fees local governments can charge residents—required the City to modify the Sanitation Fund's financial structure. The combined Fund 68 budget of \$8.6 million accounts for 8.1 percent of total enterprise funds in the FY 17-18 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 \$22.0 million accounts for 20.5 percent of total enterprise funds in the FY 17-18 City budget.

ENTERPRISE FUNDS SUMMARY

DEPARTMENT/ UNIT	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Adopted FY 17-18	FY 16-17 Positions	FY 17-18 Positions	% of FY 17-18 Total	Increase (Decrease) Over Prior Year	
								16-17 to 17-18 in \$	in %
REVENUES									
27 Parking Enterprise	5,355,039	4,551,776	8,391,820	6,277,344			5.9%	(2,114,476)	-25.2%
56 Sanitary Sewer Services	4,759,980	4,904,149	7,091,605	7,024,865			6.6%	(66,740)	-0.9%
57 Federal Clean Water Protection	2,897,340	2,809,281	4,569,830	3,878,290			3.6%	(691,540)	-15.1%
60 Water Enterprise	55,882,253	45,358,607	53,303,360	53,192,380			49.6%	(110,980)	-0.2%
66 Water Utility Capital Construction	7,699,221	3,376,756	4,158,000	4,400,000			4.1%	242,000	5.8%
67 The Depot	757,193	592,665	966,890	1,824,350			1.7%	857,460	88.7%
68 Sanitation Enterprise	8,071,614	8,009,780	9,088,970	8,646,050			8.1%	(442,920)	-4.9%
69 Refuse Collection Enterprise	17,382,535	18,292,316	20,807,765	21,983,175			20.5%	1,175,410	5.6%
Revenue Grand Total	102,805,174	87,895,331	108,378,240	107,226,454			100.0%	(1,151,786)	-1.1%
EXPENDITURES BY DEPARTMENT									
Public Works Agency									
<i>Sanitary Sewer Services</i>									
05617019 Interfund Transfer	0	0	909,900	249,000	0.00	0.00	0.2%	(660,900)	-72.6%
05617640 Sewer Services	4,193,320	4,990,630	6,181,705	6,775,865	16.45	16.95	6.3%	594,160	9.6%
<i>Sub-Total</i>	<i>4,193,320</i>	<i>4,990,630</i>	<i>7,091,605</i>	<i>7,024,865</i>	<i>16.45</i>	<i>16.95</i>	<i>6.6%</i>	<i>(66,740)</i>	<i>-0.9%</i>
<i>Federal Clean Water Protection Enterprise</i>									
05717019 Federal Clean Water Interfund Transfer	0	0	200,000	200,000	0.00	0.00	0.2%	0	0.0%
05717640 Federal Clean Water Protection	2,028,761	2,879,942	4,369,830	3,678,290	6.00	8.00	3.4%	(691,540)	-15.8%
<i>Sub-Total</i>	<i>2,028,761</i>	<i>2,879,942</i>	<i>4,569,830</i>	<i>3,878,290</i>	<i>6.00</i>	<i>8.00</i>	<i>3.6%</i>	<i>(691,540)</i>	<i>-15.1%</i>
<i>Water Enterprise</i>									
06017019 Water - Interfund Transfer	0	1,206,288	1,345,435	1,280,780	0.00	0.00	1.2%	(64,655)	-4.8%
06017020 Water Utility Loan Repayment	594,791	676,436	1,578,045	1,466,960	0.00	0.00	1.4%	(111,085)	-7.0%
06017640 Water Production & Supply	24,482,035	21,433,938	28,853,690	29,115,555	9.15	9.15	27.2%	261,865	0.9%
06017641 Water Systems Maintenance	3,893,799	3,719,718	4,761,275	5,782,555	13.75	14.75	5.4%	1,021,280	21.4%
06017642 Water - Miscellaneous Expenses	9,212,555	9,178,970	9,178,970	6,807,730	0.00	0.00	6.3%	(2,371,240)	-25.8%
06017644 Water Quality & Measurement	2,233,588	2,221,295	3,251,755	3,802,175	8.25	9.25	3.5%	550,420	16.9%
06017645 Water Administration & Engineering	2,961,430	3,256,583	4,334,190	4,936,625	6.50	6.50	4.6%	602,435	13.9%
06617647 Water Utility Capital Construction	1,088,244	4,397,293	4,158,000	4,400,000	0.00	0.00	4.1%	242,000	5.8%
<i>Sub-Total</i>	<i>44,466,442</i>	<i>46,090,520</i>	<i>57,461,360</i>	<i>57,592,380</i>	<i>37.65</i>	<i>39.65</i>	<i>53.7%</i>	<i>131,020</i>	<i>0.2%</i>
<i>The Depot</i>									
06717650 Depot Operations	758,619	814,184	966,890	1,824,350	0.00	0.00	1.7%	857,460	88.7%
<i>Sub-Total</i>	<i>758,619</i>	<i>814,184</i>	<i>966,890</i>	<i>1,824,350</i>	<i>0.00</i>	<i>0.00</i>	<i>1.7%</i>	<i>857,460</i>	<i>88.7%</i>
<i>Sanitation Enterprise</i>									
06817640 Environmental Sanitation	2,296,155	1,877,099	1,390,520	1,534,830	5.25	4.98	1.4%	144,310	10.4%
06817641 Roadway Cleaning	1,442,464	1,198,311	3,026,510	3,209,030	10.75	9.34	3.0%	182,520	6.0%
06817642 Graffiti Abatement	1,252,377	1,325,330	1,601,440	0	1.75	0.00	0.0%	(1,601,440)	-100.0%
06817643 Street Trees	2,519,355	2,522,146	3,070,500	3,902,190	10.75	14.03	3.6%	831,690	27.1%
<i>Sub-Total</i>	<i>7,510,351</i>	<i>6,922,885</i>	<i>9,088,970</i>	<i>8,646,050</i>	<i>28.50</i>	<i>28.35</i>	<i>8.1%</i>	<i>(442,920)</i>	<i>-4.9%</i>
<i>Refuse Collection Enterprise</i>									
06917019 Refuse - Interfund Transfer	0	971,027	2,870,000	3,010,000	0.00	0.00	2.8%	140,000	4.9%
06917640 Refuse Collection Service	15,894,512	16,586,964	17,937,765	18,973,175	3.00	5.35	17.7%	1,035,410	5.8%
<i>Sub-Total</i>	<i>15,894,512</i>	<i>17,557,991</i>	<i>20,807,765</i>	<i>21,983,175</i>	<i>3.00</i>	<i>5.35</i>	<i>20.5%</i>	<i>1,175,410</i>	<i>5.6%</i>
Public Works Total	74,852,005	79,256,152	99,986,420	100,949,110	91.60	98.30	94.1%	962,690	1.0%
Finance & Management Services									
02710131 Parking Meter Fund	1,370,485	1,155,375	1,658,204	1,612,134	8.20	8.20	1.5%	(46,070)	-2.8%
02710132 Downtown Parking Facilities	1,316,975	1,885,428	1,680,396	1,954,545	1.00	1.00	1.8%	274,149	16.3%
02710133 Downtown Enhancements	0	899,170	5,053,220	2,710,665	4.00	4.00	2.5%	(2,342,555)	-46.4%
02710020 Debt Service	156,696	67,727	0	0	0.00	0.00	0.0%	0	n/a
Finance & Mgmt. Services Total	2,844,157	4,007,701	8,391,820	6,277,344	13.20	13.20	5.9%	(2,114,476)	-25.2%
Expenditure Grand Total	77,696,162	83,263,852	108,378,240	107,226,454	104.80	111.50	100.0%	(1,151,786)	-1.1%

Note: Includes Interfund Transfers

ENTERPRISE FUNDS PERSONNEL

Number of Positions	97.10	97.85	104.80	111.50				6.70	6.4%
as % of Total City Workforce	9.2%	8.8%	9.3%	9.7%					

**ENTERPRISE FUNDS
RESOURCE SUMMARY**

PARKING ENTERPRISES - FMSA

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	5,053,220	2,971,360
53800	Parking Fees	1,448,425	1,675,032	1,469,600	1,466,859
53804	Parking Meter & Facilities Revenue	1,228,224	1,714,495	1,327,000	1,297,125
55000	Parking Fines	612,057	455,678	515,000	515,000
	SUBTOTAL CHARGES FOR SERVICES	<u>3,288,706</u>	<u>3,845,205</u>	<u>8,364,820</u>	<u>6,250,344</u>
57000	Expense Reimbursement	0	0	0	0
57990	Miscellaneous Income	2,016,904	627,174	2,000	2,000
58000	Earning on Investments	49,429	79,397	25,000	25,000
59000-671	Transfer from Fund 671	0	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>2,066,333</u>	<u>706,571</u>	<u>27,000</u>	<u>27,000</u>
	TOTAL	<u><u>5,355,039</u></u>	<u><u>4,551,776</u></u>	<u><u>8,391,820</u></u>	<u><u>6,277,344</u></u>
EXPENDITURES					
02710131	Parking Meter Fund	1,370,485	1,155,375	1,658,204	1,612,134
02710132	Downtown Parking Facilities*	1,316,975	1,885,428	1,680,396	1,954,545
02710133	Downtown Enhancements*	0	899,170	5,053,220	2,710,665
02710020	Debt Service	156,696	67,727	0	0
	TOTAL	<u>2,844,157</u>	<u>4,007,701</u>	<u>8,391,820</u>	<u>6,277,344</u>
	<i>*Downtown Enhancements Plan Adopted in December 2015</i>				
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	718,321	1,585,711	2,553,895	2,462,610
62000	Contractual	1,459,664	2,012,048	2,204,065	3,107,756
63000	Commodities	19,303	20,716	70,385	70,385
65000	Fixed Charges	145,280	204,996	273,024	275,447
66000	Capital	347,490	118,834	3,290,000	360,695
67000	Debt Service	154,099	65,395	451	451
	TOTAL	<u>2,844,157</u>	<u>4,007,701</u>	<u>8,391,820</u>	<u>6,277,344</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgt Svs	0.10		0.10	
1170	Treasury and Customer Service Manager	0.10		0.10	
2653	Downtown Development Liason	1.00		1.00	
7160	Parking Meter Technician I	1.00		1.00	
0080	Parking Meter Technician II	3.00		3.00	
1720	Management Analyst	0.00		1.00	
1200	Management Aide	1.00		0.00	
3900	Parking Control Officer *	3.00		3.00	
3200	Police Officer*	4.00		4.00	
	TOTAL	<u>13.20</u>		<u>13.20</u>	
	<i>* These positions are part of the Police Department.</i>				

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA
Parking Meter & Facilities

PROGRAM
02710131

Statement of Purpose

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.

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).

Accomplishments in FY 2016-17

- * Maintained parking meters and increased revenue collections, five days a week.
- * Provided support to private and City sponsored Downtown events.
- * Responded to Downtown incidents regarding maintenance and public safety, as needed.
- * Continued to develop and implement components of the Downtown Enhancements & Parking Modernization Plan.
- * Developed RFP for parking operations, pending installation of PARCS equipment and structure improvements.
- * Continued on a month to month lease with current parking operator (Central Parking/SP+) and prepared for the release of RFP with parking consultant.
- * Continued to develop and modify the ordinance and resolution to fully integrate with the Smart Meter Program and off-street parking operations.
- * Continued on a year to year agreement with Parkmobile and implemented marketing strategy to attract more users.
- * Released bid to award contract for PARCS equipment and structure improvements, pending award of contract with Council approval.
- * Completion of public restrooms and amenities at 3rd & Bush parking lot.

Action Plan for FY 2017-18

- * Maintain parking meters and increased revenue collections, five days a week.
- * Provide support to private and City sponsored 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.
- * Adjust parking structure rates and hours of operation upon completion of parking structure improvements.
- * Increase service levels with creation of Downtown merchants parking validation fund and increased funding to Clean & Safe program.
- * Update policies and procedures regarding rental of public parking facilities and appropriate fees for non-parking related use (private & City sponsored events).
- * Explore options regarding the Duncan Solutions meters (coin only) that are approaching end of expected life cycle.
- * Continue to provide administrative support for 3rd & Broadway redevelopment project.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of parking meters maintained (smart meter)	512	512	512	512
# of parking meters maintained (digital meter)	755	755	755	755
# of meters maintained per parking technician	422	422	317	317
Efficiency				
Annual revenue collected per meter	\$969	\$1,353	\$1,377	\$1,397
Meter revenue collected per technician	\$409,408	\$571,498	\$581,357	\$590,077
Effectiveness				
Annual meter revenue collection	\$1,228,224	\$1,714,494	\$1,744,070 ¹	\$1,770,231 ²
Annual violation revenue generated	\$612,057	\$455,678	\$515,000	\$522,725

¹ estimate based on \$874k actuals received thru Dec. 2016

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Parking Meter		02710131			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	484,824	516,260	662,460	631,185
61020	Salaries Part-Time	3,895	0	0	0
61040	Salaries Overtime	7,556	10,539	15,000	15,000
61100	Retirement-Employer Contribution	75,952	101,786	147,595	162,545
61120	Medicare Insurance	6,075	6,302	8,860	8,655
61130	Health Insurance	124,381	130,783	163,320	136,570
61170	Retiree Health Benefits	(3,731)	(33,992)	1,460	1,450
61180	Worker Compensation Insurance	11,634	13,121	17,325	23,090
	SUBTOTAL PERSONNEL	710,586	744,799	1,016,020	978,495
62000	Utilities	640	3,273	2,500	2,500
62010	Communications	1,891	10,239	3,000	3,000
62012	Cellular Phone Charges	3,740	130	4,000	4,000
62120	Training, Transportation, Meeting	751	176	1,000	1,000
62140	Membership, Subscription and Dues	730	595	1,000	1,000
62200	Advertising	0	0	1,000	1,000
62251	Other Agency Services	0	663	5,000	5,000
62300	Contract Services-Professional	140,601	234,535	276,524	265,256
62322	M & R Machinery & Equipment	186	0	6,300	6,300
62700	Auto Expense	0	600	600	600
	SUBTOTAL CONTRACTUAL	148,539	250,211	300,924	289,656
63001	Miscellaneous Operating Expenses	17,963	17,687	62,930	62,930
63300	Gas & Diesel	1,339	1,042	2,850	2,850
	SUBTOTAL COMMODITIES	19,303	18,730	65,780	65,780
65000	Building Rental	0	0	0	0
65010	Rental City Equipment	6,979	7,952	7,676	10,404
65011	Equipment Replacement Charges	9,499	9,900	10,637	14,196
65012	Accident Repair & Replacement Charges	0	612	616	612
65020	City Yard Rental	11,040	11,826	12,515	24,515
65040	Computer Services	0	250	250	250
65050	IS Strategic Plan	9,476	35,615	35,615	35,615
65100	Insurance	0	12,551	13,945	13,945
65205	Internal Departments Personnel Charges	0	0	13,850	0
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	88,849	44,204	61,200	59,490
	SUBTOTAL FIXED CHARGES	144,568	141,635	175,029	177,752
66400	Machinery & Equipment	347,490	0	100,000	100,000
	SUBTOTAL CAPITAL	347,490	0	100,000	100,000
67200	Lease Payment	0	0	451	451
	SUBTOTAL DEBT SERVICE	0	0	451	451
	TOTAL EXPENDITURES	1,370,485	1,155,375	1,658,204	1,612,134

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1190	Exec. Director of Finance & Mgt Svs	0.10		0.10	
1720	Management Analyst	0.00		0.50	
1200	Management Aide	0.50		0.00	
2653	Downtown Development Liason	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	8.20	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	5,427	83,061	125,750	126,840
61020	Salaries Part-Time	0	0	0	0
61040	Salaries Overtime	392	2,220	0	15,000
61100	Retirement-Employer Contribution	892	17,350	15,000	30,880
61120	Medicare Insurance	54	1,227	1,750	1,715
61130	Health Insurance	866	14,755	163,320	12,190
61170	Retiree Health Benefits	0	2,861	0	0
61180	Worker Compensation Insurance	104	981	2,215	3,305
	SUBTOTAL PERSONNEL	<u>7,735</u>	<u>122,455</u>	<u>308,035</u>	<u>189,930</u>
62251	Other Agency Services	948	966	3,000	3,000
62300	Contract Services - Professional	1,307,580	1,751,111	1,350,141	1,482,000
	SUBTOTAL CONTRACTUAL	<u>1,308,528</u>	<u>1,752,077</u>	<u>1,353,141</u>	<u>1,485,000</u>
63001	Miscellaneous Operating Expenses	0	1,986	4,605	4,605
	SUBTOTAL COMMODITIES	<u>0</u>	<u>1,986</u>	<u>4,605</u>	<u>4,605</u>
65040	Computer Services	0	20	20	20
65050	IS Strategic Plan	0	700	700	700
65100	Insurance	0	1,160	1,160	1,160
65400	Indirect Costs	712	7,029	12,735	12,435
	SUBTOTAL FIXED CHARGES	<u>712</u>	<u>8,909</u>	<u>14,615</u>	<u>14,315</u>
66200	Building Improvement	0	0	0	260,695
66220	Improvements Other Than Building	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>260,695</u>
	TOTAL EXPENDITURES	<u><u>1,316,975</u></u>	<u><u>1,885,428</u></u>	<u><u>1,680,396</u></u>	<u><u>1,954,545</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
1720	Management Analyst	0.00		0.50	
1200	Management Aide	0.50		0.00	
2653	Downtown Development Liason	0.50		0.50	
	TOTAL	<u>1.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Salaries Regular	0	210,074	466,220	478,045
61040	Salaries Overtime	0	381,805	422,690	422,690
61100	Retirement-Employer Contribution	0	74,657	211,840	256,160
61120	Medicare Insurance	0	4,146	6,760	6,930
61130	Health Insurance	0	30,985	80,605	82,795
61170	Retiree Health Benefits	0	0	3,495	3,585
61180	Worker Compensation Insurance	0	16,791	38,230	43,980
	SUBTOTAL PERSONNEL	<u>0</u>	<u>718,457</u>	<u>1,229,840</u>	<u>1,294,185</u>
62000	Utilities	0	0	0	5,000
62300	Contract Services - Professional	0	7,428	550,000	1,328,100
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>7,428</u>	<u>550,000</u>	<u>1,333,100</u>
65205	Internal Charges to Departments	0	34,272	0	0
65400	Indirect Costs	0	20,179	83,380	83,380
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>54,452</u>	<u>83,380</u>	<u>83,380</u>
66200	Building Improvement	0	118,834	3,190,000	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>118,834</u>	<u>3,190,000</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>899,170</u>	<u>5,053,220</u>	<u>2,710,665</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer*	4.00		4.00	
	TOTAL	<u>4.00</u>	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>
	<i>* These positions are part of the Police Department.</i>				

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Parking Facilities (Debt Service)		02710020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
62401	Trustee Fees	2,597	2,332	0	0
	SUBTOTAL CONTRACTUAL	<u>2,597</u>	<u>2,332</u>	<u>0</u>	<u>0</u>
67300	Bond Principal	0	0	0	0
67310	Bond Interest	109,054	20,350	0	0
67400	Amortization of Bond Discount & ISS Costs	45,045	45,045	0	0
	SUBTOTAL DEBT SERVICE	<u>154,099</u>	<u>65,395</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>156,696</u></u>	<u><u>67,727</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANITARY SEWER SERVICES - PWA					
ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
REVENUES					
50001 Prior Year Carry Forward	0	0	1,386,605	1,273,510	
53721 NPDES Sewer	0	210,342	249,000	249,965	
53733 Lateral Repair	61,374	395,119	448,200	474,370	
53734 FOG Program	30,464	198,377	247,200	237,185	
53902 Misc Service Charge	4,627,840	4,034,424	4,731,000	4,749,335	
57010 Miscellaneous Recoveries	700	5,131	500	500	
57993 Write Off Collections	(8,506)	(3,745)	0	0	
58000 Earning On Investments	45,401	64,499	29,100	40,000	
9000-059 Transfer from Fund 059	2,707	0	0	0	
TOTAL REVENUES	4,759,980	4,904,149	7,091,605	7,024,865	
EXPENDITURES					
05617019 Sewer Interfund Transfer	0	0	909,900	249,000	
05617640 Sanitary Sewer Service	4,193,320	4,990,630	6,181,705	6,775,865	
TOTAL EXPENDITURES	4,193,320	4,990,630	7,091,605	7,024,865	
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000 Personnel	1,926,799	1,680,806	2,099,970	2,273,845	
62000 Contractual	1,043,358	1,167,078	2,474,315	2,525,315	
63000 Commodities	379,293	364,774	403,155	404,035	
65000 Cross Charges	589,375	728,030	768,110	796,010	
66000 Capital	245,877	1,049,941	405,000	745,505	
68000 Transfers	8,617	0	941,055	280,155	
TOTAL	4,193,320	4,990,630	7,091,605	7,024,865	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		0.00	
07776	Senior Water Services Supervisor	0.50		0.50	
04360	Street Maintenance Supervisor	0.25		0.00	
07750	Water Services Crew Leader	0.75		0.75	
07765	Water Services Quality Inspector	0.00		2.00	
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	Sr. Maintenance Aide I, P/T		0.25		0.00
09260	Sr. Maintenance Worker, P/T		3.00		3.00
	Total	16.45	3.25	16.95	3.00

ENTERPRISE FUND

SANITARY SEWER SERVICES		ACCOUNTING UNIT			
Sanitary Sewer Service - Interfund Transfer		05617019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
68000-054	Transfer to Fund 054	0	0	660,900	0
68000-057	Transfer to Fund 057	0	0	249,000	249,000
68000-058	Transfer to Fund 058	0	0	0	0
68000-059	Transfer to Fund 059	0	0	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>909,900</u>	<u>249,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>909,900</u></u>	<u><u>249,000</u></u>

ENTERPRISE FUND

SANITARY SEWER SERVICE ENTERPRISE - PWA		ACCOUNTING UNIT			
Sewer Services		05617640			
Statement of Purpose					
<p><i>Provide cleaning, rehabilitation, and repair of sanitary sewer facilities and remove sewer main blockages.</i></p> <p>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.</p>					
Accomplishments in FY 2016-17					
<ul style="list-style-type: none"> * Cleaned 210 miles of sewer * Inspected 300,000 feet of sewer main via CCTV * Responded to and corrected all blockages of City sewer infrastructure * Responded to 3 Sanitary Sewer Overflows (Public and Private) * Replaced and repaired 150 sewer laterals * Rehabilitated 5,000 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 Master Plan 					
Action Plan for FY 2017-18					
<ul style="list-style-type: none"> * 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 corrective maintenance program and sewer system point repairs * Continue sewer lateral repair program. * Continue sewer main root foaming program. * Continue sewer manhole insect control program. * Implement sewer manhole inspection program * Expand use of Technology to monitor sewer system operational effectiveness 					
PERFORMANCE MEASURES		Actual	Actual	Estimated	Objective
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level					
# of miles of sewer mains cleaned		275	142	210	290
# of sewer mains TV-inspected (in linear feet)		375,000	339,906	300,000	300,000
# of sewer main blockages cleared		24	7	3	0
# of sewer main laterals repaired/replaced		169	226	150	220
# of sewer main trouble spots cleaned		1,200	1,200	1,200	1,200
Linear feet of sewer mains rehabilitated		5,000	9,990	5,000	5,000
% of sewer laterals repaired/rehabilitated within					
10 working days		95	75	75	100
% 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	1,169,655	1,048,949	1,138,980	1,177,760
61020	Salaries Part-Time	29,562	42,677	53,545	54,935
61040	Salaries Overtime	158,201	172,425	135,600	135,600
61100	Retirement-Employer Contribution	186,774	198,916	298,205	334,125
61120	Medicare Insurance	19,595	17,993	18,675	19,350
61130	Health Insurance	212,261	219,256	309,035	383,295
61170	Retiree Health Benefits	47,997	(129,100)	0	0
61180	Worker Compensation Insurance	102,754	109,690	145,930	168,780
	SUBTOTAL PERSONNEL	1,926,799	1,680,806	2,099,970	2,273,845
62010	Communications	2,074	1,551	5,500	5,500
62120	Training, Transportation, Meeting	5,156	7,908	9,000	9,000
62140	Membership, Subscription & Dues	24,965	26,612	39,815	39,815
62300	Contract Services-Professional	1,011,164	1,123,562	2,420,000	2,470,000
62322	Maintenance & Repair Machinery & Equipment	0	7,446	0	1,000
	SUBTOTAL CONTRACTUAL	1,043,358	1,167,078	2,474,315	2,525,315
63001	Miscellaneous Operating Expenses	342,582	338,925	375,500	375,500
63300	Gas & Diesel	36,711	25,849	27,655	28,535
	SUBTOTAL COMMODITIES	379,293	364,774	403,155	404,035
65010	Rental City Equipment	150,893	159,063	152,645	152,150
65011	Equipment Replacement Charges	27,546	50,952	81,360	95,040
65012	Accident Repair & Replacement Charge	0	2,556	2,265	2,615
65240	Public Works Administrative Charges	301,165	418,816	418,815	418,815
65400	Indirect Costs	109,771	96,643	113,025	127,390
	SUBTOTAL CROSS CHARGES	589,375	728,030	768,110	796,010
66220	Improvements Other Than Building	198,006	558,701	0	0
66400	Machinery & Equipment	47,872	491,240	405,000	745,505
	SUBTOTAL CAPITAL	245,877	1,049,941	405,000	745,505
8000-059	Transfer to Fund 059	0	0	31,155	31,155
8000-085	Transfer to Fund 085	8,617	0	0	0
	SUBTOTAL TRANSFERS	8,617	0	31,155	31,155
	TOTAL	4,193,320	4,990,630	6,181,705	6,775,865

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		0.00	
07776	Senior Water Services Supervisor	0.50		0.50	
04360	Street Maintenance Supervisor	0.25		0.00	
07750	Water Services Crew Leader	0.75		0.75	
07765	Water Services Quality Inspector	0.00		2.00	
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	Sr. Maintenance Aide I, P/T		0.25		0.00
09260	Sr. Maintenance Worker, P/T		3.00		3.00
	Total	16.45	3.25	16.95	3.00

**ENTERPRISE FUND
RESOURCE SUMMARY**

FEDERAL CLEAN WATER PROTECTION ENTERPRISE - PWA

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	1,907,895	1,141,010
53604	NPDES Public Improvement Plan Check	100,476	112,731	60,000	60,000
53621	NPDES Building Permit	48,744	37,439	14,000	14,000
53622	NPDES Plumbing Permit	30,989	35,507	15,000	15,000
53623	NPDES Grading Permit	9,392	13,755	9,500	9,500
53708	NPDES Sewer Lateral	4,782	6,721	4,000	4,000
53711	NPDES Street Work Permit	172,826	155,498	80,000	80,000
53721	NPDES Sewer	244,077	0	0	0
53722	NPDES Water	1,341,666	0	0	0
53723	NPDES Refuse Residential	161,674	0	0	0
53724	NPDES Refuse Non-Residential	747,322	0	0	0
57000	Expense Reimbursement	0	3,034	0	0
57010	Miscellaneous Recoveries	400	500	0	0
58000	Earning On Investments	34,992	56,439	15,000	15,000
9000-056	Transfer from Fund 056	0	210,342	249,000	249,000
9000-060	Transfer from Fund 060	0	1,206,288	1,345,435	1,280,780
9000-069	Transfer from Fund 069	0	971,027	870,000	1,010,000
	TOTAL REVENUES	<u>2,897,340</u>	<u>2,809,281</u>	<u>4,569,830</u>	<u>3,878,290</u>
EXPENDITURES					
5717019	Fed Clean Water Interfund Transfer	0	0	200,000	200,000
5717640	Fed Clean Water Protection Ent	2,028,761	2,879,942	4,369,830	3,678,290
	TOTAL EXPENDITURES	<u>2,028,761</u>	<u>2,879,942</u>	<u>4,569,830</u>	<u>3,878,290</u>
OPERATING EXPENSE		ACTUAL FY 13-14	ACTUAL FY 14-15	ADOPTED FY 15-16	ADOPTED FY 16-17
61000	Personnel	784,139	733,885	1,039,005	1,333,950
62000	Contractual	1,011,219	1,808,921	1,619,000	1,851,555
63000	Commodities	4,337	6,695	26,655	46,750
65000	Cross Charges	222,391	294,771	310,170	346,035
66000	Capital	6,675	35,670	1,375,000	100,000
68000	Transfers	0	0	200,000	200,000
	TOTAL	<u>2,028,761</u>	<u>2,879,942</u>	<u>4,569,830</u>	<u>3,878,290</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.95		0.95	
00320	City Engineer (MM)	0.20		0.20	
02240	Construction Inspector I	0.60		2.60	
00300	Construction Inspector II	0.60		0.60	
00315	Deputy City Engineer (MM)	0.25		0.25	
06440	Npdes Manager	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.30		0.30	
06140	Projects Manager	0.25		0.25	
02131	Senior Civil Engineer	0.25		0.25	
07330	Senior Office Assistant	0.25		0.25	
06240	Senior Water Systems Operator	0.05		0.00	
00115	Stormwater Coordinator	1.00		1.00	
TBD3	Water Services Production Supervisor	0.00		0.05	
00920	Water Systems Operator II	0.20		0.20	
04530	Water Systems Operator III	0.10		0.10	
09130	Engineering Intern, P/T		1.00		1.00
	Total	<u>6.00</u>	<u>1.00</u>	<u>8.00</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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
68000-068	Transfer to Fund 068	0	0	200,000	200,000
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>200,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>200,000</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 stormwater quality.</i></p>				
Accomplishments in FY 2016-17				
<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 * Inspect all commercial and industrial sites for NPDES permit compliance. * Continue researching alternative compliance solutions and funding strategies for Newport Bay Watershed TMDLs. * Awarded construction contract for the 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 * Determine future course of action for compliance with new Statewide Trash Amendment regulations. * Develop web-based Commercial Industrial Facility Inspection Database 				
Action Plan for FY 2017-18				
<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. * Start construction for the 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	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Miles of channels cleaned	7	8	8	8
# of catch basins inspected	1,464	1,500	1,500	1,500
# of catch basins cleaned	241	2,000	2,000	2,000
# Illegal discharge incidents investigated/remediated	90	50	50	50
# of industrial sites inspected	377	500	500	500
# of commercial sites inspected	634	400	400	400
# of meetings attended as co-permittee	30	30	36	36
# of capital improvement projects inspected	19	20	20	20
# of private construction projects inspected	49	50	50	50
# of (re)development sites inspected for WQMP verification	18	21	20	20

ENTERPRISE FUND

FEDERAL CLEAN WATER PROTECTION ENTERPRISE		ACCOUNTING UNIT			
Fed Clean Water Protection Ent		05717640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
EXPENDITURES					
61000	Salaries Regular	533,251	517,537	681,825	798,190
61020	Salaries Part-Time	13,394	15,242	22,510	16,635
61040	Salaries Overtime	28,929	37,794	50,000	50,000
61100	Retirement-Employer Contribution	98,891	102,060	176,130	225,670
61120	Medicare Insurance	7,345	7,739	11,030	12,815
61130	Health Insurance	86,977	90,340	81,385	203,395
61170	Retiree Health Benefits	2,664	-52,180	0	0
61180	Worker Compensation Insurance	12,687	15,353	16,125	27,245
	SUBTOTAL PERSONNEL	784,139	733,885	1,039,005	1,333,950
62010	Communications	1,870	1,838	4,000	4,000
62120	Training, Transportation, Meeting	2,087	517	15,000	15,000
62140	Membership, Subscription & Dues	0	1,123	0	0
62300	Contract Services-Professional	1,007,262	1,805,444	1,600,000	1,832,555
	SUBTOTAL CONTRACTUAL	1,011,219	1,808,921	1,619,000	1,851,555
63001	Miscellaneous Operating Expenses	1,686	5,103	24,500	44,500
63300	Gas & Diesel	2,651	1,592	2,155	2,250
	SUBTOTAL COMMODITIES	4,337	6,695	26,655	46,750
65010	Rental City Equipment	18,732	18,732	19,295	27,660
65011	Equipment Replacement Charges	0	0	0	7,800
65012	Accident Repair & Replacement Charge	0	1,440	1,450	2,160
65100	Insurance Charges	27,940	26,419	28,890	28,885
65205	Internal Departments Personnel Charges	0	8,261	0	0
65240	Public Works Administrative Charges	129,155	199,013	199,015	199,015
65400	Indirect Costs	46,564	40,906	61,520	80,515
	SUBTOTAL CROSS CHARGES	222,391	294,771	310,170	346,035
66220	Improvements Other Than Building	6,675	35,670	1,375,000	0
66400	Machinery & Equipment	0	0	0	100,000
	SUBTOTAL CAPITAL	6,675	35,670	1,375,000	100,000
	TOTAL	2,028,761	2,879,942	4,369,830	3,678,290
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.95		0.95	
00320	City Engineer (MM)	0.20		0.20	
02240	Construction Inspector I	0.60		2.60	
00300	Construction Inspector II	0.60		0.60	
00315	Deputy City Engineer (MM)	0.25		0.25	
06440	Npdes Manager	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.30		0.30	
06140	Projects Manager	0.25		0.25	
02131	Senior Civil Engineer	0.25		0.25	
07330	Senior Office Assistant	0.25		0.25	
06240	Senior Water Systems Operator	0.05		0.00	
00115	Stormwater Coordinator	1.00		1.00	
TBD3	Water Services Production Supervisor	0.00		0.05	
00920	Water Systems Operator II	0.20		0.20	
04530	Water Systems Operator III	0.10		0.10	
09130	Engineering Intern, P/T		1.00		1.00
	Total	6.00	1.00	8.00	1.00

**ENTERPRISE FUND
RESOURCE SUMMARY**

WATER ENTERPRISE - PWA

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	6,517,660	4,693,565
53709	Connection Charge	83,907	88,829	0	0
53712	Water Sales - Regular	42,746,451	39,223,040	43,502,465	41,411,975
53713	Fireline Service Charge	256,815	337,530	270,100	357,780
53714	Basic Service Charge	4,298,900	5,968,614	4,163,600	8,253,480
53715	Re-Connection Charge	94,711	78,656	100,000	75,000
53716	After Hours Service Charge	5,256	8,361	0	2,000
53717	Tag Fee	156,035	158,085	160,000	150,000
53720	Penalties & Service Charge	(1,980,237)	956,468	1,000,000	1,000,000
53722	NPDES Water	0	1,206,288	1,345,435	1,280,780
53725	Water Sales - Miscellaneous	3,406	425	30,475	0
57006	Expense Reimbursement-Condemn Deposit	643	2,738	0	0
57010	Miscellaneous Recoveries	148	4,927	0	0
57011	Miscellaneous Cost Refunds	8,509	5,153	0	4,000
57363	Cell Tower Lease Agreement	18,814	57,054	18,800	18,800
57960	Rental of Property	225,268	187,500	237,125	220,000
57993	Write Off Collections	(125,899)	(6,367)	(50,000)	(50,000)
58000	Earning On Investments	155,068	237,821	165,700	175,000
58001	Stale Dated Checks	5,061	4,789	0	0
58002	Net Increase (Decrease) In Fair Value of Inve:	24,262	215,454	0	0
9000-059	Transfer from Fund 059	10,591	0	0	0
9000-066	Transfer from Fund 066	17,587,213	0	0	0
9000-075	Transfer from Fund 075	6,554	0	0	0
	TOTAL REVENUES	<u>63,581,474</u>	<u>48,735,363</u>	<u>57,461,360</u>	<u>57,592,380</u>
EXPENDITURES					
06017019	Council - Interfund Transfer	7,678,758	4,445,198	5,503,435	5,680,780
06017020	Water Debt Service	594,791	676,436	1,578,045	1,466,960
06017640	Water Uty Wtr Prod & Supply	24,482,035	21,433,938	28,853,690	29,115,555
06017641	Water System Maint	3,893,799	3,719,718	4,761,275	5,782,555
06017642	Water-Misc Expenses	9,212,555	9,178,970	9,178,970	6,807,730
06017644	Water Quality & Measurement	2,233,588	2,221,295	3,251,755	3,802,175
06017645	Water Admin/Engineering	2,961,430	3,256,583	4,334,190	4,936,625
	TOTAL EXPENDITURES	<u>51,056,955</u>	<u>44,932,137</u>	<u>57,461,360</u>	<u>57,592,380</u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	4,768,182	4,355,524	5,460,810	6,325,965
62000	Contractual	13,447,220	12,716,181	18,380,310	19,652,580
63000	Commodities	11,257,118	9,404,672	12,023,440	11,654,050
65000	Cross Charges	12,592,687	13,055,407	13,226,440	10,920,665
66000	Capital	678,024	283,516	1,240,000	1,845,000
67000	Debt Service	591,358	671,640	1,595,770	1,482,185
68000	Transfers	7,722,366	4,445,198	5,534,590	5,711,935
	TOTAL	<u>51,056,955</u>	<u>44,932,137</u>	<u>57,461,360</u>	<u>57,592,380</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

WATER ENTERPRISE - PWA

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	1.50		1.50	
04215	Equipment Operator - Water Services	4.00		4.00	
04130	Instrument Technician	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.70		0.70	
04519	Public Works Dispatcher	0.50		0.50	
05030	Public Works Safety Coordinator	1.00		1.00	
02131	Senior Civil Engineer	1.00		1.00	
00150	Senior Management Analyst (UC)	1.00		1.00	
07330	Senior Office Assistant	1.00		1.00	
07776	Senior Water Services Supervisor	0.50		0.50	
06240	Senior Water Systems Operator	0.95		0.00	
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		2.00	
07770	Water Services Quality Supervisor	1.00		1.00	
07775	Water Services Supervisor	1.25		2.25	
TBD3	Water Services Production Supervisor	0.00		0.95	
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	
09130	Engineering Intern, P/T		5.00		5.00
09260	Sr. Maintenance Worker, P/T		9.00		9.00
09960	Water Conservation Representative, P/T		4.00		4.00
	Total	<u>37.65</u>	<u>18.00</u>	<u>39.65</u>	<u>18.00</u>

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water - Interfund Transfer		06017019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
68000-057	Transfer to Fund 057	0	1,206,288	1,345,435	1,280,780
68000-066	Transfer to Fund 066	7,678,758	3,238,910	4,158,000	4,400,000
	SUBTOTAL TRANSFERS	<u>7,678,758</u>	<u>4,445,198</u>	<u>5,503,435</u>	<u>5,680,780</u>
	TOTAL	<u><u>7,678,758</u></u>	<u><u>4,445,198</u></u>	<u><u>5,503,435</u></u>	<u><u>5,680,780</u></u>

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Debt Service		06017020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
62300	Contract Services-Professional	2,933	2,250	0	2,500
62401	Trustee Fee	500	2,546	3,000	3,000
	SUBTOTAL CONTRACTUAL	<u>3,433</u>	<u>4,796</u>	<u>3,000</u>	<u>5,500</u>
67000	Loan Payment OCWD	0	0	199,870	99,935
67110	Interest-Debt Services	19,485	13,116	0	0
67300	Bond Principal	0	0	665,000	685,000
67310	Bond Interest	749,099	658,524	710,175	676,525
67401	Issurance Cost	192,366	0	0	0
67410	Water Bond Deferred Charges	-369,591	0	0	0
	SUBTOTAL DEBT SERVICE	<u>591,358</u>	<u>671,640</u>	<u>1,575,045</u>	<u>1,461,460</u>
	TOTAL	<u><u>594,791</u></u>	<u><u>676,436</u></u>	<u><u>1,578,045</u></u>	<u><u>1,466,960</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
2017	665,000.00	355,087.50	345,112.50	700,200.00	1,365,200.00
2018	685,000.00	345,112.50	331,412.50	676,525.00	1,361,525.00
2019	710,000.00	331,412.50	313,662.50	645,075.00	1,355,075.00
2020	745,000.00	313,662.50	295,037.50	608,700.00	1,353,700.00
2021	785,000.00	295,037.50	275,412.50	570,450.00	1,355,450.00
2022	820,000.00	275,412.50	254,912.50	530,325.00	1,350,325.00
2023	865,000.00	254,912.50	233,287.50	488,200.00	1,353,200.00
2024	905,000.00	233,287.50	217,450.00	450,737.50	1,355,737.50
2025	940,000.00	217,450.00	193,950.00	411,400.00	1,351,400.00
2026	985,000.00	193,950.00	169,325.00	363,275.00	1,348,275.00
2027	1,035,000.00	169,325.00	148,625.00	317,950.00	1,352,950.00
2028	1,075,000.00	148,625.00	121,750.00	270,375.00	1,345,375.00
2029	1,130,000.00	121,750.00	93,500.00	215,250.00	1,345,250.00
2030	1,185,000.00	93,500.00	63,875.00	157,375.00	1,342,375.00
2031	1,245,000.00	63,875.00	32,750.00	96,625.00	1,341,625.00
2032	1,310,000.00	32,750.00	0.00	32,750.00	1,342,750.00
	<u>15,085,000.00</u>	<u>3,445,150.00</u>	<u>3,090,062.50</u>	<u>6,535,212.50</u>	<u>21,620,212.50</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA		PROGRAM		
Water Production & Supply		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 2016-17				
<ul style="list-style-type: none"> * Finalized design and begin construction of San Lorenzo Lift Station. * Began construction of Walnut Pump Station * Installed emergency backup generator at Walnut Pump Station * Rehabilitated pumps for Segestrom Lift Station * Completed perimeter wall and gate improvements at South Pump Station * Completed gate improvements at West Pump Station * Completed Well 40 Variable Frequency Drive installations 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Well 16, 18, 22, 24, 29 & 30 casing evaluation * Crooke Station electrical rehabilitation * Cambridge electrical evaluation * Rehabilitation of Well 18. * Rehabilitation of Well 30. * Continue development of functional specifications for production sites * Design Well 29 site upgrade. * Design SA-2 piping improvements 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of gallons produced per day from wells (in millions)	24	26.1	22.2	22.4
# of gallons imported per day (in millions)	9.3	7	7.4	7.5
# 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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
EXPENDITURES					
61000	Salaries Regular	897,196	764,249	717,215	789,555
61020	Salaries Part-Time	41,285	45,033	62,105	75,295
61040	Salaries Overtime	91,884	94,183	90,000	90,000
61100	Retirement-Employer Contribution	146,301	146,433	194,880	212,240
61120	Medicare Insurance	14,765	12,671	12,205	12,790
61130	Health Insurance	150,107	137,887	106,115	185,015
61170	Retiree Health Benefits	12,357	-53,561	0	0
61180	Worker Compensation Insurance	79,519	70,883	88,020	94,805
	SUBTOTAL PERSONNEL	1,433,414	1,217,779	1,270,540	1,459,700
62000	Utilities	2,645,732	2,211,567	2,300,000	1,901,460
62010	Communications	35,013	41,545	25,215	45,000
62120	Training, Transportation, Meeting	36,922	29,031	41,160	41,160
62140	Membership, Subscription & Dues	102,084	109,733	118,445	140,830
62300	Contract Services-Professional	9,011,949	8,430,061	12,583,885	13,528,885
62320	Maintenance & Repair Buildings & Ground	7,781	17,851	50,000	50,000
62321	Maintenance & Repair Improvement	0	0	25,000	25,000
62322	Maintenance & Repair Machinery & Equipment	41,746	1,837	30,000	31,000
62500	Rent Payments	0	0	232,380	232,380
	SUBTOTAL CONTRACTUAL	11,881,227	10,841,624	15,406,085	15,995,715
63001	Miscellaneous Operating Expenses	10,042,259	8,361,951	10,299,985	9,884,360
63300	Gas & Diesel	23,954	15,489	17,400	11,515
	SUBTOTAL COMMODITIES	10,066,213	8,377,440	10,317,385	9,895,875
65010	Rental City Equipment	40,584	40,584	44,655	42,480
65011	Equipment Replacement Charges	0	0	17,460	24,430
65012	Accident Repair & Replacement Charge	0	3,060	3,075	3,060
65050	IS Strategic Plan	517,480	517,480	517,480	517,480
65100	Insurance Charges	388,420	367,272	402,305	401,550
65400	Indirect Costs	82,896	68,699	73,980	84,540
	SUBTOTAL CROSS CHARGES	1,029,380	997,095	1,058,955	1,073,540
66400	Machinery & Equipment	71,800	0	780,000	670,000
	SUBTOTAL CAPITAL	71,800	0	780,000	670,000
67200	Principal-Capital Lease	0	0	20,725	20,725
	SUBTOTAL DEBT SERVICE	0	0	20,725	20,725
	TOTAL	24,482,035	21,433,938	28,853,690	29,115,555
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		0.00	
04410	Water Resources Manager (MM)	0.50		0.50	
TBD3	Water Services Production Supervisor	0.00		0.95	
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	Sr. 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 2016-17				
<ul style="list-style-type: none"> * Repaired 20 main breaks/leaks with minimal disruption to customers * Exercised 3,500 gate valves * Performed maintenance on 4,800 fire hydrants * Renewed/Replaced 140 service lines * Repaired or replaced 40 gate valves * Repaired or replaced 150 fire hydrants 				
Action Plan for FY 2017-18				
<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	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of main breaks repaired	13	19	25	20
# of gate valves operated and checked	1,588	2,770	3,500	4,000
# of fire hydrants operated	745	3,214	4,800	4,800
# of fire hydrants painted	100	1,507	4,800	4,800
# of services repaired/replaced	400	247	140	220
# of fire hydrants repaired	80	127	150	200
# of gate valves repaired or replaced	35	41	40	50
Assist contractor/City forces with main shut-downs (in hours)	200	267	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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
EXPENDITURES					
61000	Salaries Regular	756,606	826,952	928,000	1,178,815
61020	Salaries Part-Time	26,285	20,867	48,255	56,410
61040	Salaries Overtime	210,176	198,701	135,000	135,000
61100	Retirement-Employer Contribution	130,359	166,470	244,125	301,490
61120	Medicare Insurance	14,083	15,209	15,290	17,545
61130	Health Insurance	165,869	174,809	262,245	312,960
61170	Retiree Health Benefits	33,464	-95,382	0	0
61180	Worker Compensation Insurance	94,941	95,699	139,355	154,125
	SUBTOTAL PERSONNEL	<u>1,431,784</u>	<u>1,403,323</u>	<u>1,772,270</u>	<u>2,156,345</u>
62010	Communications	9,500	12,682	10,965	10,965
62120	Training, Transportation, Meeting	2,796	15,396	9,050	20,000
62140	Membership, Subscription & Dues	594	2,842	6,055	6,055
62251	Other Agency Services	632	322	0	0
62300	Contract Services-Professional	461,858	656,725	765,260	775,260
62320	Maintenance & Repair Buildings & Ground	0	0	0	100,000
62322	Maintenance & Repair Machinery & Equipment	0	3,792	1,030	2,030
	SUBTOTAL CONTRACTUAL	<u>475,379</u>	<u>691,759</u>	<u>792,360</u>	<u>914,310</u>
63001	Miscellaneous Operating Expenses	518,028	432,481	641,875	651,875
63300	Gas & Diesel	59,399	52,673	57,210	59,280
	SUBTOTAL COMMODITIES	<u>577,427</u>	<u>485,154</u>	<u>699,085</u>	<u>711,155</u>
65010	Rental City Equipment	266,441	271,870	276,220	259,290
65011	Equipment Replacement Charges	16,104	74,648	82,150	114,625
65012	Accident Repair & Replacement Charge	0	5,076	4,745	5,255
65020	City Yard Rental	183,475	196,540	208,015	208,015
65050	IS Strategic Plan	129,200	129,200	129,200	129,200
65100	Insurance Charges	204,615	193,474	211,505	211,530
65400	Indirect Costs	80,345	80,044	94,570	116,675
	SUBTOTAL CROSS CHARGES	<u>880,180</u>	<u>950,852</u>	<u>1,006,405</u>	<u>1,044,590</u>
66400	Machinery & Equipment	529,029	188,630	460,000	925,000
	SUBTOTAL CAPITAL	<u>529,029</u>	<u>188,630</u>	<u>460,000</u>	<u>925,000</u>
68000-059	Transfer to Fund 059	0	0	31,155	31,155
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>31,155</u>	<u>31,155</u>
	TOTAL	<u><u>3,893,799</u></u>	<u><u>3,719,718</u></u>	<u><u>4,761,275</u></u>	<u><u>5,782,555</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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	
07776	Senior Water Services Supervisor	0.50		0.50	
07750	Water Services Crew Leader	1.25		1.25	
07775	Water Services Supervisor	1.25		2.25	
07790	Water Services Worker II	6.00		6.00	
09260	Sr. Maintenance Worker, P/T		3.00		3.00
	Total	<u>13.75</u>	<u>3.00</u>	<u>14.75</u>	<u>3.00</u>

ENTERPRISE FUND

WATER ENTERPRISE - PWA		ACCOUNTING UNIT			
Miscellaneous Operating Expenses		06017642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
62251	Other Agency Services	23,085	0	0	16,840
	SUBTOTAL CONTRACTUAL	23,085	0	0	16,840
65040	Computer Services Charge	308,925	298,425	298,425	298,425
65220	Treasury Services Charges	1,954,545	1,954,545	1,954,545	1,954,545
65500	General Fund Overhead	6,926,000	6,926,000	6,926,000	4,537,920
	SUBTOTAL CROSS CHARGES	9,189,470	9,178,970	9,178,970	6,790,890
	TOTAL	9,212,555	9,178,970	9,178,970	6,807,730
		<u><u>9,212,555</u></u>	<u><u>9,178,970</u></u>	<u><u>9,178,970</u></u>	<u><u>6,807,730</u></u>

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 2016-17				
<ul style="list-style-type: none"> * Increased the number of large meter replacements * Increased number of cross connection tests and back flow tests reviewed * Expanded Community Outreach Program * Coordinated and implemented Student Poster Contest * Began water meter vault replacement program 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Expand Turf Removal Program to include MWDOC programs * Develop lead testing plans for K-12 schools * Absorb Fats, Oils and Grease (FOG) inspection program duties * Expand cross connection and recycled water inspection programs * Continue to evaluate AMI program development 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of water samples performed	10,000	11,000	13,665	14,100
# of water quality reports mailed	1,000	15	15	15
# of backflow tests reviewed	5,270	5,300	5,400	5,500
% of difference between production and sales	5	5	5	5
# of 1" and smaller meters replaced	2,000	1,527	2,000	2,000
# of 1-1/2" and 2" meters replaced	300	54	180	190
# of 3" and larger meters replaced	20	15	30	30
# of registers replaced	30	22	20	25
# of students educated	10,000	11,000	12,786	15,000
# of water conservation calls responded to		450	350	600
# of water audits performed	300	100	250	250
# of curb stops (valves) replaced	500	585	550	600
# of lids, covers, boxes replaced	800	750	950	950
# of WRCOP events participated in		100	85	100
# of USA (Dig Alert) tickets completed	7,000	6,289	7,200	7,200
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	90	100	100	100
% of water conservation calls responded to in less than 4 hours	100	90	90	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Quality & Measurement		06017644			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	705,879	707,784	633,315	748,590
61020	Salaries Part-Time	23,465	31,543	115,615	122,985
61040	Salaries Overtime	141,015	121,643	144,240	200,000
61100	Retirement-Employer Contribution	113,885	135,754	187,280	215,675
61120	Medicare Insurance	11,034	10,905	11,730	13,575
61130	Health Insurance	112,405	127,128	141,775	182,605
61170	Retiree Health Benefits	28,507	-72,664	0	0
61180	Worker Compensation Insurance	85,962	86,246	105,695	116,100
	SUBTOTAL PERSONNEL	<u>1,222,152</u>	<u>1,148,337</u>	<u>1,339,650</u>	<u>1,599,530</u>
62010	Communications	6,676	6,753	7,060	9,000
62120	Training, Transportation, Meeting	6,352	6,976	6,550	6,550
62140	Membership, Subscription & Dues	23,068	22,427	50,855	61,665
62300	Contract Services-Professional	169,904	220,238	739,045	769,045
62322	Maintenance & Repair Machinery & Equipment	300	7,003	5,045	6,045
	SUBTOTAL CONTRACTUAL	<u>206,301</u>	<u>263,398</u>	<u>808,555</u>	<u>852,305</u>
63001	Miscellaneous Operating Expenses	506,101	474,116	842,700	860,365
63300	Gas & Diesel	21,113	13,797	13,040	14,255
	SUBTOTAL COMMODITIES	<u>527,214</u>	<u>487,913</u>	<u>855,740</u>	<u>874,620</u>
65010	Rental City Equipment	32,248	40,336	35,820	34,250
65011	Equipment Replacement Charges	7,601	22,707	34,330	30,095
65012	Accident Repair & Replacement Charge	0	3,864	3,130	3,025
65050	IS Strategic Plan	45,675	45,675	45,675	45,675
65100	Insurance Charges	51,180	48,393	52,845	52,910
65400	Indirect Costs	70,413	65,786	76,010	99,765
	SUBTOTAL CROSS CHARGES	<u>207,117</u>	<u>226,761</u>	<u>247,810</u>	<u>265,720</u>
66400	Machinery & Equipment	27,196	94,887	0	210,000
	SUBTOTAL CAPITAL	<u>27,196</u>	<u>94,887</u>	<u>0</u>	<u>210,000</u>
68000-085	Transfer to Fund 085	43,608	0	0	0
	SUBTOTAL TRANSFERS	<u>43,608</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>2,233,588</u></u>	<u><u>2,221,295</u></u>	<u><u>3,251,755</u></u>	<u><u>3,802,175</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		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		2.00	
07770	Water Services Quality Supervisor	1.00		1.00	
07780	Water Services Utility Inspector	1.00		1.00	
09260	Sr. Maintenance Worker, P/T		4.00		3.00
09960	Water Conservation Representative, P/T		3.00		4.00
	Total	<u>8.25</u>	<u>7.00</u>	<u>9.25</u>	<u>7.00</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA
Water Administration & Engineering

PROGRAM
06017645

Statement of Purpose

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.

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.

Accomplishments in FY 2016-17

- * Planned 9 water and sewer main replacement projects
- * Completed Sewer System Master Plan Update
- * Replaced 8 Sodium Hypochlorite Onsite Generation Units
- * Continue to analyze Water System Hydraulic Model Scenarios
- * Completed Well 29 Preliminary Design Report
- * Completed Water System Master Plan
- * Began Water System Meter Vault Rehabilitation Program
- * Began integration of the water and sewer maintenance programs into CMMS

Action Plan for FY 2017-18

- * Plan water and sewer main replacement projects
- * Continue Sodium Hypochlorite Onsite Generation Unit Replacements
- * Continue to analyze Water System Hydraulic Model Scenarios
- * Continue Water System Meter Vault Rehabilitation Program
- * Begin Water Facility Electrical System Rehabilitations
- * Apply for Recycled Water Grants
- * Continue to integrate the water and sewer maintenance programs into CMMS
- * Implement a comprehensive safety program for Water Resources Staff.
- * Begin Pilot Leak Detection Program
- * Develop Unidirectional Flushing Plan

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
Footage of newly constructed water & sewer main mapped in GIS	No Data	7,020	37,000	20,000
Capital Improvement Projects Planned	No Data	17	9	8
# of maintenance staff supported	No Data	50	60	60
# of maintenance program contracts administered	No Data	32	39	40
# of Requests for Proposals and Invitation for Bids issued	No Data	12	25	10
# of maintenance development training exercised performed	No Data	6	22	20
Efficiency				
% of staff assistance requests addressed within 48 hours	No Data	100	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Admin/Engineering		06017645			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	476,208	424,497	649,255	664,270
61020	Salaries Part-Time	42,507	54,101	89,665	71,515
61040	Salaries Overtime	14,202	14,030	15,130	15,130
61100	Retirement-Employer Contribution	77,979	84,319	184,775	189,970
61120	Medicare Insurance	7,590	7,046	11,570	11,500
61130	Health Insurance	58,244	52,442	109,065	139,770
61170	Retiree Health Benefits	(2,510)	(56,615)	0	0
61180	Worker Compensation Insurance	6,610	6,267	18,890	18,235
	SUBTOTAL PERSONNEL	680,831	586,085	1,078,350	1,110,390
62010	Communications	5,240	6,653	6,555	6,555
62120	Training, Transportation, Meeting	7,265	5,180	8,070	8,070
62140	Membership, Subscription & Dues	11,461	5,182	15,635	15,635
62251	Other Agency Services	258	264	0	0
62300	Contract Services-Professional	829,592	894,402	1,336,000	1,832,600
62322	Maintenance & Repair Machinery & Equipment	3,979	2,760	4,050	5,050
62600	Parking Validation	0	164	0	0
	SUBTOTAL CONTRACTUAL	857,795	914,440	1,370,310	1,867,910
63001	Miscellaneous Operating Expenses	83,224	51,773	148,885	168,965
63300	Gas & Diesel	3,039	2,392	2,345	3,435
	SUBTOTAL COMMODITIES	86,264	54,165	151,230	172,400
65010	Rental City Equipment	14,792	15,996	19,490	17,125
65011	Equipment Replacement Charges	3,530	8,472	4,235	12,370
65012	Accident Repair & Replacement Charge	0	1,368	1,630	1,630
65050	IS Strategic Plan	81,780	81,780	81,780	81,780
65100	Insurance Charges	75,655	71,536	78,100	78,215
65240	Public Works Administrative Charges	1,067,765	1,484,894	1,484,895	1,484,895
65400	Indirect Costs	43,018	37,683	64,170	69,910
	SUBTOTAL CROSS CHARGES	1,286,540	1,701,729	1,734,300	1,745,925
66400	Machinery & Equipment	50,000	0	0	40,000
	SUBTOTAL CAPITAL	50,000	0	0	40,000
	TOTAL	2,961,430	3,256,419	4,334,190	4,936,625
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.50		0.50	
01850	Contracts Administrator	1.00		1.00	
04519	Public Works Dispatcher	0.50		0.50	
05030	Public Works Safety Coordinator	1.00		1.00	
02131	Senior Civil Engineer	1.00		1.00	
00150	Senior Management Analyst (UC)	1.00		1.00	
07330	Senior Office Assistant	1.00		1.00	
04410	Water Resources Manager (MM)	0.50		0.50	
09130	Engineering Intern, P/T		4.00		4.00
	Total	6.50	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	APPROVED	ADOPTED
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
REVENUES				
06617002 Water Utility Capital Expense				
57011	Miscellaneous Cost Refunds	840	0	0
57701	Service Inst Cost Refunds	13,360	7,080	0
58002	Net Increase (Decrease) In Fair Value of Investment	4,409	124,215	0
58005	Investment Income-Trustee	1,854	6,551	0
59000-060	Transfer from Fund 060	7,678,758	3,238,910	4,158,000
TOTAL WATER CAPITAL CONSTRUCTION REVENUES		7,699,221	3,376,756	4,158,000
EXPENDITURES				
06617620 Water Bond Capital Projects				
66301	Water Capital Project	743,610	929,851	0
Subtotal Water Bond Capital Projects		743,610	929,851	0
06617647 Water Utility Capital Projects				
65205	Internal Departments Personnel Charges	0	237,906	0
66220	Improvements Other than Buildings	(293,226)	359,256	0
66301	Water Capital Project	637,859	2,870,279	4,158,000
Subtotal Water Utility Capital Projects		344,634	3,467,441	4,158,000
TOTAL WATER CAPITAL CONSTRUCTION EXPENDITURES		1,088,244	4,397,293	4,158,000
PROJECTS				FY 17-18
Water Improvements				
17th Street Water Main Improvements Phase 2				170,000
Grand Avenue Water Main Improvements				100,000
Riverview Neighborhood Water Main Improvements				1,330,000
Thornton Park Water Main Improvements				200,000
Warner Avenue Widening Water Main Improvements				100,000
West Grove Valley Neighborhood Water Main Improvements				1,700,000
Subtotal Water Improvements				3,600,000
Facility Improvements				
Well No. 29 - Improvements				400,000
Well No. 32 - Rehabilitation				400,000
Subtotal Facility Improvements				800,000
TOTAL WATER CAPITAL CONSTRUCTION PROJECTS				4,400,000

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANTA ANA REGIONAL TRANSPORTATION CENTER - PWA

ACTIVITIES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	0	1,456,780
53801	Common Area Maintenance (CAM) Costs	0	0	321,680	115,415
53802	S A WORK Center User Fee	184,252	138,770	146,555	0
53803	Rental-Conference Room	0	0	1,500	2,500
53805	Rental-Tres Estrellas De Oro	53,593	51,167	81,780	82,630
53806	Rental-Transportes Intercali	80,424	0	0	0
53808	Rental-Amtrak	34,843	34,843	34,845	64,820
53809	Rental-Lee Gift Shop	12,285	13,077	12,415	12,440
53810	Rental-Greyhound	79,170	85,768	94,800	78,650
53811	Rental-Express Cafe	5,800	0	0	0
53812	Rental-County of Orange	126,420	143,017	134,065	0
53813	Rental-EDD/State of CA	89,388	89,388	89,460	0
53815	Concession-Taxi Stand	71,433	26,175	36,300	6,130
53816	Concession-Telephones	326	0	1,350	0
53818	Concession-Vending Machines	6,396	4,369	5,500	900
53819	OCTA Rental	1,762	1,796	2,280	2,325
57000	Expense Reimbursement	5,695	153	0	0
57990	Miscellaneous Income	5,277	4,078	4,250	1,650
58000	Earning On Investments	129	65	110	110
TOTAL REVENUES		<u>757,193</u>	<u>592,665</u>	<u>966,890</u>	<u>1,824,350</u>
EXPENDITURES					
06717650	PWA - SARTC Operations	758,619	814,184	966,890	1,824,350
TOTAL EXPENDITURES		<u>758,619</u>	<u>814,184</u>	<u>966,890</u>	<u>1,824,350</u>
OPERATING EXPENSE		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
61000	Personnel	0	0	0	128,340
62000	Contractual	689,036	744,234	891,745	1,544,605
63000	Commodities	6,042	6,193	11,500	180
65000	Fixed Charges	63,540	63,758	63,645	138,860
67000	Debt Service	0	0	0	12,365
TOTAL		<u>758,619</u>	<u>814,184</u>	<u>966,890</u>	<u>1,824,350</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.00		0.10	
02170	Executive Dir of Public Works (EM)	0.00		0.10	
06140	Projects Manager	0.00		0.10	
04340	Public Works Projects Specialist	0.00		0.40	
Total		<u>0.00</u>	<u>0.00</u>	<u>0.70</u>	<u>0.00</u>

ENTERPRISE FUND

PUBLIC WORKS AGENCY		ACCOUNTING UNIT		
SARTC Operations		06717650		
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>				
Accomplishments in FY 2016-17				
<ul style="list-style-type: none"> * Completed an assessment of the facility to prioritize deferred maintenance and capital improvement projects. * Implemented Common Area Maintenance (CAM) fees. * Completed ADA assessment of the facility. * Revised parking management plan (yet to be adopted). * Held one special event this fiscal year. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Secure a property management firm to manage SARTC. * Market facility to attract new tenants * Research alternative funding sources * Prepare facility for Streetcar Project * Provide new amenities (bike share, zip car, etc.) * Release RFP for priority projects and began construction. * Continue making ADA improvements to common areas 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Efficiency				
Annual cost for facility and landscape maintenance (\$)	773,604	682,075	725,265	1,244,971
Annual cost for security services (\$)	241,625	241,625	241,625	300,000
Effectiveness				
Annual lease revenue (\$)	667,164	726,835	596,200	240,866
Annual concession revenue (\$)	75,932	73,350	47,400	7,030
Annual CAM revenue (\$)	0	0	321,680	115,415

ENTERPRISE FUND

SANTA ANA REGIONAL TRANSPORTATION CENTER		ACCOUNTING UNIT			
Santa Ana Regional Transportation Center Operations		06717650			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	0	0	0	85,155
61100	Retirement-Employer Contribution	0	0	0	24,010
61120	Medicare Insurance	0	0	0	1,340
61130	Health Insurance	0	0	0	15,420
61180	Worker Compensation Insurance	0	0	0	2,415
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>128,340</u>
62000	Utilities	197,593	183,428	232,000	156,390
62010	Communications	13,191	12,615	15,210	10,000
62120	Training, Transportation, Meeting	0	0	500	500
62300	Contract Services-Professional	318,452	307,680	266,850	522,000
62310	Janitorial & Housekeeping	23,108	122,385	193,760	176,760
62320	Maintenance & Repair Buildings & Ground	136,693	118,125	171,425	666,955
62322	Maintenance & Repair Machinery & Equipment	0	0	12,000	12,000
	SUBTOTAL CONTRACTUAL	<u>689,036</u>	<u>744,234</u>	<u>891,745</u>	<u>1,544,605</u>
63001	Miscellaneous Operating Expenses	5,762	6,193	11,500	180
63200	Operating Materials & Supplies Buildings/Grounds	280	0	0	0
	SUBTOTAL COMMODITIES	<u>6,042</u>	<u>6,193</u>	<u>11,500</u>	<u>180</u>
65000	Building Rental	0	0	0	75,000
65050	IS Strategic Plan	10,080	10,080	10,080	10,080
65100	Insurance Charges	1,130	1,068	955	1,170
65205	Internal Departments Personnel Charges	13,850	13,850	13,850	13,850
65240	Public Works Administrative Charges	38,480	38,760	38,760	38,760
	SUBTOTAL CROSS CHARGES	<u>63,540</u>	<u>63,758</u>	<u>63,645</u>	<u>138,860</u>
67003	Loan Payment OBF	0	0	0	12,365
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,365</u>
	TOTAL	<u><u>758,619</u></u>	<u><u>814,184</u></u>	<u><u>966,890</u></u>	<u><u>1,824,350</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.00		0.10	
02170	Executive Dir of Public Works (EM)	0.00		0.10	
06140	Projects Manager	0.00		0.10	
04340	Public Works Projects Specialist	0.00		0.40	
	Total	<u>0.00</u>	<u>0.00</u>	<u>0.70</u>	<u>0.00</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANITATION ENTERPRISE - PWA

ACTIVITIES		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
REVENUES					
50001	Prior Year Carry Forward	0	0	834,970	1,414,050
53702	Graffiti Restitution-Courts	19,404	12,896	10,000	10,000
53710	Abatement Control Charge	36,999	14,023	10,000	10,000
53719	Sanitation Charge	8,004,002	7,926,650	8,022,000	7,000,000
57010	Miscellaneous Recoveries	1,931	24,765	2,000	2,000
57993	Write Off Collections	(17,171)	(5,381)	0	0
58000	Earning On Investments	19,335	36,828	10,000	10,000
9000-057	Transfer from Fund 057	0	0	200,000	200,000
9000-059	Transfer from Fund 059	7,113	0	0	0
TOTAL REVENUES		<u>8,071,614</u>	<u>8,009,780</u>	<u>9,088,970</u>	<u>8,646,050</u>
EXPENDITURES					
06817640	Pub Wks-Environment/Sanitation	2,296,155	1,877,099	1,390,520	1,534,830
06817641	Pub Wks-Roadway Cleaning	1,442,464	1,198,311	3,026,510	3,209,030
06817642	Graffiti Removal/Street Cleaning	1,252,377	1,325,330	1,601,440	0
06817643	Pub Wks-Street Trees	2,519,355	2,522,146	3,070,500	3,902,190
TOTAL EXPENDITURES		<u>7,510,351</u>	<u>6,922,885</u>	<u>9,088,970</u>	<u>8,646,050</u>
OPERATING EXPENSE		ACTUAL	ACTUAL	ADOPTED	ADOPTED
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
61000	Personnel	2,959,945	2,112,667	3,596,705	3,771,830
62000	Contractual	2,350,615	2,651,632	2,982,365	2,295,860
63000	Commodities	146,793	125,359	178,170	242,620
65000	Cross Charges	2,021,681	2,033,228	2,130,835	2,134,845
67000	Debt Service	0	0	5,410	5,410
68000	Transfers	30,913	0	195,485	195,485
69000	Miscellaneous	404	0	0	0
TOTAL		<u>7,510,351</u>	<u>6,922,885</u>	<u>9,088,970</u>	<u>8,646,050</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		PROPOSED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manag	1.00		1.00	
01850	Contracts Administrator	0.50		0.50	
04200	Data Entry Office Asst	1.00		1.00	
00440	Equipment Operator	5.00		3.00	
04060	Maintenance Worker II	9.00		9.00	
01200	Management Aide (UC)	0.00		1.00	
06140	Projects Manager	1.00		1.00	
04040	Public Works Crew Leader	3.00		2.35	
04519	Public Works Dispatcher	0.50		0.50	
04430	Public Works Maintenance Manager (MM)	1.00		1.00	
02210	Sanitation Inspector II	1.25		2.50	
04360	Street Maintenance Supervisor	1.25		1.50	
04160	Street Painter	1.00		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		1.00
09240	Sr. Maintenance Aide I, P/T		7.50		7.75
Total		<u>28.50</u>	<u>10.50</u>	<u>28.35</u>	<u>8.75</u>

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA Environmental Sanitation		PROGRAM 06817640		
Statement of Purpose				
<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>				
Accomplishments in FY 2016-17				
<ul style="list-style-type: none"> * Inspected over 500 locations for weed abatement and illegal dumping violations in residential neighborhoods. * Performed 600 additional public right-of-way service inspections and improved response time with two new Sanitation Inspector positions. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Maximize service delivery to public by utilizing work order enterprise system (mySantaAna) to receive real-time right-of-way inspection service request, and respond and notify requestors with updates. * Address increase in abandoned homeless encampment debris collection efforts on rights-of-way by tracking services and working with other City Agencies to address citizens request. 				
PERFORMANCE MEASURES	Actual	Actual	Revised	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of parcel abatement postings	500	702	240	300
# of abatement incidents				
Cleaned by property owner	45	699	238	295
Cleaned by City contractor	25	3	2	5
City-owned vacant lots cleaned by contractors	50	281	336	340
# of FOG and NPDES inspections	15	102	90	0
# of inspections for residential trash cart inspection program	30	12	60	80
# of inspections for parkway rubbish/obstruction	350	1,106	1,900	2,000
# of illegal signs removed from public right of way	17,500	17,500	7,600	7,500

ENTERPRISE FUND

SANITATION ENTERPRISE Pub Wks-Environment/Sanitation		ACCOUNTING UNIT 06817640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	936,867	754,285	460,715	440,470
61020	Salaries Part-Time	38,343	33,378	0	0
61040	Salaries Overtime	7,285	5,303	10,000	5,000
61100	Retirement-Employer Contribution	147,212	139,948	113,865	124,190
61120	Medicare Insurance	11,003	8,684	7,135	6,940
61130	Health Insurance	212,051	167,553	88,870	90,060
61170	Retiree Health Benefits	49,747	-63,750	5	0
61180	Worker Compensation Insurance	104,930	73,206	26,845	19,580
	SUBTOTAL PERSONNEL	1,507,439	1,118,606	707,435	686,240
62010	Communications	7,541	10,244	8,500	9,300
62120	Training, Transportation, Meeting	347	501	5,045	5,045
62140	Membership, Subscription & Dues	197	213	505	300
62300	Contract Services-Professional	119,299	109,018	177,560	112,560
62322	Maintenance & Repair Machinery & Equipment	0	0	500	500
62600	Parking Validation	252	344	150	0
	SUBTOTAL CONTRACTUAL	127,636	120,319	192,260	127,705
63001	Miscellaneous Operating Expenses	24,358	32,068	32,070	41,710
63300	Gas & Diesel	52,200	36,106	11,755	29,915
	SUBTOTAL COMMODITIES	76,558	68,174	43,825	71,625
65010	Rental City Equipment	123,216	124,434	21,410	108,530
65011	Equipment Replacement Charges	0	5,895	7,860	11,760
65012	Accident Repair & Replacement Charge	0	3,807	1,450	4,415
65040	Computer Services Charge	0	0	0	4,840
65050	IS Strategic Plan	0	0	0	19,200
65100	Insurance Charges	0	0	0	27,440
65220	Treasury Services Charges	0	0	0	24,110
65240	Public Works Administrative Charges	381,515	375,206	375,205	406,475
65400	Indirect Costs	79,791	60,658	40,060	41,475
	SUBTOTAL CROSS CHARGES	584,522	570,000	445,985	648,245
67200	Principal-Capital Lease	0	0	1,015	1,015
	SUBTOTAL DEBT SERVICE	0	0	1,015	1,015
	TOTAL	2,296,155	1,877,099	1,390,520	1,534,830

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (AM)	0.25		0.33	
01850	Contracts Administrator	0.50		0.00	
04200	Data Entry Office Asst	1.00		0.50	
04060	Maintenance Worker II	1.00		0.00	
01200	Management Aide (UC)	0.00		0.33	
06140	Projects Manager	0.25		0.33	
04519	Public Works Dispatcher	0.50		0.16	
04430	Public Works Maintenance Manager (MM)	0.25		0.33	
02210	Sanitation Inspector II	1.25		2.50	
04360	Street Maintenance Supervisor	0.25	0.00	0.50	
	Total	5.25	0.00	4.98	0.00

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA		PROGRAM			
Roadway Cleaning		06817641			
Statement of Purpose					
<i>Provide quality roadway/right-of-way cleaning and street sweeping services to ensure the cleanliness and attractive appearance of the community.</i>					
Accomplishments in FY 2016-17					
<ul style="list-style-type: none"> * Increased service response for roadway cleaning by utilizing real-time dispatching and utilizing data for proactively prioritizing areas with higher service demand and removed over 6,000 items from right-of-way. * Ensured street sweeping contractor maintained sweeping schedules with a high level of quality by scheduled weekly quality control inspections. 					
Action Plan for FY 2017-18					
<ul style="list-style-type: none"> * Maximize service delivery by filling three vacant maintenance workers positions. * Expedite service response in collecting debris from abandoned homeless encampments on right-of-way with the goal of servicing 200 locations. This will maintain and improve the cleanliness and attractive appearance of neighborhoods. 					
PERFORMANCE MEASURES		Actual	Actual	Revised	Objective
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level					
Arterial and residential streets (in curb miles)		50,500	48,672	48,000	49,000
Downtown streets (in curb miles)		2,900	2,900	2,900	2,900
Debris disposal (in cubic yards)		34,000	34,000	27,000	27,000
Frequency of Service					
Downtown streets		5 x Week	5 x Week	5 x Week	5 x Week
Commercial streets		Weekly	Weekly	Weekly	Weekly
Industrial streets		2 x Month	2 x Month	2 x Month	2 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 sidewalk cleaning		Weekly	Weekly	Weekly	Weekly
# of illegally dumped items removed from alleys, parkways, and public rights of way by Waste Management and City staff		55,900	37,901	52,512	55,000

ENTERPRISE FUND

SANITATION ENTERPRISE Pub Wks-Roadway Cleaning		ACCOUNTING UNIT 06817641			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	90,933	41,482	682,920	707,350
61010	Salaries Cash Out/Separation	0	0	0	67,275
61020	Salaries Part-Time	0	0	40,465	49,220
61040	Salaries Overtime	0	0	10,000	25,000
61100	Retirement-Employer Contribution	12,108	7,179	179,550	195,360
61120	Medicare Insurance	1,022	536	11,245	11,525
61130	Health Insurance	12,182	5,396	207,150	225,340
61170	Retiree Health Benefits	(13,916)	(99,070)	5	0
61180	Worker Compensation Insurance	3,009	1,024	108,525	83,065
	SUBTOTAL PERSONNEL	<u>105,337</u>	<u>(43,453)</u>	<u>1,239,860</u>	<u>1,364,135</u>
62010	Communications	6,037	5,983	3,500	6,000
62120	Training, Transportation, Meeting	20	0	500	1,000
62140	Membership, Subscription & Dues	38	19	100	100
62300	Contract Services-Professional	823,104	761,494	887,075	887,390
	SUBTOTAL CONTRACTUAL	<u>829,199</u>	<u>767,496</u>	<u>891,175</u>	<u>894,490</u>
63001	Miscellaneous Operating Expenses	82	4,293	20,000	85,000
63100	Uniforms & Tools	0	0	1,500	1,500
63300	Gas & Diesel	2,363	1,072	24,040	3,075
	SUBTOTAL COMMODITIES	<u>2,445</u>	<u>5,364</u>	<u>45,540</u>	<u>89,575</u>
65010	Rental City Equipment	6,684	6,684	113,615	11,210
65012	Accident Repair & Replacement Charge	0	720	3,620	1,080
65020	City Yard Rental	74,260	92,403	97,800	97,800
65040	Computer Services Charge	30,995	30,995	30,995	35,835
65050	IS Strategic Plan	135,330	135,330	135,330	154,530
65100	Insurance Charges	95,405	90,210	98,615	126,070
65220	Treasury Services Charges	0	0	0	24,110
65230	Hearing Officer Charges	0	5,000	5,000	5,000
65240	Public Works Administrative Charges	125,130	104,702	104,700	135,970
65400	Indirect Costs	6,363	2,860	62,410	70,810
	SUBTOTAL CROSS CHARGES	<u>474,167</u>	<u>468,904</u>	<u>652,085</u>	<u>662,415</u>
67200	Principal-Capital Lease	0	0	2,365	2,930
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>2,365</u>	<u>2,930</u>
68000-059	Transfer to Fund 059	0	0	195,485	195,485
68000-085	Transfer to Fund 085	30,913	0	0	0
	SUBTOTAL TRANSFERS	<u>30,913</u>	<u>0</u>	<u>195,485</u>	<u>195,485</u>
69801	IC Default Issue	404	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>404</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>1,442,464</u>	<u>1,198,311</u>	<u>3,026,510</u>	<u>3,209,030</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (AM)	0.25		0.33	
01850	Contracts Administrator	0.00		0.50	
00440	Equipment Operator	4.00		1.00	
04060	Maintenance Worker II	3.00		3.00	
01200	Management Aide (UC)	0.00		0.33	
06140	Projects Manager	0.25		0.33	
04040	Public Works Crew Leader	1.50		1.35	
04519	Public Works Dispatcher	0.00		0.17	
04430	Public Works Maintenance Manager (MM)	0.25		0.33	
04360	Street Maintenance Supervisor	0.50		1.00	
04160	Street Painter	1.00		1.00	
09240	Sr. Maintenance Aide I, P/T		3.50		3.75
	Total	<u>10.75</u>	<u>3.50</u>	<u>9.34</u>	<u>3.75</u>

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Graffiti Removal/Street Cleaning		06817642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	153,808	98,266	179,685	0
61020	Salaries Part-Time	31,952	33,037	38,485	0
61040	Salaries Overtime	5,569	3,886	10,000	0
61100	Retirement-Employer Contribution	23,995	18,850	54,555	0
61120	Medicare Insurance	2,744	1,949	3,415	0
61130	Health Insurance	28,809	14,921	34,385	0
61170	Retiree Health Benefits	3,052	-53,962	0	0
61180	Worker Compensation Insurance	12,543	1,952	15,155	0
	SUBTOTAL PERSONNEL	262,471	118,899	335,680	0
62010	Communications	6,190	6,040	1,000	0
62120	Training, Transportation, Meeting	0	0	100	0
62140	Membership, Subscription & Dues	25	44	200	0
62300	Contract Services-Professional	647,472	868,247	910,315	0
	SUBTOTAL CONTRACTUAL	653,687	874,331	911,615	0
63001	Miscellaneous Operating Expenses	6,220	1,227	8,000	0
63300	Gas & Diesel	2,287	1,781	2,030	0
	SUBTOTAL COMMODITIES	8,507	3,008	10,030	0
65010	Rental City Equipment	4,188	4,188	3,200	0
65012	Accident Repair & Replacement Charge	0	969	360	0
65040	Computer Services Charge	14,520	14,520	14,520	0
65050	IS Strategic Plan	57,600	57,600	57,600	0
65100	Insurance Charges	79,680	75,342	82,325	0
65205	Internal Departments Personnel Charges	500	0	0	0
65220	Treasury Services Charges	72,330	72,330	72,330	0
65240	Public Works Administrative Charges	83,415	93,801	93,800	0
65400	Indirect Costs	15,478	10,342	19,415	0
	SUBTOTAL CROSS CHARGES	327,711	329,092	343,550	0
67200	Principal-Capital Lease	0	0	565	0
	SUBTOTAL DEBT SERVICE	0	0	565	0
	TOTAL	1,252,377	1,325,330	1,601,440	0
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (AM)	0.25		0.00	
06140	Projects Manager	0.25		0.00	
04040	Public Works Crew Leader	0.50		0.00	
04430	Public Works Maintenance Manager (MM)	0.25		0.00	
04360	Street Maintenance Supervisor	0.50		0.00	
09070	Senior Clerical Aide, P/T		2.00		0.00
	Total	1.75	2.00	0.00	0.00
<i>*This program has been transferred to the General Fund Accounting Unit 01117642</i>					

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 2016-17				
<ul style="list-style-type: none"> * Pursued development of a parkway planting detail for 15-gallon and 24-inch box trees. * Continued obtaining trees from Irvine Ranch Water District and other sources for the Santa Ana Nursery. * Implemented real-time dispatching into daily tree services operation. * Completed GPS inventory of all City Street Tree assets. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Maximize service delivery and response by filling vacant tree maintenance supervisor/arborist, tree trimmer, and tree maintenance worker positions. * Increase service response to citizens for street tree request by utilizing work order enterprise (mySantaAna) to provide updates on their service requests. 				
PERFORMANCE MEASURES	Actual	Actual	Revised	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
# of trees trimmed	18,754	16,788	15,000	15,000
# of trees planted	174	54	10	50
# of trees removed	424	288	323	200
# of trees watered	25,680	25,000	25,000	25,000
# of trees sprayed	148	87	47	100
# of tree removal petition requests	8	20	20	20
# of liability claims processed	40	30	40	30

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Street Trees		06817643			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	649,516	632,154	697,540	903,255
61020	Salaries Part-Time	59,919	36,624	63,030	72,910
61040	Salaries Overtime	8,668	10,427	20,000	40,000
61100	Retirement-Employer Contribution	107,658	110,595	190,190	256,275
61120	Medicare Insurance	10,339	9,546	11,910	15,225
61130	Health Insurance	148,278	128,917	232,395	317,040
61170	Retiree Health Benefits	25,938	-82,856	0	0
61180	Worker Compensation Insurance	74,383	73,208	98,665	116,750
	SUBTOTAL PERSONNEL	1,084,699	918,615	1,313,730	1,721,455
62010	Communications	15,538	14,568	17,000	20,000
62120	Training, Transportation, Meeting	1,420	1,002	2,500	2,500
62140	Membership, Subscription & Dues	755	238	2,505	2,505
62300	Contract Services-Professional	718,969	871,740	912,810	1,196,160
62321	Maintenance & Repair Improvement	2,530	0	50,000	50,000
62322	Maintenance & Repair Machinery & Equipment	881	1,940	2,500	2,500
	SUBTOTAL CONTRACTUAL	740,093	889,487	987,315	1,273,665
63001	Miscellaneous Operating Expenses	25,996	25,510	50,000	55,000
63100	Uniforms & Tools	5	106	0	0
63300	Gas & Diesel	33,282	23,196	28,775	26,420
	SUBTOTAL COMMODITIES	59,283	48,812	78,775	81,420
65010	Rental City Equipment	191,166	190,368	196,080	196,090
65011	Equipment Replacement Charges	17,745	20,676	20,675	20,675
65012	Accident Repair & Replacement Charge	0	3,072	2,715	3,075
65020	City Yard Rental	20,545	22,008	23,295	23,295
65040	Computer Services Charge	10,580	10,580	10,580	15,420
65050	IS Strategic Plan	55,510	55,510	55,510	74,710
65100	Insurance Charges	31,405	29,695	32,530	59,910
65220	Treasury Services Charges	0	0	0	24,110
65240	Public Works Administrative Charges	250,260	281,404	281,405	312,670
65400	Indirect Costs	58,070	51,919	66,425	94,230
	SUBTOTAL CROSS CHARGES	635,281	665,232	689,215	824,185
67200	Principal-Capital Lease	0	0	1,465	1,465
	SUBTOTAL DEBT SERVICE	0	0	1,465	1,465
	TOTAL	2,519,355	2,522,146	3,070,500	3,902,190
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (AM)	0.25		0.34	
04200	Data Entry Office Asst	0.00		0.50	
00440	Equipment Operator	1.00		2.00	
04060	Maintenance Worker II	5.00		6.00	
01200	Management Aide (UC)	0.00		0.34	
06140	Projects Manager	0.25		0.34	
04040	Public Works Crew Leader	1.00		1.00	
04519	Public Works Dispatcher	0.00		0.17	
04430	Public Works Maintenance Manager (MM)	0.25		0.34	
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	Sr. Maintenance Aide I, P/T		4.00		4.00
		<u>10.75</u>	<u>1.00</u>	<u>14.03</u>	<u>1.00</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

REFUSE COLLECTION ENTERPRISE - PWA

ACTIVITIES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
REVENUES					
50001 Prior Year Carry Forward	0	0	1,886,205	2,907,735	
50052 Refuse Contract Program Surcharge	5,622,697	5,729,244	5,724,000	6,016,000	
52025 State Grants-Direct	76,962	(95,501)	176,455	177,000	
53718 Refuse Collection Charge	10,321,086	10,279,486	10,243,920	10,507,440	
53723 NPDES Refuse Residential	0	162,551	145,000	180,000	
53724 NPDES Refuse Non-Residential	0	808,477	725,000	830,000	
57010 Miscellaneous Recoveries	1,358,200	1,357,642	1,922,185	1,350,000	
57993 Write Off Collections	(32,208)	(11,735)	(30,000)	0	
58000 Earning On Investments	35,799	62,154	15,000	15,000	
TOTAL REVENUES	<u>17,382,535</u>	<u>18,292,316</u>	<u>20,807,765</u>	<u>21,983,175</u>	
EXPENDITURES					
6917019 Refuse Interfund Transfer	0	971,027	2,870,000	3,010,000	
6917640 Refuse Collection Service	15,894,512	16,586,964	17,937,765	18,973,175	
TOTAL EXPENDITURES	<u>15,894,512</u>	<u>17,557,991</u>	<u>20,807,765</u>	<u>21,983,175</u>	
OPERATING EXPENSE	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18	
61000 Personnel	219,096	233,210	296,280	799,105	
62000 Contractual	8,383,745	8,408,274	9,651,245	10,444,325	
63000 Commodities	4,495	2,085	18,225	6,000	
65000 Cross Charges	7,287,176	7,916,403	7,942,015	7,723,745	
66000 Capital	0	26,992	30,000	0	
68000 Transfers	0	870,000	2,870,000	3,010,000	
TOTAL	<u>15,894,512</u>	<u>17,456,964</u>	<u>20,807,765</u>	<u>21,983,175</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.00		0.20	
00440	Equipment Operator	0.00		1.00	
02170	Executive Dir of Public Works (EM)	0.00		0.20	
04060	Maintenance Worker II	1.00		1.00	
01200	Management Aide (UC)	0.00		0.15	
06140	Projects Manager	0.00		0.80	
02210	Sanitation Inspector II	1.50		1.50	
04360	Street Maintenance Supervisor	0.50		0.50	
09770	Administrative Aide, P/T		0.00		0.50
09240	Sr. Maintenance Aide I, P/T		0.25		0.25
	Total	<u>3.00</u>	<u>0.25</u>	<u>5.35</u>	<u>0.75</u>

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE		ACCOUNTING UNIT			
Refuse Interfund Transfer		06917019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
8000-057	Transfer to Fund 057	0	971,027	870,000	1,010,000
8000-059	Transfer to Fund 059	0	0	2,000,000	2,000,000
	SUBTOTAL TRANSFERS	<u>0</u>	<u>971,027</u>	<u>2,870,000</u>	<u>3,010,000</u>
	TOTAL	<u>0</u>	<u>971,027</u>	<u>2,870,000</u>	<u>3,010,000</u>

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE - PWA		PROGRAM		
Refuse Collection		06917640		
Statement of Purpose				
<p><i>Operate a self-supporting City enterprise which provides residents and businesses with efficient and cost-effective refuse collection and recycling.</i></p> <p>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.</p>				
Accomplishments in FY 2016-17				
<ul style="list-style-type: none"> * Began outreach and education for mandatory commercial organics recycling required by AB1826 * Continued to promote recycling programs and provide educational information on the City's green programs. * Continued to encourage food waste composting through service provider. * Continued outreach for mandatory commercial recycling required by AB341. * Continued to implement Notice of Contamination program to decrease contamination in residential recycling * Continued to promote Recycle Right Challenge to reward proper recycling. * Began development of scope for new solid waste services agreement. 				
Action Plan for FY 2017-18				
<ul style="list-style-type: none"> * Continue 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. * Complete development of scope for new solid waste services agreement. * Hold a Household Hazardous Waste Collection Event 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Service Level				
# of curbside customers	42,004	42,004	42,012	42,000
# of refuse cans collected weekly on arterials	750	750	750	750
# of multifamily/commercial and industrial customers	4,645	4,660	4,553	4,603
Efficiency	<u>CY 2013</u>	<u>CY 2014</u>	<u>CY 2015</u>	<u>CY 2016</u>
Tons of trash disposed	300,632	293,830	297,323	310,000
Diversion goal: lbs./person	<7.5	<7.5	<7.5	<7.5
Diversion actual: lbs./person	4.9	4.8	4.9	5.0
Gallons of used motor oil recycled	2,909	1,758	1,651	1,458
Used motor oil filters recycled	1,703	1,719	2,156	1,850

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE		ACCOUNTING UNIT			
Refuse Collection Service		06917640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
<u>EXPENDITURES</u>					
61000	Salaries Regular	137,815	171,513	191,995	473,195
61010	Salaries Cash Out/Separation	0	0	0	31,540
61020	Salaries Part-Time	15,181	11,283	3,515	16,715
61040	Salaries Overtime	3,747	226	0	0
61100	Retirement-Employer Contribution	19,437	33,010	48,890	134,040
61120	Medicare Insurance	1,520	2,335	3,060	7,695
61130	Health Insurance	17,829	21,649	31,695	99,210
61170	Retiree Health Benefits	8,210	(19,835)	0	0
61180	Worker Compensation Insurance	15,356	13,029	17,125	36,710
	SUBTOTAL PERSONNEL	219,096	233,210	296,280	799,105
62120	Training, Transportation, Meeting	363	0	5,045	5,045
62300	Contract Services-Professional	8,383,382	8,408,274	9,646,200	10,439,280
	SUBTOTAL CONTRACTUAL	8,383,745	8,408,274	9,651,245	10,444,325
63001	Miscellaneous Operating Expenses	1,569	1,049	5,000	5,000
63300	Gas & Diesel	2,926	1,036	13,225	1,000
	SUBTOTAL COMMODITIES	4,495	2,085	18,225	6,000
65010	Rental City Equipment	10,224	10,224	9,965	27,815
65011	Equipment Replacement Charges	0	0	3,960	0
65012	Accident Repair & Replacement Charge	0	720	540	635
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	207,100	226,415	226,430
65220	Treasury Services Charges	53,020	53,020	53,020	53,020
65240	Public Works Administrative Charges	598,905	938,015	938,015	676,775
65300	Contract Program Surcharge	4,672,365	4,972,000	4,972,000	4,972,000
65310	Program Savings Recovery	1,351,500	1,352,000	1,352,000	1,352,000
65400	Indirect Costs	12,677	13,864	16,640	45,610
	SUBTOTAL CROSS CHARGES	7,287,176	7,916,403	7,942,015	7,723,745
66400	Machinery & Equipment	0	26,992	30,000	0
	SUBTOTAL CAPITAL	0	26,992	30,000	0
	TOTAL	15,894,512	16,586,964	17,937,765	18,973,175
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 17-18	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.00		0.20	
00440	Equipment Operator	0.00		1.00	
02170	Executive Dir of Public Works (EM)	0.00		0.20	
04060	Maintenance Worker II	1.00		1.00	
01200	Management Aide (UC)	0.00		0.15	
06140	Projects Manager	0.00		0.80	
02210	Sanitation Inspector II	1.50		1.50	
04360	Street Maintenance Supervisor	0.50		0.50	
09770	Administrative Aide, P/T		0.00		0.50
09240	Sr. Maintenance Aide I, P/T		0.25		0.25
	Total	3.00	0.25	5.35	0.75

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 FY17-18 is \$52.7 million, which is comprised of mostly the Public Works Agency followed by debt service payments, and the Parks, Recreation & Community Services Department. 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 147—Federal Aide Safety Program

This fund accounts for the Moving Ahead for Progress in the 21st Century Act that went into effect on October 1, 2012. It continued to Highway Safety Improvement Program as a core Federal-aid program.

◆ Fund 148—Traffic System Management Grant

The Active Transportation Program (ATP), was created in 2013 as an effort to make California a national leader in active transportation. As such, this fund accounts for projects to increase use of active modes of transportation by providing a broad spectrum of projects to benefit many types of active transportation users.

◆ 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 161—State Capital Grants

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.

◆ 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.

◆ Bicycle Corridor Improvement Program (BCIP)

The Bicycle Corridor Improvement (BCI) Program is funded using federal Congestion Mitigation and Air Quality (CMAQ) funds, first authorized under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and subsequently reauthorized under the Transportation Equity Act for the 21st Century (TEA-21) in 1998, and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and extended through several continuing resolutions. The CMAQ program provides funding through annual appropriations to Orange County to be used for bicycle facilities and bicycle safety/outreach projects and transportation-related projects that reduce congestion and improve air quality.

◆ 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.

◆ Cell Tower Revenue

The City has 20 cell towers in city park sites. The revenue generated from the cell sites originally was budgeted for park improvements (repair work) in the park impacted by the cell tower. A portion of the revenue is transferred to the general fund. The remaining portion is used for the original intent to make park repairs in the park that are impacted by the cell tower.

◆ 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.

◆ Congestion Management and Air Quality (CMAQ)

CMAQ program has been reauthorized under every successive Transportation Bill up to and including the FAST Act in 2015. Through the close of the MAP-21 period in 2015, the CMAQ program has provided more than \$30 billion to fund over 30,000 transportation related environmental projects for State DOTs, metropolitan planning.

◆ 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.

◆ Gas Tax

Gas Tax funds are derived from the Motor Vehicle Fuel Tax (HUTA or Highway Users Tax Account). Motorists pay a tax for fuel consumption. It is apportioned to cities according to population and can only be utilized in the maintenance and construction of the street system. Examples of programs funded by Gas Tax include Roadway Markings/Signs, as well as Traffic Signals, Street Maintenance and Street Rehabilitation. In 2002, California voters passed Proposition 42, which dedicated gas tax revenue to transportation projects. Under a new law enacted in March 2010, the revenues to local streets and roads for Proposition 42 ceased in FY 2009-2010 and the monies allocated to replace these funds in FY 2010-2011 are a new category of HUTA (Gas Tax) funds.

◆ 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.

◆ Federal Clean Water Enterprise (FCWE)

This enterprise is responsible 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.

◆ Highway Safety Improvement Program (HSIP)

Federal funds for highway related traffic safety improvements replaces Hazard Elimination Safety (HES) funds.

◆ Housing Related Parks Program (HRPP)

The HRPP provides funds for parks and recreation projects that benefit the community and add to the quality of life. The program awards funds on a per-bedroom basis for residential units, affordable to very low-and low-income households, created or converted during the designated program year.

◆ 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.

◆ Participating Agencies

The Santa Ana-Delhi Diversion project is a regional collaboration between the City of Santa Ana, the County of Orange (OC), the Orange County Flood Control District (OCFCD), and the cities of Newport Beach and Costa Mesa.

◆ 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.

◆ 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.

CAPITAL FUND SUMMARY

DEPARTMENT/ AGENCY	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Adopted FY 17-18	% of FY 17-18 Total	Increase (Decrease) Over Prior Year FY 16-17 to 17-18	
						In \$	In %
REVENUES							
30 Prop. 1B Infrastructure Bond	1,551,000	0	0	0	N/A	0	N/A
32 Measure M	8,362,517	8,454,924	19,151,322	15,415,601	29.3%	(3,735,721)	-19.5%
33 - 49 Transportation Area Funds	396,053	889,510	2,485,815	696,276	1.3%	(1,789,539)	-72.0%
54 Sewer Capital Recovery	43,839	697,596	1,629,500	346,752	0.7%	(1,282,748)	-78.7%
55 Sewer Connection Project	906,631	1,737,477	1,500,000	1,975,300	3.8%	475,300	31.7%
58 Residential Street Improvement	3,747,794	4,760,708	221,000	186,000	0.4%	(35,000)	-15.8%
59 Select Street Construction	8,244,544	8,191,813	2,257,795	10,871,060	20.6%	8,613,265	381.5%
147 Federal Aid Safety Program	23,432	80,969	2,357,900	1,135,000	2.2%	(1,222,900)	-51.9%
148 Traffic System Management Grant	66,745	255,482	1,317,000	335,000	0.6%	(982,000)	-74.6%
161 State Capital Grants Fund	1,471,494	1,030,800	5,213,713	5,124,530	9.7%	(89,183)	-1.7%
169 Habitat Conservation Fund	0	36,448	0	0	N/A	0	N/A
172 State Recreation Trails Program	250,608	110,050	0	0	N/A	0	N/A
201 Local Drainage Area Fees	263,915	211,976	0	341,320	0.6%	341,320	N/A
301 Park Acquisition & Dev.	1,843,363	2,917,671	5,327,825	6,456,305	12.3%	1,128,480	21.2%
400 Police Building Debt Service	4,292,569	4,635,975	4,622,660	4,622,660	8.8%	(0)	0.0%
404 COSA 2014 Lease Financing Debt Service	5,173,503	5,166,871	5,169,830	5,168,480	9.8%	(1,351)	0.0%
	36,638,006	39,178,271	51,254,360	52,674,283	100.0%	1,419,923	2.8%
EXPENDITURES BY DEPARTMENT							
Public Works Agency							
30 Prop. 1B Infrastructure Bond	685,028	(366,744)	0	0	N/A	0	N/A
32 Measure M	9,079,553	8,046,428	19,151,322	15,415,601	29.3%	(3,735,721)	-19.5%
33 to 49 Transportation Area Funds	20,648	0	2,485,815	696,276	1.3%	(1,789,539)	-72.0%
54 Sewer Capital Recovery	0	85,442	1,629,500	346,752	0.7%	(1,282,748)	-78.7%
55-532 Sewer Connection Project	108,639	49,469	1,500,000	1,975,300	3.8%	475,300	31.7%
58-Var Residential Street Improvement	3,592,204	4,594,933	221,000	186,000	0.4%	(35,000)	-15.8%
59-551 Select Street Construction	6,019,313	8,650,000	2,257,795	10,871,060	20.6%	8,613,265	381.5%
147 Federal Aid Safety Program	72,231	309,726	2,357,900	1,135,000	2.2%	(1,222,900)	-51.9%
148 Traffic System Management Grant	(21,406)	463,450	1,317,000	335,000	0.6%	(982,000)	-74.6%
201 to 226 Drainage Assessment	757,648	31,431	0	341,320	0.6%	(726,217)	N/A
Public Works Agency Total	20,313,858	21,864,136	30,920,332	31,302,309	59.4%	381,977	1.2%
Non-Departmental							
400 Police Building Debt Service	4,621,728	4,618,716	4,622,660	4,622,660	8.8%	(1)	0.0%
404 COSA 2014 Lease Financing Debt Service	5,168,546	5,155,867	5,169,830	5,168,480	9.8%	(1,351)	0.0%
Non-Departmental Total	9,790,274	9,774,583	9,792,490	9,791,139	18.6%	17,907	0.2%
Parks, Recreation & Community Services							
161-Var State Capital Grants Fund	281,798	1,164,444	5,213,713	5,124,530	9.7%	(89,183)	-1.7%
169 Habitat Conservation Fund	1,619	19,240	0	0	N/A	0	N/A
172 State Recreation Trails Program	1,173	0	0	0	N/A	0	N/A
301 Park Acquisition & Dev.	195,586	1,302,904	5,327,825	6,456,305	12.3%	1,128,480	21.2%
Parks, Rec & Community Services Total	480,176	2,486,588	10,541,538	11,580,835	22.0%	1,039,297	9.9%
GRAND TOTAL	30,584,308	34,125,307	51,254,360	52,674,283	100.0%	1,419,923	2.8%

CAPITAL FUNDS

Highway Safety & Traffic Reduction	PROGRAM			Fund 30
<p>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.</p>				
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>APPROVED</u>	<u>ADOPTED</u>
REVENUES	FY 14-15	FY 15-16	FY 16-17	FY 17-18
03017002 PROP 1B INFRASTRUCTURE BOND				
52363 State Local Partnership Program (SLPP)	<u>1,551,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PROP 1B INFRASTRUCTURE BOND FUND	<u>1,551,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENDITURES				
03017660 PROP 1B INFRASTRUCTURE BOND				
66220 Improvements Other than Buildings	<u>685,028</u>	<u>(366,744)</u>	<u>0</u>	<u>0</u>
TOTAL PROP 1B INFRASTRUCTURE BOND FUND	<u>685,028</u>	<u>(366,744)</u>	<u>0</u>	<u>0</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>					
		<u>ACTUAL</u> <u>FY 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>
REVENUES					
03217002 Measure M					
50001	Prior Year Balance	0	0	0	0
52030	County Civic Center PED	0	0	0	0
52040	SA Vision & Go Local	0	233,645	0	0
52040	OCTA Transitway Project - MOS 3	3,181,016	(1,135,997)	0	0
52040	Grant-Other	0	88,184	0	0
52330	Measure M Competitive	804,221	4,623,466	14,389,692	10,692,456
52331	Measure M Turnback	4,307,484	4,439,514	4,761,630	4,723,145
52332	Measure M2 Competitive	0	107,733	0	0
52333	Measure M2 Fairshare			0	0
57000	Expense Reimbursement		0	0	0
58000	Earnings on Investment	44,787	98,377	0	0
58002	Net Increase (Decrease) in Fair Value of Investment	25,009	0	0	0
TOTAL MEASURE M REVENUES		<u>8,362,517</u>	<u>8,454,924</u>	<u>19,151,322</u>	<u>15,415,601</u>
EXPENDITURES					
03217660 Measure M Street Construction					
66220	Improvements Other than Buildings	<u>334,946</u>	<u>(166,410)</u>	<u>0</u>	<u>0</u>
		334,946	(166,410)	0	0
03217661 OCTA Transitway Projects - MOS3					
66220	Improvements Other than Buildings	<u>0</u>	<u>239,513</u>	<u>0</u>	<u>0</u>
		0	239,513	0	0
03217662 Measure M2 Local Fairshare					
65205	Internal Departments Personnel Charges	82	0	0	0
66100	Land	4,264,539	625,063	0	0
66220	Improvements Other than Buildings	<u>4,241,846</u>	<u>3,302,423</u>	<u>4,761,630</u>	<u>4,723,145</u>
		8,506,467	3,927,486	4,761,630	4,723,145
03217663 Measure M2 Competitive Street					
66220	Improvements Other than Buildings	<u>238,140</u>	<u>4,045,839</u>	<u>14,389,692</u>	<u>10,692,456</u>
		238,140	4,045,839	14,389,692	10,692,456
TOTAL MEASURE M EXPENDITURES		<u>9,079,553</u>	<u>8,046,428</u>	<u>19,151,322</u>	<u>15,415,601</u>

CAPITAL FUNDS

Measure M	PROJECT DETAIL		Fund 32
PROJECTS	FUNDING SOURCES		APPROVED
	Fairshare	Competitive	TOTAL
STREET IMPROVEMENTS			
Planning			
Pavement Management	200,000	0	200,000
Project Development	100,000	0	100,000
Right-of-Way Management	100,000	0	100,000
Subtotal Planning	400,000	0	400,000
Curb, Gutter, Sidewalk Improvements			
Omnibus Concrete	200,000	0	200,000
Subtotal Curb, Gutter, Sidewalk Improvements	200,000	0	200,000
Alley Rehabilitation			
Alley Improvement Program	126,145	0	126,145
Subtotal Alley Rehabilitation	126,145	0	126,145
Local Street Rehabilitation			
Local Street Preventative Maintenance	2,000,000	0	2,000,000
Subtotal Local Street Rehabilitation	2,000,000	0	2,000,000
Arterial Street Rehabilitation			
Bristol Street Rehabilitation: 17th to Santa Clara	750,000	0	750,000
Main Street Rehabilitation: Edinger to 1st	657,000	0	657,000
Westminster Avenue Rehabilitation: Harbor to Fairview	239,000	0	239,000
Subtotal Arterial Street Rehabilitation	1,646,000	0	1,646,000
Street/Bridge Improvements & Widening			
Bristol Street/Memory Lane Intersection Widening	0	1,167,244	1,167,244
Grand Avenue Widening: Phase 1 - First to Fourth	0	40,000 *	40,000
Warner Avenue Improvements: Phase 1 - Main to Oak	0	8,586,900	8,586,900
Warner Avenue Improvements: Phase 2 - Oak to Grand	0	811,125	811,125
Subtotal Street/Bridge Improvements & Widening	0	10,605,269	10,605,269
SUBTOTAL STREET IMPROVEMENTS	4,372,145	10,605,269	14,977,414
TRAFFIC IMPROVEMENTS			
Planning			
Bike Lane Project Development	69,448	0	69,448
Traffic Management Plans	50,000	0	50,000
Traffic Safety Project Development	50,000	0	50,000
Subtotal Planning	169,448	0	169,448
Traffic Improvements			
Bear St Traffic Signal Synchronization	40,000	0	40,000
Traffic Signal Equipment Replacement	100,000	0	100,000
Warner Avenue and Flower Street Intersection Improvements		87,187	87,187
Subtotal Traffic Improvements	140,000	87,187	227,187
Traffic Safety/Mobility			
Bristol Street and Edinger Avenue Class II Bike Lanes	7,440	0	7,440
Bristol Street Protected Bike Lanes	23,000		23,000
Citywide Bike Racks and SARTC Bicycle Center	11,112	0	11,112
Subtotal Traffic Safety/Mobility	41,552	0	41,552
TOTAL TRAFFIC IMPROVEMENTS	351,000	87,187	438,187
TOTAL FY 17-18 MEASURE M PROJECTS	4,723,145	10,692,456	15,415,601

*Note: Entire grant award from 2011 was not appropriated in previous CIP budgets.

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.								
					ACTUAL	ACTUAL	APPROVED	ADOPTED
					FY 14-15	FY 15-16	FY 16-17	FY 17-18
REVENUES								
TRANSPORATION SYSTEM IMPROVEMENT								
03317002	50300	Area B - Transportation System Improvement Area Fee	30,542	0	0	0		
03317002	58000	Area B - Earning on Investments	0	3,833	0	0		
03417002	50001	Area E - Prior Year Carry Forward	0	0	1,766,370	118,450		
03417002	50300	Area E - Transportation System Improvement Area Fee	16,418	28,677	0	0		
03417002	58000	Area E - Earning on Investments	0	27,238	0	0		
03517002	50001	Area F - Prior Year Carry Forward	0	0	719,445	577,826		
03517002	50300	Area F - Transportation System Improvement Area Fee	347,161	571,016	0	0		
03517002	58000	Area F - Earning on Investments	0	11,015	0	0		
04117002	50300	Area A-2 - Transportation System Improvement Area Fee	11	0	0	0		
04117002	50301	TSIA From City of Santa Ana	0	242,239	0	0		
04117002	58000	Earning on Investments	0	2,286	0	0		
04217002	50300	Area B - Transportation System Improvement Area Fee	57	0	0	0		
04217002	58000	Area B - Earning on Investments	0	95	0	0		
04817002	50300	Area C-2 - Transportation System Improvement Area Fee	1,276	0	0	0		
04817002	58000	Area C-2 - Earning on Investments	0	2,130	0	0		
04917002	50300	Area G - Transportation System Improvement Area Fee	588	0	0	0		
04917002	58000	Area G - Earning on Investments	0	982	0	0		
	57960	Rental of Property	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	58000	Earnings on Investment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
		TOTAL	<u><u>396,053</u></u>	<u><u>889,510</u></u>	<u><u>2,485,815</u></u>	<u><u>696,276</u></u>		
EXPENDITURES								
TRANSPORATION SYSTEM IMPROVEMENT								
03417660	66220	TSIA Area E - Improvements Other Than Building	569	0	1,766,370	118,450		
03517660	66220	TSIA Area F - Improvements Other Than Building	20,078	0	719,445	577,826		
		TOTAL	<u><u>20,648</u></u>	<u><u>0</u></u>	<u><u>2,485,815</u></u>	<u><u>696,276</u></u>		
PROJECTS							FY 17-18	
Street Improvements - 03417660 Area E								
Warner Avenue Improvements: Oak to Grand (Phase 2)							<u>118,450</u>	
							<u><u>118,450</u></u>	
Street Improvements - 03517660 Area F								
Bristol Street/Memory Lane Intersection Widening							389,081	
Fairview Bridge and Street Improvements							22,820	
Warner Avenue Improvements: Oak to Grand (Phase 2)							<u>151,925</u>	
							<u><u>563,826</u></u>	
Traffic Signal - 03517660 Area F								
Hazard Avenue Protected Bike Lanes: Euclid to Harbor							<u>14,000</u>	
							<u><u>14,000</u></u>	
TOTAL TRANSPORTATION SYSTEM IMPROVEMENT AREA PROJECTS							<u><u>696,276</u></u>	

CAPITAL FUNDS

Sewer Capital Recovery		PROGRAM		Fund 54	
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 14-15	FY 15-16	FY 16-17	FY 17-18
REVENUES					
05417002					
50001	Prior Year Carry Forward	0	0	650,000	0
53732	Capital Recovery Charges	43,839	285,366	318,600	346,752
58000	Earning On Investments	0	1,731	0	0
59000-056	Transfer From Fund 056	0	410,500	660,900	0
59300	Revenue Bond Proceeds	0	0	0	0
TOTAL SEWER CAPITAL REVENUES		43,839	697,596	1,629,500	346,752
EXPENDITURES					
05417647 CAPITAL RECOVERY CHARGES					
66220	Improvements Other Than Building	0	85,442	1,629,500	346,752
TOTAL SEWER CAPITAL EXPENDITURES		0	85,442	1,629,500	346,752
PROJECTS					FY 17-18
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS					
Sewer Improvements					
Citywide Sewer Main Improvements					196,752
Washington Square Sewer Main Improvements					150,000
TOTAL SEWER CAPITAL RECOVERY PROJECTS					346,752

CAPITAL FUNDS

Sewer Connection Projects		PROGRAM			Fund 55
<p>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.</p>					
		ACTUAL	ACTUAL	APPROVED	ADOPTED
		FY 14-15	FY 15-16	FY 16-17	FY 17-18
REVENUES					
05517002 SEWER CONNECTION FEE FUND					
50001	Prior Year Carry Forward	0	0	1,260,000	1,635,300
53701	Sewer Connection Fee	547,697	1,586,552	200,000	320,000
57000	Expense Reimbursement	312,045	0	0	0
58000	Earning on Investments	46,889	89,357	40,000	20,000
58002	Net Inc (Dec) in Fair Value of Investment	0	61,568	0	0
TOTAL SEWER CONNECTION FEE FUND		906,631	1,737,477	1,500,000	1,975,300
EXPENDITURES					
05517660 SEWER CONNECTION PROJECTS					
66220	Improvements Other than Buildings	108,639	49,469	1,500,000	1,975,300
TOTAL SEWER CONNECTION EXPENDITURES		108,639	49,469	1,500,000	1,975,300
PROJECTS					FY 17-18
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS					
Sewer Improvements					
Bristol Street Phase 3B Sewer Main Improvements					350,000
Flower Street Sewer Main Improvements					150,000
Facility Improvements					
Segerstrom (San Lorenzo) Sewer Lift Station Reconstruction					1,475,300
TOTAL SEWER CONNECTION PROJECTS					1,975,300

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.					
		<u>ACTUAL FY 14-15</u>	<u>ACTUAL FY 15-16</u>	<u>APPROVED FY 16-17</u>	<u>ADOPTED FY 17-18</u>
REVENUES					
05817002 Residential Street Improvement					
51701	Transportation/Oversize Permits	13,702	13,940	11,000	11,000
53704	Trench Cut Fee/Arterial	43,724	31,408	25,000	15,000
53705	Trench Cut Fee	18,130	62,559	2,000	2,000
53706	Street Construction Fee	281,053	232,101	175,000	150,000
53708	NPDES Sewer Lateral	286	0	0	0
53730	HOST Fee	9,211	9,422	8,000	8,000
59000-029	Transfer from Special Gas Tax Fund 29	3,381,688	4,411,279	0	0
59000-056	Transfer from Fund 56	0	0	0	0
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>3,747,794</u>	<u>4,760,708</u>	<u>221,000</u>	<u>186,000</u>
EXPENDITURES					
05817660 Residential Street Improvement					
66220	Improvements Other than Buildings	<u>0</u>	<u>313,608</u>	<u>0</u>	<u>0</u>
		0	313,608	0	0
05817661 Gas Tax Residential Street Improvement					
61000	Salaries Regular	0	1,305	0	0
61100	Retirement-Employer Contribution	0	268	0	0
61120	Medicare Insurance	0	23	0	0
61130	Health Insurance	0	256	0	0
61180	Workers' Compensation Insurance	0	36	0	0
65205	Internal Departments Personnel Charges	638,422	202,546	0	0
66220	Improvements Other than Buildings	2,953,782	4,076,891	0	0
69011	Reserve Appropriation	0	0	221,000	186,000
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>3,592,204</u>	<u>4,281,325</u>	<u>221,000</u>	<u>186,000</u>
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>3,592,204</u>	<u>4,594,933</u>	<u>221,000</u>	<u>186,000</u>

CAPITAL FUNDS

Select Street Construction	PROGRAM	Fund 59			
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:					
A. State Gas Tax funds transferred from Fund 29.					
B. County Gas Tax funds administered by the Orange County Transportation Authority.					
		<u>ACTUAL</u> <u>FY 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>
REVENUES					
05917002 Select Street Construction					
52001	Federal Grants - Indirect	4,515,756	1,060,602	0	531,500
52025	State Grants - Indirect	346	0	0	5,711,805
52341	OCTA Gas Tax Subvention	1,993,147	4,884,990	0	0
57000	Expense Reimbursement	124	0	0	0
57080	Developer Contribution	120,000	113,149	0	0
57960	Rental of Property	221,835	180,133	0	0
58000	Earnings on Investment	79,248	135,626	0	0
58002	Net Increase (Decrease) in Fair Value	6,277	153,034	0	0
58006	Interest Earned on Advanced Received	11,016	47,311	0	0
59000-029	Transfer from Fund 29	1,296,794	1,616,968	0	2,369,960
59000-056	Transfer from Fund 56	0	0	31,155	31,155
59000-060	Transfer from Fund 60	0	0	31,155	31,155
59000-068	Transfer from Fund 68	0	0	195,485	195,485
59000-069	Transfer from Fund 69	0	0	2,000,000	2,000,000
TOTAL SELECT STREET REVENUES		<u>8,244,544</u>	<u>8,191,813</u>	<u>2,257,795</u>	<u>10,871,060</u>
EXPENDITURES					
05917019 STREET INTERFUND TRANSFER					
68000-011	Transfer to Fund 011	12,799	0	0	0
68000-056	Transfer to Fund 056	2,707	0	0	0
68000-060	Transfer to Fund 060	10,591	0	0	0
68000-068	Transfer to Fund 068	7,113	0	0	0
		<u>33,210</u>	<u>0</u>	<u>0</u>	<u>0</u>
05917660 SELECT STREET CONSTRUCTION					
66100	Land	(410,300)	326,572	0	0
66220	Improvements Other than Buildings	3,295,591	757,937	0	6,243,305
		<u>2,885,291</u>	<u>1,084,509</u>	<u>0</u>	<u>6,243,305</u>
05917661 OCTA BRISTOL STREET CORRIDOR					
66100	Land	1,210,823	3,198,548	0	0
66220	Improvements Other than Buildings	1,135,315	1,747,088	0	0
		<u>2,346,138</u>	<u>4,945,636</u>	<u>0</u>	<u>0</u>
05917663 HUTA 2103 GAS TAX					
66220	Improvements Other than Buildings	754,674	2,619,855	0	0
		<u>754,674</u>	<u>2,619,855</u>	<u>0</u>	<u>0</u>
05917664 ENTERPRISE STREET CUT PERMITS					
69011	Reserve Appropriation	0	0	2,257,795	2,257,795
		<u>0</u>	<u>0</u>	<u>2,257,795</u>	<u>2,257,795</u>

CAPITAL FUNDS

Select Street Construction	PROGRAM			Fund 59
	ACTUAL FY 14-15	ACTUAL FY 15-16	APPROVED FY 16-17	ADOPTED FY 17-18
05917665 HUTA GAS TAX - RMRA				
66220 Improvements Other than Buildings	0	0	0	1,977,580
	0	0	0	1,977,580
05917667 HUTA GAS TAX - SB1 STATE LOAN REPAYMENT				
66220 Improvements Other than Buildings	0	0	0	392,380
	0	0	0	392,380
TOTAL SELECT STREET EXPENDITURES	<u>6,019,313</u>	<u>8,650,000</u>	<u>2,257,795</u>	<u>10,871,060</u>
PROJECTS				FY 17-18
05917660 SELECT STREET CONSTRUCTION - Bicycle Corridor Improvement Program (BCIP)				
Traffic Safety/Mobility				
Bristol Street and Edinger Avenue Class II Bike Lanes				736,000
Bristol Street Protected Bike Lanes				2,271,000
Citywide Bike Racks and SARTC Bicycle Center				1,100,000
SUBTOTAL BCIP GRANT PROJECTS				<u>4,107,000</u>
05917660 SELECT STREET CONSTRUCTION - Congestion Mitigation & Air Quality Improvement Program (CMAQ)				
Traffic Improvements - Planning				
OC Streetcar				431,500
Traffic Safety/Mobility				
Hazard Avenue Protected Bike Lanes from Euclid Street to Harbor Boulevard				100,000
SUBTOTAL CMAQ GRANT PROJECTS				<u>531,500</u>
05917660 SELECT STREET CONSTRUCTION - Highway Bridge Rehabilitation & Replacement Program (HBRR)				
Street/Bridge Improvements & Widening				
Fairview Bridge and Street Improvements				1,604,805
SUBTOTAL HBRR GRANT PROJECTS				<u>1,604,805</u>
05917665 HUTA GAS TAX - RMRA (Road Maintenance & Rehabilitation Account)				
Arterial Street Rehabilitation				
Sustainable Mobility & Roadway Transformation (SMaRT)				1,977,582
05917667 HUTA GAS TAX - SB1 State Loan Repayment				
Arterial Street Rehabilitation				
Sustainable Mobility & Roadway Transformation (SMaRT)				113,315
Traffic Safety/Mobility				
Citywide Bike Lane Striping and Maintenance				250,000
Traffic Improvements				
Warner Avenue/Flower Street Intersection Improvements				29,063
SUBTOTAL HUTA GAS TAX ALLOCATION PROJECTS				<u>2,369,960</u>
TOTAL SELECT STREET CONSTRUCTION PROJECTS				<u>8,613,265</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 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>APPROVED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>
REVENUES					
14717002 Street Safety Projects					
52001	Federal Grants - Indirect	23,432	80,969	2,357,900	1,135,000
TOTAL STREET SAFETY PROJECTS REVENUE		<u>23,432</u>	<u>80,969</u>	<u>2,357,900</u>	<u>1,135,000</u>
EXPENDITURES					
14717611 Street Safety Projects					
61110	Part-Time Retirement	680	57	0	0
65205	Internal Depts. Personnel Charges	0	25,914	0	0
66220	Improvements Other than Buildings	71,552	283,755	2,357,900	1,135,000
TOTAL STREET SAFETY PROJECTS EXPENDITURES		<u>72,231</u>	<u>309,726</u>	<u>2,357,900</u>	<u>1,135,000</u>
PROJECTS					
<i>Highway Safety Improvement Program (HSIP)</i>					
TRAFFIC IMPROVEMENTS					
Safety/Mobility					
First & Jackson and Fifth & Euclid Signal Modifications					
<u>726,200</u>					
Subtotal Mobility/Safety					
<u>726,200</u>					
Traffic Signal					
Main & 15th Traffic Signal					
<u>408,800</u>					
<u>408,800</u>					
TOTAL FEDERAL AID SAFETY PROGRAM PROJECTS					
<u>1,135,000</u>					

CAPITAL FUNDS

Traffic System Management Grant		PROGRAM			Fund 148
PURPOSE:					
<p>In 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP). The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. The purpose of ATP is to encourage increased use of active modes of transportation by (1) increasing the proportion of trips accomplished by biking and walking, (2) increasing safety and mobility for non-motorized users, (3) advancing active transportation efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals, (4) enhancing public health, (5) ensuring that disadvantaged communities fully share in the benefits of the program, and (6) providing a broad spectrum of projects to benefit many types of active transportation users. The ATP is administered by the Division of Local Assistance, Office of Active Transportation and Special Programs.</p>					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>REVISED</u>	<u>ADOPTED</u>
		<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>
REVENUES					
14817002 Traffic System Management					
52001	Federal Grants - Indirect	66,745	38,433	1,317,000	0
52025	State Grants-Direct	0	217,049	0	335,000
TOTAL TRAFFIC SYSTEM MANAGEMENT		<u>66,745</u>	<u>255,482</u>	<u>1,317,000</u>	<u>335,000</u>
EXPENDITURES					
14817611 TRAFFIC SYSTEM MANAGEMENT					
61170	Retiree Health Benefits	1,080	0	0	0
66220	Improvements Other than Buildings	(22,486)	3,840	0	0
TOTAL TRAFFIC SYSTEM MANAGEMENT GRANTS		<u>(21,406)</u>	<u>3,840</u>	<u>0</u>	<u>0</u>
14817613 ACTIVE TRANSPORTATION PROGRAM					
66220	Improvements Other than Buildings	0	459,610	1,317,000	335,000
TOTAL ACTIVE TRANSPORTATION PROGRAM GRANTS		<u>0</u>	<u>459,610</u>	<u>1,317,000</u>	<u>335,000</u>
TOTAL TRAFFIC SYSTEM MANAGEMENT EXPENDITURES		<u>(21,406)</u>	<u>463,450</u>	<u>1,317,000</u>	<u>335,000</u>
PROJECTS					<u>FY 17-18</u>
<i>Active Transportation Program (ATP)</i>					
TRAFFIC IMPROVEMENTS					
Traffic Safety/Mobility					
Edinger Avenue Protected Bikes Lanes					300,000
Sepulveda Safe Routes to School Project					35,000
TOTAL TRANSPORTATION SYSTEM MANAGEMENT GRANT PROJECTS					<u>335,000</u>
PRIOR YEAR PROJECTS					<u>FY 16-17</u>
<i>Active Transportation Program (ATP)</i>					
TRAFFIC IMPROVEMENTS					
Traffic Safety/Mobility					
Santa Ana Boulevard and 5th Street Protected Bike Lanes					740,000
TOTAL PRIOR YEAR TRANSPORTATION SYSTEM MANAGEMENT GRANT PROJECTS					<u>740,000</u>

CAPITAL PROJECTS

State Capital Grants		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>FY 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>REVISED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>
REVENUES					
161 STATE CAPITAL GRANTS					
50001	Balance From Prior Year	0	0	5,213,713	5,124,530
52025	State Grants - Direct	1,471,494	1,030,800	0	0
TOTAL STATE CAPITAL GRANTS REVENUES		<u>1,471,494</u>	<u>1,030,800</u>	<u>5,213,713</u>	<u>5,124,530</u>
EXPENDITURES					
16113262 <i>State Resources Agency Grant</i>					
66220	Improvements Other Than Buildings	(842)	0	539,388	539,388
		(842)	0	539,388	539,388
16113265 <i>Habitat Conservation Fund</i>					
66220	Improvements Other Than Buildings	0	0	0	0
		0	0	0	0
16113266 <i>Prop 84 Park Project</i>					
66220	Improvements Other Than Buildings	7,388	15,492	0	0
69135	Payment to Subagent	275,252	118,153	4,674,325	4,585,142
		<u>282,640</u>	<u>133,644</u>	<u>4,674,325</u>	<u>4,585,142</u>
16113267 <i>Housing Related Parks Program</i>					
66220	Improvements Other Than Buildings	0	1,030,800	0	0
		0	1,030,800	0	0
TOTAL STATE CAPITAL GRANTS EXPENDITURES		<u>281,798</u>	<u>1,164,444</u>	<u>5,213,713</u>	<u>5,124,530</u>
PROJECTS					
Roosevelt/Walker Center				4,674,325	4,585,142
Center Street-Urban Greening				539,388	539,388
Memory Lane/Santa Ana River Park Site				0	0
TOTAL PROJECTS				<u>5,213,713</u>	<u>5,124,530</u>

CAPITAL FUNDS

Habitat Conservation Fund	PROGRAM	Fund 169		
<p>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 percent match from a non-state source.</p>				
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>
REVENUES				
16913002 RECREATION GRANTS REVENUE				
52025 State Grants-Direct	0	36,448	0	0
52040 Grant-Other				
58000 Earning On Investments				
TOTAL RECREATION GRANTS REVENUES	<u>0</u>	<u>36,448</u>	<u>0</u>	<u>0</u>
 EXPENDITURES				
16913262 HABITAT CONSERVATION FUND				
66220 Improvements Other Than Building	1,619	19,240	0	0
TOTAL RECREATION GRANTS CAPITAL EXPENDITURES	<u>1,619</u>	<u>19,240</u>	<u>0</u>	<u>0</u>

CAPITAL FUNDS

State Recreation Trails Program	PROGRAM			Fund 172																																																							
<p>PURPOSE: This funding source is made available by the State 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 available for non-motorized projects.</p>																																																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">ACTUAL FY 14-15</th> <th style="text-align: center; border-bottom: 1px solid black;">ACTUAL FY 15-16</th> <th style="text-align: center; border-bottom: 1px solid black;">APPROVED FY 16-17</th> <th style="text-align: center; border-bottom: 1px solid black;">ADOPTED FY 17-18</th> </tr> </thead> <tbody> <tr> <td colspan="5">REVENUES</td> </tr> <tr> <td colspan="5">17213002 NATIONAL RECREATION TRAILS FUND ACT</td> </tr> <tr> <td style="padding-left: 20px;">52001 Federal Grant-Indirect</td> <td style="text-align: right;">250,608</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="padding-left: 20px;">52025 State Grants-Direct</td> <td style="text-align: right;">0</td> <td style="text-align: right;">109,000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="padding-left: 20px;">58000 Earning on Investments</td> <td style="text-align: right;">0</td> <td style="text-align: right;">50</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>TOTAL RECREATION GRANTS REVENUES</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">250,608</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">110,050</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">0</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td colspan="5"> EXPENDITURES</td> </tr> <tr> <td colspan="5">17213240 NATIONAL RECREATION TRAILS FUND ACT</td> </tr> <tr> <td style="padding-left: 20px;">66220 Improvements Other Than Building</td> <td style="text-align: right;">1,173</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>TOTAL RECREATION GRANTS EXPENDITURES</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">1,173</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">0</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">0</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> </tbody> </table>						ACTUAL FY 14-15	ACTUAL FY 15-16	APPROVED FY 16-17	ADOPTED FY 17-18	REVENUES					17213002 NATIONAL RECREATION TRAILS FUND ACT					52001 Federal Grant-Indirect	250,608	1,000	0	0	52025 State Grants-Direct	0	109,000	0	0	58000 Earning on Investments	0	50	0	0	TOTAL RECREATION GRANTS REVENUES	250,608	110,050	0	0	 EXPENDITURES					17213240 NATIONAL RECREATION TRAILS FUND ACT					66220 Improvements Other Than Building	1,173	0	0	0	TOTAL RECREATION GRANTS EXPENDITURES	1,173	0	0	0
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CAPITAL FUNDS

Local Drainage Area Fees		PROGRAM		Funds 201 - 226	
<p>PURPOSE: 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.</p>					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>APPROVED</u>	<u>ADOPTED</u>
		<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>
REVENUES					
20217002	LOCAL DRAINAGE AREA NO. 2				
	58000 Earning on Investments	9	15	0	0
20317002	LOCAL DRAINAGE AREA NO. 3				
	58000 Earning on Investments	4,517	7,552	0	0
20417002	LOCAL DRAINAGE AREA NO. 4				
	58000 Earning on Investments	9	22	0	0
20517002	LOCAL DRAINAGE AREA NO. 5				
	58000 Earning on Investments	6	13	0	0
20617002	LOCAL DRAINAGE AREA NO. 6				
	58000 Earning on Investments	5	9	0	0
20717002	LOCAL DRAINAGE AREA NO. 7				
	50001 Prior Year Carry Forward	0	0	0	150,000
	58000 Earning on Investments	2,093	3,491	0	0
21017002	LOCAL DRAINAGE AREA NO. 10				
	58000 Earning on Investments	103	171	0	0
21117002	LOCAL DRAINAGE AREA NO. 11				
	58000 Earning on Investments	6	23	0	0
21217002	LOCAL DRAINAGE AREA NO. 12				
	58000 Earning on Investments	2	1	0	0
21317002	LOCAL DRAINAGE AREA NO. 13				
	58000 Earning on Investments	134	52	0	0
22117002	LOCAL DRAINAGE AREA I				
	50001 Prior Year Carry Forward	0	0	0	50,000
	50500 Drainage Fee	32,329	91,484	0	0
	58000 Earning on Investments	4,172	7,474	0	0
22217002	LOCAL DRAINAGE AREA II				
	50500 Drainage Fee	70,847	26,620	0	0
	58000 Earning on Investments	5,563	9,581	0	0
22317002	LOCAL DRAINAGE AREA III				
	50500 Drainage Fee	1,332	11,788	0	0
	58000 Earning on Investments	3,080	5,213	0	0
22417002	LOCAL DRAINAGE AREA IV				
	50001 Prior Year Carry Forward	0	0	0	141,320
	50500 Drainage Fee	27,334	42,019	0	0
	58000 Earning on Investments	4,247	1,503	0	0

CAPITAL FUNDS

Local Drainage Area Fees	PROGRAM		Funds 201 - 226	
	ACTUAL FY 14-15	ACTUAL FY 15-16	APPROVED FY 16-17	ADOPTED FY 17-18
22517002 LOCAL DRAINAGE AREA V				
50500 Drainage Fee	79,600	1,627	0	0
58000 Earning on Investments	1,611	1,029	0	0
22617002 LOCAL DRAINAGE AREA VI				
50500 Drainage Fee	23,654	810	0	0
58000 Earning on Investments	3,260	1,479	0	0
TOTAL LOCAL DRAINAGE AREA FUND REVENUE	263,915	211,976	0	341,320
 EXPENDITURES				
20117660 LOCAL DRAINAGE AREA NO. 1				
66220 Improvements Other than Buildings	0	(242)	0	0
20217660 LOCAL DRAINAGE AREA NO. 2				
66220 Improvements Other than Buildings	0	50	0	0
20317660 LOCAL DRAINAGE AREA NO. 3				
66220 Improvements Other than Buildings	0	1,321	0	0
20417660 LOCAL DRAINAGE AREA NO. 4				
66220 Improvements Other than Buildings	0	1,401	0	0
20517660 LOCAL DRAINAGE AREA NO. 5				
66220 Improvements Other than Buildings	179	854	0	0
20717660 LOCAL DRAINAGE AREA NO. 7				
66220 Improvements Other than Buildings	0	611	0	150,000
20917660 LOCAL DRAINAGE AREA NO. 9				
66220 Improvements Other than Buildings	0	(3,499)	0	0
21117660 LOCAL DRAINAGE AREA NO. 11				
66220 Improvements Other than Buildings	0	2,237	0	0
21217660 LOCAL DRAINAGE AREA NO. 12				
66220 Improvements Other than Buildings	0	240	0	0
21317660 LOCAL DRAINAGE AREA NO. 13				
66220 Improvements Other than Buildings	29,888	6,173	0	0
22117660 LOCAL DRAINAGE AREA I				
66220 Improvements Other than Buildings	0	12,548	0	50,000
22217660 LOCAL DRAINAGE AREA II				
66220 Improvements Other than Buildings	10,357	46	0	0
22317660 LOCAL DRAINAGE AREA III				
66220 Improvements Other than Buildings	16,856	0	0	0
22417660 LOCAL DRAINAGE AREA IV				
66220 Improvements Other than Buildings	700,368	7,585	0	141,320

CAPITAL FUNDS

Local Drainage Area Fees		PROGRAM			Funds 201 - 226	
		<u>ACTUAL</u> <u>FY 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>APPROVED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>	
22517660	LOCAL DRAINAGE AREA V					
66220	Improvements Other than Buildings	0	1,505	0	0	
22617660	LOCAL DRAINAGE AREA VI					
66220	Improvements Other than Buildings	0	601	0	0	
TOTAL LOCAL DRAINAGE AREA EXPENDITURE		<u>757,648</u>	<u>31,431</u>	<u>0</u>	<u>341,320</u>	
 PROJECTS					<u>FY 17-18</u>	
<u>20117660 LOCAL DRAINAGE AREA NO. 1</u>						
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS						
Storm Drain/Water Quality						
C-5-F Channel Extension Assessment between Newhope and Harbor						<u>50,000</u>
TOTAL LOCAL DRAINAGE AREA FEES PROJECTS						<u><u>50,000</u></u>
 PRIOR YEAR PROJECTS *						
<u>20717660 LOCAL DRAINAGE AREA NO. 7</u>						
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS						
Planning						
Drainage Area Master Plan Alternative Improvement Assessment & Prioritization						150,000
22417660	LOCAL DRAINAGE AREA IV					
STREET IMPROVEMENTS						
Street/Bridge Improvements & Widening						
Warner Avenue Improvements: Phase I - Main to Oak						<u>141,320</u>
TOTAL PRIOR YEAR LOCAL DRAINAGE AREA FEES PROJECTS FUNDING						<u><u>291,320</u></u>
 <i>*Projects were approved in the FY 16/17 CIP; however, appropriations were not included in the approved budget.</i>						

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 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
30113002 REC/COM SVCS ACQ & DEV					
50001	Prior Year Carry Forward	0	0	0	296,160
57304	Rancho Santiago Reimbursement/PR	0	0	0	0
58000	Earnings on Investments	39	60	0	0
		<u>39</u>	<u>60</u>	<u>0</u>	<u>296,160</u>
31113002 RESIDENTIAL DEVELOPMENT DISTRICT 1					
50001	Prior Year Carry Forward	0	0	175,000	220,000
53300	Park Acquisition & Dev. Fees	0	0	0	0
57991	Miscellaneous	194,658	835,269	0	0
58000	Earnings on Investments	2,081	8,547	0	0
		<u>196,739</u>	<u>843,816</u>	<u>175,000</u>	<u>220,000</u>
31213002 RESIDENTIAL DEVELOPMENT DISTRICT 2					
50001	Prior Year Carry Forward	0	0	2,956,970	2,946,820
53300	Park Acquisition & Dev. Fees	0	0	0	0
57080	Developer Contributions In Lieu	1,450,000	0	0	0
57991	Miscellaneous	11,368	1,561,417	0	0
58000	Earnings on Investments	18,726	43,353	0	0
		<u>1,480,094</u>	<u>1,604,770</u>	<u>2,956,970</u>	<u>2,946,820</u>
31313002 RESIDENTIAL DEVELOPMENT DISTRICT 3					
50001	Prior Year Carry Forward	0	0	1,892,425	2,182,490
53300	Park Acquisition & Dev. Fees	0	0	0	0
57080	Developer Contributions In Lieu	0	0	0	0
57991	Miscellaneous	0	13,688	0	0
58000	Earnings on Investments	15,779	25,740	0	0
		<u>15,779</u>	<u>39,427</u>	<u>1,892,425</u>	<u>2,182,490</u>
31413002 RESIDENTIAL DEVELOPMENT DISTRICT 4					
50001	Prior Year Carry Forward	0	0	303,430	810,835
53300	Park Acquisition & Dev. Fees	0	0	0	0
57991	Miscellaneous	148,592	424,346	0	0
58000	Earnings on Investments	2,120	5,252	0	0
		<u>150,712</u>	<u>429,598</u>	<u>303,430</u>	<u>810,835</u>
TOTAL PARK ACQUISITION AND DEVELOPMENT		<u>1,843,363</u>	<u>2,917,671</u>	<u>5,327,825</u>	<u>6,456,305</u>
EXPENDITURES		ACTUAL FY 14-15	ACTUAL FY 15-16	ADOPTED FY 16-17	ADOPTED FY 17-18
30113260 RESIDENTIAL DEVELOPMENT DISTRICT 1					
62300	Contract Services - Professional	0	0	0	296,160
66220	Improvements Other than Buildings	0	500	0	0
69011	Reserve for Appropriation	0	0	0	0
		<u>0</u>	<u>500</u>	<u>0</u>	<u>296,160</u>
31113260 RESIDENTIAL DEVELOPMENT DISTRICT 1					
66220	Improvements Other than Buildings	842	96,963	175,000	220,000
		<u>842</u>	<u>96,963</u>	<u>175,000</u>	<u>220,000</u>
31213260 RESIDENTIAL DEVELOPMENT DISTRICT 2					
66220	Improvements Other than Buildings	3,457	1,727	1,347,060	2,463,180
		<u>3,457</u>	<u>1,727</u>	<u>1,347,060</u>	<u>2,463,180</u>
31213261 RES. DEV. DISTRICT 2 - IN LIEU					
66220	Improvements Other than Buildings	0	592,751	1,609,910	483,640
68000	Transfer to Fund 417	0	555,000	0	0
		<u>0</u>	<u>1,147,751</u>	<u>1,609,910</u>	<u>483,640</u>
31313260 RESIDENTIAL DEVELOPMENT DISTRICT 3					
65205	Internal Departments	9,421	18,909	0	0
66220	Improvements Other than Buildings	170,737	20,920	556,790	775,400
69011	Reserve for Appropriation	0	0	0	0
		<u>180,158</u>	<u>39,829</u>	<u>556,790</u>	<u>775,400</u>
31313261 RES. DEV. DISTRICT 3- IN LIEU					
66220	Improvements Other than Buildings	0	0	1,335,635	1,407,090
		<u>0</u>	<u>0</u>	<u>1,335,635</u>	<u>1,407,090</u>
31413260 RESIDENTIAL DEVELOPMENT DISTRICT 4					
66220	Improvements Other than Buildings	11,129	16,134	0	810,835
69011	Reserve for Appropriation	0	0	303,430	0
		<u>11,129</u>	<u>16,134</u>	<u>303,430</u>	<u>810,835</u>
TOTAL PARK ACQUISITION AND DEVELOPMENT		<u>195,586</u>	<u>1,302,904</u>	<u>5,327,825</u>	<u>6,456,305</u>

CAPITAL FUNDS

Police Building Debt Service		PROGRAM		Fund 400	
PURPOSE:		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.			
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>
<u>REVENUES</u>					
40019002	POLICE BUILDING DEBT SERVICE				
58000	Earnings on Investments	1,840	23,781	0	0
58005	Investment Income -Trustee	0	4	0	0
59000-11	Transfer From General Fund 11	<u>4,290,729</u>	<u>4,612,190</u>	<u>4,622,660</u>	<u>4,622,660</u>
TOTAL POLICE BUILDING DEBT SERVICE FUND		<u><u>4,292,569</u></u>	<u><u>4,635,975</u></u>	<u><u>4,622,660</u></u>	<u><u>4,622,660</u></u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>FY 13-14</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>
<u>EXPENDITURES</u>					
40019020	POLICE BUILDING DEBT SERVICE				
62300	Other Contractual Services	9,853	6,528	10,000	10,000
67300	Bond Principal	2,515,000	2,672,500	2,840,000	3,017,500
67310	Bond Interest	2,096,875	1,939,688	1,772,660	1,595,160
TOTAL POLICE BUILDING DEBT SERVICE FUND		<u><u>4,621,728</u></u>	<u><u>4,618,716</u></u>	<u><u>4,622,660</u></u>	<u><u>4,622,660</u></u>

CAPITAL FUNDS

Police Building Debt Schedule	PROGRAM	Fund 400	
<p>CITY OF SANTA ANA POLICE BUILDING DEBT SERVICE FUND REFUNDING LEASE REVENUE BONDS SERIES 2004A SCHEDULE OF ANNUAL DEBT SERVICE</p>			
	Principal	Interest	Total Annual
Fiscal	Repayment	Payments	Interest & Principal
Year			Payments
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>25,522,500</u>	<u>6,766,408</u>	<u>32,288,908</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 Fundin (\$13.1 million). Of the proceeds received, the City used \$8.0 million to refinance the outstanding 1998 Certificate of Participation (City Hall Expan Project). These issues will mature serially beginning on January 1, 2015 through 2028. The remaining \$37.0 million of the proceeds was used to pa advance refund the 1994 Police Administration and Holding Facility Lease Revenue bonds. These issues will mature serially beginning on July 1, 20 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>FY 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>
REVENUES					
40419002	2014 LEASE FINANCING				
	59000-11 Transfer From Fund 11	4,960,945	4,954,510	4,956,840	4,956,475
	59000-86 Transfer From Fund 86	116,091	115,765	116,105	115,570
	59000-101 Transfer From Fund 101	96,467	96,596	96,885	96,435
	59301 Financing Proceeds	0	0	0	0
	TOTAL LEASE FINANCING DEBT SERVICE FUND	<u>5,173,503</u>	<u>5,166,871</u>	<u>5,169,830</u>	<u>5,168,480</u>
		<u>ACTUAL</u> <u>FY 14-15</u>	<u>ACTUAL</u> <u>FY 15-16</u>	<u>ADOPTED</u> <u>FY 16-17</u>	<u>ADOPTED</u> <u>FY 17-18</u>
EXPENDITURES					
40419020	2014 LEASE FINANCING				
	62300 Contract Services - Professional	6,029	0	11,000	11,000
	67300 Bond Principal	3,585,000	3,755,000	3,885,000	4,015,000
	67310 Bond Interest	1,577,518	1,400,867	1,273,830	1,142,480
	67401 Insurance Cost	0	0	0	0
	67403 Payment to Bond Escrow Agent	0	0	0	0
	TOTAL LEASE FINANCING DEBT SERVICE FUND	<u>5,168,546</u>	<u>5,155,867</u>	<u>5,169,830</u>	<u>5,168,480</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>
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><u>33,835,000</u></u>	<u><u>5,189,239</u></u>	<u><u>39,024,239</u></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 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 \$20.5 million or approximately 46 percent of the total CIP budget for FY 17-18.

Traffic Improvements

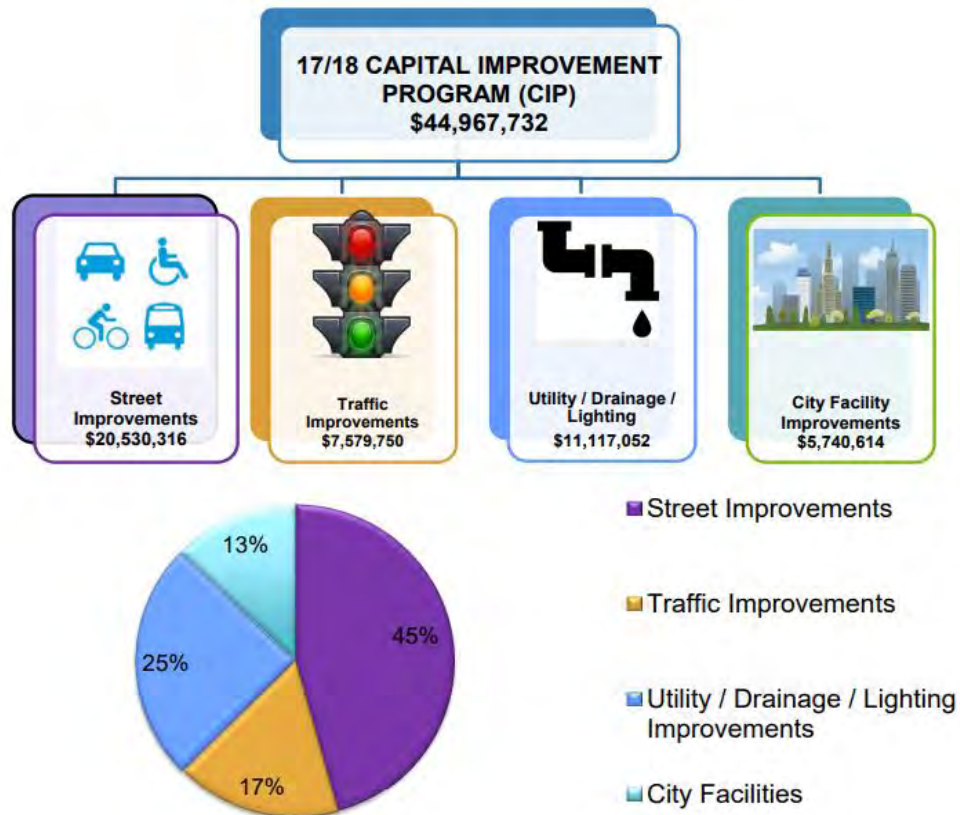
Traffic improvement budget for FY17-18 is \$7.6 million which equal to 17 percent of the total CIP budget. The largest projects include Mobility/Safe improvements for safe routes to school, Civic Center Drive Bike Boulevard, Flower Street Safety Enhancements, along with various projects related to safety 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 \$11.1 million or 25 percent of the CIP. The largest projects are related to facility and drainage, which include the Drainage Master Plan Alternative Improvement Assessment and Prioritization and the Segerstrom Sewer Lift Station Reconstruction.

City Facilities

This category includes City facility improvement projects for the transit, park, and zoo facilities which accounts for \$5.7 million or 13 percent of the total CIP budget. The largest projects include improvements to the Security Lighting at various parks, security cameras, and park improvements at Raitt & Myrtle, and Roosevelt/Walker.



Legend



CITY OF SANTA ANA FY 16/17

- Street Improvements
- Traffic Improvements
- Utility / Drainage / Lighting Improvements
- City Facility Improvements



**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 17-18 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
I. Street Improvements	
Planning	
Pavement Management	200,000
Project Development	100,000
Right-of-Way Management	100,000
Subtotal Planning	400,000
Curb, Gutter, Sidewalk Improvements	
Omnibus Concrete	200,000
Subtotal Curb, Gutter, Sidewalk Improvements	200,000
Alley Rehabilitation	
Alley Improvement Program	126,145
Subtotal Alley Rehabilitation	126,145
Neighborhood Street Rehabilitation	
Residential Street Repair Program	1,033,604
Subtotal Neighborhood Street Rehabilitation	1,033,604
Local Street Rehabilitation	
Local Street Preventative Maintenance	2,000,000
Subtotal Neighborhood Street Rehabilitation	2,000,000
Arterial Street Rehabilitation	
Main Street Rehabilitation: Edinger to 1st	657,000
Sustainable Mobility and Roadway Transformation (SMaRT)	2,090,897
Bristol Street Rehabilitation: 17th to Santa Clara	750,000
Westminster Avenue Rehabilitation: Harbor to Farview	239,000
Subtotal Neighborhood Street Rehabilitation	3,736,897
Street/Bridge Improvements & Widening	
Bristol Street and Memory Lane Intersection Widening	1,556,325
Farview Bridge and Street Improvements	1,627,625
Grand Avenue Widening: Phase 1 - First to Fourth	40,000
Warner Avenue Improvements: Phase I - Main to Oak	8,728,220
Warner Avenue Improvements: Phase 2 - Oak Street to Grand Avenue	1,081,500
Subtotal Neighborhood Street Rehabilitation	13,033,670
TOTAL STREET IMPROVEMENTS	<u>20,530,316</u>

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 17-18 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
II. TRAFFIC IMPROVEMENTS	
Planning	
Bike Lane Project Development	69,448
OC Street Car	431,500
Traffic Management Plans	50,000
Traffic Safety Project Development	50,000
Subtotal Planning	600,948
Traffic Improvements	
Bear St. Traffic Signal Synchronization	40,000
Main Street and 15th Street Traffic Signal	408,800
Traffic Signal Equipment Replacement	100,000
Warner Avenue and Flower Street Intersection Improvements	116,250
Subtotal Traffic Signal	665,050
Traffic Safety/Mobility Improvements	
Citywide Bike Lane Striping and Maintenance	250,000
Safe Mobility Santa Ana (SMSA)	
1st Street/Jackson Street and 5th Street/Euclid Street Signal Modifications	726,200
Bristol Street and Edinger Avenue Class II Bike Lanes	743,440
Bristol Street Protected Bike Lanes	2,294,000
Citywide Bike Racks and SARTC Bicycle Center	1,111,112
Edinger Avenue Protected Bike Lanes	300,000
Hazard Avenue Protected Bike Lanes from Euclid Street to Harbor Boulevard	114,000
Santa Ana and 5th Street Protected Bike Lanes	740,000
Sepulveda Safe Routes to School Project	35,000
Subtotal Mobility/Safety	6,313,752
TOTAL TRAFFIC IMPROVEMENTS	7,579,750
III. UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS	
Sewer Improvements	
Bristol Street Phase 3B Sewer Main Improvements	350,000
Citywide Sewer Main Improvements	196,752
Flower Street Sewer Main Improvements	150,000
Washington Square Sewer Main Improvements	150,000
Subtotal Sewer Improvements	846,752
Water Improvements	
17th Street Water Main Improvements Phase 2	170,000
Grand Avenue Water Main Improvements	100,000
Riverview Neighborhood Water Main Improvements	1,330,000
Thornton Park Water Main Improvements	200,000
Warner Avenue Widening Water Main Improvements	100,000
West Grove Valley Neighborhood Water Main Improvements	1,700,000
Subtotal Water Improvements	3,600,000
Facility/Drainage	
Segerstrom (San Lorenzo) Sewer Lift Station Reconstruction	1,475,300
Drainage Master Plan Alternative Improvement Assessment and Prioritization	150,000
C-5-F Channel Extension Assessment between Newhope and Harbor	50,000
Well No. 29 - Improvements	400,000
Well No. 32 - Rehabilitation	400,000
Civic Center Stormwater Lift Station Renovation	200,000
Santa Ana Delhi Channel Diversion Project	3,795,000
Subtotal Facility Improvements	6,470,300
Street Lighting Improvements	
Street Light Re-wiring and Repairs	200,000
Subtotal Storm Drain Water Quality	200,000
TOTAL PUBLIC UTILITY/DRAINAGE IMPROVEMENTS	11,117,052

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 17-18 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
IV. City Facility Improvements	
Recreation Improvements	
Delhi Playground Equipment	51,280
Madison Park Playground Equipment	4,753
Riverview/Cabrillo/Windsor Basketball and Tennis Courts Resurfacing	32,227
Rosita Park Playground Equipment	87,062
Santa Ana Library Children's Patio Expansion	300,000
Santiago Bike Trail/Bomo Koral Sidewalk & Walkway Renovation	17,266
Santiago Park Playground Equipment	71,084
Thornton Park Playground Equipment	23,695
Subtotal Recreation Improvements	587,367
Park/Zoo Facilities	
6th and Lacy Park Improvement	1,069,595
Centennial Lake Circulation Renovation (Design)	235,700
Centennial Lake Circulation Study	11,000
Jerome Park Security Cameras	89,500
Pacific Electric Bike Trail Security Lighting	853,604
Raitt & Myrtle Park Improvements	180,000
Roosevelt/Walker Park Improvements	498,248
Santiago Park Security Cameras	50,000
Security Lighting at Various Parks	405,600
Security Lighting at Various Parks (Phase 2)	460,000
Windsor Park Security Cameras	50,000
Subtotal Park/Zoo Facilities	3,903,247
Civic Center Improvements	
Civic Center Dry Steam Renovation	300,000
Civic Center Fountain Repair - Sasscer Park	200,000
Civic Center Irrigation Controller Replacement	50,000
Civic Center Japanese Garden Renovation	100,000
Civic Center Plaza of the Sun/Mall Drought Tolerant Landscape	500,000
Civic Center Renovate ADA Access	100,000
Subtotal Safety/Mobility Improvements	1,250,000
TOTAL BUILDING FACILITIES IMPROVEMENTS	5,740,614
GRAND TOTAL	44,967,732

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FY 17-18 THROUGH FY 23-24

	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>TOTAL</u>
I. <u>STREET IMPROVEMENTS</u>								
Alley Rehabilitation	126,145	150,000	150,000	150,000	150,000	150,000	150,000	1,026,145
Arterial Street Rehabilitation	3,736,897	6,352,403	6,352,403	6,352,403	6,352,403	6,352,403	6,352,403	41,851,315
Curb, Gutter, Sidewalk Improvement	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	1,033,604	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	7,033,604
Planning	400,000	400,000	400,000	400,000	400,000	400,000	400,000	2,800,000
Street/Bridge Improvements & Widening	13,033,670	0	0	0	0	0	0	13,033,670
Total	20,530,316	10,152,403	10,152,403	10,152,403	10,152,403	10,152,403	10,152,403	81,444,734
II. <u>TRAFFIC IMPROVEMENTS</u>								
Planning	600,948	748,500	680,000	180,000	180,000	180,000	180,000	2,749,448
Traffic Improvements	665,050	100,000	100,000	100,000	100,000	100,000	100,000	1,265,050
Traffic Safety / Mobility Improve	6,313,752	7,182,448	1,063,000	0	0	0	0	14,559,200
Total	7,579,750	8,030,948	1,843,000	280,000	280,000	280,000	280,000	18,573,698
III. <u>UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS</u>								
Planning	150,000	0	0	0	0	0	0	150,000
Sewer Improvements	846,752	2,500,000	3,000,000	0	0	0	0	6,346,752
Storm Drain/Water Quality Improve.	4,045,000	1,200,000	0	0	0	0	0	5,245,000
Street Lighting Improvements	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,400,000
Water Improvements	3,600,000	4,000,000	0	0	0	0	0	7,600,000
Water/Sewer Facility Improvement	2,275,300	1,000,000	3,000,000	0	0	0	0	6,275,300
Total	11,117,052	8,900,000	6,200,000	200,000	200,000	200,000	200,000	27,017,052
IV. <u>CITY FACILITY IMPROVEMENTS</u>								
Park Facility Improvements	5,740,614	0	0	0	0	0	0	5,740,614
Total	5,740,614	0	0	0	0	0	0	5,740,614
GRAND TOTAL	44,967,732	27,083,351	18,195,403	10,632,403	10,632,403	10,632,403	10,632,403	132,776,098

.....**A**.....

- 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.
- Activity:** A specific unit of work or service performed.
- 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:
- 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**.....

- Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date. Under varying circumstances, assets are carried at "lower of cost or market", "cost less allowance for depreciation", etc.
- 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 (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.

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.

- 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, 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 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**.....

- Education Revenue Augmentation Fund (ERAF):** In 1992, the State of California enacted legislation that shifted partial financial responsibility for funding education to local government (cities, counties and special districts). The State did this by instructing county auditors to shift the allocation of local property tax revenues from local government to educational revenue augmentation funds, directing that specified amounts for city, county and other local agency property taxes be deposited into these funds to support schools.
- Encumbrances:** Obligations in the form of purchase orders or contract commitment are chargeable to an appropriation and for which a part 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 accounting, the cost of goods received or services rendered whether payments have been made or not. Where accounts are kept on basis, expenditures are recognized only when the cash payments above purposes are made.

.....**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 operation City. Rental of City equipment, computer services, building rental, operating expenses, and depreciation are examples of fixed charge.
- 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 Principles (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.

.....**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*.....

Object of Expenditure: Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects and expenditure include:

- personnel services (salaries and wages);
- contractual services (utilities, maintenance contracts, travel);
- commodities;
- fixed charges (rental of City equipment, City building rental); and
- capital outlays.

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.

.....**T**.....

T-Rating: Designates a position which will be eliminated from the budget upon the departure of the incumbent employee.

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.

UDAG: Urban Development Action Grant.

.....**Y**.....

Yield: The rate earned on an investment based on the price paid.