



CITY OF SANTA ANA

FISCAL YEAR 2018-2019

ADOPTED

CITY BUDGET





CITY OF SANTA ANA

MAYOR

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June 5, 2018

Honorable Mayor and City Council:

I am pleased to present the proposed budget for the City of Santa Ana for Fiscal Year 18-19. This budget document provides the foundation for our work plan, and more importantly our commitments to the residents and constituents of the community. As a document, the budget calls out the anticipated expenditures and revenue assumptions for the next year of service.

During my short tenure as your City Manager, one of my top priorities was to analyze the current fiscal position of the organization and to provide clarity moving forward. These observations became the basis for the development of this budget.

Observations & Fiscal Realities

The first observation is that there is a lack of clarity as to the City's current financial position. This, in part, is due to changes in administration and varied budget philosophies. A fundamental value and budget principle is transparency and clear communication. We can do better and we will do better; that is my commitment to you. It is for this reason that I have instituted a directive that the City's over-riding budget principle be "Truth in Budgeting". City government has a responsibility to not only make financial information accessible, but also transparent so that any interested party can review, ask questions, and understand the budget.

The second observation is that the problems we are experiencing are actually years in the making. Santa Ana is a community with many opportunities, but also many needs. We have one of the youngest populations; as an older city, we have increased infrastructure needs; and according to industry benchmarks, we are under-staffed in our police department. In short, we are operating with a "service deficit" in relation to the needs of our community. I believe that these pressures, in part, led to the decisions that contributed to a trend where expenditures increased at a rate of 4%, while revenues only increased at a rate of 2%. The result is a structural deficit of \$9.3M for our current FY17-18 budget, and a projected \$17.1M deficit for FY18-19. Clearly, this is not sustainable.

As a result, unfortunately, we are left in a very vulnerable position, potentially unable to weather a downturn in the economy. While a core function of government is the delivery of services, a city must have solvency in order to deliver any services. The City's total general fund reserve balance is \$46.1M (\$42.3M in general fund reserve and \$3.8M in an economic uncertainty fund). This is approximately 17.7% of the total proposed General Fund budget. At

CITY ATTORNEY
Sonia R. Carvalho

CITY MANAGER
Raul Godinez II

CLERK OF THE COUNCIL
Maria D. Huizar

that rate, the reserve would be depleted in approximately two (2) months if we had a catastrophic event. Additionally, like most California cities, Santa Ana relies on these fund balance reserves to maintain a positive cash position during the course of the fiscal year, especially during the first five to six months of each fiscal year, since the majority of the City's revenues are not received until December/ January and April/May. As we accrue cost savings or revenue surpluses into the future, I will continue to recommend that these reserves be increased; we owe it to the community and to our employees.

Maximizing Opportunities

Given our fiscal challenges, a top priority has been to maximize economic development opportunities. With the advent of Proposition 64, the City took a lead role among municipalities to regulate cannabis uses within our City, culminating in being one of the first of only a handful of cities that had adult-use retail cannabis dispensaries operating on January 1, 2018 in California. This has been followed by the adoption of regulatory ordinances for cannabis testing uses, and more recently, commercial cannabis uses. Since these commercial uses may require more substantial tenant improvements, and thus more prolonged entitlement processes, we are only budgeting a third of the lower range of projected revenues for FY18-19.

There also has been considerable development interest in housing and mixed use projects, and staff has been working very diligently to accommodate all of this interest in our City. Currently, there are 108 total residential and non-residential projects in entitlement plan check or under construction. Of these projects, we anticipate 6,180 residential units and 1,396,350 square feet of non-residential development. With this increased investment comes additional housing and retail amenities for our community, and more property tax revenue to support our City services.

Moving Forward

As previously mentioned, our current predicament was several years in the making, and consequently, our transition back to fiscal sustainability will also occur over a couple of years. The path forward will likely involve a concerted effort to reduce costs and also increase revenues. As we look at reducing costs, it's important to note that Santa Ana is already recognized as being one of the most efficient at providing services when compared to the 11 largest cities in California, and the largest 100 cities in the country. The organization has become lean over time. As an example, in FY 1986-87, the ratio of employees to population served was 7.5 employees per 1,000 residents; currently, our ratio is 3.46 per 1,000 residents. The pressure to limit costs will be tremendous, given the needs of the CalPERS system to remain solvent, the need to continue resolving compliance issues within some of our enterprise funds, the need to address deferred maintenance for our infrastructure, in addition to any requests from our bargaining units at the negotiation table. Therefore, this next year is being proposed as a "bridge" year, an opportunity to frame the policy discussions around which core services we can afford to deliver and at what service levels, along with vetting all revenue measures for consideration.

Within the realities of our budget outlook, strategic investments are being made that will yield positive results moving forward. Of particular note are the following projects: completion of

the General Plan Update to streamline private investments into the City and address critical housing needs; investments into the City's Information Technology system to support existing service delivery and future efficiency projects; creation of a Risk Manager position to effectively manage the City's risk portfolio and reduce liability and exposure moving forward; creation of a Payroll Manager position to ensure compliance with all state and federal laws as well as to champion efforts to modernize our payroll systems; increased funding for Police to reduce the number of unfunded police officer positions, and continued funding to address homelessness-related issues that impact the quality of life for the Santa Ana community.

I remain optimistic that we will find solutions by working collectively with our stakeholders - the community, employee labor groups, and management, to create a pathway towards fiscal sustainability. In keeping with our commitment to long-term planning, we will continue providing financial recommendations based on realistic revenue projections, risk assessments, and prudent spending to ensure a stable financial position. Stability, after all, is the result of thoughtful planning and strategic restraint. In spite of the fiscal challenges the City is facing, the proposed FY18-19 budget continues to support and advance the City Council's priorities in response to the community and its needs.

Preparation of this budget took significant effort, and I want to thank the Budget Team for their dedication and countless hours of work, and the Executive Management Team and their staff for their fiscal restraint and efforts in preparing this proposed FY18-19 budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Raul Godinez II". The signature is stylized and includes a small mark at the end that looks like a stylized "a" or a similar character.

Raul Godinez II
City Manager

ORDINANCE NO. NS-2951

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, 2018

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, 2018.

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 2018-2019, commencing July 1, 2018, 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 2018-2019 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 2018-2019, the several amounts stated as proposed expenditures from such funds, respectively, in those columns of the Budget that are headed "FY 18-19". 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 2018-2019 City Budget.

Section 9. Upon and from the effective date of this ordinance, expenditures of monies appropriated hereby are authorized beginning July 1, 2018.

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 Human Resources, 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 3rd day of July, 2018.


Miguel A. Pulido
Mayor

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

By: 
Lisa Storck *for*
Assistant City Attorney

AYES:	Councilmembers	<u>Benavides, Pulido, Sarmiento, Solorio, Tinajero, Villegas (6)</u>
NOES:	Councilmembers	<u>None (0)</u>
ABSTAIN:	Councilmembers	<u>None (0)</u>
NOT PRESENT:	Councilmembers	<u>Martinez (1)</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-2951 to be the original ordinance adopted by the City Council of the City of Santa Ana on July 3, 2018, and that said ordinance was published in accordance with the Charter of the City of Santa Ana.

Date 7/6/2018

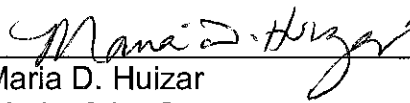

Maria D. Huizar
Clerk of the Council
City of Santa Ana

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City of Santa Ana - Financial Planning, Policies and Guidelines

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 Financial Policy (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 account. However, on May 2, 2017, the City forecasted a structural deficit for both FY 17-18 and FY 18-19. In order to address the deficit and allow for an opportunity to develop and implement strategies, staff recommended changes in the fiscal policy to allow the use of one-time revenue to balance the budget.

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. The Policy was approved on June 2017.

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:

- To assure compliance with all federal, state, and local laws governing investment of monies.
- To provide the safety of principal and sufficient liquidity.
- 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 may be recommended.

DEBT POLICY

The following are general objectives that this policy intends to accomplish:

- Ensure that all debt issuance is in alignment with the City's Strategic Plan goals & objectives as well as the City's Capital Improvement Plan
- Determine appropriate use of debt financing & the purpose of the debt;
- Establish parameters and specific limits for issuing debt;
- Identify financing options & types of debt that may be issued;
- Ensure cost-effective borrowing by minimizing debt service and issuance costs;
- Ensure compliance with applicable state and federal laws;
- Ensure full and timely repayment of debt service; and
- Maintain full and complete financial disclosure and reporting of debt.

FINANCIAL POLICY STATEMENTS

Financial policy statements articulate the premises of guidelines for which the City adheres to on various financial transactions the City may enter into during the course of its day to day operations. These policy statements are listed below by subject area.

Accounting, Auditing, & Financial Reporting Guidelines

- The accounting system will maintain the City's financial records on a basis consistent with Generally Accepted Accounting Principles (GAAP) applicable to local government along with adherence to the current GFOA and CSMFO best practices if applicable.
- Financial Reports will be generated, and made available upon request, on a monthly basis detailing the City's Revenues and Expenditures for both a summary and detail basis.
- 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.
- 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.
- 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 therein.

Operating Budget Guidelines

- 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.
- Budgetary and accounting procedures will conform to Generally Accounting Principles (GAAP) for government agencies.
- The Budget Office will identify deferred maintenance building and equipment.
- The budget will provide for adequate funding of retirement obligations in accordance with contractual commitments.
- The City will maintain a budgetary control system to assist City Staff with adhering to the budget guidelines.
- The City will monitor departmental budgeted expenditures versus budget appropriations.

- All requests for City Council action which have a fiscal impact, where appropriate, on the City and/or its various funds shall be reviewed by the Executive Director of Finance and Management Services before such requests can be included within the City Council agenda.
- Departments will provide performance measurements, service levels and productivity indicators in the City's published budget document.
- The City of Santa Ana utilizes a modified and accrual basis for Accounting & Budgetary financial purposes.

Purchasing Guidelines

- 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. Purchasing Division will also amend the existing policy to comply with existing Federal Uniform Guidance rules and regulations.
- Purchases will be made in an impartial, economic, competitive, and efficient manner.
- 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.
- Preference will be given to purchases of like quality to vendors who maintain a place of business within the City.

Revenue Guidelines

- Staff will estimate City annual revenues by an objective, conservative and analytical process.
- Staff will annually prepare a forecast and revenue projections as part its long-term financial planning.
- The City will strive to establish user charges and fees in order 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.

Account Code	Account Description	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	% Change 17/18 to 18/19
Taxes						
50045	Business Tax	11,634,639	11,930,423	12,000,000	12,000,000	0.00%
50200	Documentary Stamp Tax	1,310,887	1,169,548	875,000	850,000	-2.86%
50021	Half-cent Sales Tax (Safety Prop 172)	1,927,830	2,071,187	2,181,260	2,200,000	0.86%
50201	Homeowner Property Tax Subvention	208,946	201,205	195,120	201,205	3.12%
50030	Hotel Visitors Tax	8,881,934	9,767,741	8,000,000	8,500,000	6.25%
50046	Medical Marijuana Tax	749,397	1,843,803	2,260,000	2,260,000	0.00%
50011	Property Tax	32,403,883	33,841,447	34,767,088	36,176,616	4.05%
50016	Property Tax In Lieu VLF	28,547,330	29,630,141	31,300,302	32,643,085	4.29%
50012	Santa Ana Property Tax Residual (CDA)	5,196,222	8,228,104	8,597,406	8,250,000	-4.04%
50020	Sales Tax	47,920,703	47,950,071	46,536,996	47,904,702	2.94%
50031	Utility Users Tax - Electric	11,512,856	11,002,686	10,800,000	11,100,000	2.78%
50032	Utility Users Tax - Gas	1,985,711	2,232,618	2,250,000	2,300,000	2.22%
50033	Utility Users Tax - Telephone	9,222,384	8,621,571	9,000,000	9,500,000	5.56%
50034	Utility Users Tax - Water	2,381,460	2,556,585	2,400,000	2,500,000	4.17%
Total Taxes		163,884,180	171,047,130	171,163,171	176,385,608	3.05%
Intergovernmental						
50506	AB109 Reimbursement	0	330,322	147,582	201,000	36.20%
52365	AB678 Ground Emerg. Transp. Reimbursement Mandate	221,074	177,574	443,338	0	-100.00%
50501	Motor Vehicle License	135,273	153,628	179,676	153,627	-14.50%
57791	Overhead Charge - Water	6,926,000	4,537,918	4,537,918	4,537,918	0.00%
50505	P.O.S.T. Reimbursements	49,114	19,296	52,000	52,000	0.00%
50015	Property Tax - Pass-through AB1290	1,754,452	871,817	1,040,000	1,040,000	0.00%
57304	Rancho Santiago Reimbursement-PRCSA	32,133	28,240	35,611	35,500	-0.31%
50503	SB90 State Mandates Reimbursement	715,399	84,493	92,000	92,000	0.00%
52364	SB1186	28,093	28,031	9,450	4,500	-52.38%
Total Intergovernmental		9,861,539	6,231,318	6,537,575	6,116,545	-6.44%
Use of Money						
58000	Earnings on Investments	866,236	768,572	753,000	576,056	-23.50%
58002	Loss(Gain) MV on Investments	402,027	(716,023)	0	0	n/a
57460	Police Department Jail Facility Rental	12,472,357	10,777,907	3,650	3,504	-4.00%
57462	Jail Revenue Facility - US Marshals	0	0	8,918,869	14,877,154	66.81%
57463	Jail Revenue Facility - Bureau of Prisons	0	0	1,159,790	1,168,092	0.72%
57390	PRCSA - Godinez High School	(9,609)	21,115	7,321	0	-100.00%
57361	Recreation Facility Rental	21,605	34,260	32,791	34,500	5.21%
57960	Rental of Property	130,322	108,365	139,042	139,042	0.00%
57362	Rental of Stadium	122,618	125,765	118,493	175,000	47.69%
Total Use of Money		14,005,557	11,119,960	11,132,956	16,973,348	52.46%
Miscellaneous						
57100	Attorney Reimbursement	910,390	910,026	979,890	979,890	0.00%
53331	City Events	215,773.70	195,461	101,200	100,000	-1.19%
57000	Expense Reimbursement	29,301	76,482	74,163	54,124	-27.02%
57006	Expense Reimbursement - Condemn Deposit		0	10	0	-100.00%
57901	Indirect Cost Recovery	2,306,829	2,463,857	2,637,447	2,700,000	2.37%
57461	Jail Kitchen Rental	31,489	29,341	24,000	24,000	0.00%
57081	Library Gifts & Donations		0		0	n/a
57081	Planning & Building Gifts & Donations	0	1,000	0	0	n/a
57991	Miscellaneous Receipts	2,492	2,958	1,300	1,500	15.38%
57010	Miscellaneous Recoveries	11,040	46,187	14,276	16,175	13.30%
57895	Monitoring/PLOT fees	0	93,124	0	0	n/a
57200	Other Library Recoveries	2,406	3,448	3,978	2,500	-37.16%
57402	Police Miscellaneous Reimbursements	39,107	209,773	20,000	306,955	1434.78%
57400	Police OT Reimbursement	0	0	2,500	5,000	100.00%

Account Code	Account Description	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	% Change 17/18 to 18/19
57404	Property & Evidence Recovery	11,004	24,076	13,000	11,000	-15.38%
57301	Recreation Expense Reimbursement	4,342	3,520	6,802	7,000	2.91%
50052	Refuse Contract Program Surcharge	4,972,000	4,972,000	4,972,000	4,972,000	0.00%
57700	Refuse Program Savings Recovery	1,352,000	1,352,000	1,352,000	1,352,000	0.00%
57970	Sale of Junk and Waste	5	0	0	0	n/a
57071	Sale of Land	40,100	0	29,105	2,100,000	7115.26%
57770	Sale of Maps and Documents	25,993	27,454	18,940	30,300	59.98%
58001	Stale Dated Checks	13,595	11,298	0	0	n/a
53409	Storage of Weapon Fee	2,500	3,700	1,000	1,000	0.00%
57993	Write-Off of Collections	(209)	(300)	0	0	n/a
Total Miscellaneous		9,970,158	10,425,405	10,251,612	12,663,444	23.53%
Franchise Fees						
50053	CATV Franchise Fees	1,464,130	1,243,574	1,425,047	1,425,000	0.00%
50051	Electrical Utility	1,342,099	1,162,336	1,400,000	1,400,000	0.00%
50050	Gas Utility	420,190	399,149	533,000	533,000	0.00%
Total Franchise Fees		3,226,419	2,805,060	3,358,047	3,358,000	0.00%
Charges for Services						
53416	Animal Quarantines	3,312	1,550	1,300	5,000	284.62%
53911	Advertising-Sponsorship	0	0	0	100,000	n/a
53600	Building Plan Check	1,194,607	3,155,860	2,338,810	2,533,975	8.34%
51612	Building Standards Revolving fund	3,729	2,703	3,250	0	-100.00%
53301	Center Programs	93,411	90,657	75,516	90,500	19.84%
57601	Code Enforcement Reimbursement		0	0	0	n/a
53309	Concession Vending Machines	4,712	3,600	5,850	5,400	-7.69%
57470	Copy of Lost Citation	60	44	0	0	n/a
53607	EIR Review Fees	108,890	-24,104	80,000	120,000	50.00%
53601	Electrical Plan Check	178,674	497,175	239,200	256,375	7.18%
53415	Emergency Response Reimbursement-PD	63,434	33,969	70,000	55,000	-21.43%
56305	Engineering Service Charge		3,781	3,000	1,000	-66.67%
57704	Expense Reimbursement-SAD	0	15,500	0	0	n/a
53503	False Alarm Charge-Fire		0	0	0	n/a
53413	False Alarm Charge-Police	67,698	128,219	6,256	95,000	1418.58%
53404	Fingerprint Card Processing Fees	72	0	100	100	0.00%
53408	Fire Range User Fees	7,775	12,500	7,000	7,000	0.00%
53419	Firearm License Fee	2,354	2,035	2,000	2,000	0.00%
53313	Food Sale Concession	30,800	33,600	33,600	33,600	0.00%
57383	Friend of Zoo Contribution	32,757	69,014	69,084	50,500	-26.90%
57385	Friend of Zoo Education Contribution	40,000	40,000	40,000	40,000	0.00%
57380	Friend of Zoo Vet Contribution	20,000	20,000	60,000	60,000	0.00%
53502	Hazardous Material Discloser Fees	628	299	413	0	-100.00%
53418	Hearing Officer Recovery/Parking	11,040	0	0	0	n/a
53410	Impound/Owner Release Animals	1,808	1,445	1,200	1,500	25.00%
53420	Jail Booking Fee	18,152	31,210	30,000	30,000	0.00%
53411	Jail Pay to Stay Program	48,480	151,590	100,000	100,000	0.00%
53412	Jail Reuse	0	0	0	0	n/a
53613	Land Use Certificate Processing Fee	334,611	374,005	514,215	323,860	-37.02%
53605	Landscape Plan Review	6,926	25,591	12,000	12,240	2.00%
53316	Leisure Classes	277,224	283,999	273,028	284,000	4.02%
55200	Library Fines	49,001	42,284	44,161	45,000	1.90%
57260	Library Meeting Room Rental	242	213	8	0	-100.00%
53202	Library Microfiche Rentals	327	830	716	500	-30.18%
53203	Library Video Rentals	6,129	4,683	3,755	4,000	6.53%
53603	Mechanical Plan Check	121,861	435,490	191,360	207,100	8.23%
53902	Miscellaneous Service Charge	73,158	77,479	0	0	n/a
53612	Mitigation Monitoring Fee		0	0	1,500	n/a

Account Code	Account Description	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	% Change 17/18 to 18/19
53200	Non-Resident Library Card Fee	1,269	1,485	1,555	1,500	-3.54%
53513	OCFA Admin Processing Fee	1,410	1,724	1,380	1,435	3.99%
53510	Paramedic Service Charge	3,740,671	3,579,412	4,552,498	4,689,000	3.00%
53509	Paramedic Subscription Fee	174,357	166,500	154,260	159,000	3.07%
53308	Park Reservation	260,673	193,012	187,506	203,000	8.26%
53201	Passport Fee	2,425	0	109	0	-100.00%
53405	Photo Services	847	657	1,000	500	-50.00%
53602	Plumbing Plan Check	62,152	273,682	106,310	119,500	12.41%
53417	Police Report Fee	162,057	173,192	160,000	160,000	0.00%
53304	Pool Charges	33,753	24,617	22,640	24,500	8.21%
53618	Project Coordination Charge	2,381	71,522	0	0	n/a
53319	Recreation Staff Reimbursement	69,958	58,210	61,243	61,000	-0.40%
53401	Repo Release	11,065	12,290	12,000	12,000	0.00%
53627	PREP Fees	0	1,116,599	587,295	604,915	3.00%
53615	Residential Inspection Surcharge (PREP)	17,971	0	0	0	n/a
57070	Sale of Printed Materials	389	112	1,000	1,000	0.00%
53614	Shopping Cart Containment Program	36,938	41,394	42,795	44,080	3.00%
53616	Site Plan Review Charge	679,895	960,260	716,145	1,000,000	39.64%
53901	Stop pay/Reissue fees	416	323	131	160	22.14%
53707	Street and Alley Repair	8,446	7,449	1,200	1,000	-16.67%
53318	Tennis Reservations	48,298	44,786	40,665	45,000	10.66%
53606	Discretionary Application Fee	309,110	252,435	376,394	340,000	-9.67%
53407	Vehicle Equipment Citation Sign-Off	9,405	7,599	6,600	7,000	6.06%
53400	Vehicle Release Charge	90,090	100,380	115,000	115,000	0.00%
53423	Vehicle Storage Fee	51,975	57,450	40,000	40,000	0.00%
53307	Youth Field Usage Fee	75,446	72,456	72,972	73,000	0.04%
53303	Youth Sports	31,979	33,152	34,132	34,000	-0.39%
53312	Zoo Admissions	1,114,990	1,107,683	1,134,178	1,134,000	-0.02%
53310	Zoo Education	113,865	73,122	84,784	85,000	0.25%
Total Charges for Services		9,914,103	13,946,726	12,719,613	13,420,740	5.51%

Licenses and Permits

51613	Adult-Use Retail Cannabis Reg Fee	0	0	169,000	0	-100.00%
51614	Adult-Use Retail Regulatory Safety Permit	0	0	906,750	205,460	-77.34%
51615	Adult-Use Retail Operating Agreement Fees	0	0	1,984,806	5,500,000	177.11%
51100	Comm. Cannabis Operating Agrmt Fees - Cultivation	0	0	0	4,602,000	n/a
51101	Comm. Cannabis Operating Agreement Fees - Mfg.	0	0	0	2,418,000	n/a
51102	Comm. Cannabis Operating Agreement Fees - Distribution	0	0	0	702,000	n/a
51103	Comm. Cannabis Operating Agreement Fees - Testing	0	0	0	78,000	n/a
51401	Alarm Permit Fees	97,736	102,809	97,000	97,000	0.00%
51001	Bingo Licenses	102	208	0	154	n/a
51601	Building Permits	1,683,844	2,120,700	1,999,315	2,184,295	9.25%
51004	Bus Shelter Fees	134,251	150,000	150,000	0	-100.00%
51002	Dog Licenses	575,881	587,211	565,000	565,000	0.00%
51003	Dog Licenses - CCI	71,477	68,565	50,000	50,000	0.00%
51603	Electrical Permits	606,808	578,057	864,150	900,070	4.16%
51301	Filming Permit	6,304	5,516	5,852	6,000	2.53%
51501	Fireworks Stands Permits	220	0	0	0	n/a
51600	General Plan Update Surcharge	137,224	141,944	132,786	141,465	6.54%
51606	Grading Permits	55,728	61,073	60,000	70,000	16.67%
51604	Heating Permits	369,925	358,694	546,410	572,805	4.83%
53626	Medical Marijuana Regist. & Reg. Safety	0	0	27,040	1,700	-93.71%
51706	MMD Regulatory Safety Permit	72,516	169,204	217,548	0	-100.00%
51608	Newsbox Permit Fees	27,156	24,709	25,000	25,000	0.00%
51605	Occupancy Permits	410,945	423,717	362,410	383,385	5.79%
51609	Outdoor Dining Permits	2,571	1,277	0	0	n/a
51602	Plumbing Permits	284,636	307,622	353,835	384,750	8.74%
51402	Street Closure Permit	8,456	6,023	6,400	6,400	0.00%
51607	Street Vendor Permit	4,344	40,170	22,665	25,345	11.82%

Account Code	Account Description	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	% Change 17/18 to 18/19
51403	Tobacco Permits	174,829	179,518	175,000	175,000	0.00%
51502	Underground Tank Permits	1,008	0		0	n/a
Total Licenses & Permits		4,725,961	5,327,017	8,720,967	19,093,829	118.94%
Fines						
55600	Administrative Citations/Comm Pres	110,126	141,730	120,055	123,460	2.84%
55606	Fireworks Admin Citations	0	0	6,100	6,100	0.00%
57900	Bad Check Recoveries	20,345	18,165	17,305	13,000	-24.88%
55402	Court Fines - Non-Traffic	66,728	42,017	10,000	14,000	40.00%
55401	Court Fines - Traffic	242,543	698,155	480,000	500,000	4.17%
55604	Foreclosed Properties Fines		0	150,000	154,500	3.00%
55201	Lost /Damaged Library Materials	6,409	5,302	4,716	5,000	6.03%
55202	Lost/Damaged Uncatalogued Materials		25	15	0	-100.00%
55605	Medical Marijuana Administratvie Citation	44,678	32,300	27,000	37,810	40.04%
55000	Parking Fines	4,604,330	4,092,340	4,400,000	5,245,700	19.22%
55400	Redlight Camera Program	326,041	41,360	11,000	0	-100.00%
55403	Tobacco Fine		134	0	0	n/a
Total Fines		5,421,200	5,071,528	5,226,191	6,099,570	16.71%
Subtotal					254,111,084	
Transfers-In/Misc. Recoveries						
59000-025	Transfer from Fund 25	0	0	0	250,000	n/a
Total Transfers-In		0	0	0	250,000	n/a
Prior Year Carry Forward		0	0	0	10,200,000	n/a
TOTAL GENERAL FUND 11		221,009,115	225,974,143	229,110,131	264,561,084	15.69%

Acct. Unit	DEPARTMENT & DIVISION	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	as % of FY 18-19 Total GF 11	Increase (Decrease) FY 17-18 to FY 18-19 in \$	In %
POLICE DEPARTMENT								
01114400	Office of the Chief of Police	1,721,228	1,993,968	1,423,326	1,800,788	0.7%	377,463	26.5%
01114401	Fiscal & Budget	735,918	871,399	904,126	971,229	0.4%	67,102	7.4%
01114402	Human Resources	585,263	471,841	621,647	762,148	0.3%	140,500	22.6%
01114403	Building & Facility	3,529,772	3,615,279	3,346,728	3,330,455	1.3%	(16,273)	-0.5%
01114404	Backgrounds	964,433	889,783	972,742	1,002,821	0.4%	30,079	3.1%
01114405	Traffic	7,109,099	7,049,637	7,012,466	7,083,291	2.7%	70,826	1.0%
01114410	Training Services	1,533,167	1,817,216	2,037,464	2,445,510	0.9%	408,045	20.0%
01114415	Professional Standards	1,150,244	1,209,366	1,169,111	1,302,829	0.5%	133,718	11.4%
01114420	Field Operations	41,800,643	49,878,727	53,167,869	54,530,347	20.6%	1,362,478	2.6%
01114425	Information Systems	1,125,116	1,112,840	1,453,104	1,601,535	0.6%	148,431	10.2%
01114430	Animal Services	1,491,551	2,272,099	2,325,850	2,342,890	0.9%	17,040	0.7%
01114435	District Investigations	7,207,535	6,806,940	6,358,444	7,098,974	2.7%	740,530	11.6%
01114440	Crimes Against Persons	6,527,665	7,482,057	7,588,571	7,298,968	2.8%	(289,603)	-3.8%
01114445	Special Investigations	3,527,534	4,115,861	3,727,465	3,476,662	1.3%	(250,803)	-6.7%
01114448	Evidence	634,100	845,702	835,296	932,967	0.4%	97,671	11.7%
01114450	CDC	1,256,220	1,217,596	1,036,879	1,370,758	0.5%	333,878	32.2%
01114455	Forensic Services	2,325,433	2,331,697	2,327,692	2,402,449	0.9%	74,757	3.2%
01114460	Records Services	1,573,656	1,572,706	1,700,079	2,039,109	0.8%	339,030	19.9%
01114465	Communications	4,570,800	5,250,075	6,118,732	7,522,958	2.8%	1,404,226	22.9%
01114470	Vice	4,639	0	31,604	18,280	0.0%	(13,324)	N/A
01114475	Jail Operations	15,889,108	16,366,744	15,887,048	19,096,209	7.2%	3,209,162	20.2%
01114480	Regional Narcotic Supp. Prgm	1,994,746	2,111,147	1,521,594	1,573,606	0.6%	52,012	3.4%
01114485	Homeland Sec. & Crime Prev.	153,516	244,288	260,408	254,223	0.1%	(6,184)	-2.4%
01114490	Tobacco Retail Lic. Prgm	180,819	174,855	185,539	223,528	0.1%	37,990	20.5%
	Subtotal	107,592,207	119,701,823	122,013,784	130,482,534	49.3%	8,468,750	6.9%
FIRE DEPARTMENT								
01115330	Fire Suppression & EMS	41,485,838	40,918,911	50,417,145	52,129,291	19.7%	1,712,146	3.4%
	Subtotal	41,485,838	40,918,911	50,417,145	52,129,291	19.7%	1,712,146	3.4%
PARKS, RECREATION & COMMUNITY SERVICES								
01111150	Library Adult Services	1,012,270	1,227,643	1,260,109	1,378,560	0.5%	118,451	9.4%
01111160	Library Youth Services	630,593	746,719	883,507	959,425	0.4%	75,918	8.6%
01111180	Library Young Adult Services	386,014	402,970	533,616	733,640	0.3%	200,024	37.5%
01111190	Library Technology and Support Services	1,452,087	1,530,987	1,584,040	1,684,855	0.6%	100,815	6.4%
01113200	Administrative Services	1,372,112	1,467,015	1,477,749	1,764,820	0.7%	287,071	19.4%
01113210	Stadium	231,651	225,210	279,796	248,725	0.1%	(31,071)	-11.1%
01113220	S.A. Zoo at Prentice Park	1,995,359	1,946,831	2,228,881	2,179,735	0.8%	(49,146)	-2.2%
01113230	Recreation	4,274,339	4,738,906	4,843,781	5,491,918	2.1%	648,137	13.4%
01113240	Park Ranger Program	54,695	0	0	0	0.0%	0	n/a
01113250	Park Services	5,100,005	5,001,729	5,312,949	4,946,920	1.9%	(366,029)	-6.9%
01113260	Park Building Services	1,274,124	1,321,285	1,413,899	1,784,580	0.7%	370,681	26.2%
	Subtotal	17,783,248	18,609,296	19,818,327	21,173,178	8.0%	1,354,851	6.8%
PLANNING & BUILDING AGENCY								
01116500	Administrative Services	1,614,688	1,890,694	1,881,180	2,058,673	0.8%	177,493	9.4%
01116510	Planning Division	1,798,713	1,964,932	1,787,121	3,291,618	1.2%	1,504,498	84.2%
01116520	New Construction	1,708,877	1,709,281	1,995,959	2,202,045	0.8%	206,086	10.3%
01116530	Permits & Plan Check	1,733,584	2,081,770	2,165,582	2,386,364	0.9%	220,782	10.2%

Acct. Unit	DEPARTMENT & DIVISION	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	as % of FY 18-19 Total GF 11	Increase (Decrease) FY 17-18 to FY 18-19 in \$	In %
01116540	Code Enforcement	883,975	1,146,159	1,230,309	970,547	0.4%	(259,762)	-21.1%
01116550	Proactive Rental Enf. Prgm	514,247	291,499	258,100	539,162	0.2%	281,062	108.9%
01116560	Neighborhood Initiatives Program (NIP)	352,859	521,687	530,401	606,053	0.2%	75,653	14.3%
	Subtotal	8,606,945	9,606,022	9,848,651	12,054,462	4.6%	2,205,811	22.4%
FINANCE & MANAGEMENT SERVICES								
01110100	Management & Support	854,845	881,380	1,034,517	1,168,258	0.4%	133,741	12.9%
01110110	Accounting	1,236,758	1,390,802	2,015,445	2,146,723	0.8%	131,278	6.5%
01110115	Payroll	373,440	397,608	544,947	815,180	0.3%	270,233	49.6%
01110120	Purchasing	908,468	934,877	714,340	759,782	0.3%	45,442	6.4%
01110130	Treasury & Customer Svc.	626,173	750,603	789,497	1,004,466	0.4%	214,969	27.2%
	Subtotal	3,999,684	4,355,271	5,098,747	5,894,409	2.2%	795,663	15.6%
PUBLIC WORKS AGENCY								
01117620	Pub Wks-Traffic/Trans Eng	1,955,573	1,932,307	2,308,820	2,456,545	0.9%	147,725	6.4%
01117625	Pub Wks-Roadway Marking/Signs	981,934	527,495	568,000	568,000	0.2%	0	0.0%
01117630	Pub Wks-Streetlight Maintenance	2,806,521	2,463,095	2,911,527	2,330,425	0.9%	(581,102)	-20.0%
01117642	Pub Wks-Graffiti Abatement	0	0	1,166,197	1,207,345	0.5%	41,148	3.5%
01117643	Pub Wks-Sanitation Services	0	0	0	1,604,223	0.6%	1,604,223	n/a
01117650	Pub Wks-SARTC Maintenance	0	0	300,000	0	0.0%	(300,000)	-100.0%
	Subtotal	5,744,028	4,922,898	7,254,543	8,166,538	3.1%	911,995	12.6%
COMMUNITY DEVELOPMENT AGENCY								
01118810	Economic Development	455,598	592,396	835,297	759,038	0.3%	(76,259)	-9.1%
01118811	Homeless Services			0	196,069		196,069	N/A
01118825	Sales Tax Rebate	0		15,000	25,000	0.0%	0	0.0%
	Subtotal	455,598	592,396	850,297	980,107	0.4%	129,810	15.3%
TRANSFER TO PROJECT FUNDS								
01106019	Transfer to Civic Center Fund 74	1,045,000	1,464,345	1,179,404	1,179,404	0.4%	0	0.0%
01106019	Transfer to Council Special Projects Fund 5	11,250,000	0	0	0	0.0%	0	N/A
01106019	Capital Outlay Fund 51	0	584,000	292,000	292,000	0.1%	0	N/A
01106019	Transfer to Strategic Plan Fund 52	1,870,875	1,852,290	0	1,794,500	0.7%	1,794,500	N/A
01106019	Police Building Debt Svc.	4,415,151	4,415,905	4,418,020	4,418,020	1.7%	0	0.0%
01106019	Peebler Fund Fund 418	0	0	0	0	0.0%	0	N/A
01106019	COSA Lease Financing F404	4,612,190	4,622,660	4,622,660	4,622,660	1.7%	0	0.0%
	Subtotal	23,193,216	12,939,200	10,512,084	12,306,584	4.7%	1,794,500	17.1%
CITY MANAGER'S OFFICE								
01105015	General Non-Departmental	4,060,717	5,027,810	4,136,897	3,338,654	0.9%	93,592	4.3%
01105810	Community Activities - Non Dept.	0	0	0	0	0.0%	0	N/A
01103010	City Manager's Office	1,902,189	2,061,450	2,158,243	2,251,835	0.9%	93,592	N/A
01103011	Civic Center Safety & Security		658,622	73,214	0		(73,214)	N/A
01104012	Legislative Affairs	347,451	383,926	437,258	451,615	0.2%	14,357	3.3%
	Subtotal	6,310,358	8,131,808	6,805,612	6,042,104	2.3%	(763,508)	-11.2%

Acct. Unit	DEPARTMENT & DIVISION	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	as % of FY 18-19 Total GF 11	Increase (Decrease) FY 17-18 to FY 18-19 in \$	In %
CITY ATTORNEY'S OFFICE								
01108032	City Attorney's Office	2,719,703	3,017,422	2,435,169	3,070,448	1.2%	635,280	26.1%
	Subtotal	2,719,703	3,017,422	2,435,169	3,070,448	1.2%	635,280	26.1%
Human Resources								
01109050	Human Resources	1,181,123	1,277,872	1,301,179	1,766,698	0.7%	465,519	35.8%
	Subtotal	1,181,123	1,277,872	1,301,179	1,766,698	0.7%	465,519	35.8%
BOWERS MUSEUM								
01112030	BOWERS MUSEUM	1,474,616	1,475,706	1,476,130	1,476,130	0.6%	0	0.0%
	Subtotal	1,474,616	1,475,706	1,476,130	1,476,130	0.6%	0	0.0%
CLERK OF THE COUNCIL'S OFFICE								
01107031	Clerk Administration	747,611	820,084	819,415	1,648,822	0.6%	829,407	101.2%
	Subtotal	747,611	820,084	819,415	1,648,822	0.6%	829,407	101.2%
CANNABIS PROGRAM								
01113203	Youth Programs/Cannabis Enforcement	0	0	0	5,200,000	2.0%	5,200,000	N/A
01108016	City Attorney	0	0	0	399,465	0.2%	399,465	N/A
01110016	Finance & Management Services	0	0	0	127,905	0.0%	127,905	N/A
01114016	Police Department	0	0	0	1,268,797	0.5%	1,268,797	N/A
01115016	Planning & Building Agency	0	0	0	373,611	0.1%	373,611	N/A
		0	0	0	7,369,778	2.8%	7,369,778	
	EXCLUDES TRANSFERS TO FUND 50	(11,250,000)	0	0	0	0.0%	0	N/A
	TOTAL GENERAL FUND 11	210,044,174	226,368,706	238,651,083	264,561,085	100.0%	25,910,002	10.9%

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CITY MANAGER'S OFFICE

ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
01103010 Administration	1,902,189	2,061,450	2,158,243	2,251,835	
01103011 Civic Center Safety & Security	0	658,622	73,214	0	
01104012 Legislative	347,451	383,926	437,258	451,615	
TOTAL	<u>2,249,640</u>	<u>3,103,997</u>	<u>2,668,715</u>	<u>2,703,450</u>	
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
61000 Personnel	1,788,205	2,023,292	2,117,701	2,084,080	
62000 Contractual	257,584	892,005	335,827	373,040	
63000 Commodities	38,369	41,119	46,357	77,500	
65000 Fixed Charges	165,483	147,581	168,830	168,830	
TOTAL	<u>2,249,640</u>	<u>3,103,997</u>	<u>2,668,715</u>	<u>2,703,450</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages Regular	1,215,675	1,361,832	1,280,644	1,369,228
61010	Salaries- Retirement	0	0	0	0
61020	Salaries Part-Time	0	29,207	125,000	0
61040	Salaries -Overtime	11,815	13,331	20,885	0
61100	Retirement Plan	276,866	273,951	320,000	350,000
61110	Part-Time Retirement	0	0	0	0
61120	Medicare Insurance	16,585	17,888	19,318	22,150
61130	Employees Insurance	135,794	159,601	145,826	155,227
61170	Retiree Medical Insurance	3,955	0	0	0
61180	Compensation Insurance	25,337	29,950	30,471	46,775
61190	Relocation and Temp Housing Assistance	24,000	6,000	0	0
	SUBTOTAL PERSONNEL	1,710,027	1,891,759	1,942,144	1,943,380
62010	Communications	33,988	36,676	33,738	29,150
62120	Travel & Conferences	29,043	25,740	25,326	35,000
62140	Membership & Dues	7,109	3,988	12,000	15,000
62300	Other Contractual Services	8,856	629	25,300	93,330
62600	Parking Validation	0	0	0	0
62700	Auto Expense	6,000	7,500	10,000	12,000
	SUBTOTAL CONTRACTUAL	84,996	74,533	106,364	184,480
63001	Miscellaneous Operating Expense	22,030	17,680	25,914	35,500
63300	Gas & Diesel	2,006	1,684	2,760	2,000
	SUBTOTAL COMMODITIES	24,036	19,364	23,260	37,500
65000	Building Rental	53,600	46,555	53,600	53,600
65010	Equipment Rental, City	10,776	11,005	14,255	14,255
65011	Equipment Replacement	16,764	16,241	16,765	16,765
65012	Accident Repair & Replacement	288	288	1,705	1,705
65100	Liability Charges	1,702	1,705	150	150
	SUBTOTAL FIXED CHARGES	83,130	75,794	86,475	86,475
	TOTAL OPERATING	1,902,189	2,061,450	2,158,243	2,251,835
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	10.00	0.00	10.00	0.00
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

GENERAL FUND

CITY MANAGER'S OFFICE		ACCOUNTING UNIT			
Civic Center Safety & Security		01103011			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Other Contractual Services	0	658,622	73,214	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>658,622</u>	<u>73,214</u>	<u>0</u>
	TOTAL OPERATING	<u><u>0</u></u>	<u><u>658,622</u></u>	<u><u>73,214</u></u>	<u><u>0</u></u>

GENERAL FUND

CITY MANAGER'S OFFICE
Legislative Affairs

ACCOUNTING UNIT
01104012

Statement of Purpose

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

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

SERVICE PROGRAM

- * Councilmembers participate in meetings of the City Council, Redevelopment Agency, Housing Authority, Industrial Development Bond Authority, Santa Ana Financing Authority, City Council committees, and in various community meetings, and in presentations on behalf of civic and regional events.
- * Councilmembers also participate in local, state, and national organizations of municipal officials and attend various conferences to promote local needs, to increase knowledge and to share information.

GENERAL FUND

CITY MANAGER'S OFFICE		ACCOUNTING UNIT			
Legislative		01104012			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages - Regular	0	0	0	0
61020	Salaries & Wages-Part-Time	11,650	48,725	84,000	84,000
61100	Retirement Plan	527	3,797	8,874	310
61110	Part-Time Retirement	241	935	1,438	240
61120	Medicare Insurance	1,044	1,335	1,718	1,050
61130	Employees Insurance	64,662	76,215	79,205	55,000
61180	Compensation Insurance	53	526	321	100
61190	Relocation & Temp. Housing	0	0	0	0
	SUBTOTAL PERSONNEL	<u>78,178</u>	<u>131,533</u>	<u>175,557</u>	<u>140,700</u>
62010	Communications	3,415	3,692	3,260	4,525
62120	Travel and Conferences	35,813	18,277	18,934	28,000
62140	Membership & Dues	3,417	1,677	2,820	7,000
62300	Other Contractual Services	63,798	61,415	65,826	91,735
62600	Parking Validation	24,144	31,789	23,409	15,300
62700	Auto Expense	42,000	42,000	42,000	42,000
	SUBTOTAL CONTRACTUAL	<u>172,588</u>	<u>158,850</u>	<u>156,248</u>	<u>188,560</u>
63001	Misc. Operating Expense	7,537	18,587	13,979	26,000
63030	Legislative Community Events- Supplies	6,796	3,168	9,118	14,000
	SUBTOTAL COMMODITIES	<u>14,333</u>	<u>21,755</u>	<u>23,097</u>	<u>40,000</u>
65000	Building & Site Rental	80,401	69,832	80,400	80,400
65100	Liability Charges	1,952	1,955	1,955	1,955
	SUBTOTAL FIXED CHARGES	<u>82,353</u>	<u>71,787</u>	<u>82,355</u>	<u>82,355</u>
	TOTAL	<u><u>347,451</u></u>	<u><u>383,926</u></u>	<u><u>437,258</u></u>	<u><u>451,615</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01105015	General Non-Departmental	4,060,717	5,027,810	4,136,897	3,338,654
01106019	Interfund Transfers	23,193,216	12,939,200	10,512,084	12,306,584
	TOTAL	<u>27,253,933</u>	<u>17,967,010</u>	<u>14,648,981</u>	<u>15,645,238</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	199,849	311,971	0	0
62000	Contractual	521,097	1,427,860	550,457	731,950
63000	Commodities	30,552	18,794	22,550	22,500
65000	Fixed Charges	2,664,598	2,634,865	2,634,865	2,934,865
66000	Capital	10,208	0	0	0
67000	Debt Service	634,414	634,320	929,025	899,339
68000	Interfund Transfers	23,193,216	12,939,200	10,512,084	12,306,584
69000	Miscellaneous	0	0	0	250,000
	Cost Savings	0	0	0	(1,500,000)
	TOTAL	<u>27,253,934</u>	<u>17,967,010</u>	<u>14,648,981</u>	<u>15,645,238</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 General Non-Departmental		ACCOUNTING UNIT 01105015			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages - Regular	7,474	21,533	0	0
61020	Salaries & Wages-Part-Time	171,086	215,061	0	0
61040	Salaries Overtime	1,065	42,371	0	0
61100	Retirement Plan	6,310	11,808	0	0
61110	Part-Time Retirement	5,750	7,190	0	0
61120	Medicare Insurance	2,594	3,426	0	0
61130	Employees Insurance	1,586	5,786	0	0
61180	Compensation Insurance	3,982	4,797	0	0
	SUBTOTAL PERSONNEL	<u>199,847</u>	<u>311,971</u>	<u>0</u>	<u>0</u>
62140	Membership, Subscriptions, Dues	138,894	165,979	170,000	182,500
62300	Contract Services-Professional	382,201	1,261,881	361,957	543,450
62302	Contract Vendor Personnel Services	0	0	0	0
62600	Parking Validation	2	0	0	6,000
	SUBTOTAL CONTRACTUAL	<u>521,097</u>	<u>1,427,860</u>	<u>531,957</u>	<u>731,950</u>
63001	Misc. Operating Expenses	30,552	18,794	23,465	22,500
	SUBTOTAL COMMODITIES	<u>30,552</u>	<u>18,794</u>	<u>23,465</u>	<u>22,500</u>
65050	Info Tech Charges	2,662,230	2,632,230	2,632,230	2,932,230
65100	Liability Charges	2,368	2,635	2,635	2,635
	SUBTOTAL FIXED CHARGES	<u>2,664,598</u>	<u>2,634,865</u>	<u>2,634,865</u>	<u>2,934,865</u>
66400	Machinery & Equipment	<u>10,208</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL CAPITAL	<u>10,208</u>	<u>0</u>	<u>0</u>	<u>0</u>
67100	Principal-Debt Service	434,103	449,871	758,215	728,529
67110	Interest-Debt Service	200,312	184,449	170,810	170,810
	SUBTOTAL DEBT SERVICE	<u>634,415</u>	<u>634,320</u>	<u>929,025</u>	<u>899,339</u>
69000	Reserve Appropriation	<u>0</u>	<u>0</u>	<u>0</u>	<u>250,000</u>
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>250,000</u>
	Cost Savings	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,500,000)</u>
	TOTAL OPERATING	<u><u>4,060,717</u></u>	<u><u>5,027,810</u></u>	<u><u>4,119,312</u></u>	<u><u>3,338,654</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
<i>Note:</i>	No permanent positions are assigned to this activity. It was created in FY 76-77 to provide for management training, consortium, and other expenses, including labor adjustments that are not budgeted in any specific departmental activity.				

GENERAL FUND

INTERFUND TRANSFERS		ACCOUNTING UNIT			
Interfund Transfers		01106019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
TRANSFER TO FUND					
68000	074 Transfer to Civic Center Maintenance	1,045,000	1,464,345	1,179,404	1,179,404
68000	050 Transfer to Council Special Projects	11,250,000	0	0	0
68000	051 Capital Outlay Fund	0	584,000	292,000	292,000
68000	052 Strategic Plan	1,870,875	1,852,290	0	1,794,500
68000	404 2014 Lease Financing	4,415,151	4,415,905	4,418,020	4,418,020
68000	400 Transfer to Police Building Debt Service	4,612,190	4,622,660	4,622,660	4,622,660
	SUBTOTAL INTER FUND TRANSFERS	<u>23,193,216</u>	<u>12,939,200</u>	<u>10,512,084</u>	<u>12,306,584</u>
	TOTAL	<u>23,193,216</u>	<u>12,939,200</u>	<u>10,512,084</u>	<u>12,306,584</u>
<p><i>Note:</i> These are transfers from the General Fund to those Funds which have no direct revenue, or to those funds which available revenue must be supplemented from general revenue of the City.</p>					

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

CLERK OF THE COUNCIL OFFICE

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01107031 Clerk Administration and Elections		747,610	820,084	819,415	1,648,822
TOTAL		<u>747,610</u>	<u>820,084</u>	<u>819,415</u>	<u>1,648,822</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	590,495	597,949	619,397	908,293
62000	Contractual	93,331	148,914	126,881	671,500
63000	Commodities	22,563	27,164	23,107	19,000
65000	Fixed Charges	41,221	46,056	50,029	50,029
TOTAL		<u>747,610</u>	<u>820,084</u>	<u>819,415</u>	<u>1,648,822</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1990	Clerk of the Council	1.00		1.00	
TBD	Assistant Clerk of the Council	1.00		1.00	
7290	Senior Deputy Clerk of the Council	2.00		2.00	
7360	Senior Office Specialist	1.00		1.00	
8000	Administrative Intern		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 2017-2018

- * Provided outreach presentations to neighborhood associations regarding City Charter, election process and initiatives.
- * Successfully implemented the automated Public Records Requests process and staff training.
- * Collaborated with various departments on "Open Data and Information" initiative.
- * Process improvements as they relate to council agenda report workflow.
- * Assisted City Attorney and City Manager's Office with development of Council Policy on Brown Act Violations and Sanctions.
- * Updated Boards & Commissions Handbook.
- * Developed email archive search approval form and conducted staff training.
- * Improved web content of the Clerk of the Council and Open Government pages.
- * Processed over 800 contracts in 2017.
- * Logged, tracked and coordinated with departments on the over 900 Public Records Requests received in 2017.
- * Expanded transparency efforts by utilizing existing software to post audio recordings of all council committee and board/commission meetings to the City's website.

Action Plan for FY 2018-2019

- * Partner with the Orange County Voter Registrar's Office implemented creative and innovative methods to increase voter participation during 2018 election year.
- * Managed 2018 Election including nomination process for council candidates (three open seats and mayor positions), City Measure, Voter Initiative Measure on Rent Control, and Charter Amendment(s).
- * Assist the City Manager with revisions needed on the 2018 City Council Handbook.
- * Develop training material for new incoming elected officials.
- * Process appointment of approximately 30 board/commission members post election.
- * Automated contract insurance processes in coordination with Finance and City Attorney's Office.
- * Implement the Agenda Management System citywide; train approximately 150 employees throughout the City.
- * Biennial review of City's Conflict of Interest Code disclosure categories and employee designations.

GENERAL FUND

CLERK OF THE COUNCIL OFFICE		ACCOUNTING UNIT			
Clerk Administration and Elections		01107031			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries-Regular	418,405	422,532	397,169	577,115
61020	Salaries & Wages-Temporary	12,467	20,000	17,427	58,655
61040	Salaries-Overtime	6,411	6,784	5,472	4,000
61100	Retirement-Employer Contribution	83,686	84,741	120,447	161,333
61110	Retirement-Temporary	468	503	0	925
61120	Medicare Insurance	6,406	5,895	6,008	7,985
61130	Health Insurance	53,430	49,771	62,944	77,350
61170	Retiree Health Benefits	1,988	0	0	0
61180	Workers Compensation Insurance	7,234	7,724	9,930	20,930
	SUBTOTAL PERSONNEL	<u>590,495</u>	<u>597,949</u>	<u>619,397</u>	<u>908,293</u>
62010	Communications	5,344	6,715	7,014	2,500
62120	Training & Transportation	3,623	4,388	9,761	3,000
62140	Membership, Subscription & Dues	475	550	2,655	2,000
62200	Advertising	2,840	10,188	5,503	6,000
62300	Contract Services Professional	74,682	120,127	93,654	649,000
62600	Parking Validations	367	946	2,295	3,000
62700	Auto Expense	6,000	6,000	6,000	6,000
	SUBTOTAL CONTRACTUAL	<u>93,331</u>	<u>148,914</u>	<u>126,881</u>	<u>671,500</u>
63001	Operating Materials & Supplies	22,563	27,164	23,107	19,000
	SUBTOTAL COMMODITIES	<u>22,563</u>	<u>27,164</u>	<u>23,107</u>	<u>19,000</u>
65000	Building Rental	33,458	37,431	41,404	41,404
65100	Liability Charges	7,763	8,625	8,625	8,625
	SUBTOTAL FIXED CHARGES	<u>41,221</u>	<u>46,056</u>	<u>50,029</u>	<u>50,029</u>
	TOTAL	<u><u>747,610</u></u>	<u><u>820,084</u></u>	<u><u>819,415</u></u>	<u><u>1,648,822</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
01108032 City Attorney's Office	2,719,703	3,017,422	2,435,169	3,070,448	
TOTAL	<u>2,719,703</u>	<u>3,017,422</u>	<u>2,435,169</u>	<u>3,070,448</u>	
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
ACCOUNT					
61000 Personnel	1,755,352	2,047,724	1,920,646	2,004,320	
62000 Contractual	812,596	797,584	414,235	875,003	
63000 Commodities	32,305	43,232	14,384	40,000	
65000 Fixed Charges	112,975	121,665	129,820	129,820	
66000 Capital	6,476	7,217	6,082	21,305	
Attrition	0	0			
TOTAL	<u>2,719,703</u>	<u>3,017,422</u>	<u>2,485,169</u>	<u>3,070,448</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		3.50	
7120 Executive Secretary To City Attorney		1.00		1.00	
7085 Litigation Assistant		1.00		0.00	
1670 Paralegal		0.00		1.00	
1675 Senior Paralegal		1.00		1.00	
SUBTOTAL		<u>11.50</u>	<u> </u>	<u>9.50</u>	<u> </u>
1620 Assistant City Attorney		1.00		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>3.50</u>	<u> </u>	<u>3.50</u>	<u> </u>
TOTAL		<u>15.00</u>	<u> </u>	<u>13.00</u>	<u> </u>
<i>*.5 of attorney funded by Police Department *1 Senior Paralegal funded by Risk Management *Funding for two attorneys in Cannabis Program and positions reflected in program</i>					

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular*	1,237,408	1,432,349	1,284,201	1,284,615
61020	Salaries & Wages, Part-Time	1,570	4,991	0	0
61040	Salaries & Wages-Overtime	0	0	0	0
61100	Retirement Plan	289,248	349,772	380,913	413,255
61110	Retirement Part-Time	29	187	0	0
61120	Medicare Insurance	17,536	20,228	18,014	20,480
61130	Health Insurance	178,793	204,124	199,466	222,030
61170	Retiree Medical Insurance	0	0	0	0
61180	Worker Compensation Insurance	30,769	36,074	38,053	63,940
	SUBTOTAL PERSONNEL	<u>1,755,352</u>	<u>2,047,724</u>	<u>1,920,646</u>	<u>2,004,320</u>
62010	Communications	22,643	29,699	25,486	31,325
62120	Training & Transportation	8,473	8,168	8,330	10,000
62140	Membership, Subscription & Dues	11,890	12,514	14,933	12,000
62300	Other Contractual Services	767,842	741,675	309,267	812,408
62302	Other Personnel Services	530	0	791	5,000
62600	Parking Validation	1,218	5,529	5,428	4,270
	SUBTOTAL CONTRACTUAL	<u>812,596</u>	<u>797,584</u>	<u>364,235</u>	<u>875,003</u>
63001	Operating Materials & Supplies	32,305	43,232	14,384	40,000
	SUBTOTAL COMMODITIES	<u>32,305</u>	<u>43,232</u>	<u>14,384</u>	<u>40,000</u>
65000	Building & Site Rental	108,153	116,305	124,460	124,460
65100	Liability Charges	4,822	5,360	5,360	5,360
	SUBTOTAL FIXED CHARGES	<u>112,975</u>	<u>121,665</u>	<u>129,820</u>	<u>129,820</u>
66600	Books, Records & Video	6,476	7,217	6,082	9,305
66510	Computer Software	0	0	0	12,000
	SUBTOTAL CAPITAL	<u>6,476</u>	<u>7,217</u>	<u>6,082</u>	<u>21,305</u>
	TOTAL	<u>2,719,703</u>	<u>3,017,422</u>	<u>2,435,169</u>	<u>3,070,448</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		3.50	
7391	Executive Secretary to City Attorney	1.00		1.00	
7085	Litigations Assistant	1.00		0.00	
1670	Paralegal	0.00		1.00	
1675	Senior Paralegal	1.00		1.00	
	SUBTOTAL	<u>11.50</u>	<u> </u>	<u>9.50</u>	<u> </u>
1620	Assistant City Attorney	1.00		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	
		<u>3.50</u>	<u> </u>	<u>3.50</u>	<u> </u>
	TOTAL	<u>15.00</u>	<u> </u>	<u>13.00</u>	<u> </u>

*.5 of attorney funded by Police Department
*1 Senior Paralegal funded by Risk Management
*Funding for two attorneys in Cannabis Program and positions reflected in program

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

HUMAN RESOURCES

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01109050	Human Resources	1,181,123	1,277,872	1,301,179	1,766,698
	TOTAL	<u>1,181,123</u>	<u>1,277,872</u>	<u>1,301,179</u>	<u>1,766,698</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	977,477	986,102	1,058,125	1,276,087
62000	Contractual	121,327	199,008	162,954	398,192
63000	Commodities	55,528	65,778	55,512	67,830
65000	Fixed Charges	26,791	26,983	24,589	24,589
	TOTAL	<u>1,181,123</u>	<u>1,277,872</u>	<u>1,301,179</u>	<u>1,766,698</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Human Resources	0.20		0.20	
1540	Senior Human Resources Analyst	3.00		3.00	
0770	Senior Human Resources Technician	1.00		1.00	
1250	Human Resources Technician	2.00		2.00	
7300	Senior Human Resources Specialist	1.00		1.00	
7530	Human Resources Executive Secretary	0.20		0.20	
7070	Human Resources Specialist	0.40		1.40	
9060	Clerical Aide		1.00		1.00
	TOTAL GENERAL FUND	<u>7.80</u>	<u>1.00</u>	<u>8.80</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		0.75	
	TOTAL POSITIONS	<u>18.20</u>	<u>0.00</u>	<u>17.20</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

HUMAN RESOURCES		PROGRAM		
Human Resources		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 2017-2018				
<ul style="list-style-type: none"> * Set up and completed the Classification & Compensation Study for SEIU * Completed negotiations and MOUs for SEIU, CASA, SAMA, PMA and POA * Renewed the DOT service provider contract * Established and rolled out the new Onboarding Process for all new employees * Recruited and hired Directors for Planning & Building, Public Works, City Manager, Community Development, HR & Police Chief * Created and distributed the DOT and non-DOT City Policy * Created an Intern Networking Social for all College Interns at the City * Created an Intern Outreach Program at local high schools 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Set up official training for first-line supervisors in each department * Complete the Classification and Compensation Study for CASA * Complete negotiations with all bargaining units * Create a Human Resources Policy & Procedure Manual * Set up a system to aid with bringing on temporary staff to departments as needed * Complete an RFP for Pre-Employment Medical & DOT testing for the City * Complete an RFP for Livescan Services for the City 				
PERFORMANCE MEASURES	Actual	Actual	Projected	ADOPTED
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of recruitments	175	181	212	180
# of exams administered	160	141	225	150
# of general training classes offered	24	44	45	50
# of investigation completed	8	4	12	12
Efficiency				
Average # of days to establish eligible lists	75	64	55	55
% of classes with current job specification	60%	70%	77%	80%
Effectiveness				
% of minority representation in workforce	75.0%	79.2%	80.0%	80.0%
% of new employees passing probation	98.0%	95.8%	90.0%	100.0%
% of appointments filled by promotion	35.0%	53.1%	40.0%	40.0%
% annual attrition rate	7.5%	10.7%	5.5%	5.0%

GENERAL FUND

HUMAN RESOURCES		ACCOUNTING UNIT			
Human Resources		01109050			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	704,764	565,345	585,154	717,165
61020	Salaries & Wages-Temporary	26,433	119,475	115,179	124,580
61040	Salaries & Wages-Overtime	6	1,037	1,603	10,835
61100	Retirement Plan	134,164	169,425	205,531	228,200
61110	Part-Time Retirement	469	420	357	1,117
61120	Medicare Insurance	9,797	9,763	9,779	7,720
61130	Employees Insurance	93,808	113,175	129,929	160,725
61180	Compensation Insurance	8,035	7,462	10,593	25,745
	SUBTOTAL PERSONNEL	<u>977,477</u>	<u>986,102</u>	<u>1,058,125</u>	<u>1,276,087</u>
62010	Communications	9,474	11,898	10,143	12,000
62120	Training & Transportation	8,690	15,879	13,470	35,454
62140	Membership, Subscription & Dues	2,059	2,807	724	0
62300	Other Contractual Services	94,774	87,501	84,173	320,038
62302	Other Personnel Services	4,366	78,930	52,650	17,500
62322	M & R Machine & Equipment	32	793	794	10,000
62600	Parking Validation	731	-	0	2,000
62700	Auto Expense	1,200	1,200	1,000	1,200
	SUBTOTAL CONTRACTUAL	<u>121,327</u>	<u>199,008</u>	<u>162,954</u>	<u>398,192</u>
63001	Operating Materials & Supplies	55,528	65,778	55,512	67,830
	SUBTOTAL COMMODITIES	<u>55,528</u>	<u>65,778</u>	<u>55,512</u>	<u>67,830</u>
65000	Building & Site Rental	21,949	21,603	19,209	19,209
65100	Liability Charges	4,842	5,380	5,380	5,380
	SUBTOTAL FIXED CHARGES	<u>26,791</u>	<u>26,983</u>	<u>24,589</u>	<u>24,589</u>
	TOTAL	<u>1,181,123</u>	<u>1,277,872</u>	<u>1,301,179</u>	<u>1,766,698</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Human Resources	0.20		0.20	
01540	Senior Human Resources Analyst	3.00		3.00	
00770	Senior Human Resources Technician	1.00		1.00	
01250	Human Resources Technician	2.00		2.00	
07300	Senior Human Resources Specialist	1.00		1.00	
07530	Human Resources Executive Secretary	0.20		0.20	
07070	Human Resources Specialist	0.40		1.40	
09060	Clerical Aid		1.00		1.00
	TOTAL	<u>7.80</u>	<u>1.00</u>	<u>8.80</u>	<u>1.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

FINANCE & MANAGEMENT SERVICES

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01110100	Management & Support	854,845	881,380	1,034,517	1,168,259
01110110	Accounting	1,236,758	1,390,802	2,015,445	2,146,723
01110115	Payroll	373,440	397,608	544,947	815,180
01110120	Purchasing	908,468	934,877	714,340	759,782
01110130	Treasury & Customer Service	626,173	750,603	789,497	1,004,466
	TOTAL	<u>3,999,684</u>	<u>4,355,271</u>	<u>5,098,747</u>	<u>5,894,410</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	4,962,103	5,326,588	5,967,098	6,945,336
62000	Contractual	681,981	681,060	794,356	961,215
63000	Commodities	173,434	152,717	156,756	223,848
65000	Fixed Charges	(1,878,890)	(1,866,279)	(1,877,147)	(2,288,644)
68000	Transfers	52,620	52,775	52,535	52,535
69000	Payment to Other Agencies	8,435	8,410	5,149	120
	TOTAL	<u>3,999,684</u>	<u>4,355,271</u>	<u>5,098,747</u>	<u>5,894,410</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1120	Accounting Manager	1.00		1.00	
1140	Accountant I	4.17		4.17	
1150	Accountant II	3.00		3.00	
7009	Accounts Payable Supervisor	1.00		1.00	
1180	Assistant Director of Finance & Mgmt Svcs	0.85		0.85	
0490	Budget & Research Manager	0.95		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	0.60		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 17-18		ADOPTED FY 18-19	
		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	3.00		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	
TBD	Asset Management Analyst*	1.00		1.00	
7400	Payroll Systems Analyst	0.50		0.50	
	Payroll Manager	0.00		1.00	
7415	Senior Payroll Technician	1.00		1.00	
7500	Supervising Accountant (Auditor Program)	1.00		1.00	
0269	Supervising Buyer	1.00		1.00	
1170	Treasury and Customer Services Manager	0.90		0.90	
1165	Treasury Services Specialist	1.00		1.00	
7020	Treasury Services Supervisor	1.00		1.00	
1215	Utilities Billing/Systems Tech	2.00		2.00	
9041	Account Clerk I (P/T)		4.00		4.00
0270	Assistant Buyer (PTCS)		1.00		1.00
9790	Budget Intern (PT)		1.00		1.00
9050	Clerical Assistant		1.00		0.00
9780	Customer Service Clerks		5.00		5.00
9120	Data Entry Clerk (PT)		1.00		1.00
9755	Information Desk Clerk		0.00		1.00
9770	Administrative Aide		0.00		1.00
8080	Management Intern (PT)		3.00		3.00
9775	Municipal Utility Reader-Collector (PT)		3.00		4.00
9720	Purchasing Clerk		1.00		1.00
9060	Senior Clerical Aide (P/T)		1.00		1.00
	TOTAL GENERAL FUND	<u>54.64</u>	<u>21.00</u>	<u>55.64</u>	<u>23.00</u>
	SECTION 3: INTERNAL FUNDS				
07110100	Central Services	2.15	1.00	2.15	1.00
07310100	Building Maintenance	14.75	6.00	14.75	6.00
07510100	Fleet Maintenance	19.90	1.00	19.90	1.00
07610102	Stores & Property Control	2.25	2.00	2.25	2.00
08510138	Corporate Yard Operations	0.45	2.00	0.45	2.00
10910-Var	IS Strategic Plan**	1.66		1.66	
	SECTION 6: ENTERPRISE FUNDS				
02718-Var	Parking Enterprise	13.20		13.20	
	TOTAL OTHER FUNDS	<u>54.36</u>	<u>12.00</u>	<u>54.36</u>	<u>12.00</u>
	TOTAL PERSONNEL	<u>109.00</u>	<u>33.00</u>	<u>110.00</u>	<u>35.00</u>
	*Authorized Position Unfunded - Asset Management Analyst				
	**Funds 102 and 109 transferred to Information Technology Department during FY 15-16.				
	Note: 4 Police Officers in Fund 27 are counted for in the Police Department				

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	466,654	530,753	594,720	621,452
61010	Salaries Retirement	-	-	-	0
61020	Salaries & Wages-Temporary	54,747	23,231	46,134	53,425
61040	Salaries & Wages-Overtime	(3)	26	2,206	5,000
61100	Retirement Plan	97,413	129,869	173,929	268,310
61110	Part-Time Retirement	1,848	871	1,711	2,055
61120	Medicare Insurance	6,789	7,225	7,852	9,100
61130	Employees Insurance	95,127	101,553	98,596	96,530
61170	Retiree Health Insurance	0	-	0	0
61180	Worker Compensation Insurance	7,052	6,752	12,664	24,255
	SUBTOTAL PERSONNEL	<u>729,627</u>	<u>800,280</u>	<u>937,812</u>	<u>1,080,127</u>
62010	Communications	11,571	13,074	14,987	10,460
62120	Training & Transportation	9,753	9,345	7,149	7,500
62140	Membership, Subscription & Dues	2,604	2,483	2,327	2,650
62300	Other Contractual Services	53,031	14,222	18,427	17,000
62600	Parking Validation	416	426	212	100
62700	Auto Expense	975	1,200	2,100	2,100
	SUBTOTAL CONTRACTUAL	<u>78,350</u>	<u>40,750</u>	<u>45,202</u>	<u>39,810</u>
63001	Operating Materials & Supplies	17,320	9,715	20,472	17,290
	SUBTOTAL COMMODITIES	<u>17,320</u>	<u>9,715</u>	<u>20,472</u>	<u>17,290</u>
65000	Building & Site Rental	23,405	23,805	24,205	24,205
65100	Liability Charges	6,143	6,830	6,827	6,827
	SUBTOTAL FIXED CHARGES	<u>29,548</u>	<u>30,635</u>	<u>31,032</u>	<u>31,032</u>
	TOTAL	<u><u>854,845</u></u>	<u><u>881,380</u></u>	<u><u>1,034,517</u></u>	<u><u>1,168,259</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.35		0.35	
1180	Assistant Director of Finance & Mgmt Svcs	0.40		0.40	
6400	Budget & Research Manager	0.95		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>6.70</u>	<u>4.00</u>	<u>6.70</u>	<u>4.00</u>

**Authorized Position Unfunded - Asset Management Analyst
-Asset Management Analyst*

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Accounting		01110110		
Statement of Purpose				
<p><i>To provide responsive accounting services within generally accepted accounting principles.</i></p> <p>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 & submission 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 governmental 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.</p>				
Accomplishments in FY 2017-2018				
<ul style="list-style-type: none"> * Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial reporting for the fiscal year ended June 30, 2017. * Performed internal control procedures reviews of various departmental programs and procedures. Provided recommendations for process improvements. * Implemented new Credit Card Program to improve efficiency and internal control. Updated and implemented City's Credit Card Policy. * Developed, updated, and implemented City-wide policies including the Travel & Expense Reimbursement Policy and played a significant role in updating the Purchasing Policies and Procedures to ensure compliance with the Uniform Guidance. * Improved CAFR preparation and year-end closing processes by utilizing checklists, improving data entry automation, and increasing staff involvement through training and delegation of work. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2018. * 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. * Improve Accounts Receivable process and make procedural changes to enhance internal control. * Enhance technical knowledge of division staff by providing various training opportunities. * Evaluate staff work assignments and develop succession plans to ensure operational continuity and allow for cross-training. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of false alarms, hazardous material, and other miscellaneous receivables billed	8,565	8,644	7,907	8,000
# of grant receivables billed	591	458	403	400
\$ value of miscellaneous accounts receivable billed	\$81,875,546	\$85,894,022	\$62,943,651	\$70,000,000
Efficiency				
Accounting Division cost as a percentage (%) of total City expenditures	0.217%	0.227%	0.330%	0.330%
Effectiveness				
% of miscellaneous accounts receivable collected without use of private collection agencies	75.00%	74.00%	77.00%	77.00%

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Accounting Division		01110110			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	772,119	873,630	1,211,114	1,282,695
61020	Salaries & Wages-Temporary	41,411	26,019	76,811	90,910
61040	Salaries & Wages-Overtime	30,483	24,529	25,700	32,360
61100	Retirement Plan	173,812	213,980	356,463	456,306
61110	Part-Time Retirement	1,002	964	2,881	3,715
61120	Medicare Insurance	8,314	10,324	15,483	21,910
61130	Employees Insurance	109,166	139,436	209,642	248,747
61170	Retiree Health Insurance	7,934	0	0	0
61180	Compensation Insurance	8,953	9,802	21,274	47,780
	SUBTOTAL PERSONNEL	1,153,194	1,298,685	1,919,367	2,184,422
62010	Communications	7,252	9,172	10,766	9,325
62120	Training & Transportation	8,561	11,680	6,552	15,000
62140	Membership, Subscriptions & Dues	1,660	1,556	1,492	7,560
62300	Contract Services-Professional	114,332	119,539	129,838	120,530
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	132,406	142,547	149,248	153,015
63001	Misc. Operating Materials & Supplies	32,180	29,260	25,874	37,930
	SUBTOTAL COMMODITIES	32,180	29,260	25,874	37,930
65000	Building & Site Rental	37,836	38,480	39,130	39,130
65100	Liability Charges	6,143	6,830	6,826	6,826
65220	Treasury/Acctg Charges	(125,000)	(125,000)	(125,000)	(274,600)
	SUBTOTAL FIXED CHARGES	(81,021)	(79,690)	(79,044)	(228,644)
	TOTAL	1,236,758	1,390,802	2,015,445	2,146,723

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	1.00		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	4.17		4.17	
7016	Senior Accounting Assistant/Systems Tech	2.00		2.00	
7280	Senior Accounting Assistant	2.00		2.00	
7009	Accounts Payable Supervisor	1.00		1.00	
0547	Purchasing Specialist	2.00		2.00	
9720	Purchasing Clerk		1.00		1.00
9041	Account Clerk I		4.00		4.00
	TOTAL	19.47	5.00	19.47	5.00

*The following are being charged to I.S. Strategic Plan Fund:
.83 - Accountant 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 indentified 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 2017-2018				
<ul style="list-style-type: none"> * Completed access to W2s via Self-Service module for all employees * Completed all retro payments up to current. * Processed over 800 mass salary retros for 5 bargaining units. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Complete conversion to Highline NextGen Personality software * Convert from using Matrix pay to standardized hourly rate. * Expand Self-Service module: <ul style="list-style-type: none"> *W4 changes *Leave requests/approvals 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
* Average # of payroll checks and direct deposits processed per pay period	1,455	1,440	1,450	1,488
* Average # of vendor checks processed per pay period	11	8	8	6
* Number of W-2s processed	1,655	1,450	1,400	1,350

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Payroll		01110115			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	245,543	260,890	332,740	420,290
61020	Salaries & Wages-Temporary	730	18	16,102	14,785
61040	Salaries & Wages-Overtime	14,892	11,357	24,045	13,400
61100	Retirement Plan	48,406	58,858	88,714	137,055
61110	Retirement Plan-Temporary	27	0	604	555
61120	Medicare Insurance	3,626	3,673	4,971	4,610
61130	Employees Insurance	47,460	49,927	60,806	96,760
61170	Retiree Health Insurance	(7)	0	0	0
61180	Compensation Insurance	2,536	2,829	5,581	12,165
	SUBTOTAL PERSONNEL	<u>363,214</u>	<u>387,552</u>	<u>533,562</u>	<u>699,620</u>
62010	Communications	3,155	3,666	4,196	3,250
62120	Training & Transportation	1,072	0	449	4,500
62140	Membership, Subscription & Dues	0	75	113	500
62300	Other Contractual Services	1,912	1,725	2,325	103,000
62700	Auto Expense	75	300	300	300
	SUBTOTAL CONTRACTUAL	<u>6,215</u>	<u>5,766</u>	<u>7,382</u>	<u>111,550</u>
63001	Operating Materials & Supplies	4,012	4,291	4,003	4,010
	SUBTOTAL COMMODITIES	<u>4,012</u>	<u>4,291</u>	<u>4,003</u>	<u>4,010</u>
	TOTAL	<u><u>373,440</u></u>	<u><u>397,608</u></u>	<u><u>544,947</u></u>	<u><u>815,180</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED 18-19	
		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	
	Payroll Manager	0.00		1.00	
7400	Payroll Systems Analyst	0.50		0.50	
7415	Senior Payroll Technician	1.00		1.00	
7410	Payroll Technician	2.00		2.00	
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	<u>3.60</u>	<u>1.00</u>	<u>4.60</u>	<u>1.00</u>
<i>0.50 - Payroll Systems Analyst funded in IS Strategic Plan Fund</i>					

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 2017-2018				
<ul style="list-style-type: none"> * Continue to support all users of the Lawson A/P and Procurement modules. * Streamline small dollar purchases by expanding the procurement card program. * Develop a Buyers Lawson procedures manual. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Automate blanket order contract approval process * Automate Vendor Agreement set up process * Develop and implement process to bid specialized services 				
PERFORMANCE MEASURES	Actual	Actual	PROJECTED	ADOPTED
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
Purchase Orders processed/paid	1,284	1,062	1,300	1,150
Invoices paid	26,180	25,395	26,000	26,000
Request for Council Action				
# Prepared	55	54	50	55
Dollar Volume	\$ 12,860,771	\$ 10,016,100	\$ 11,000,000	\$11,500,000
Blanket Order Contracts	337	324	300	320
Service Vendor Agreements	221	216	200	220

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Purchasing		01110120			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	504,000	513,829	365,637	428,530
61020	Salaries & Wages-Temporary	87,299	98,867	54,642	0
61040	Salaries & Wages-Overtime	883	2,073	0	9,570
61100	Retirement Plan	108,962	133,014	118,957	130,535
61110	Part-Time Retirement	1,316	1,690	140	0
61120	Medicare Insurance	6,875	6,970	4,120	4,260
61130	Employees Insurance	80,441	81,648	45,394	61,802
61170	Retiree Health Insurance	8,322	0	0	0
61180	Compensation Insurance	6,142	6,398	6,835	13,020
	SUBTOTAL PERSONNEL	<u>804,240</u>	<u>844,490</u>	<u>595,725</u>	<u>647,717</u>
62010	Communications	7,650	9,021	9,937	9,080
62120	Training & Transportation	7,261	936	4,731	4,605
62140	Membership, Subscriptions & Dues	972	863	730	830
62700	Auto Expense	300	300	300	300
62300	Other Contractual Services	19,777	8,178	30,664	26,000
	SUBTOTAL CONTRACTUAL	<u>35,961</u>	<u>19,298</u>	<u>46,361</u>	<u>40,815</u>
63001	Operating Materials & Supplies	7,786	8,990	9,228	8,225
	SUBTOTAL COMMODITIES	<u>7,786</u>	<u>8,990</u>	<u>9,228</u>	<u>8,225</u>
65000	Building & Site Rental	54,338	55,270	56,195	56,195
65100	Liability Charges	6,143	6,830	6,830	6,830
	SUBTOTAL FIXED CHARGES	<u>60,481</u>	<u>62,100</u>	<u>63,025</u>	<u>63,025</u>
	TOTAL	<u><u>908,468</u></u>	<u><u>934,877</u></u>	<u><u>714,340</u></u>	<u><u>759,782</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	0.00		0.00	
0547	Purchasing Specialist	0.00			
9720	Purchasing Clerk		1.00		0.00
9041	Account Clerk I		2.00		0.00
0270	Assistant Buyer (PTCS)		1.00		1.00
	TOTAL	<u>3.82</u>	<u>4.00</u>	<u>3.82</u>	<u>1.00</u>

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

GENERAL FUND

FINANCE & MANAGEMENT SERVICES				PROGRAM
Treasury & Customer Service				01110130
Statement of Purpose				
<p><i>To effectively assess and collect City taxes, licenses, utility charges, and other revenues in a courteous manner while providing for receipt, custody, and investment of City funds through sound and prudent investment policies and procedures.</i></p> <p>This program is responsible for the effective receipt, custody, and recordation of all revenues, and for managing the City's investment portfolio and debt service on City bond issues. Treasury & Customer staff bill and collect several of the City's major revenues such as business license, utility users' tax, hotel visitors' tax, medical marijuana tax, cannabis operating agreement fees, PREP fees, dog license fees, paramedic subscriptions, municipal utility services charges (water, sewer, refuse, and sanitation). Municipal Utility Services (MUS) staff handles MUS customer service, water meter reading, and water turn-ons and turn-offs.</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Implemented upgrade to Municipal Utility Services (MUS) Interactive Voice Response (IVR) system for English language and Spanish language speech voice recognition. * Implemented Outbound IVR messaging for MUS customers (including penalty notification & 48 hr. turn-off notification). * Implemented integration of City Cashiering Program (iNovah) with DataTicket to enhance PD Parking Citation Administration. * Implemented electronic security protocol upgrade for credit card processing between City's (enQuesta) MUS Application's web-connect module and City's cloud-based Electronic Bill Presentment and Payment Presentation Processor (Invoice Cloud). * Developed and implemented an invoicing and remittance process for Adult-Use Cannabis Retailer Operating Agreement fees. * Professionally translated Business License Tax & MUS web page content into Spanish including downloadable Spanish language versions of all regular Business License Tax & MUS forms. * Comprehensively revised SAMC Chap. 39 (Water & Sewer), Chap. 18 (Sanitation), Chap. 16 (Refuse) relating to MUS. * Implemented Payee Name Verification on Positive Pay Banking with JP Morgan Chase Banking Services. 				
Objectives for FY 2018-19				
<ul style="list-style-type: none"> * Complete upgrade to Payment Kiosk to remote CORE-Connect hosting to improve functionality, maintenance, and system life. * Expand number of fully configured Cashier Windows to accommodate Q-matic customer flow and high due date demand. * Upgrade Interactive Voice Response (IVR) system to include Dog Licensing (English, Spanish, and Vietnamese). * Professionally translate Business License Tax & MUS web page content into Vietnamese - including all downloadable forms. * Comprehensively revise City of Santa Ana Investment Policy Statement to establish highest level of best practices guidelines. * Work together with IT to evaluate replacement for 19 year old Treasury & Customer Service Call Sequencer System. * Work together with PWA & IT to support development of Advanced Metering Infrastructure (AMI) program for MUS. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of business tax accounts (annual max)	29,107	30,593	30,800	31,500
# of hotel visitor's tax reports processed	432	432	432	432
# of dog licenses	15,975	15,904	15,500	16,000
# of MUS bills processed	325,214	325,841	326,600	327,300
# of water meters read	270,300	270,678	271,300	271,800
# of customers served at cashier counter windows	88,670	90,347	80,600	81,000
# of delinquent MUS accounts turned off	1,370	1,557	1,700	1,600
# of utility users' tax remittances processed	3,012	3,120	3,384	3,480
# of paramedic subscription processed	7,203	6,633	6,650	7,000
# of parking citations payments processed	13,489	15,555 †	11,270	11,300
# of LAR payments processed	7,144	6,997	6,600	6,700
# of med. marijuana/cannabis remittances processed	71	192	274	800 ‡
# of electronic payments processed	126,049	131,833	148,600	155,000
Average Meter Reader reads per day	750	700	650	750
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 Admin				
‡ Increase due to Adult-Use/Commercial Cannabis				

GENERAL FUND

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Treasury & Customer Service		01110130			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	1,175,346	1,186,349	1,082,533	1,134,920
61020	Salaries & Wages-Temporary	230,231	219,064	242,322	366,505
61040	Salaries & Wages-Overtime	13,015	80,336	119,967	22,780
61100	Retirement Plan	244,285	274,393	303,107	394,865
61110	Part-Time Retirement	8,154	8,111	9,098	13,595
61120	Medicare Insurance	19,023	19,174	18,348	25,355
61130	Employees Insurance	178,540	185,410	175,103	307,985
61170	Retiree Health Insurance	19,640	0	0	0
61180	Compensation Insurance	23,595	22,744	30,152	67,445
	SUBTOTAL PERSONNEL	<u>1,911,829</u>	<u>1,995,582</u>	<u>1,980,631</u>	<u>2,333,450</u>
62010	Communications	24,351	32,756	43,979	39,000
62120	Training & Transportation	3,371	2,505	5,332	4,295
62140	Other Agency Services	859	880	465	1,450
62300	Other Contractual Services	383,884	434,434	496,086	566,420
62302	Other Personnel Services	16,116	0	0	0
62322	M&R Machinery & Equipment	0	1,781	0	4,560
62501	Lease Payments	0	0	0	0
62700	Auto Expense	300	300	300	300
	SUBTOTAL CONTRACTUAL	<u>429,050</u>	<u>472,699</u>	<u>546,163</u>	<u>616,025</u>
63001	Operating Materials & Supplies	102,798	90,794	85,010	148,893
63300	Gas & Diesel	9,338	9,668	12,169	7,500
	SUBTOTAL COMMODITIES	<u>112,136</u>	<u>100,462</u>	<u>97,179</u>	<u>156,393</u>
65000	Building & Site Rental	77,168	78,486	79,803	79,803
65010	Rental City Equipment	28,326	29,686	28,623	32,712
65011	Equipment Replacement Charges	0	5,234	6,273	5,234
65012	Accident Repair & Replacement	1,410	1,389	1,260	1,440
65100	Liability Charges	6,143	6,826	6,826	6,826
65220	Treasury/Actg Services Charges	(2,000,945)	(2,000,945)	(2,014,945)	(2,280,072)
	SUBTOTAL FIXED CHARGES	<u>(1,887,898)</u>	<u>(1,879,324)</u>	<u>(1,892,160)</u>	<u>(2,154,057)</u>
68000	Transfer to Fund 404	52,620	52,775	52,535	52,535
	SUBTOTAL TRANSFERS	<u>52,620</u>	<u>52,775</u>	<u>52,535</u>	<u>52,535</u>
69142	Payment to Other Agencies	8,435	8,410	5,149	120
	SUBTOTAL MISCELLANEOUS	<u>8,435</u>	<u>8,410</u>	<u>5,149</u>	<u>120</u>
	TOTAL	<u><u>626,173</u></u>	<u><u>750,603</u></u>	<u><u>789,497</u></u>	<u><u>1,004,466</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgmt Svcs	0.05		0.05	
1170	Treasury and Customer Service Manager	0.90		0.90	
1180	Assistant Director of Finance & Mgmt Svcs	0.10		0.10	
7020	Treasury Services Supervisor	1.00		1.00	
1090	Revenue Supervisor	0.00		0.00	
1870	Revenue/Contract Compliance Examiner	1.00		1.00	
1240	Business Tax Collector/Inspector	2.00		2.00	
1165	Treasury Services Specialist	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
1220	Customer Service Representative	8.00		8.00	
1215	Utilities Billing/Systems Technician	2.00		2.00	
1210	Meter Reader Collector	4.00		4.00	
9780	Customer Service Clerk		5.00		5.00
9775	Municipal Utility Reader-Collector		3.00		3.00
9120	Data Entry Clerk		1.00		1.00
9755	Information Desk Clerk		0.00		1.00
9770	Administrative Aide		0.00		1.00
9050	Clerical Assistant		1.00		0.00
	TOTAL	<u>21.05</u>	<u>10.00</u>	<u>21.05</u>	<u>11.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

BOWERS MUSEUM CORPORATION				
ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01112030 Museum Operations	1,474,616	1,475,706	1,476,130	1,476,130
TOTAL	<u>1,474,616</u>	<u>1,475,706</u>	<u>1,476,130</u>	<u>1,476,130</u>
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62251 Other Agency Services	13,861	14,076	14,500	14,500
65100 Liability Charges	4,125	5,000	5,000	5,000
69135 Payments to Sub-agents	1,456,630	1,456,630	1,456,630	1,456,630
TOTAL	<u>1,474,616</u>	<u>1,475,706</u>	<u>1,476,130</u>	<u>1,476,130</u>
Job Code AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
	Full Time	Part Time	Full Time	Part Time
<p><i>* In accordance with the agreement between the City of Santa Ana and the Bowers Museum Corporation, authorized City staff who were assigned to the Museum, were transitioned to employment with the Museum in FY 87-88.</i></p>				

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01111150	Library Adult Services	1,012,270	1,227,643	1,260,109	1,378,560
01111160	Library Youth Services	630,593	746,719	883,507	959,425
01111180	Library Young Adult Services	386,014	402,970	533,616	733,640
01111190	Library Technology and Support Services	1,452,087	1,530,987	1,584,040	1,684,855
01113200	Administrative Services	1,372,112	1,467,015	1,477,749	1,764,820
01113210	Stadium	231,651	225,210	279,796	248,725
01113220	Santa Ana Zoo at Prentice Park	1,995,359	1,946,831	2,228,881	2,179,735
01113230	Recreation	4,274,339	4,738,906	4,843,781	5,491,918
01113240	Park Ranger Program	54,695	0	0	0
01113250	Park Services	5,100,005	5,001,729	5,312,949	4,946,920
01113260	Park Building Services	1,274,124	1,321,285	1,413,899	1,784,580
	TOTAL	<u>17,783,248</u>	<u>18,609,296</u>	<u>19,818,327</u>	<u>21,173,178</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	9,694,351	10,190,643	11,065,871	12,578,958
62000	Contractual	5,762,816	5,813,817	6,164,399	6,058,320
63000	Commodities	687,080	789,255	819,711	820,880
65000	Fixed Charges	1,414,197	1,508,504	1,507,030	1,522,595
66000	Capital Outlay	224,805	295,533	237,679	167,000
67000	Debt Payment	0	1,535	23,637	25,425
68000	Interfund Transfers	0	6,759	0	0
69000	Miscellaneous	0	3,250	0	0
	TOTAL	<u>17,783,248</u>	<u>18,609,296</u>	<u>19,818,327</u>	<u>21,173,178</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
5110	Librarian	0.00		2.00	
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	5.00		4.00	
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	

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
5055	Supervising Library Services Assistant	1.00		1.00	
5313	Youth Services Technician	3.00		1.00	
5312	Youth Services Supervisor	1.00		1.00	
5430	Zoo Curator	1.00		1.00	
0930	Zoo Education Specialist	1.00		1.00	
5420	Zoo Keeper I	5.00		5.00	
5410	Zoo Keeper II	2.00		2.00	
5480	Zoo Manager	1.00		1.00	
5485	Zoo Operations Coordinator	1.00		1.00	
9041	Account Clerk I		2.00		2.00
9770	Administrative Aide		4.00		5.00
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		18.00		18.00
9690	Computer Technician		1.00		1.00
9190	Library Assistant		7.00		7.00
9200	Library Clerk I		16.00		16.00
9210	Library Clerk II		2.00		2.00
9290	Library Page		14.00		14.00
9230	Maintenance Attendant		22.00		22.00
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		1.00		1.00
9360	Program Leader II		58.00		52.00
2776	Recreation Facility Attendant		29.00		29.00
8100	Senior Administrative Intern		1.00		1.00
9070	Senior Clerical Aide		16.00		16.00
8170	Senior Library Assistant		1.00		1.00
9260	Senior Maintenance Worker		1.00		1.00
9400	Senior Program Leader		13.00		13.00
8410	Senior Tutor		17.00		17.00
9430	Special Events Leader I		3.00		3.00
9440	Special Events Leader II		1.00		1.00
8420	Tutor		44.00		44.00
	TOTAL GENERAL FUND POSITIONS	65.00	317.00	64.00	312.00
5310	Recreation Leader	1.00		2.00	
5330	Recreation Program Coordinator	2.00		2.00	
5109	Senior Librarian	1.00		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	4.00	53.00	5.00	53.00

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PARKS, RECREATION AND COMMUNITY SERVICES

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0280	Assistant Park/Landscape Planner	1.00		1.00	
4190	General Maintenance Leader	1.00		1.00	
0740	Maintenance Assistant	0.00		2.00	
9300	Park Maintenance Assistant		4.00		1.00
	TOTAL CIVIC CENTER POSITIONS	2.00	4.00	4.00	1.00
	TOTAL NON GRANT POSITIONS	71.00	374.00	73.00	366.00
	GRANT POSITIONS				
	Workforce Innovation and Opportunity Act				
5110	Librarian	1.00		1.00	
9190	Library Assistant		1.00		1.00
	American Library Association/Google				
8000	Administrative Intern				3.00
9190	Library Assistant				2.00
9200	Library Clerk I				3.00
9290	Page				2.00
8410	Senior Tutor				7.00
8420	Tutor				4.00
	Institute of Museum and Library Services				
9200	Library Clerk I		1.00		1.00
9290	Library Page		12.00		12.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		1.00		1.00
	Library Service and Technology Act				
9190	Library Assistant				1.00
9200	Library Clerk I				2.00
9290	Page				11.00
8410	Senior Tutor				8.00
8420	Tutor				4.00
	Orange County Transportatino Authority				
9100	Community Center Aide		1.00		1.00
8160	Program Coordinator*		5.00		5.00
9400	Senior Program Leader		2.00		2.00
	TOTAL GRANT POSITIONS	1.00	24.00	1.00	71.00
	TOTAL ALL FUNDING SOURCES	72.00	398.00	74.00	437.00

* Authorized Position Unfunded -Zoo Operations Coordinator

** Upon vacancy, position converts to Assistant Librarian.

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM			
Library Adult Services	0111150			
Statement of Purpose				
<p><i>To provide a variety of timely materials, quality information and services that are useful and promote learning and enjoyment for adults in Santa Ana's ethnically diverse population.</i></p> <p>Adult Services serves patrons from high-school age through adulthood. They are assisted in choosing books, audiovisual and electronic materials, and in the use of library resources and services. This section evaluates library materials for purchase and for removal from the adult collections in accord with the collection development plan. Adult Services develops and implements programs to assist limited English speaking adults on improving their personal and working lives.</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * 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 and craft workshops. * 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. * Conducted author readings and presentations. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continue to host screenings of book-to-film movies/television programs to promote reading in adults and teens and continue to develop programs featuring authors of community interest. * 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. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
Materials Loaned	46,245	12,939	54,754	55,301
Materials Read in Library	51,598	35,793	34,772	35,119
Materials Added	71,391	6,342	4,806	4,854
Information Requests	19,694	20,010	20,592	20,797
Materials Removed	4,263	14,437	10,356	10,459
Class/Tour Visits and Attendance	0	2/100	3/60	5/150
New Library Cards Issued	4,739	3,922	4,308	4,351
Computer Workshops / Attendance Programs	77/1061	154/616	162/648	163/654
	-	10/2,080	16/2,346	20/2,416
Efficiency				
Cost per community contact in Adult Services	\$ 10.10	\$ 13.13	\$ 9.53	\$ 9.42
Effectiveness				
Library Cardholders Percentages of Total Population	32.6%	15.2%	31.0%	34.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Adult Services		0111150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	511,357	539,388	524,535	654,445
61020	Salaries Part-Time	56,164	55,980	57,825	38,180
61040	Salaries Overtime	6,234	8,461	4,816	9,455
61100	Retirement-Employer Contribution	103,452	124,917	146,433	156,105
61110	Part-Time Retirement	2,100	2,091	2,168	1,440
61120	Medicare Insurance	6,906	7,262	7,101	8,845
61130	Health Insurance	80,912	81,911	82,981	96,290
61170	Retiree Health Benefits	6,068	0	0	0
61180	Worker Compensation Insurance	7,015	7,132	11,091	15,765
	SUBTOTAL PERSONNEL	780,209	827,141	836,950	980,525
62010	Communications	5,836	6,720	7,474	7,620
62120	Training, Transportation, Meeting	1,428	250	444	500
62140	Membership, Subscription And Dues	8,933	8,539	6,683	9,000
62300	Contractual Services-Professional	94,964	264,436	270,230	292,415
62600	Parking Validation	0	100	13,835	14,700
	SUBTOTAL CONTRACTUAL	111,160	280,045	298,666	324,235
63001	Miscellaneous Operating Expenses	11,056	11,337	16,868	11,000
	SUBTOTAL COMMODITIES	11,056	11,337	16,868	11,000
65000	Building Rental	10,290	0	0	0
65100	Liability Charges	6,959	7,735	7,735	7,735
	SUBTOTAL FIXED CHARGES	17,249	7,735	7,735	7,735
66600	Books Records Video	92,596	101,385	99,890	55,065
	SUBTOTAL CAPITAL	92,596	101,385	99,890	55,065
	TOTAL	1,012,270	1,227,643	1,260,109	1,378,560
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
5110	Librarian	0.00		0.50	
5195	Library Operations Manager	1.00		1.00	
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	3.30		3.30	
5313	Youth Services Technician	0.50		0.00	
9190	Library Assistant		2.00		2.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		2.00		2.00
	TOTAL	5.80	5.00	5.80	5.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM			
Library Youth Services	0111160			
Statement of Purpose				
<i>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.</i>				
<p>Youth Services provides advisory, information and reference services for children, youth, parents, teachers and adults; technology & workshops for students & parents; story time and educational / cultural programming for families; school visits and library tours. These services are provided in coordination with Adult Services, the Santa Ana Unified School District, and other educational institutions & community agencies.</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Continued providing weekly story times for children 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/Día de los Libros 10th Annual Celebration event. * 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. * Increased 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 2018-19				
<ul style="list-style-type: none"> * Continue to provide varied educational programming to meet the needs of children and tweens, including frequent story times. * Expand educational programming to meet the needs of Tweens (4-8 grade students) through monthly programming. * Cooperate with Technology and Support to implement iStorytime at our Newhope Library Learning Center. * 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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
Youth Materials Loaned	242,878	202,138	255,022	257,572
Youth Electronic Content Loaned	N/A	1,578	1,590	1,606
Information requests	25,233	37,652	26,495	38,405
Preschool age programs/Attendance	52/1,869	52/1,662	55/1,962	56/1,982
School age programs/Attendance	221/11,450	237/8,828	232/12,023	244/12,143
Class Tours/School Visits & Attendance	41/1,232	27/922	43/1,294	44/1,310
Outreach Events/Attendance	17/504	9/369	18/529	18/534
New library cards issued	4,004	4,043	4,204	4,246
Youth Materials Added	12,376	7,313	12,995	13,124
Youth Electronic Content Added	N/A	234	250	253
Computer Users/Sessions	3,664/14,234	2,351/10,229	3,847/14,946	3,885/15,095
Students registered in Learning Center (tutoring)/Sessions	974/10,664	848/11,479	1,023/11,197	1,033/11,309
Parent Workshops	N/A	1/6	5/100	5/100
Efficiency				
Cost per community contact in Youth Services	\$2.19	\$2.90	\$2.44	\$2.32
Effectiveness				
Library Cardholders Percentages of Total Population	53.0%	51.0%	56.0%	52.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Youth Services		0111160			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	305,730	388,306	343,614	363,445
61020	Salaries Part-Time	79,471	85,355	225,088	246,045
61040	Salaries Overtime	427	5,200	4,506	9,455
61100	Retirement-Employer Contribution	68,943	87,505	90,128	111,605
61110	Part-Time Retirement	1,914	2,547	7,432	8,275
61120	Medicare Insurance	3,179	3,855	5,799	8,930
61130	Health Insurance	38,533	44,336	39,824	66,460
61170	Retiree Health Benefits	4,242	0	0	0
61180	Worker Compensation Insurance	3,172	3,803	9,257	18,385
	SUBTOTAL PERSONNEL	505,612	620,908	725,648	832,600
62010	Communications	4,574	5,518	6,463	6,420
62120	Training, Transportation, Meeting	932	2,565	1,729	500
62140	Membership, Subscription And Dues	1,438	1,278	1,406	1,500
62300	Contractual Services-Professional	13,102	25,780	20,962	21,160
62600	Parking Validation	0	2	19,759	19,860
	SUBTOTAL CONTRACTUAL	20,047	35,143	50,319	49,440
63001	Miscellaneous Operating Expenses	13,895	7,071	8,375	14,500
63300	Gas & Diesel	483	634	494	1,000
	SUBTOTAL COMMODITIES	14,379	7,705	8,869	15,500
65010	Rental City Equipment	2,712	2,796	2,796	2,795
65012	Accident Repair & Replacement Charge	180	180	180	85
65100	Liability Charges	3,548	3,940	3,940	3,940
	SUBTOTAL FIXED CHARGES	6,440	6,916	6,916	6,820
66600	Books Records Video	84,115	76,047	91,755	55,065
	SUBTOTAL CAPITAL	84,115	76,047	91,755	55,065
	TOTAL	630,593	746,719	883,507	959,425
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
5110	Librarian	0.00		1.00	
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	2.00		2.00	
5313	Youth Services Technician	2.00		1.00	
9190	Library Assistant		3.00		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		4.00		4.00
8420	Tutor		14.00		14.00
	TOTAL	5.00	24.00	5.00	24.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES	PROGRAM			
Library Young Adult Services	01111180			
Statement of Purpose				
<p><i>Young Adult provides Santa Ana teens and young adults a safe place to study and gather with friends, which also provides 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 2017-18				
<ul style="list-style-type: none"> * Managed and implemented the 6th 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. * Successfully applied for and received an LSTA grant of \$65,800 for Youth Know: Community Social Innovation Project that empowers 200+ youth to learn about and find community based solutions to homelessness, community sustainability, health and food insecurity via workshops, targeted volunteerism and paid interships. * Continued the Strategic Plan Youth Civic Engagement Initiative, which has thus far coordinated 35 events/activities for 5000+ participants. * Successfully applied for and received a Google and ALA funded Libraries Ready to Code grant of \$25,000 for Youth Know Computer Science for Civic Engagement Project which provides computer science, and computational thinking program for 200+ youth. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continue to seek out resources to fund programs that promote youth development, civic engagement, STEM learning and workforce skills development. * Continue to provide extensive educational and recreational programs for teens at all four sites. * Continue to expand the scope of operations of the Santa Ana History Room through grants and integration of youth into this programming. * Continue Seeds to Trees model of youth workforce development and expand to other professional areas. * Continue to develop Youth Civic Engagement interns. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
Teens Programs/Attendance	757/3,703	749/4902	1,000/2,800	1,300/3,000
Field Trips and Events/Attendance	48/6,245	166/13,096	55/7,000	100/10,000
Teen Zone Attendance	26,238	18,641	30,000	30,000
Buddy Programs/Attendance	1,163/3,795	968/4,258	1,100/6,000	1,200/6,500
Volunteer Services system-wide Volunteers/Hours	214/8,939	990/9,027	210/16,500	500/17,000
Teen Volunteer Returning	38	52	50	50
Santa Ana History Room Usage	15	300	100	500
Efficiency				
Cost per community contact in Young Adult Services	\$8.30	\$5.61	\$6.51	\$6.61
Effectiveness				
Library Cardholders Percentages of Total Population	40%	80.0%	45.0%	80.0%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Young Adult Services		0111180			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	182,853	179,851	166,919	300,830
61020	Salaries Part-Time	96,149	93,585	199,821	182,485
61040	Salaries Overtime	598	675	7,818	0
61100	Retirement-Employer Contribution	37,880	42,797	50,891	83,790
61110	Part-Time Retirement	3,346	3,230	7,244	6,540
61120	Medicare Insurance	3,993	3,904	5,361	6,915
61130	Health Insurance	23,094	30,966	29,979	67,335
61170	Retiree Health Benefits	3,100	0	0	0
61180	Worker Compensation Insurance	2,241	2,256	5,800	14,345
	SUBTOTAL PERSONNEL	353,253	357,265	473,833	662,240
62010	Communications	3,753	4,117	4,633	4,920
62120	Training, Transportation, Meeting	0	0	35	1,000
62140	Meeting, Subscription & Dues	0	530	429	0
62300	Contractual Services-Professional	11,297	18,358	7,644	8,660
62600	Parking Validation	0	282	29,580	30,060
	SUBTOTAL CONTRACTUAL	15,050	23,286	42,321	44,640
63001	Miscellaneous Operating Expenses	2,779	9,024	6,616	11,835
63300	Gas & Diesel	658	600	715	1,000
	SUBTOTAL COMMODITIES	3,437	9,624	7,331	12,835
65010	Rental City Equipment	2,712	2,796	2,796	2,795
65012	Accident Repair & Replacement Charge	180	180	180	85
	SUBTOTAL FIXED CHARGES	2,892	2,976	2,976	2,880
66600	Books Records Video	11,381	9,819	7,155	11,045
	SUBTOTAL CAPITAL	11,381	9,819	7,155	11,045
	TOTAL	386,014	402,970	533,616	733,640

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
5110	Librarian	0.00		0.50	
5115	Principal Librarian	1.00		1.00	
5109	Senior Librarian	1.00		1.00	
5313	Youth Services Technician	0.50		0.00	
5312	Youth Services Supervisor	1.00		1.00	
9190	Library Assistant		1.00		1.00
9200	Library Clerk I		3.00		3.00
9290	Library Page		5.00		5.00
8410	Senior Tutor		11.00		11.00
8420	Tutor		20.00		20.00
	TOTAL	3.50	40.00	3.50	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, Youth, and Young Adult 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 2017-18				
<ul style="list-style-type: none"> * Continued to provide training to patrons and staff on how to download digital content to their computer and mobile devices. * Continued to offer computer workshops at the Main Library and Garfield Community Center. * Created videos for Channel 3 and website. * Continued to increase the number of library cardholders by working with the SAUSD through the Library Card Pilot Program. * Continued to implement Wi-Fi hotspot initiative and mobile device check-out program. * Reviewed and evaluated additional online resources for the E-Library services. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Provide quarterly training session to staff on how to download digital content on computers and mobile devices. * Offer monthly training session to patrons on how to download digital content on computers and mobile devices. * Create 20 videos for Channel 3 and website. * Continue to increase the number of library cardholders by working with the SAUSD through the Library Card Program. * Continue to implement Wi-Fi hotspot program and evaluate its effectiveness. * Continue to review and evaluate additional online resources and evaluate current ones for effectiveness. * Offer weekly English computer classes in the Adult Computer Lab. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels - System wide				
Number of items in system	277,992	266,048	270,000	272,700
Number of registered patrons	134,780	134,011	135,673	137,030
Number of library visits by patrons to fixed facilities	539,322	469,279	481,308	486,121
Number of print materials loaned	271,817	224,374	259,218	261,810
Number of audio recordings loaned	3,687	3,096	3,257	3,290
Number of video/DVD recordings loaned	19,100	17,007	24,586	24,832
Public computer usage: users/sessions	4,682/32,839	4,117/29,155	4,251/33,435	4,293/33,769
Number of new items added to collection	29,548	11,015	15,000	15,150
Number of electronic books	18,404	108,762	168,762	170,449
Efficiency				
Overall library cost per loan	\$4.04	\$5.17	\$4.41	\$4.36
Effectiveness				
New books per capita	1:08	1:03	1:04	1:04
Total books per capita	2:83	2:79	2:80	2:81
Library card holders as % of Santa Ana residents	40%	40%	40%	41%

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Library Technology and Support Services		0111190			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 17-18
61000	Salaries Regular	627,777	660,518	671,773	696,620
61020	Salaries Part-Time	346,175	356,785	343,324	394,120
61040	Salaries Overtime	3,393	3,000	6,958	0
61100	Retirement-Employer Contribution	134,966	162,209	194,746	200,030
61110	Part-Time Retirement	12,271	12,585	12,104	13,975
61120	Medicare Insurance	13,155	13,557	13,735	14,575
61130	Health Insurance	135,904	137,479	142,732	147,265
61170	Retiree Health Benefits	9,993	0	0	0
61180	Worker Compensation Insurance	7,573	8,036	15,423	28,225
	SUBTOTAL PERSONNEL	1,291,208	1,354,170	1,400,795	1,494,810
62010	Communications	16,335	22,548	17,989	16,500
62120	Training, Transportation, Meeting	173	142	170	500
62140	Membership, Subscription And Dues	0	80	80	100
62300	Contractual Services-Professional	57,907	59,642	50,127	45,655
62600	Parking Validation	0	0	29,580	30,300
	SUBTOTAL CONTRACTUAL	74,415	82,412	97,946	93,055
63001	Miscellaneous Operating Expenses	48,830	56,681	45,395	50,140
	SUBTOTAL COMMODITIES	48,830	56,681	45,395	50,140
65100	Liability Charges	922	1,025	1,025	1,025
	SUBTOTAL FIXED CHARGES	922	1,025	1,025	1,025
66600	Books Records Video	36,712	36,698	38,879	45,825
	SUBTOTAL CAPITAL	36,712	36,698	38,879	45,825
	TOTAL	1,452,087	1,530,987	1,584,040	1,684,855

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	1.70		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		12.00		12.00
9210	Library Clerk II		1.00		1.00
9290	Library Page		9.00		9.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		8.00		8.00
	TOTAL	9.70	32.00	9.70	32.00

* Upon vacancy, position converts to Assistant Librarian

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		PROGRAM		
Management and Administrative Services		01113200		
Statement of Purpose				
<i>To provide management, administrative and fiscal support to Parks, Recreation and Community Services Agency</i>				
Accomplishments FY 2017-18				
<ul style="list-style-type: none"> * Assisted Recreation in implementing new site reservation and activity registration software * Assisted all divisions in the agency with issuing requests for proposals * Continued to provide administrative support to the agency in areas of accounts payable, payroll, project tracking, agreement management and budgeting * Coordinated the Agency's annual budget 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continued to provide administrative support to the agency in areas of accounts payable, payroll, project tracking, agreement management and budgeting * Coordinated the Agency's annual budget 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level Number of Requests for Proposals issued	7	12	15	10

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Administrative Services		01113200			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	792,400	840,600	804,262	1,045,470
61020	Salaries Part-Time	57,741	70,136	73,111	68,895
61040	Salaries Overtime	203	59	0	8,000
61100	Retirement-Employer Contribution	161,764	181,596	221,968	224,090
61110	Part-Time Retirement	1,981	2,742	2,772	2,585
61120	Medicare Insurance	8,805	9,454	8,911	9,130
61130	Health Insurance	90,208	94,363	105,813	106,590
61170	Retiree Health Benefits	2,644	0	0	0
61180	Worker Compensation Insurance	14,544	16,547	21,242	31,475
	SUBTOTAL PERSONNEL	1,130,290	1,215,497	1,238,079	1,496,235
62010	Communications	23,298	25,230	26,631	27,000
62120	Training, Transportation, Meeting	0	462	425	0
62140	Membership, Subscription And Dues	0	0	0	1,700
62251	Other Agency Services	8,617	7,460	0	0
62300	Contractual Services-Professional	111,316	107,995	90,592	97,955
62302	Contracted Vendor Personnel Services	400	300	0	1,200
62600	Parking Validation	0	27	10,555	10,640
62700	Auto Expense	6,000	3,000	6,000	6,000
	SUBTOTAL CONTRACTUAL	149,631	144,475	134,203	144,495
63001	Miscellaneous Operating Expenses	33,458	31,486	39,014	60,000
63300	Fuel	530	294	3,142	800
	SUBTOTAL COMMODITIES	33,989	31,779	42,156	60,800
65010	Rental City Equipment	5,076	5,184	5,184	5,185
65012	Accident Repair & Replacement Charge	192	192	192	170
65100	Liability Charges	52,142	57,935	57,935	57,935
65205	Internal Departments Personnel Charges	793	8,702	0	0
	SUBTOTAL FIXED CHARGES	58,203	72,013	63,311	63,290
69135	Payment to Subagent	0	3,250	0	0
	SUBTOTAL MISCELLANEOUS CHARGES	0	3,250	0	0
	TOTAL	1,372,112	1,467,015	1,477,749	1,764,820

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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				
<p><i>To maintain the Stadium for the public to use for various events.</i></p> <p>This program includes the operation and maintenance of structures, sports turf management, landscaping, and care of ancillary equipment.</p>				
Accomplishments FY 2017-18				
<p>* Provided restroom and locker room custodial maintenance for all large events and daily reservations.</p> <p>* Repaired and replaced sports lighting.</p>				
Action Plan for FY 2018-19				
<p>* Landscape-Grounds Agreement – Continue overseeing the landscape-grounds maintenance agreement at the Stadium.</p> <p>* Restroom Custodial Maintenance – Continue overseeing custodial agreement to provide 365 day custodial maintenance at the Stadium.</p> <p>* Market the Stadium to a large audience to increase the number of reservations and revenue for the Stadium.</p> <p>* Use the Stadium as part of the overall use for Fiestas Patrias 2018.</p>				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of Stadium reservations	611	741	650	741
# 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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Salaries Part-Time	34,826	37,592	36,304	37,110
61040	Salaries Overtime	2,486	2,669	2,006	0
61110	Part-Time Retirement	1,306	1,410	1,361	1,395
61120	Medicare Insurance	533	578	546	535
61180	Worker Compensation Insurance	4,775	5,125	5,245	5,830
	SUBTOTAL PERSONNEL	43,926	47,374	45,462	44,870
62000	Utilities	75,225	54,622	58,570	69,000
62010	Communications	1,715	8,941	9,006	9,100
62300	Contractual Services-Professional	200	539	0	0
62320	Maint. & Repair Buildings & Ground	79,215	78,108	128,140	91,000
	SUBTOTAL CONTRACTUAL	156,355	142,210	195,716	169,100
63001	Miscellaneous Operating Expenses	1,145	2,519	0	0
63200	Operating Mat. & Supplies Bldgs./Grnds.	7,605	8,806	14,358	13,500
63300	Fuel	71	42	0	110
	SUBTOTAL COMMODITIES	8,821	11,367	14,358	13,610
65010	Rental City Equipment	7,988	7,032	7,032	4,250
65011	Equipment Replacement Charges	860	2,064	2,064	2,065
65012	Accident Repair & Replacement Charge	504	504	504	170
65100	Liability Charges	13,196	14,660	14,660	14,660
	SUBTOTAL FIXED CHARGES	22,548	24,260	24,260	21,145
	TOTAL	231,651	225,210	279,796	248,725
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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				
<p><i>To instill passion for the natural world through education, recreation and conservation programs.</i></p> <p>As an urban oasis and family resource, the Zoo will provide dynamic presentations and responsible animal management.</p>				
Accomplishments FY 2017-18				
<ul style="list-style-type: none"> * Completed new Zoo Master Plan and Zoo Strategic Plan. * Continued design of Giant River Otter Habitat and Primate Trails. * Worked with Friends of Santa Ana Zoo (FOSAZ) on grants and marketing for the Zoo * Replaced the thatch roofing throughout the zoo with long-lasting artificial thatching. * Installed a laboratory building for raising a locally endangered amphibian, the Mountain Yellow-Legged Frog. * Renovated exhibit for blue-and-yellow macaw and colobus monkeys. * Transitioned animal care staff to electronic records-keeping system, Zoological Information Management System (ZIMS). 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Implemented recommendations of Strategic and Master Plans. * Work with Friends of Santa Ana Zoo (FOSAZ) on fundraising. * Finish design of the Giant River Otter Habitat and Primate Trails. * Continue to work towards reaccreditation by the Association of Zoos and Aquariums. * Work with Friends of Santa Ana Zoo (FOSAZ) to open the 50 Monkey Ferris Wheel. * Open interactive learning areas in the Crean Family Farm. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of special events	6	10	10	10
# of outreach programs	95	71	80	80
# of on-site programs	164	125	130	140
Total education programs	265	206	220	230
Effectiveness				
Attendance	250,156	241,857	260,000	260,000
Outreach program participation	3,100	1,844	2,000	2,000
On-site program participation	11,700	8,560	12,000	9,000
City volunteer hours	6,000	4,500	5,000	5,500

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Santa Ana Zoo at Prentice Park		01113220			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	696,278	655,543	695,342	688,235
61020	Salaries Part-Time	199,758	179,717	192,144	263,470
61040	Salaries Overtime	14,166	19,018	21,285	3,270
61100	Retirement-Employer Contribution	154,880	163,871	203,299	202,405
61110	Part-Time Retirement	6,546	5,777	5,949	8,905
61120	Medicare Insurance	11,832	10,968	11,725	12,245
61130	Health Insurance	120,777	115,370	118,167	120,440
61170	Retiree Health Benefits	8,699	0	0	0
61180	Worker Compensation Insurance	81,078	73,082	87,946	102,555
	SUBTOTAL PERSONNEL	1,294,013	1,223,346	1,335,857	1,401,525
62000	Utilities	129,006	124,889	144,030	144,600
62010	Communications	19,384	29,273	31,685	32,100
62120	Training, Transportation, Meeting	1,487	0	1,957	1,500
62140	Membership, Subscription and Dues	15,899	19,586	1,977	7,800
62251	Other Agency Services	591	601	304	0
62300	Contractual Services-Professional	205,774	223,457	472,376	361,000
62320	Maintenance & Repair Buildings & Ground	120,443	97,073	0	0
	SUBTOTAL CONTRACTUALS	492,584	494,877	652,329	547,000
63001	Miscellaneous Operating Expenses	74,872	90,714	99,225	88,300
63300	Gas & Diesel	746	500	500	500
63400	Animal Food & Supplies	69,231	65,707	71,370	73,385
	SUBTOTAL COMMODITIES	144,849	156,920	171,095	162,185
65010	Rental City Equipment	16,528	17,064	14,976	14,975
65011	Equipment Replacement Charges	1,720	4,128	4,128	4,130
65012	Accident Repair & Replacement Charge	1,116	996	996	420
65100	Liability Charges	44,548	49,500	49,500	49,500
	SUBTOTAL FIXED CHARGES	63,912	71,688	69,600	69,025
	TOTAL	1,995,359	1,946,831	2,228,881	2,179,735
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
9770	Administrative Aide	0.00		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	12.00	19.00

*Authorized Position Unfunded -Zoo Operations Coordinator

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 2017-18				
<ul style="list-style-type: none"> * Developed Dads University Partnership to introduce dads and their daughters to cultural history of Santiago Park and to highlight the the park as an open natural space to enjoy as a family. * The nature center is now recognized as an important educational resource by elementary and high schools to educate students about watersheds, plant communities and to highlight center programming and volunteer opportunities. * 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 educational classes and programs for seniors at both senior centers. The following programs were added at SASC: Outdoor Activities Club, Spanish Literacy Class, Culinary Arts Club, and Seniors International Day Celebration. * Developed and implemented educational workshops at all Community Gardens. * Developed and implemented expansion of Youth Sports program. * Developed and implemented the After School Adventures program. * Hosted ground breaking event for Roosevelt/Walker Community Center and Park. * Hosted ground breaking event for Pacific Electric Park. * Received and Implement a California Parks Recreation Services, Healthy Play Grant funded playground at Chepa's Park. * Received and Implemented a Healthy Out of School Time Grant program. * Hired a Full Time Recreation Leader for the Wellness Education Program. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Develop a speaker series to educate the public on wildlife and other topics that focus on flora and fauna of SoCal. * Analyze data collected from 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. * Continue to develop educational classes and programs for seniors at both senior centers. * Expand collaboration between Youth Sports Program and Professional Sports Organizations. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
* Number of youth served in summer programs	37,100	37,000	38,000	38,000
* Number youth served in Recreational Classes	13,250	13,000	13,250	13,000
* Number of Soccer Field Reservations	6,250	N/A	5,800	5,900
* Number of Ball Diamond Reservations	5,639	N/A	4,700	4,800
* Number of Recreational Class Sessions	710	710	725	725
* Number of Recreational Class Participants	18,360	17,710	18,360	18,000
Performance measures for Nature Center				
* Number of Self Guided Tours	800	450	1,100	500
* Number of Educational Tours	635	528	1,200	550
* Number of Nature Camps	42	70	130	90
* Number of Center Park Volunteers	378	293	600	400
* Number of Teen Leadership Program	9	10	15	15
* Number of Restoration Projects	5	5	20	10
* Number of Center Visitors	1,311	1,580	2,500	2,000
Performance measures various programs				
* Number of youth served in Youth Sports Program	1,200	1,118	1,300	1,200
* Number served in Wellness Program	400	827	450	950
* Number served in After School Program	159	160	165	180

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Recreation		01113230			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	930,825	1,010,732	1,087,323	1,162,035
61020	Salaries Part-Time	1,432,064	1,499,528	1,638,625	2,026,850
61040	Salaries Overtime	11,675	22,920	45,417	23,305
61100	Retirement-Employer Contribution	243,694	302,440	369,401	402,138
61110	Part-Time Retirement	45,726	47,253	60,127	65,810
61120	Medicare Insurance	34,330	36,277	39,303	44,955
61130	Health Insurance	178,256	195,438	215,538	242,090
61170	Retiree Health Benefits	10,028	0	0	0
61180	Worker Compensation Insurance	109,256	85,185	107,596	169,145
	SUBTOTAL PERSONNEL	2,995,854	3,199,774	3,563,330	4,136,328
62010	Communications	115,485	197,044	161,087	159,720
62120	Training, Transportation, Meeting	530	1,419	3,923	3,530
62140	Membership, Subscription and Dues	90	4,030	3,765	1,760
62300	Contractual Services-Professional	800,269	840,276	675,131	713,130
62301	Contract Services-Construction	0	146	0	0
62302	Contracted Vendor Personnel Services	1,680	1,760	0	0
62320	Maintenance & Repair Buildings & Ground	184	0	0	0
62600	Parking Validation	0	30	13,359	11,340
	SUBTOTAL CONTRACTUAL	918,238	1,044,704	857,265	889,480
63001	Miscellaneous Operating Expenses	160,445	201,431	185,409	196,030
63300	Gas & Diesel	14,962	13,239	20,618	33,870
	SUBTOTAL COMMODITIES	175,407	214,670	206,027	229,900
65010	Rental City Equipment	44,782	59,880	55,560	75,395
65011	Equipment Replacement Charges	15,590	13,824	17,340	17,340
65012	Accident Repair & Replacement Charge	2,994	2,688	3,000	1,505
65100	Liability Charges	121,475	134,970	134,970	134,970
	SUBTOTAL FIXED CHARGES	184,841	211,362	210,870	229,210
66400	Machinery & Equipment	0	61,638	0	0
	SUBTOTAL CAPITAL	0	61,638	0	0
67200	Capital Lease	0	0	6,289	7,000
	SUBTOTAL DEBT SERVICES	0	0	6,289	7,000
68000	Transfer to Fund 052	0	6,759	0	0
	SUBTOTAL INTERFUND TRANSFERS	0	6,759	0	0
	TOTAL	4,274,339	4,738,906	4,843,781	5,491,918

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	5.00		4.00	
5330	Recreation Program Coordinator	1.00		1.00	
9770	Administrative Aide		2.00		2.00
9100	Community Center Aide		18.00		18.00
9690	Computer Technician		1.00		1.00
9230	Maintenance Attendant		20.00		20.00
8160	Program Coordinator		17.00		17.00
9360	Program Leader II		58.00		52.00
2776	Recreation Facility Attendant		29.00		29.00
8100	Senior Administrative Intern		1.00		1.00
9070	Senior Clerical Aide		15.00		15.00
9400	Senior Program Leader		13.00		13.00
9430	Special Events Leader I		3.00		3.00
9440	Special Events Leader II		1.00		1.00
	TOTAL	14.00	178.00	13.00	172.00

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		PROGRAM		
Park Ranger Program		01113240		
Statement of Purpose				
<i>To continually improve the level of safety at parks by proactively communicating with park customers and continuously enforcing park rules.</i>				
Accomplishments FY 2017-18				
* Section was transferred to the Police Department during fiscal year 2014-2015.				
Action Plan for FY 2018-19				
* Section was transferred to the Police Department during fiscal year 2014-2015.				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level # of patrol service hours provided per year	N/A	N/A	N/A	N/A
Efficiency # of calls for service responded to	N/A	N/A	N/A	N/A
Effectiveness # of warnings issued	N/A	N/A	N/A	N/A
# of citations issued	N/A	N/A	N/A	N/A
# of arrests	N/A	N/A	N/A	N/A
# of field interviews conducted	N/A	N/A	N/A	N/A
# of citizen assists	N/A	N/A	N/A	N/A
# of police and fire assists	N/A	N/A	N/A	N/A
# of reservation checks	N/A	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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Salaries Part-Time	19,481	0	0	0
61040	Salaries Overtime	0	0	0	0
61100	Retirement-Employer Contribution	5,555	0	0	0
61110	Part-Time Retirement	0	0	0	0
61120	Medicare Insurance	282	0	0	0
61180	Worker Compensation Insurance	577	0	0	0
	SUBTOTAL PERSONNEL	25,895	0	0	0
62010	Communications	216	0	0	0
62300	Contractual Services-Professional	20,439	0	0	0
	SUBTOTAL CONTRACTUAL	20,654	0	0	0
63001	Miscellaneous Operating Expenses	0	0	0	0
63300	Gas & Diesel	2,506	0	0	0
	SUBTOTAL COMMODITIES	2,506	0	0	0
65010	Rental City Equipment	5,160	0	0	0
65012	Accident Repairs & Replacement	480	0	0	0
	SUBTOTAL FIXED CHARGES	5,640	0	0	0
	TOTAL	54,695	0	0	0
	<i>Note: Transferred to the Police Department during FY 14-15.</i>				
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 maintaining these areas for the public to use</i></p> <p>The Parks Services section maintains 44 parks. The section also manages the landscape agreement for bikeways/trails as well as special facilities, such as city parking lots, City corporate yard, and the Santa Ana Zoo.</p>				
Accomplishments FY 2017-2018				
<p>* Added new facilities to the landscape maintenance and custodial schedule (Pacific Electric Park and Roosevelt/Walker Community Center.)</p> <p>* Continued to perform a wide variety and volume of deferred maintenance repairs using both in-house and outside maintenance contactors.</p>				
Action Plan for FY 2018-19				
<p>* Continue to perform a wide variety and volume of deferred maintenance repairs using both in-house and outside maintenance contactors.</p> <p>* Landscape-Grounds Agreement –Continue overseeing landscape-grounds maintenance agreement in Districts 1-4, and the Santa Ana Zoo at Prentice Park.</p> <p>* Park Restroom Custodial Agreement – Continue overseeing maintenance contracts to improve custodial maintenance in our park restrooms.</p>				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
Number of Parks maintained	42	43	44	45
Number of days providing landscape maintenance	365	365	365	365
Number of days providing custodial maintenance	365	365	365	365

GENERAL FUND

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNTING UNIT			
Park Services		01113250			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	338,034	361,053	371,641	393,940
61020	Salaries Part-Time	179,567	208,618	176,323	179,950
61040	Salaries Overtime	21,502	26,968	25,170	10,275
61100	Retirement-Employer Contribution	66,784	80,555	99,125	100,305
61110	Part-Time Retirement	6,734	7,179	6,511	6,750
61120	Medicare Insurance	7,637	8,413	8,070	6,225
61130	Health Insurance	78,623	74,241	66,511	68,015
61170	Retiree Health Benefits	3,399	0	0	0
61180	Worker Compensation Insurance	56,553	60,657	62,559	69,500
	SUBTOTAL PERSONNEL	758,833	827,683	815,910	834,960
62000	Utilities	1,268,069	1,286,312	1,402,207	1,344,400
62010	Communications	36,976	25,082	25,686	27,000
62120	Training, Transportation, Meeting	420	676	425	1,195
62251	Other Agency Services	43,686	46,163	69,803	69,805
62300	Contractual Services-Professional	3,057	7,026	0	0
62320	Maint. & Repair Buildings & Ground	2,367,343	2,111,766	2,256,275	1,985,235
62322	Maint. & Repair Machinery & Equipment	0	191	0	0
	SUBTOTAL CONTRACTUAL	3,719,550	3,477,216	3,754,396	3,427,635
63001	Miscellaneous Operating Expenses	18,504	12,611	0	0
63200	Operating Materials & Supplies Buildings/Grounds	164,537	205,037	257,084	190,260
63300	Gas & Diesel	22,698	21,167	21,373	27,100
	SUBTOTAL COMMODITIES	205,739	238,815	278,457	217,360
65010	Rental City Equipment	109,126	114,120	111,462	112,645
65011	Equipment Replacement Charges	19,536	18,852	21,813	23,795
65012	Accident Repair & Replacement Charge	3,228	3,228	3,228	1,765
65020	City Yard Rental	98,867	104,640	104,640	104,640
65100	Liability Charges	185,126	205,695	205,695	205,695
	SUBTOTAL FIXED CHARGES	415,883	446,535	446,838	448,540
66400	Machinery & Equipment	0	9,946	0	0
	SUBTOTAL CAPITAL	0	9,946	0	0
67003	Loan Payment-On Bill Financing	0	1,535	17,348	18,425
	SUBTOTAL DEBT SERVICES	0	1,535	17,348	18,425
	TOTAL	5,100,005	5,001,729	5,312,949	4,946,920

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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				
<p><i>To improve the quality of life for those who visit and utilize the City's libraries and public recreational facilities by maintaining these facility for the public to use.</i></p> <p>The Parks Services section is responsible for the maintenance of buildings throughout the park system which includes 15 facilities, two senior centers, the Lawn Bowling Clubhouse, Fisher and Santiago cabins and two libraries.</p>				
Accomplishments FY 2017-2018				
<p>* Partnered with Finance and Management Services, Building Maintenance Division to maintain quality recreational facilities for the community.</p>				
Action Plan for FY 2018-19				
<p>* Continue to communicate closely with Finance and Management Services, Building Maintenance Division to ensure proper maintenance of city facilities.</p>				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of senior centers maintained	2	2	2	2
# of facilities maintained	17	17	17	18
# 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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	295,983	285,209	328,859	356,955
61020	Salaries Part-Time	57,992	54,766	69,904	77,510
61040	Salaries Overtime	844	1,070	999	0
61100	Retirement-Employer Contribution	65,909	73,127	99,524	109,990
61110	Part-Time Retirement	1,326	1,987	2,617	1,545
61120	Medicare Insurance	5,289	4,997	5,812	6,070
61130	Health Insurance	39,022	54,147	71,734	83,045
61170	Retiree Health Benefits	5,778	0	0	0
61180	Worker Compensation Insurance	43,117	42,183	50,558	59,750
	SUBTOTAL PERSONNEL	515,259	517,486	630,007	694,865
62300	Contractual Services-Professional	3,764	8,097	0	0
62320	Maintenance & Repair Buildings & Ground	81,366	81,352	81,238	369,240
	SUBTOTAL CONTRACTUAL	85,131	89,448	81,238	369,240
63001	Miscellaneous Operating Expenses	8,501	4,210	0	0
63200	Operating Mat. & Supplies Bldgs./Grounds	24,062	38,170	18,455	34,250
63300	Gas & Diesel	5,505	7,976	10,700	13,300
	SUBTOTAL COMMODITIES	38,068	50,357	29,155	47,550
65000	Building Rental	593,055	620,110	629,615	629,615
65010	Rental City Equipment	41,532	42,804	42,804	42,805
65012	Accident Repair & Replacement Charge	1,080	1,080	1,080	505
	SUBTOTAL FIXED CHARGES	635,667	663,994	673,499	672,925
	TOTAL	1,274,124	1,321,285	1,413,899	1,784,580

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
1114400 Office of the Chief of Police	1,721,228	1,993,968	1,423,326	1,800,788
1114401 Fiscal & Budget	735,918	871,399	904,126	971,229
1114402 Human Resources	585,263	471,841	621,647	762,148
1114403 Building & Facility	3,529,772	3,615,279	3,346,728	3,330,455
1114404 Backgrounds	964,433	889,783	972,742	1,002,821
1114405 Traffic	7,109,099	7,049,637	7,012,466	7,083,291
1114410 Training Services	1,533,167	1,817,216	2,037,464	2,445,510
1114415 Professional Standards	1,150,244	1,209,366	1,169,111	1,302,829
1114420 Field Operations	41,800,643	49,878,727	53,167,869	54,530,347
1114425 Information Services	1,125,116	1,112,840	1,453,104	1,601,535
1114430 Animal Services	1,491,551	2,272,099	2,325,850	2,342,890
1114435 Criminal Investigations	7,207,535	6,806,940	6,358,444	7,098,974
1114440 Crimes Against Persons	6,527,665	7,482,057	7,588,571	7,298,968
1114445 Special Investigations	3,527,534	4,115,861	3,727,465	3,476,662
1114448 Evidence	634,100	845,702	835,296	932,967
1114450 CDC	1,256,220	1,217,596	1,036,879	1,370,758
1114455 Forensic Services	2,325,433	2,331,697	2,327,692	2,402,449
1114460 Records Services	1,573,656	1,572,706	1,700,079	2,039,109
1114465 Communications	4,570,800	5,250,075	6,118,732	7,522,958
1114470 Vice	4,639	0	31,604	18,280
1114475 Jail Operations	15,889,108	16,366,744	15,887,048	19,096,209
1114480 Regional Narcotic Suppression Program	1,994,746	2,111,147	1,521,594	1,573,606
1114485 Homeland Security & Emergency Management	153,516	244,288	260,408	254,223
1114490 Tobacco Retail License Program	180,819	174,855	185,539	223,528
TOTAL**	<u>107,592,207</u>	<u>119,701,823</u>	<u>122,013,784</u>	<u>130,482,534</u>
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000 Personnel	88,706,767	98,346,097	100,553,559	107,749,633
62000 Contractual	10,401,841	11,640,244	11,834,124	12,655,450
63000 Commodities	2,060,062	1,918,279	1,351,351	2,116,734
65000 Fixed Charges	6,364,908	7,160,502	7,080,428	7,204,343
66000 Capital	53,367	86,853	(280)	0
67000 Debt Service	0	0	1,189,347	751,147
68000 Transfers	5,262	549,848	5,255	5,227
TOTAL**	<u>107,592,207</u>	<u>119,701,823</u>	<u>122,013,784</u>	<u>130,482,534</u>
Job Code AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
	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*	309.00		310.00	
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	
120 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	
*Authorized Position(s) Unfunded_Police Officer 36 (see note page 2-58)				
** Additional Resources for Cannabis Enforcement included in the Cannabis Program Budget				

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

POLICE DEPARTMENT

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	4.00		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 Services Supervisor	1.00		2.00	
7600	Firearms Examiner*	2.00		2.00	
3980	Forensic Specialist II	2.00		2.00	
3970	Forensic Specialist I*	10.00		9.00	
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		35.00	
7660	Communications Services Officer	9.00		0.00	
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	8.00		9.00	
1970	Correctional Manager	0.00		1.00	
310	Correctional Officer	62.00		71.00	
7628	Lead Correctional Records Specialist	4.00		4.00	
7650	Senior Correctional Records Specialist	8.00		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		5.00	
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		0.00	
140i	Executive Secretary to The Police Chief	0.00		1.00	
7330	Senior Office Assistant*	13.00		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*	1.00		1.00	
1250	Personnel Technician	1.00		1.00	
6170	Background Investigator	0.00		2.00	
3600	PAAL Assist. Director	1.00		1.00	
	TOTAL GENERAL FUND	<u>604.50</u>	<u>0.00</u>	<u>621.50</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	
	TOTAL SPECIAL REVENUE FUND	<u>11.00</u>	<u>0.00</u>	<u>11.00</u>	<u>0.00</u>
	TOTAL NON-GRANT POSITIONS	<u>615.50</u>	<u>0.00</u>	<u>632.50</u>	<u>0.00</u>
	GRANT FUNDED POSITIONS				
3300	Police Sergeant UASI	1.00		1.00	
3200	Police Officer - UASI	2.00		1.00	
	TOTAL GRANT FUNDED POSITIONS	<u>3.00</u>	<u>0.00</u>	<u>2.00</u>	<u>0.00</u>
	TOTAL ALL FUNDING SOURCES	<u>618.50</u>	<u>0.00</u>	<u>634.50</u>	<u>0.00</u>
*Authorized Position(s) Unfunded (50)					
Animal Service Officer II (1)					
Firearms Examiner (1)					
Forensic Specialist I (2)					
Police Evidence & Supply Specialist (2)					
Police Officer (36)					
Sr. Management Analyst (1)					
Sr. Office Assistant (3)					
Sr. Police Records Specialist (4)					
**Note: Four Police Officers and three Parking Control Officers budgeted in Fund 27.					
Total Department Full-Time Positions = 634.5					

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Office of the Chief of Police	01114400
Statement of Purpose	
<i>To provide leadership and direction that will ensure a safe and secure community at all levels</i>	
<u>SERVICE PROGRAM</u>	
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	988,404	1,162,361	736,506	1,071,129
61020	Salaries Part-time	6,563	10,886	7,947	10,928
61040	Salaries Overtime	6,869	38,204	36,351	12,500
61100	Retirement - Employer Contribution	329,747	362,114	122,632	198,211
61110	Part-Time Retirement	246	403	298	410
61120	Medicare Insurance	12,386	15,187	8,702	14,985
61130	Health Insurance	96,022	93,083	72,263	110,283
61170	Retiree Health Benefits	2,276	1,870	0	9,810
61180	Workers Compensation Insurance	65,400	81,419	49,703	86,027
	SUBTOTAL PERSONNEL	1,507,911	1,765,527	1,034,402	1,514,281
62120	Training, Transportation, Meeting	15,761	26,825	3,813	16,740
62140	Memberships, Subscriptions, and Dues	99,800	98,629	201,350	103,000
62300	Contract Services - Professional	71,880	82,536	158,934	145,316
62600	Parking Validations	9,340	7,105	6,278	7,500
	SUBTOTAL CONTRACTUAL	196,780	215,095	370,375	272,556
63001	Miscellaneous Operating Expenses	12,332	11,599	15,915	10,000
63300	Gas & Diesel	4,205	1,747	2,634	3,951
	SUBTOTAL COMMODITIES	16,537	13,346	18,549	13,951
68000	Transfer to Fund 052	0	0	0	0
	SUBTOTAL TRANSFERS	0	0	0	0
	TOTAL EXPENDITURES	1,721,228	1,993,968	1,423,326	1,800,788

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3390	Police Chief	1.00		1.00	
3360	Police Captain	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	
7270	Secretary	1.00		0.00	
000140i	Executive Secretary to The Police Chief	0.00		1.00	
1620	Assistant City Atty.	0.50		0.50	
	TOTAL	5.50	0.00	6.50	0.00

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Fiscal & Budget Office	01114401
Statement of Purpose	
<i>To provide the highest quality of customer service in all budgetary and fiscal related matters</i>	
<u>SERVICE PROGRAM</u>	
Budget	
<ul style="list-style-type: none">* 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	
<ul style="list-style-type: none">* Coordinate purchase and service requests from department personnel* Provide training regarding City Purchasing Ordinance and procedures	
Accounts Payable	
<ul style="list-style-type: none">* 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	
<ul style="list-style-type: none">* Prepare Treasury deposits using INovah* Enter requests into Miscellaneous Accounts Receivable (MAR) system to generate invoices to outside agencies	
Travel/Training	
<ul style="list-style-type: none">* 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	
<ul style="list-style-type: none">* 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	
<ul style="list-style-type: none">* 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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	486,628	557,263	562,760	529,676
61020	Salaries Part-time	36,793	27,185	20,289	41,054
61040	Salaries Overtime	2,483	12,295	9,311	5,000
61100	Retirement - Employer Contribution	104,360	140,728	171,425	209,662
61110	Part-Time Retirement	714	532	0	1,540
61120	Medicare Insurance	7,627	8,575	8,441	10,415
61130	Health Insurance	80,209	110,967	112,688	140,709
61170	Retiree Health Benefits	5,577	0	0	4,667
61180	Workers Compensation Insurance	5,040	5,700	8,416	20,722
	SUBTOTAL PERSONNEL	<u>729,432</u>	<u>863,246</u>	<u>893,330</u>	<u>963,444</u>
62120	Training, Transportation, Meeting	482	714	205	665
62300	Contract Services - Professional	308	1,820	137	2,000
	SUBTOTAL CONTRACTUAL	<u>790</u>	<u>2,534</u>	<u>342</u>	<u>2,665</u>
63001	Miscellaneous Operating Expenses	5,696	5,619	10,455	5,120
	SUBTOTAL COMMODITIES	<u>5,696</u>	<u>5,619</u>	<u>10,455</u>	<u>5,120</u>
	TOTAL EXPENDITURES	<u><u>735,918</u></u>	<u><u>871,399</u></u>	<u><u>904,126</u></u>	<u><u>971,229</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	1.00		1.00	
7280	Senior Accounting Assistant	1.00		1.00	
7010	Accounting Assistant	4.00		4.00	
9041	Account Clerk I		2.00		1.00
	TOTAL	<u>8.00</u>	<u>2.00</u>	<u>8.00</u>	<u>1.00</u>
* <i>Unfunded Position(s)</i> -Senior Management Analyst					

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Human Resources		01114402		
Statement of Purpose				
<p><i>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</i></p>				
Accomplishments in FY 2016-17 and FY 17-18				
<ul style="list-style-type: none"> * Hired 42 Police Recruits * Hired 28 Police Officers - Lateral * Hired 1 Police Officers (Academy Graduates) * Hired 5 Police Services Dispatchers * Hired 9 Correctional Officers * Hired 1 Police Administrative Manager * Hired 2 Police Service Officers * Hired 3 Police Investigative Specialists * Hired 2 Systems Administrators * Hired 3 Animal Service Officers I/II * Hired 1 Forensic Specialist II * Hired 3 Senior Office Assistants * Hired 3 Accounting Assistants * Hired 3 Communications Services Officers * Hired 1 Senior Personnel Analyst * Hired 5 Senior Police Records Specialist * Hired 1 Police Systems Support Analyst * Hired 1 Police Personnel Services Specialist * Hired 19 Part Time Staff Members *Hired 2 Lead Police Records Specialists <ul style="list-style-type: none"> *Completed Police Lieutenant (Commander) Recruitment *Promoted 2 Sergeants *Completed 2 Police Sergeant Recruitment *Promoted 18 Corporals *Completed 2 Police Corporal Recruitment *Promoted 24 Police Officers *Completed Communications Manager Recruitment *Completed Correctional Manager Recruitment *Completed 5 non-sworn promotional recruitments *Implemented continuous recruitment process for: <ul style="list-style-type: none"> *Police Recruit *Park Ranger *Police Services Dispatcher *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 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * 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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of applications received (sworn & civilian)	7,317	4,987	7,600	7,000
# of applicants tests	2,284	1,538	2,500	2,500
# of applicants sworn	2,924	2,577	3,200	4,000
# of applicants civilian	4,393	2,410	4,300	3,000

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Human Resources		01114402			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	234,956	184,937	250,974	342,915
61020	Salaries Part-time	87,203	93,144	116,203	100,126
61040	Salaries Overtime	2,388	6,069	41,255	4,000
61100	Retirement - Employer Contribution	52,486	52,892	88,073	113,459
61110	Part-Time Retirement	1,562	1,644	2,590	3,755
61120	Medicare Insurance	4,600	3,995	5,266	6,424
61130	Health Insurance	41,976	40,214	58,361	80,524
61170	Retiree Health Benefits	950	0	0	0
61180	Workers Compensation Insurance	3,136	2,701	5,364	12,971
	SUBTOTAL PERSONNEL	429,258	385,595	568,087	664,174
62120	Training, Transportation, Meeting	5,153	5,911	5,426	6,750
62130	Tuition Reimbursement	4,994	1,656	5,051	10,000
62140	Membership, Subscription, Dues	0	0	0	3,000
62200	Advertising	1,352	3,972	900	6,900
62300	Contract Services - Professional	109,647	66,420	38,368	53,000
	SUBTOTAL CONTRACTUAL	121,145	77,959	49,745	79,650
63001	Miscellaneous Operating Expenses	17,041	8,287	3,815	15,000
63300	Gas & Diesel	862	0	0	0
	SUBTOTAL COMMODITIES	17,904	8,287	3,815	15,000
65010	Rental City Equipment	15,372	0	0	2,412
65012	Accident Repair & Replacement Charges	1,584	0	0	912
	SUBTOTAL FIXED CHARGES	16,956	0	0	3,324
	TOTAL EXPENDITURES	585,263	471,841	621,647	762,148
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	1.00		1.00	
7270	Secretary		1.00		1.00
9770	Administrative Aide				1.00
9070	Senior Clerical Aide		2.00		
	TOTAL	4.00	3.00	4.00	2.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Building & Facility		01114403		
Statement of Purpose				
<i>To provide necessary services to properly maintain the 500,000 sq. ft. Police Building in a professional manner</i>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Completed the South Gate project * Upgraded 2 water softener heads * Modified five main water pressure regulator valves-PRV to control our water supply pressure * Rebuilt to compliance 3 OS&Y- Fire connections at PD North gate, PD South gate and Jail entrance * Rebuilt/connected Jail tunnel sump drain pipe with OC Jail * Completed Jail main hot water return loops on 1st and 3rd floors * Coimpleted in-house LED upgrades for Jail MOD and Rec Yard and PD parking lot * Completed corrections to comply with State Water Board * Completed corrections to comply with State on all 11 elevators * Completed corrections to comply with OC Heath on Underground storage tanks-UST and Jail Kitchen * Obtained final sign off with OC Fire Authority on PD Fire Alarm upgrade project * PD Building Maintenance assumed responsibility for PD Fire Alarm system * Completed improvements on Central plant. Two boilers passed AQMD. Chillers are on going. * Added portable back up AC for Data Center * Designed and installed backboards for body-worn camera equipment * Retrofit Jail and PD Fire MIG and UPS 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Install new Evidence Freezer/Refrigerator combo * Retrofit the PD atrium wood panels * Continue to streamline work orders, requisitions, and invoices in a timely manner * In-house LED upgrade PD parking lot and Jail * Improvements on Central plant: Chillers and water pumps * Jail Laundry dryer exhaust system and new washers * Jail air handler units and tunnel vents improvement * PD North gate operators and Jail gates operators * Retrofit fit Jail and PD Fire MIG and UPS * Work with ACCO on HVAC 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of building maintenance work orders generated	2,626	3,753	3,753	3,753
# of PD generated work orders	973	1,501	1,501	1,501
# of Jail generated work orders	1,653	2,252	2,252	2,252
Efficiency				
Average time spent on each work order (hrs.)	1	1	1	1
% of work order repairs started within same day	68%	70%	70%	70%
within 1-2 days	10%	10%	10%	10%
within 4+ days	22%	20%	20%	20%
Effectiveness				
# of training hours per staff member	48	48	48	48
% of repairs completed same day	88%	85%	85%	85%
within 1-2 days	1%	5%	5%	5%
within 4+ days-Pending on parts	11%	10%	10%	10%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Building & Facility		01114403			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	(300)	0	0	0
61020	Salaries Part-time	388	0	0	0
61040	Salaries Overtime	0	3,253	0	0
61100	Retirement - Employer Contribution	615	0	0	0
61110	Part-Time Retirement	15	0	0	0
61120	Medicare Insurance	22	0	0	0
61180	Workers Compensation Insurance	37	0	0	0
	SUBTOTAL PERSONNEL	<u>776</u>	<u>3,253</u>	<u>0</u>	<u>0</u>
62000	Utilities	891,238	772,612	805,291	804,900
62010	Communications	801,879	882,356	875,081	710,000
62120	Training, Transportation, Meeting	1,200	357	0	0
62300	Contract Services - Professional	1,184,825	1,238,298	921,725	1,027,734
	SUBTOTAL CONTRACTUAL	<u>2,879,141</u>	<u>2,893,622</u>	<u>2,602,097</u>	<u>2,542,634</u>
63001	Miscellaneous Operating Expenses	118,873	115,584	66,810	110,000
63200	Operating M&S Buildings/Grounds	0	0	0	0
	SUBTOTAL COMMODITIES	<u>118,873</u>	<u>115,584</u>	<u>66,810</u>	<u>110,000</u>
65000	Building Rental	527,245	602,534	677,821	677,821
65205	Internal Departments Personnel Charges	3,737	286	0	0
	SUBTOTAL FIXED CHARGES	<u>530,982</u>	<u>602,820</u>	<u>677,821</u>	<u>677,821</u>
	TOTAL EXPENDITURES	<u><u>3,529,772</u></u>	<u><u>3,615,279</u></u>	<u><u>3,346,728</u></u>	<u><u>3,330,455</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 2016-17 and FY 2017-18				
<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 2018-19				
<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 15-16	FY 16-17	FY 17-18	FY 18-19
* Written Exams	27	20	25	25
* Orientations	21	25	20	25
* Background Packets Reviewed	547	900	500	600
* Employees Hired	88	60	80	70

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Backgrounds		01114404			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	567,584	457,772	520,434	659,555
61020	Salaries Part-time	41,108	93,872	88,973	16,555
61040	Salaries Overtime	20,962	8,037	49,933	5,000
61100	Retirement - Employer Contribution	174,488	159,651	95,309	122,113
61110	Part-Time Retirement	1,542	3,520	3,337	621
61120	Medicare Insurance	9,769	8,465	9,567	9,788
61130	Health Insurance	90,505	76,994	83,805	99,280
61170	Retiree Health Benefits	3,707	3,067	0	4,947
61180	Workers Compensation Insurance	38,117	32,397	40,732	51,441
	SUBTOTAL PERSONNEL	947,781	843,775	892,089	969,300
62120	Training, Transportation, Meeting	52	8,386	0	3,750
62122	Travel for Investigation	4,990	1,170	13,304	9,200
62140	Membership, Subscription, Dues	0	1,360	0	0
62300	Contract Services - Professional	9,298	24,432	62,819	17,550
	SUBTOTAL CONTRACTUAL	14,340	35,347	76,123	30,500
63001	Miscellaneous Operating Expenses	205	1,153	186	1,000
63300	Gas & Diesel	2,106	2,723	1,212	2,021
	SUBTOTAL COMMODITIES	2,311	3,876	1,398	3,021
65010	Rental City Equipment	0	5,404	2,412	0
65012	Accident Repair & Replacement Charges	0	1,380	720	0
	SUBTOTAL FIXED CHARGES	0	6,784	3,132	0
	TOTAL EXPENDITURES	964,433	889,783	972,742	1,002,821
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer	2.00		3.00	
370	Correctional Supervisor	1.00		0.00	
310	Correctional Officer	1.00		0.00	
6170	Background Investigator	0.00		2.00	
9315	Background Investigator		1.00		3.00
	TOTAL	4.00	1.00	5.00	3.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Traffic		01114405		
Statement of Purpose				
<p><i>To ensure the safe and efficient flow of vehicles and pedestrian traffic through an integrated program of education and enforcement</i></p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Implemented Traffic Safety Plan * Completed an RFP for crossing guard program * Increased funding of OTS grant * Dedicated PSO to coordinate community outreach programs 				
Action Plan for FY 2018-19				
<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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of reported collisions	4,858	5,350	TBD	TBD
# of reported hit & run collisions	1,654	699	TBD	TBD
# of traffic violations	13,357	14,720	TBD	TBD
# of DUI arrests	691	699	TBD	TBD
# of parking violations issued	103,385	106,536	TBD	TBD
Efficiency				
% change in number of reported collisions*	8.87%	10.13%		
* Percentages are approximate				

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Traffic		01114405			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	3,216,327	2,971,735	3,286,222	3,528,325
61020	Salaries Part-time	85,248	161,635	172,209	143,041
61040	Salaries Overtime	46,353	70,438	113,760	122,460
61100	Retirement - Employer Contribution	1,085,592	1,199,119	505,528	532,201
61110	Part-Time Retirement	1,402	4,311	5,635	5,364
61120	Medicare Insurance	49,212	51,691	58,181	49,186
61130	Health Insurance	505,815	489,429	527,097	513,074
61170	Retiree Health Benefits	20,141	17,930	0	26,595
61180	Workers Compensation Insurance	220,914	229,158	243,540	271,345
	SUBTOTAL PERSONNEL	5,231,003	5,195,445	4,912,172	5,191,590
62010	Communications	0	0	5,876	
62120	Training, Transportation, Meeting	6,652	10,807	17,273	22,638
62140	Membership, Subscription, Dues	300	90	0	500
62300	Contract Services - Professional	1,571,620	1,455,120	1,710,636	1,448,710
62600	Parking Validation	2,213	1,176	862	3,000
	SUBTOTAL CONTRACTUAL	1,580,784	1,467,192	1,734,647	1,474,848
63001	Miscellaneous Operating Expenses	39,122	31,708	24,070	35,000
63300	Gas & Diesel	19,294	20,522	5,944	26,473
	SUBTOTAL COMMODITIES	58,416	52,230	30,015	61,473
65010	Rental City Equipment	179,056	177,752	176,964	176,940
65011	Equipment Replacement Charges	44,466	140,070	142,284	154,704
65012	Accident Repair & Replacement Charges	15,374	16,949	16,384	23,736
	SUBTOTAL FIXED CHARGES	238,896	334,771	335,632	355,380
	TOTAL EXPENDITURES	7,109,099	7,049,637	7,012,466	7,083,291
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3400	Police Sergeant	1.00		2.00	
3200	Police Officer	14.00		15.00	
790	Police Investigative Specialist	1.00		1.00	
1270	Senior Parking Control Officer	1.00		1.00	
3900	Parking Control Officer	2.00	5.00	5.00	4.00
7330	Senior Office Assistant	4.00		5.00	
8130	Police Cadet		1.00		1.00
	TOTAL	24.00	6.00	30.00	5.00
*Note: Three Parking Control Officers budgeted in Fund 27 Parking Enterprise					
* Unfunded Position(s) - Senior Office Assistant					

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Training Services		01114410		
Statement of Purpose				
<p><i>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</i></p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Coordinated mandatory training for all Department employees * Completed Tactical Care Training * Delivered 3 day rifle course for all personnel * Introduced new force options philosophy * PAAL continued its work within the community * Developed a monthly and annual training report 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Create Simunitions training room * Update Defensive Tactics Training Room * 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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
* PD Training Presentations	69	60	60	70
* PD Students	464	400	400	400
* PD Course Hours	1,035	800	900	900
* Jail Training Presentations	22	40	20	20
* Jail Students	347	440	300	30
* Jail Course Hours	1878	2800	1500	1500

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Training Services		01114410			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	741,816	857,224	998,939	1,246,862
61020	Salaries Part-time	42,631	46,000	215,469	164,774
61040	Salaries Overtime	11,077	19,540	53,377	15,000
61100	Retirement - Employer Contribution	250,162	348,750	165,961	237,458
61110	Part-Time Retirement	1,177	1,237	7,120	6,179
61120	Medicare Insurance	11,928	13,653	19,358	20,335
61130	Health Insurance	110,881	127,792	159,042	188,930
61170	Retiree Health Benefits	4,305	4,021	0	12,589
61180	Workers Compensation Insurance	54,181	62,791	85,545	107,278
	SUBTOTAL PERSONNEL	1,228,158	1,481,007	1,704,811	1,999,404
62120	Training, Transportation, Meeting	73,449	45,669	40,351	37,960
62122	Travel For Investigation	1,021	671	0	0
62130	Tuition Reimbursement	1,333	1,179	0	0
62140	Membership, Subscription, Dues	3,750	2,715	1,900	2,000
62300	Contract Services - Professional	9,845	45,122	38,274	213,586
62322	Maintenance & Repair Machinery & Equipment	0	1,332	0	
62600	Parking Validations	1,228	990	41	3,000
	SUBTOTAL CONTRACTUAL	90,626	97,678	80,566	256,546
63001	Miscellaneous Operating Expenses	187,647	216,416	234,773	170,000
63300	Gas & Diesel	3,432	3,172	982	2,892
	SUBTOTAL COMMODITIES	191,079	219,588	235,756	172,892
65010	Rental City Equipment	21,144	17,578	15,072	15,072
65012	Accident Repair & Replacement Charges	2,160	1,365	1,260	1,596
	SUBTOTAL FIXED CHARGES	23,304	18,943	16,332	16,668
	TOTAL EXPENDITURES	1,533,167	1,817,216	2,037,464	2,445,510

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3400	Police Sergeant	1.00		1.00	
3200	Police Officer	3.00		3.00	
3820	Rangemaster	1.00		1.00	
370	Correctional Supervisor	1.00		0.00	
5330	PAAL Assistant Director	1.00		1.00	
6320	Video Technician	1.00		1.00	
860	Traffic Services Specialist			1.00	
9070	Senior Clerical Aide		3.00		3.00
8160	Program Coordinator				6.00
8420	Tutor				1.00
	TOTAL	9.00	3.00	9.00	10.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Professional Standards		01114415		
Statement of Purpose				
<p><i>The Professional Standards Division is committed to the preservation of organizational integrity, community confidence, individual responsibility and professional development.</i></p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Conducted Narcotics Audit * Conducted Money Audit * Trained new Sergeants and Corporals 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 and Corporals in administrative investigations and Blue Team Tracking system * Implemented monthly Blue Team tracking reports to increase accountability 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Conduct Organizational audits as required * Train new Sergeants and Corporals on conducting administrative investigations * Update Department policies and protocols * Implement BWC procedure for OIS and Audit of program * Completion of Professional Standards Manual 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
% of IA investigations completed in 90 days	42%	60%	60%	60%
# of audits	2	2	4	5
# of supervisors trained	21	30	71 (YTD)	30
# of Pitches Motions	52	41	32 (YTD)	TBD
# of Civil Claims	34	28	23 (YTD)	TBD

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Professional Standards		01114415			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	688,976	673,277	789,653	882,346
61020	Salaries Part-time	31,857	20,169	16,460	29,527
61040	Salaries Overtime	8,928	24,470	40,226	30,000
61100	Retirement - Employer Contribution	238,600	285,247	90,182	112,419
61110	Part-Time Retirement	1,195	747	617	1,107
61120	Medicare Insurance	10,961	10,333	12,078	13,092
61130	Health Insurance	82,935	80,427	91,904	102,330
61170	Retiree Health Benefits	4,750	2,943	0	10,943
61180	Workers Compensation Insurance	50,841	48,144	61,524	82,518
	SUBTOTAL PERSONNEL	1,119,042	1,145,757	1,102,644	1,264,282
62120	Training, Transportation, Meeting	10,336	14,910	11,329	7,260
62140	Membership, subscription, Dues	0	0	0	1,000
62300	Contract Services - Professional	2,307	28,384	42,882	13,496
	SUBTOTAL CONTRACTUAL	12,643	43,294	54,211	21,756
63001	Miscellaneous Operating Expenses	5,045	3,022	2,124	4,000
63300	Gas & Diesel	1,849	5,341	2,164	4,439
	SUBTOTAL COMMODITIES	6,894	8,363	4,288	8,439
65010	Rental City Equipment	9,504	9,792	6,528	6,528
65012	Accident Repair & Replacement Charges	2,160	2,160	1,440	1,824
	SUBTOTAL FIXED CHARGES	11,664	11,952	7,968	8,352
	TOTAL EXPENDITURES	1,150,244	1,209,366	1,169,111	1,302,829

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3200	Police Lieutenant	1.00		1.00	
3400	Police Sergeant	2.00		3.00	
3200	Police Officer	1.00		1.00	
9060	Clerical Aide		3.00		1.00
9070	Senior Clerical Aide				1.00
	TOTAL	4.00	3.00	5.00	2.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Field Operations		01114420		
Statement of Purpose				
<i>To provide effective police services to the community using a community-oriented policing approach</i>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Established Community Oriented Policing Team to provide robust community engagement * Continued to successfully utilize social media to enhance community outreach efforts * Coordinated fostered partnerships with City and County resources to address issues in the Civic Center area as well as along the Santa Ana River * Assisted over 150 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 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continue attempting to reach full staffing levels in Field Operations - Patrol, based on staffing study * Continue use of the community complaint tracking system to ensure accountability * Complete all community engagement programs as detailed in the Community Policing Calendar * Continue partnership with Code Enforcement to jointly address quality of life issues * Continue support of QOLT - Quality Of Life TEAM, pursuant to community concerns * Continue special enforcement programs to enhance public safety * Continue to focus on reduction of response times to Patrol calls for service through the full staffing of the Patrol function 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of calls for service	105,195	119,440	TBD	TBD
# of reported incidents	34,454	41,530	TBD	TBD
Effectiveness				
# of Priority One calls responded to	3,520	3,762	TBD	TBD
Average Priority Response Time	7.00 min	7.47 Minutes	TBD	TBD
% of Priority One calls responded to in under 7 minutes	50%	46%	TBD	TBD
Effectiveness				
# of criminal cases filed	4,822	6,148	TBD	TBD

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Field Operations		01114420			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	20,936,421	23,348,123	24,970,103	24,226,906
61010	Salaries Cash Out/Separation	1,305,459	1,371,637	1,630,374	650,000
61020	Salaries Part-time	77,039	77,301	65,481	84,393
61040	Salaries Overtime	661,547	1,723,604	1,504,932	692,289
61100	Retirement - Employer Contribution	7,546,996	10,389,016	12,062,947	12,987,440
61110	Part-Time Retirement	2,513	2,223	1,403	3,165
61120	Medicare Insurance	343,599	368,372	390,282	462,305
61130	Health Insurance	3,160,918	3,687,825	3,966,058	5,084,908
61170	Retiree Health Benefits	128,819	140,168	0	268,657
61180	Workers Compensation Insurance	1,636,782	1,843,669	2,136,405	3,007,722
	SUBTOTAL PERSONNEL	35,800,093	42,951,936	46,727,984	47,467,785
62000	Utilities	5,132	10,448	10,209	0
62010	Communications	876	651	1,253	6,780
62120	Training, Transportation, Meeting	111,153	90,235	67,111	92,107
62140	Membership, Subscription, Dues	5,062	5,116	6,308	6,000
62300	Contract Services - Professional	250,433	758,883	635,730	762,425
62600	Parking Validation	7,409	9,295	7,603	9,200
	SUBTOTAL CONTRACTUAL	380,064	874,628	728,214	876,512
63001	Miscellaneous Office Expenses	70,025	63,854	65,541	65,000
63300	Gas & Diesel	390,885	451,242	99,787	478,966
	SUBTOTAL COMMODITIES	460,909	515,096	165,328	543,966
65000	Building Rental	0	0	0	
65010	Rental City Equipment	1,123,380	1,150,504	1,142,591	913,848
65011	Equipment Replacement Charges	543,453	487,472	486,740	785,316
65012	Accident Repair & Replacement Charges	73,608	100,052	103,572	128,280
65020	Yard Charges	0	0	14,400	15,600
65100	Insurance Charges	3,419,136	3,799,040	3,799,040	3,799,040
	SUBTOTAL FIXED CHARGES	5,159,577	5,537,068	5,546,343	5,642,084
	TOTAL EXPENDITURES	41,800,643	49,878,727	53,167,869	54,530,347
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	29.00		27.00	
3200	Police Officer	228.00		217.00	
3990	Crime Research Analyst	1.00		1.00	
3800	Police Service Officer	1.00		3.00	
780	Police Community Services Specialist	1.00		1.00	
7270	Secretary	1.00			
7330	Senior Office Assistant	1.00			
3615	Park Ranger	2.00	1.00	2.00	1.00
8130	Police Cadet		2.00		
8135	Police Reserve Level 1		3.00		2.00
9070	Senior Clerical Aide				1.00
	TOTAL	271.00	6.00	258.00	4.00
* <i>Unfunded Position(s)</i>					
-36 Police Officers					

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Information Systems

01114425

Statement of Purpose

To provide information systems support services to Department employees

Accomplishments in FY 2016-17 and FY 2017-18

- * Launched new Computer Aided Dispatch (CAD) system
- * Selected, configured, and installed new Mobile Data Computers (MDCs) in police vehicles
- * Launched new Records Management System (RMS)
- * Migrated Police Department users to MS Office 2016 along with Windows 10 where possible
- * Launched updated Jail Management System
- * Upgraded data communications to police field vehicles
- * Replaced critically outdated systems within the Jail facility

Action Plan for FY 2018-19

- * Enhance new Records Management System (RMS)
- * Establish new standardized performance reports and dashboards
- * Support Open Data activities by creating exports for public viewing

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of Support Tickets Handled	2,339	2,285	3,000	3,000
Efficiency				
% of Support Tickets Handled within 1 hour	26%	27%	35%	38%
% of Support Tickets Handled within 12 hours	55%	57%	63%	65%
% of Support Tickets Handled within 1 day	64%	67%	70%	75%
% of Support Tickets Handled within 2 days	72%	75%	79%	80%
% of Support Tickets Handled beyond 2 days	28%	25%	21%	20%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Information Services		01114425			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	489,068	485,800	711,148	757,188
61040	Salaries Overtime	3,545	9,533	4,626	10,000
61100	Retirement - Employer Contribution	119,681	120,861	206,890	231,593
61120	Medicare Insurance	5,525	6,990	10,094	10,509
61130	Health Insurance	72,126	80,989	123,247	130,530
61170	Retiree Health Benefits	4,707	0	0	5,149
61180	Workers Compensation Insurance	17,181	14,561	24,396	35,085
	SUBTOTAL PERSONNEL	711,833	718,733	1,080,401	1,180,054
62120	Training, Transportation, Meeting	1,295	0	0	2,000
62300	Contract Services - Professional	402,759	324,555	300,852	351,095
	SUBTOTAL CONTRACTUAL	404,054	324,555	300,852	353,095
63001	Miscellaneous Operating Expenses	5,601	6,170	8,536	5,000
63300	Gas & Diesel	389	69	0	0
	SUBTOTAL COMMODITIES	5,990	6,238	8,536	5,000
65010	Rental City Equipment	2,952	3,036	3,036	3,036
65012	Accident Repair & Replacement Charges	288	288	288	360
65050	Info Tech Charges	0	59,990	59,990	59,990
	SUBTOTAL FIXED CHARGES	3,240	63,314	63,314	63,386
	TOTAL EXPENDITURES	1,125,116	1,112,840	1,453,104	1,601,535
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2930	Police Systems Manager	1.00		1.00	
6475	Police Systems Support Analyst	1.00		1.00	
120	Systems Administrator	2.00		2.00	
1050	Security Electronics Technician	1.00		1.00	
20	Micro Systems Technician	2.00		2.00	
	TOTAL	7.00	0.00	7.00	0.00

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Animal Services		01114430		
Statement of Purpose				
<p><i>To ensure the public safety, promote the health and welfare of animals, and provide a safe and healthy environment for people and their pets through educational outreach and law enforcement</i></p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Began process for Coyote Management Plan * Conducted four community presentations * Addressed noisy animal council complaints * 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 * Obtained three new ASU vehicles 				
Action Plan for FY 2018-19				
<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 * Fill current ASO vacancies * Increase ASU staffing * Increase community outreach through neighborhood meetings and other City sponsored events 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of service calls handled	5,602	3,690	4,000	5,000
# of enforcement actions taken	210	164	250	250
# of animal impounds	2,839	1,852	2,000	2,000
# of educational presentations given	1	1	2	3
# of spay/neuter events held	0	0	0	0
# of telephone calls handled	8,143	7,379	8,000	8,000

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Animal Services		01114430			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	262,490	186,477	146,830	136,877
61040	Salaries Overtime	6	7,467	6,297	1,000
61100	Retirement - Employer Contribution	48,576	46,805	49,596	94,179
61120	Medicare Insurance	3,944	3,017	2,202	4,074
61130	Health Insurance	58,031	42,344	35,730	69,029
61170	Retiree Health Benefits	2,444	1,116	0	1,677
61180	Workers Compensation Insurance	27,955	20,594	14,678	33,699
	SUBTOTAL PERSONNEL	403,446	307,820	255,334	340,534
62120	Training, Transportation, Meeting	0	0	0	600
62140	Membership, Subscription, Dues	0	0	0	200
62300	Contract Services - Professional	1,037,138	1,911,896	2,024,612	1,943,735
	SUBTOTAL CONTRACTUAL	1,037,138	1,911,896	2,024,612	1,944,535
63001	Miscellaneous Operating Expenses	2,583	1,144	3,040	9,275
63300	Gas & Diesel	10,370	6,059	991	6,954
	SUBTOTAL COMMODITIES	12,953	7,202	4,031	16,229
65010	Rental City Equipment	37,474	30,948	21,076	12,888
65011	Equipment Replacement Charges	0	13,662	20,228	28,020
65012	Accident Repair & Replacement Charges	540	570	570	684
	SUBTOTAL FIXED CHARGES	38,014	45,180	41,874	41,592
	TOTAL EXPENDITURES	1,491,551	2,272,099	2,325,850	2,342,890
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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
* <i>Unfunded Position(s)</i> -Animal Service OfficerII					

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 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Established Cold Case Rape program * Fully implemented use of automated subpoena system * Established the Domestic Violence soft room for victims * Established the Graffiti/Juvenile Diversion Detective Program * Continued to partner with CSP for a Domestic Violence advocate to be housed at the Police Department 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Update 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 * Conduct a minimum of 12 domestic violence and sex registrant enforcement operations * Proactively target known criminals through a minimum of 30 parole and probation compliance checks 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of cases presented to DA by Prosecution Unit	5431	6700	6600	6500
# of business/community meetings	6	5	5	5
# of community awareness presentations	16	12	12	12
Efficiency				
# of cases refused by the DA Office	715	850	750	750
# of Special Enforcement operations	43	45	45	40
Avg. monthly arrest by Detectives	21	20	20	20
Effectiveness				
% rate of criminal charges	87%	85%	86%	85%
# of arrests by Detectives during Special Enforcement Operations	49	20	40	30

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Investigations		01114435			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	4,267,557	3,715,211	3,989,467	4,717,389
61020	Salaries Part-time	177,012	175,487	170,331	200,120
61040	Salaries Overtime	60,056	259,195	361,310	50,000
61100	Retirement - Employer Contribution	1,440,661	1,543,922	642,320	756,422
61110	Part-Time Retirement	3,785	3,251	3,356	7,505
61120	Medicare Insurance	68,835	62,876	62,997	69,643
61130	Health Insurance	647,958	570,293	626,305	685,763
61170	Retiree Health Benefits	28,214	24,553	0	38,335
61180	Workers Compensation Insurance	289,163	261,320	282,711	384,329
	SUBTOTAL PERSONNEL	6,983,241	6,616,108	6,138,795	6,909,505
62120	Training, Transportation, Meeting	16,105	18,657	9,314	22,307
62122	Travel for Investigation	1,827	6,899	(1,440)	9,000
62140	Membership, Subscription, Dues	327	383	736	500
62300	Contract Services - Professional	85,167	37,301	89,830	48,700
62600	Parking Validation	4,510	3,526	5,334	0
	SUBTOTAL CONTRACTUAL	107,936	66,766	103,774	80,507
63001	Miscellaneous Operating Expenses	34,637	30,351	31,511	20,000
63300	Gas & Diesel	8,354	9,860	1,836	12,186
	SUBTOTAL COMMODITIES	42,991	40,210	33,347	32,186
65010	Rental City Equipment	40,872	49,920	48,832	46,656
65011	Equipment Replacement Charges	23,136	23,136	23,136	17,352
65012	Accident Repair & Replacement Charges	9,360	10,800	10,560	12,768
	SUBTOTAL FIXED CHARGES	73,368	83,856	82,528	76,776
	TOTAL EXPENDITURES	7,207,535	6,806,940	6,358,444	7,098,974
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3300	Police Sergeant	3.00		3.00	
3200	Police Officer	19.00		22.00	
3990	Crime/Research Analyst	3.00		3.00	
790	Police Investigative Specialist	4.00	2.00	5.00	2.00
3800	Police Service Officer	1.00	1.00		1.00
7370	Senior Police Records Specialist	1.00			
7330	Senior Office Assistant	4.00		1.00	
9780	Customer Service Clerk		2.00		2.00
9070	Senior Clerical Aide		4.00		3.00
	TOTAL	36.00	9.00	35.00	8.00

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 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Homicide & Assaults Section made 53 arrests for various CAP-related crimes * Gang Suppression Unit arrested 633 subjects for gang-related crimes * CAP Division authored 114 search warrants * Homicide & Assaults Section authored/obtained 21 arrest warrants * Gang Suppression Unit seized 111 firearms * Gang Suppression Team recognized as OCGIA Team of the Year * US Atty Office filed seven (7) Gang Unit cases * Implement criminal intelligence documentation review process 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Maintain an 80% or higher felony arrest rate for Gang Suppression Unit * Increase street level intelligence documentation from 2017 * Conduct a minimum of two (2) Patrol roll call training sessions * 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 a minimum of one (1) intra-bureau enforcement/quality of life operation * Establish intelligence sharing protocol * Increase street level intelligence documentation * Ten (10) Gang Unit cases field with US Attorney 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
* Part I Crime Committed	10,204	10,516	1% reduction	1% reduction
* Part I Crime Cases Cleared	2,603	1,421	TBD	TBD
* Part I Crime Clearance Rate	25.50%	13%	TBD	TBD
* Total Arrests	814	1382	TBD	TBD
* Probation Home Compliance Checks	330	534	180	180
* Firearms Seized	80	111	TBD	TBD
* Community Outreach Activities	80	111	48	48

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Crimes Against Persons		01114440			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	3,880,696	3,989,832	4,977,133	4,869,770
61020	Salaries Part-time	21,040	62,763	71,597	67,181
61040	Salaries Overtime	253,922	412,317	474,030	174,975
61100	Retirement - Employer Contribution	1,303,903	1,640,111	624,380	654,614
61110	Part-Time Retirement	1,017	2,350	2,685	2,519
61120	Medicare Insurance	59,506	63,631	80,972	71,184
61130	Health Insurance	516,902	546,299	678,375	665,443
61170	Retiree Health Benefits	22,479	22,479	0	41,415
61180	Workers Compensation Insurance	280,685	294,992	406,636	445,762
	SUBTOTAL PERSONNEL	6,340,150	7,034,773	7,315,807	6,992,863
62120	Training, Transportation, Meeting	16,013	10,587	12,520	9,000
62122	Travel for Investigation	74	215	0	5,000
62140	Membership, Subscription, Dues	475	870	0	0
62300	Contract Services - Professional	20,508	81,384	80,936	74,000
62600	Parking Validation	0	0	0	1,000
	SUBTOTAL CONTRACTUAL	37,070	93,056	93,456	89,000
63001	Miscellaneous Operating Expenses	27,390	20,653	15,503	30,000
63300	Gas & Diesel	14,631	34,742	14,297	45,997
	SUBTOTAL COMMODITIES	42,021	55,395	29,800	75,997
65010	Rental City Equipment	86,132	101,484	101,484	101,484
65011	Equipment Replacement Charges	12,333	32,832	35,928	23,328
65012	Accident Repair & Replacement Charges	9,960	12,096	12,096	16,296
66400	Machinery & Equipment	0	152,420	0	0
	SUBTOTAL FIXED CHARGES	108,425	298,832	149,508	141,108
	TOTAL EXPENDITURES	6,527,665	7,482,057	7,588,571	7,298,968
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3360	Police Captain	1.00		1.00	
3350	Police Lieutenant	1.00		1.00	
3300	Police Sergeant	2.00		2.00	
3200	Police Officer	22.00		28.00	
790	Police Investigative Specialist	2.00	1.00	1.00	2.00
7330	Senior Office Assistant	1.00		1.00	
	TOTAL	29.00	1.00	34.00	2.00
* <i>Unfunded Position(s)</i>					
- <i>Senior Office Assistant</i>					

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> This is accomplished through intelligence gathering, strategic enforcement strategies, partnerships, and by investigating and arresting career criminals.</p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<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 				
Action Plan for FY 2018-19				
<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 * 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 * Conduct large scaled and successful take down and prosecution of suspects in the 2016 and 2017 RICO investigations 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of career criminal arrests	78	33	65	75
# of weapons seized	11	15	15	25
# of federal weapons violations cases reviewed	12	149	175	180
# of surveillance operations	105	60	75	80
Efficiency				
# of search warrants issued	41	53	50	50
# of confidential human sources cultivated	10	10	12	15
# of federal weapons violations cases adopted	7	21	20	25

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Special Investigations		01114445			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	2,017,458	2,264,512	2,465,963	2,317,899
61020	Salaries Part-time	0	0	0	66,736
61040	Salaries Overtime	181,796	157,187	151,368	27,000
61100	Retirement - Employer Contribution	720,810	978,429	314,098	382,051
61110	Part-Time Retirement	0	0	0	2,503
61120	Medicare Insurance	34,843	36,717	51,437	34,398
61130	Health Insurance	277,658	323,464	339,935	20,433
61170	Retiree Health Benefits	11,507	12,886	0	345,666
61180	Workers Compensation Insurance	155,007	168,194	260,463	191,172
	SUBTOTAL PERSONNEL	3,399,079	3,941,389	3,583,264	3,387,858
62010	Communications	4,515	3,380	2,283	3,700
62120	Training, Transportation, Meeting	13,180	9,409	6,140	3,000
62122	Travel For Investigation	1,711	1,656	2,124	2,000
62140	Membership, Subscription, Dues	595	595	0	0
62300	Contract Services - Professional	65,440	87,929	72,308	32,245
	SUBTOTAL CONTRACTUAL	85,440	102,969	82,855	40,945
63001	Miscellaneous Operating Expenses	22,594	45,390	41,168	37,598
63300	Gas & Diesel	20,421	26,114	20,177	10,261
	SUBTOTAL COMMODITIES	43,016	71,503	61,345	47,859
	TOTAL EXPENDITURES	3,527,534	4,115,861	3,727,465	3,476,662

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3300	Police Sergeant	3.00		2.00	
3200	Police Officer	12.00		9.00	
790	Police Investigative Specialist	1.00		1.00	
7330	Senior Office Assistant	0.00		3.00	
7600	Firearms Examiner	0.00		1.00	
3800	Police Service Officer	0.00		1.00	
9070	Senior Clerical Aide		0.00		1.00
	TOTAL	17.00	0.00	18.00	1.00

* *Unfunded Position(s)*
- *Senior Office Assistant*

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 2016-17 and FY 2017-18				
FY 2016-17				
<ul style="list-style-type: none"> * Created new accounts for deposits * Destroyed 2938 narcotic packages * Destroyed 128 firearms 				
FY 2017-18				
<ul style="list-style-type: none"> * Prop 69 Grant awarded in the amount of \$100,000 * Prepare for the transition to the new TriTech Evidence system * Assure that the Evidence Unit is prepared for any type of surprise audit * Schedule a gun destruction 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Replace ref/freezer unit with Prop 69 funding * Update Evidence Policy & Procedures * Transition to new Trictech system * Collaborate with MMDTF & Legal Advisor for bi-monthly drug burns * Increase output levels by processing more case dispositions * Continue providing quality customer service 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level # of property & evidence items processed	43,610	60,643	52,127	56,385
Efficiency % of citizen requests responded within 7 days	62%	73%	68%	70%
Effectiveness % of outgoing evidence items compared to incoming items	58%	66%	62%	64%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Evidence		01114448			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	418,624	531,633	492,127	474,323
61020	Salaries Part-time	0	0	0	78,438
61040	Salaries Overtime	273	2,075	16,048	0
61100	Retirement - Employer Contribution	81,842	126,051	144,404	165,290
61110	Part-time Retirement	0	0	0	2,941
61120	Medicare Insurance	6,198	7,576	8,883	9,749
61130	Health Insurance	100,039	134,740	126,526	138,993
61170	Retiree Health Benefits	2,541	3,597	0	4,454
61180	Workers Compensation Insurance	11,715	14,649	19,611	34,279
	SUBTOTAL PERSONNEL	621,232	820,321	807,599	908,467
62120	Training, Transportation, Meeting	339	967	0	4,000
62140	Membership, Subscription, Dues	365	1,140	0	500
62300	Contract Services - Professional	7,100	13,352	15,691	10,000
	SUBTOTAL CONTRACTUAL	7,804	15,459	15,691	14,500
63001	Miscellaneous Operating Expenses	5,063	9,874	12,007	10,000
63202	Operating Materials & Supplies Equipment	0	47	0	0
	SUBTOTAL COMMODITIES	5,063	9,921	12,007	10,000
	TOTAL EXPENDITURES	634,100	845,702	835,296	932,967
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	5.00		5.00	
	TOTAL	7.00	0.00	7.00	0.00
	(1) Supply Specialist position filled by Police Officer position				
	* <i>Unfunded Position(s)</i> - Police Evidence and Supply Specialist				

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Central Distribution Center (CDC)		01114450		
Statement of Purpose				
<i>To provide centralized issuance, tracking, and support for Department issued equipment, fleet, and supplies related requests.</i>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Completed flash upgrade on Motorola mobile and portable radios * Implemented Body Worn Camera program * Continued to replace Patrol fleet with new vehicles * Implemented Naloxone kit training/issuance to all Patrol officers * Added C02 monitors to all Patrol fleet vehicles 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Replace existing X26 tasers with X26P tasers * Replace remaining Glocks * Replace Motorola XTS 5000 portable radios with APX 6000 portable radios 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of vehicles transported for maintenance or repair	2,292	2,126	2,126	2,126
# of supply and/or uniform requests processed	1,009	834	834	834
# of badge orders processed	115	165	165	165
Efficiency				
% of supply/equipment requests processed within 24 hours	80%	80%	60%	80%
% of vehicles transported for repair within 24 hours	85%	85%	75%	85%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
CDC		01114450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	372,455	349,343	331,473	369,812
61020	Salaries Part-time	2,950	9,587	0	24,040
61040	Salaries Overtime	145	7,590	19,674	0
61100	Retirement - Employer Contribution	73,729	85,056	99,889	151,884
61110	Part-time Retirement	111	360	0	902
61120	Medicare Insurance	5,649	5,320	5,082	7,445
61130	Health Insurance	88,648	97,080	96,427	119,136
61170	Retiree Health Benefits	2,507	2,555	0	3,671
61180	Workers Compensation Insurance	10,838	10,145	11,279	22,831
	SUBTOTAL PERSONNEL	557,031	567,036	563,825	699,720
62300	Contract Services - Professional	13,566	18,992	15,774	39,500
	SUBTOTAL CONTRACTUAL	13,566	18,992	15,774	39,500
63001	Miscellaneous Operating Expenses	608,549	518,352	433,801	604,800
63300	Gas & Diesel	3,043	4,942	2,340	4,802
	SUBTOTAL COMMODITIES	611,592	523,295	436,141	609,602
65010	Rental City Equipment	18,900	19,476	19,476	19,476
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	1,764	1,944	1,944	2,460
	SUBTOTAL FIXED CHARGES	20,664	21,420	21,420	21,936
66400	Machinery & Equipment	53,367	86,853	(280)	0
	SUBTOTAL CAPITAL	53,367	86,853	(280)	0
	TOTAL EXPENDITURES	1,256,220	1,217,596	1,036,879	1,370,758
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
801	Police Evidence & Supply Supervisor	1.00		1.00	
799	Police Evidence & Supply Specialist	5.00		5.00	
8130	Police Cadet				1.00
	TOTAL	6.00	0.00	6.00	1.00
* <i>Unfunded Position(s)</i> - <i>Police Evidence and Supply Specialist</i>					

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Forensic Services		01114455		
Statement of Purpose				
<i>To provide comprehensive forensic services supporting the department goals, while meeting judicial system requirements.</i>				
Accomplishments in FY 2016-17 and FY 2017-18				
<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 homicides, as well as, numerous sexual assaults and other large, time-consuming scenes. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Acquire 2 new Forensic Specialist 1, (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 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of field service calls	4013	3,780	3,400	4,000
# of photos processed	1463	1412	1400	1400
# of photos uploaded to DIMS	97,661	90900	100,000	100,000
# of latent prints evaluated	2,100	2040	2200	2,100
# of ABIS Hits (including T/LI)	108	281	120	120
# of IBIS hits	91	152	100	70
# of evidentiary biological samples collected	4593	3662	4500	4300
Efficiency				
% of photo work completed within 5 days	75%	100%	100%	90%
% of latent work completed within 14 days	10%	2%	15%	20%
% of years firearms worked annually	50%	25%	50%	25%
Effectiveness				
% of ABIS hit ratio (fingerprints)	17%	15%	20%	18%
% of IBIS hits ratio (firearms)	48%	N/A	10%	20%
% of CODIS hit ratio	51%	50%	50%	50%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Forensic Services		01114455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,421,006	1,383,027	1,296,582	1,193,845
61020	Salaries Part-time	58,356	87,564	92,365	80,045
61040	Salaries Overtime	48,015	101,706	105,358	50,000
61100	Retirement - Employer Contribution	262,442	303,573	361,391	468,839
61110	Part-time Retirement	2,188	3,284	3,464	3,002
61120	Medicare Insurance	19,242	20,138	19,611	24,476
61130	Health Insurance	275,159	256,803	245,080	301,463
61170	Retiree Health Benefits	10,167	8,996	0	11,546
61180	Workers Compensation Insurance	19,119	21,719	27,632	50,789
	SUBTOTAL PERSONNEL	2,115,694	2,186,810	2,151,483	2,184,005
62120	Training, Transportation, Meeting	15,278	6,490	6,434	15,000
62140	Membership, Subscription, Dues	195	315	0	835
62300	Contract Services - Professional	76,962	20,354	59,957	64,600
	SUBTOTAL CONTRACTUAL	92,436	27,159	66,391	80,435
63001	Miscellaneous Operating Expenses	18,284	22,578	30,224	33,290
63300	Gas & Diesel	19,982	17,645	3,095	17,815
	SUBTOTAL COMMODITIES	38,265	40,223	33,318	51,105
65010	Rental City Equipment	62,688	38,235	26,400	32,400
65011	Equipment Replacement Charges	14,535	37,365	48,120	48,120
65012	Accident Repair & Replacement Charges	1,815	1,905	1,980	6,384
	SUBTOTAL FIXED CHARGES	79,038	77,505	76,500	86,904
	TOTAL EXPENDITURES	2,325,433	2,331,697	2,327,692	2,402,449
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3100	DNA Coordinator	1.00		1.00	
1360	Forensic Services Supervisor	1.00		2.00	
7600	Firearms Examiner	2.00		1.00	
3980	Forensic Specialist II	2.00		2.00	
3970	Forensic Specialist I	10.00		9.00	
1100	Police Photo/Video Specialist	1.00		1.00	
7605	Fingerprint Examiner		1.00		1.00
9070	Senior Clerical Aide		1.00		1.00
8500	Forensic Ballistics Technician				1.00
8130	Police Cadet				1.00
	TOTAL	17.00	2.00	16.00	4.00
	<i>* Unfunded Position(s)</i>				
	<i>- Firearms Examiner</i>				
	<i>- 2 Forensic Specialist I</i>				

GENERAL FUND

POLICE DEPARTMENT	PROGRAM
Records Services	01114460

Statement of Purpose	<p><i>To maintain department records, provide document storage, retrieval and report required data to State agencies</i></p>
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Accomplishments in FY 2017-18 and FY 2018-19	<ul style="list-style-type: none"> * California Law Enforcement Telecommunication Systems (CLETS) Recertification completed for all City CLETS users * Hired 5 full time Senior Records Specialist and 2 part time Senior Clerical Aides * Security Awareness Training Completed for all affected City personnel * Worked closely with the City Clerks Office to assist in streamlining Public Records Requests throughout the City * Promoted two Lead Records Specialists
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Action Plan for FY 2018-19	<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 * Train new personnel to assure the re-opening of Records for swing shift * Have Records personnel actively assisting with a smooth transition and implementation of the new TriTech Records Management System * Hire 3 additional Police Records Specialist and 1 part time Senior Clerical Aides * Continue to get caught up with data entry and maintain efficiency with sealings
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PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of reports processed	58,656	59,259	58,000	55,000
# of documents scanned or filmed	442,251	460,976	420,000	430,000
# of arrest reports processed	9,444	10,064	9,000	9,500
# of reports uploaded to Lexus-Nexus online report access	5,252	5,503	5,000	6,500
# of reports that are distributed to other divisions	40,738	40,561	40,000	40,000
Efficiency				
% of citizen requests processed within 10 days	39%	40%	45%	60%
% of Background checks processed within 10 days	49%	51%	50%	50%

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Records Services		01114460			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,039,396	862,155	910,215	973,651
61020	Salaries Part-time	44,645	66,101	43,859	115,573
61040	Salaries Overtime	15,098	111,791	98,293	10,000
61100	Retirement - Employer Contribution	216,887	209,702	265,156	420,907
61110	Part-time Retirement	1,584	1,639	792	4,334
61120	Medicare Insurance	14,771	14,478	14,816	21,745
61130	Health Insurance	170,327	141,223	146,373	335,665
61170	Retiree Health Benefits	14,977	0	0	4,410
61180	Workers Compensation Insurance	10,578	9,060	13,629	42,489
	SUBTOTAL PERSONNEL	1,528,263	1,416,150	1,493,134	1,928,775
62120	Training, Transportation, Meeting	482	1,014	150	2,000
62140	Membership, Subscription, Dues	0	0	0	100
62300	Contract Services - Professional	7,829	117,395	176,142	72,029
62600	Parking Validation	3,887	152	0	0
	SUBTOTAL CONTRACTUAL	12,197	118,561	176,292	74,129
63001	Miscellaneous Operating Expenses	33,196	37,996	30,653	36,205
	SUBTOTAL COMMODITIES	33,196	37,996	30,653	36,205
	TOTAL EXPENDITURES	1,573,656	1,572,706	1,700,079	2,039,109

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
180	Police Administrative Manager	1.00		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		13.00	
7220	Police Records Specialist				1.00
9330	Police Records Clerk II		1.00		1.00
9070	Senior Clerical Aide		1.00		3.00
	TOTAL	18.00	2.00	19.00	5.00

* *Unfunded Position(s)*
- 4 Senior Police Records Specialist

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Communications		01114465		
Statement of Purpose				
<p><i>To provide timely, accurate and responsive telecommunication services to the community and Police Department</i></p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<p>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</p> <p>FY 2017-2018 * 3 Dispatchers and 1 CSO successfully passed probation * Began training all personnel in Mass Casualty Incidents * Completed Communiation Training Officer Manual</p>				
Action Plan for FY 2017-18				
<p>* 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. * Establish a Communications Training Coordinator Position * Implement a new Trade Policy based on Code of Federal Regulation Title 29 * Review, Update, Approve and Publish Communication Division Policies * Staffing Study</p>				
PERFORMANCE MEASURES	Actual	Actual	PROJECTED	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of 911 calls processed	171,192	155,405	150,000	150,000
# of calls for service dispatched	142,162	151,087	142,000	145,000
# of telephone calls handled by dispatch	406,445	395,335	405,000	406,000
% 911 calls answered/15 sec seized (avg.)	90.71	87.35	87.6	90
% 911 calls answered/15 sec. ring (avg)	93.89	91.41	91.9	93
# Audio Recording Processed	1,598	2,133	2,100	2,200

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Communications		01114465			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	2,842,745	2,890,699	2,843,967	3,898,812
61020	Salaries Part-time	44,679	22,232	20,180	62,963
61040	Salaries Overtime	221,216	236,567	298,217	210,515
61100	Retirement - Employer Contribution	572,758	679,172	835,579	1,168,501
61110	Part-time Retirement	677	656	757	2,361
61120	Medicare Insurance	43,134	45,438	45,058	55,444
61130	Health Insurance	604,032	637,671	686,336	796,735
61170	Retiree Health Benefits	18,581	18,554	0	31,355
61180	Workers Compensation Insurance	29,805	29,828	45,275	108,996
	SUBTOTAL PERSONNEL	<u>4,377,627</u>	<u>4,560,816</u>	<u>4,775,369</u>	<u>6,335,682</u>
62010	Communications	0	0	264	
62120	Training, Transportation, Meeting	1,895	5,416	2,274	11,790
62140	Membership, Subscription, Dues	172	675	0	300
62300	Contract Services - Professional	186,299	134,874	147,993	420,269
62600	Parking Validation	0	20	0	0
	SUBTOTAL CONTRACTUAL	<u>188,367</u>	<u>140,985</u>	<u>150,531</u>	<u>432,359</u>
63001	Miscellaneous Operating Expenses	4,807	3,707	3,485	3,770
	SUBTOTAL COMMODITIES	<u>4,807</u>	<u>3,707</u>	<u>3,485</u>	<u>3,770</u>
67100	Principal - Debt Service	0	0	169,670	167,058
67110	Interest - Debt Services	0	0	36,831	39,445
67200	Principal - Capital Lease	0	0	982,845	544,644
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>1,189,347</u>	<u>751,147</u>
68000	Transfer to Fund 051	0	544,568	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>544,568</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>4,570,800</u></u>	<u><u>5,250,075</u></u>	<u><u>6,118,732</u></u>	<u><u>7,522,958</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		35.00	
7660	Communication Services Officer	9.00	2.00	0.00	2.00
	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				
<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>				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Provide a significant impact on the visible blight of prostituion along the Harbor Blvd corridor * Provide a significant impact on the visible blight of prostituion along the East First Street corridor * Create a solid partnership with the OCHTTF to address the issue of prostituion 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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
* # of prostitution suppression operations	N/A	N/A	50	50
* # of illegal marijuana activity warrants served	N/A	N/A	18	12
* # of narcotic complaints processed	N/A	N/A	80	TBD
* # of vice related complaints processed	N/A	N/A	60	TBD
Efficiency				
* # of prostitution related arrests	N/A	N/A	100	100
* # of narcotic related arrests	N/A	N/A	20	20
* # of operations conducted in conjunction with OCHTTF	N/A	N/A	10	10
<p>***NOTE*** THE VICE and NARCOTICS UNIT WAS CREATED AT THE BEGINNING OF CALENDAR YEAR 2017</p>				

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Vice		01114470			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Part-Time Salaries	0	0	0	16,888
61040	Salaries Overtime	0	0	31,599	0
61110	Part-time Retirement	0	0	0	633
61120	Medicare Insurance	0	0	0	245
61180	Workers Compensation Insurance	0	0	0	513
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>31,599</u>	<u>18,280</u>
63001	Miscellaneous Operating Expenses	66	0	4	0
63300	Gas & Diesel	217	0	0	0
	SUBTOTAL COMMODITIES	<u>283</u>	<u>0</u>	<u>4</u>	<u>0</u>
65010	Rental City Equipment	4,068	0	0	0
65012	Accident Repair & Replacement Charges	288	0	0	0
	SUBTOTAL FIXED CHARGES	<u>4,356</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>4,639</u></u>	<u><u>0</u></u>	<u><u>31,604</u></u>	<u><u>18,280</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
9070	Senior Clerical Aide	0.00		0.00	1.00
	TOTAL	<u>0.00</u>		<u>0.00</u>	<u>1.00</u>
		<u><u>0.00</u></u>		<u><u>0.00</u></u>	<u><u>1.00</u></u>

GENERAL FUND

POLICE DEPARTMENT		PROGRAM		
Jail Operations		01114475		
Statement of Purpose				
<p><i>To safely and efficiently process individuals arrested within the City; assist with the transportation of inmates to court or medical facilities; complete the process for individuals required to register with the Department as a condition of their probation or parole status; maintain custody of individuals held under the jurisdiction of contracted law enforcement agencies in accordance with state and federal mandates; and provide access by legal representatives and family to those detained within the facility.</i></p>				
Accomplishments in FY 2016-17 and FY 2017-18				
<ul style="list-style-type: none"> * Staffed Registrant Process with part-time Staff, reducing costs * Successfully passed annual statutory and contractual audits * Increased ADP to include Southern District USM inmates * Achieved full Federal PREA compliance certification by external auditor * Attained State certification to be a host testing site for Hi-SET/GED exams 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Operate a safe and secure jail facility to ensure the safety of staff and inmates while minimizing incidents of liability. * Continued evaluation of new business model to ensure adherence to Strategic Plan Objectives * Continue to provide support to other Bureaus related to the Department's community safety efforts * Provided Jail Transport personnel to assist with arrest programs and hospital guard coverage 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of inmates processed	8,224	8227	7611	7611
# of inmates fast-booked to OCJ	4,281	4424	4181	4181
# of visitors processed	19,464	15,378	14,370	14,370
# of Pay-To-Stay Program Revenue	N/A	146,370	130,000	130,000
Efficiency				
% of compliance with regulatory agencies	100%	100%	100%	100%
Effectiveness				
# of DNA collected or verified	1,454	3,035	3,116	3,116
# of Registrants processed	1,700	5,422	6,194	6,194
# of HiSet/GED graduates	N/A	11	60	60

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Jail Operations		01114475			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	8,004,152	8,095,410	7,458,698	8,753,049
61020	Salaries Part-time	385,855	392,041	357,579	455,238
61040	Salaries Overtime	362,622	681,277	750,285	571,735
61100	Retirement - Employer Contribution	1,546,063	1,785,267	2,076,726	2,633,856
61110	Part-time Retirement	11,428	10,670	10,855	21,414
61120	Medicare Insurance	134,290	134,880	125,325	136,152
61130	Health Insurance	1,640,159	1,668,242	1,575,569	1,811,627
61170	Retiree Health Benefits	59,835	46,479	0	67,058
61180	Workers Compensation Insurance	236,679	231,078	249,199	395,226
	SUBTOTAL PERSONNEL	12,381,084	13,045,344	12,604,237	14,845,356
62120	Training, Transportation, Meeting	9,889	1,903	0	5,000
62140	Membership, Subscription, Dues	22,305	28,203	0	0
62300	Contract Services - Professional	3,107,324	3,082,317	3,091,504	3,933,053
	SUBTOTAL CONTRACTUAL	3,139,518	3,112,424	3,091,504	3,938,053
63001	Miscellaneous Operating Expenses	332,564	169,868	158,937	259,600
63300	Gas & Diesel	6,973	9,276	2,538	14,260
	SUBTOTAL COMMODITIES	339,537	179,144	161,474	273,860
65010	Rental City Equipment	28,248	29,112	29,112	29,112
65011	Equipment Replacement Charges	0	0	0	6,180
65012	Accident Repair & Replacement Charges	720	720	720	3,648
	SUBTOTAL FIXED CHARGES	28,968	29,832	29,832	38,940
	TOTAL	15,889,108	16,366,744	15,887,048	19,096,209

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3230	Jail Administrator	1.00		1.00	
1970	Correctional Manager	0.00		1.00	
370	Correctional Supervisor	6.00		9.00	
310	Correctional Officer	61.00		71.00	
7330	Senior Office Assistant	1.00		1.00	
7628	Lead Correctional Records Specialist	4.00		4.00	
7650	Senior Correctional Records Specialist	8.00		8.00	
7630	Correctional Records Specialist		1.00		1.00
360	Correctional Services Officer		0.00		6.00
9460	Stores Aide				1.00
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	81.00	2.00	95.00	9.00

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,232,618	1,270,592	1,114,901	1,133,962
61040	Salaries Overtime	12,843	28,172	6,823	9,364
61100	Retirement - Employer Contribution	451,739	523,639	133,316	145,063
61120	Medicare Insurance	22,445	20,189	15,987	16,308
61130	Health Insurance	162,041	162,885	145,051	142,263
61170	Retiree Health Benefits	6,104	7,234	0	13,025
61180	Workers Compensation Insurance	106,956	98,434	89,441	105,095
	SUBTOTAL PERSONNEL	<u>1,994,746</u>	<u>2,111,147</u>	<u>1,505,519</u>	<u>1,565,081</u>
62300	Contract Services - Professional	0	0	16,074	8,525
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>16,074</u>	<u>8,525</u>
	TOTAL	<u><u>1,994,746</u></u>	<u><u>2,111,147</u></u>	<u><u>1,521,594</u></u>	<u><u>1,573,606</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3350	Police Lieutenant	1.00		1.00	
3300	Police Sergeant	1.00		1.00	
3200	Police Officer	6.00		5.00	
	TOTAL	<u>8.00</u>	<u>0.00</u>	<u>7.00</u>	<u>0.00</u>

GENERAL FUND

POLICE DEPARTMENT

PROGRAM

Homeland Security & Emergency Management

01114485

Statement of Purpose

Implement the City's Emergency Management Strategic Plan to lead efforts to protect life, property and the environment by developing, coordinating and managing programs to prepare for, respond to, recover from, and mitigate disasters and large-scale emergencies.

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 & Emergency Management		01114485			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	67,067	124,431	132,260	122,386
61020	Salaries Part-Time	11,369	309	0	0
61040	Salaries Overtime	754	3,261	1,152	10,000
61100	Retirement - Employer Contribution	19,094	38,765	48,642	36,766
61110	Part-Time Retirement	426	1	0	0
61120	Medicare Insurance	1,197	1,913	1,964	1,775
61130	Health Insurance	18,102	38,497	40,226	19,856
61170	Retiree Health Benefits	450	904	0	918
61180	Workers Compensation Insurance	827	1,336	2,071	5,464
	SUBTOTAL PERSONNEL	<u>119,288</u>	<u>209,417</u>	<u>226,314</u>	<u>197,165</u>
62120	Training, Transportation, Meeting	0	0	0	1,000
62140	Membership, Subscription, and Dues	0	0	0	200
62300	Contract Services - Professional	0	75	0	0
62501	Operating Lease Expense	0	0	0	
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>75</u>	<u>0</u>	<u>1,200</u>
63001	Miscellaneous Operating Expenses	58	84	0	18,733
63300	Gas & Diesel	1,453	1,208	614	1,826
	SUBTOTAL COMMODITIES	<u>1,511</u>	<u>1,291</u>	<u>614</u>	<u>20,559</u>
65000	Building Rental	0	0	0	0
65010	Rental City Equipment	25,656	26,424	26,424	26,424
65011	Equipment Replacement Charges	0	0	0	0
65012	Accident Repair & Replacement Charges	1,800	1,800	1,800	3,648
	SUBTOTAL FIXED CHARGES	<u>27,456</u>	<u>28,224</u>	<u>28,224</u>	<u>30,072</u>
68000	Transfer to Fund 404	5,262	5,280	5,255	5,227
	SUBTOTAL TRANSFERS	<u>5,262</u>	<u>5,280</u>	<u>5,255</u>	<u>5,227</u>
	TOTAL	<u><u>153,516</u></u>	<u><u>244,288</u></u>	<u><u>260,408</u></u>	<u><u>254,223</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
780	Police Community Services Specialist	0.00		0.00	
3800	Police Service Officer	1.00		0.00	
2705	Emergency Operations Coordinator			1.00	
9070	Senior Clerical Aide		1.00		0.00
	TOTAL	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	84,454	84,958	94,063	94,169
61010	Salaries Retirement	(246)			
61040	Salaries Overtime	59,249	48,343	41,606	75,000
61100	Retirement - Employer Contribution	16,489	19,539	26,861	28,289
61120	Medicare Insurance	1,198	1,212	1,352	1,363
61130	Health Insurance	18,101	19,249	20,113	19,856
61170	Retiree Health Insurance	548	576	0	706
61180	Workers Compensation Insurance	807	815	1,363	2,645
	SUBTOTAL PERSONNEL	<u>180,600</u>	<u>174,691</u>	<u>185,359</u>	<u>222,028</u>
62120	Training, Transportation, Meeting	0	0	0	1,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
63001	Miscellaneous Office Expenses	219	164	179	500
	SUBTOTAL COMMODITIES	<u>219</u>	<u>164</u>	<u>179</u>	<u>500</u>
	TOTAL	<u><u>180,819</u></u>	<u><u>174,855</u></u>	<u><u>185,539</u></u>	<u><u>223,528</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01115330	Fire Suppression & EMS	41,485,838	40,918,911	50,417,145	52,129,291
	TOTAL	<u>41,485,838</u>	<u>40,918,911</u>	<u>50,417,145</u>	<u>52,129,291</u>
OPERATING EXPENSE		ACTUAL* FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	0	0	7,371,395	9,093,115
62000	Contractual	41,437,079	40,865,136	42,991,995	42,982,421
63000	Commodities	0	0	0	0
65000	Fixed Charges	45,000	50,005	50,000	50,000
68000	Transfers	3,759	3,770	3,755	3,755
	TOTAL	<u>41,485,838</u>	<u>40,918,911</u>	<u>50,417,145</u>	<u>52,129,291</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
	*Fire Services Outsourced to OCFA effective 4/20/12				

GENERAL FUND

FIRE DEPARTMENT Administration & Support		ACCOUNTING UNIT 01115300			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	0	0
	SUBTOTAL PERSONNEL	0	0	0	0
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FIRE DEPARTMENT Fire Suppression & Emergency Medical Services		ACCOUNTING UNIT 01115300			
Job Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61100	Employee Retirement	0	0	7,371,395	0
61101	Retirement - Employer Unfunded Liability	0	0	0	9,093,115
		0	0	7,371,395	9,093,115
	SUBTOTAL PERSONNEL	0	0	7,371,395	9,093,115
62010	Communications	931	1,183	1,079	1,400
62251	Other Agency Services	12,838	13,037	8,528	0
62300	Contract Svs-Professional	41,423,310	40,850,915	42,738,295	42,977,321
62302	Other Personnel Services	0	0	253,700	3,700
	SUBTOTAL CONTRACTUAL	41,437,079	40,865,136	43,001,603	42,982,421
63001	Misc. Office Expenses	0	0	0	0
	SUBTOTAL COMMODITIES	0	0	0	0
65100	Liability Charges	45,000	50,005	50,000	50,000
	SUBTOTAL FIXED CHARGES	45,000	50,005	50,000	50,000
68000	Transfer to Fund 404	3,759	3,770	3,755	3,755
	SUBTOTAL TRANSFERS	3,759	3,770	3,755	3,755
	TOTAL	<u>41,485,838</u>	<u>40,918,911</u>	<u>50,426,753</u>	<u>52,129,291</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PLANNING & BUILDING AGENCY

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01116500	Administrative Services	1,614,688	1,890,694	1,881,180	2,058,673
01116510	Planning Division	1,798,713	1,964,932	1,787,121	3,291,618
01116520	New Construction	1,708,877	1,709,281	1,995,959	2,202,045
01116530	Permits & Plan Check	1,733,584	2,081,770	2,165,582	2,386,364
01116540	Code Enforcement	883,975	1,146,159	1,230,309	970,547
01116550	Proactive Rental Enforcement Program	514,247	291,499	258,100	539,162
01116560	Neighborhood Improvement Program	352,859	521,687	530,401	606,053
	TOTAL	<u>8,606,945</u>	<u>9,606,022</u>	<u>9,848,651</u>	<u>12,054,462</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	6,824,221	7,689,690	7,485,572	9,176,808
62000	Contractual	460,178	481,011	903,601	606,770
63000	Commodities	243,419	245,625	258,172	210,609
65000	Fixed Charges	682,219	768,652	782,091	791,060
67000	Debt Service	0	0	22,980	22,980
68000	Transfers	396,908	421,044	396,235	1,246,235
	TOTAL	<u>8,606,945</u>	<u>9,606,022</u>	<u>9,848,651</u>	<u>12,054,462</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0249	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	
7330	Senior Office Assistant	3.95		4.00	
9042	Accountant Clerk II		1.00		1.00
1220	Customer Service Representative		0.00		2.00
9070	Senior Clerical Aide		2.00		2.00
8000	Administrative Intern		2.00		1.00
2500	Planning Manager	0.75		1.00	
0810	Principal Planner *	1.85		1.90	
7610	Senior Community Planner	2.00		2.00	
2470	Senior Planner *†	2.90		3.60	
2450	Associate Planner *†	4.55		3.85	
2440	Assistant Planner II	1.00		1.00	
0040	Assistant Planner I *	2.00		1.65	
7320	Planning Commission Secretary	1.00		1.00	
9135	Planning Technician		2.00		3.00
	SUBTOTAL	<u>25.00</u>	<u>7.00</u>	<u>25.00</u>	<u>9.00</u>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

PLANNING & BUILDING AGENCY

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0940	Building Safety Manager	1.00		1.00	
6431	Sr. Combination Building Inspector	2.00		2.00	
6430	Combination Building Inspector	7.00		9.00	
2300	Building Inspector	1.00		1.00	
7270	Secretary	1.00		1.00	
0330	Senior Plan Check Engineer †	4.00		4.00	
2180	Sr. Electrical Systems Specialist	1.00		1.00	
2430	Sr. Plumbing/Mechanical Systems Spec.	1.00		1.00	
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	
2750	Code Enforcement Manager	1.00		1.00	
2745	Code Enforcement Principal	1.00		2.00	
0070	Code Enforcement Supervisor	2.00		1.00	
2740	Code Enforcement Officer †	12.00		12.00	
2780	Code Enforcement Technician	2.00		2.00	
	TOTAL	<u>69.00</u>	<u>8.00</u>	<u>71.00</u>	<u>10.00</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>72.00</u>	<u>10.00</u>
<p><i>Notes:</i></p> <p>* 1.0 FTE charged to Air Quality Fund (03116510)</p> <p>\$765,664 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> <p>† The following authorized positions have been unfunded to meet FY2018-19 Dept Savings: Sr. Planner x1, Associate Planner x1, Sr. PC Engineer x1 & Code Enforcement Officer x2</p>					

GENERAL FUND

PLANNING & BUILDING AGENCY Administrative Services	PROGRAM 01116500
<div style="background-color: #e0e0e0; padding: 2px;">Statement of Purpose</div> <p style="margin-top: 10px;"><i>To ensure that Santa Ana is a thoughtfully planned, safely built, and well maintained community.</i></p> <p>The Administrative Services Division is responsible for the management and coordination of all of the Planning and Building Agency services, programs and policies.</p> <p>General Responsibilities</p> <ul style="list-style-type: none"> - 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 	
<p><u>SERVICE PROGRAM</u></p>	
<p><u>PLANNING DIVISION:</u></p> <p>The Planning Division provides a framework in which the future social and economic well-being of the City's resident can be ensured through the adoption of a comprehensive General Plan and development standards. This division also coordinates the delivery of services to developers.</p>	
<p><u>BUILDING SAFETY DIVISION:</u></p> <p><i>New Construction Section</i></p> <p>This section provides inspections for all new construction, conversions, and maintenance and repairs of buildings to ensure compliance with State codes and City ordinances.</p> <p><i>Permits and Plan Check Section</i></p> <p>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.</p>	
<p><u>CODE ENFORCEMENT DIVISION:</u></p> <p>This division enforces Santa Ana Municipal Code provisions to ensure safe, orderly, and aesthetically pleasing neighborhoods and commercial areas.</p>	
<div style="background-color: #e0e0e0; padding: 2px;">Accomplishments in FY 2017-2018</div> <ul style="list-style-type: none"> - 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 "How To" process for customer as it relates to Q-Matic - Provided cross training to PBA Administrative Services staff - Provided annual Staff Development for PBA staff - Provided monthly budget reports to PBA Division Managers and Public Works Agency - Provide excellent customer and clerical support services 	
<div style="background-color: #e0e0e0; padding: 2px;">Action Plan for FY 2018-2019</div> <ul style="list-style-type: none"> - Develop "How to" processes for customer as it relates to Q-matic - Develop Spanish and calendaring module for Q-matic (pending funding approval) - 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 which includes succession planning - Continue to provide PBA contract and budget management - Provide excellent customer service and clerical support to internal and external customers - Provide monthly Q-matic reports for PBA Division Managers and the Public Works Department. - Streamline processes for the Planning and Building Agency. - Find ways to create efficiency by utilizing technology. 	

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Administrative Services		01116500			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	411,902	551,872	475,619	546,105
61010	Retirement Payouts	-	-	-	-
61020	Salaries Part-Time	39,760	5,522	22,527	87,685
61040	Salaries & Wages-Overtime	1,942	1,684	2,852	6,000
61100	Retirement Plan	88,616	131,745	137,991	154,273
61110	Part-Time Retirement	329	193	841	2,922
61120	Medicare Insurance	5,455	6,911	6,136	3,931
61130	Employees Insurance	60,551	84,928	81,577	91,850
61170	Retiree Medical Insurance	2,253	-	-	-
61180	Compensation Insurance	8,506	11,436	12,944	21,087
	SUBTOTAL PERSONNEL	<u>619,314</u>	<u>794,290</u>	<u>740,488</u>	<u>913,855</u>
62010	Communications	5,622	7,693	7,550	6,406
62120	Training & Transportation	2,777	7,702	9,000	7,637
62140	Other Agency Services	2,580	953	1,830	1,553
62320	M&R Buildings & Grounds	-	-	2,500	2,121
62322	M&R Machinery & Equipment	603	-	8,000	6,788
62300	Other Contractual Services	45,997	51,305	91,700	103,000
62501	Lease Payments	-	-	-	-
62600	Parking Validation	1,840	5,475	3,370	2,860
62700	Auto Expense	1,000	-	6,000	5,091
	SUBTOTAL CONTRACTUAL	<u>60,419</u>	<u>73,128</u>	<u>129,950</u>	<u>135,456</u>
63001	Operating Materials & Supplies	9,134	10,107	9,110	7,730
63300	Gas & Diesel	-	-	-	-
	SUBTOTAL COMMODITIES	<u>9,134</u>	<u>10,107</u>	<u>9,110</u>	<u>7,730</u>
65100	Liability Charges	150,000	176,916	176,915	176,915
65000	Building & Site Rental	378,914	415,208	405,502	405,502
	SUBTOTAL FIXED CHARGES	<u>528,914</u>	<u>592,124</u>	<u>582,417</u>	<u>582,417</u>
67200	Principal-Capital Lease	-	-	22,980	22,980
	SUBTOTAL DEBT SERVICE	<u>-</u>	<u>-</u>	<u>22,980</u>	<u>22,980</u>
68000	Transfer to Fund 404	396,908	421,044	396,235	396,235
	SUBTOTAL TRANSFERS	<u>396,908</u>	<u>421,044</u>	<u>396,235</u>	<u>396,235</u>
	TOTAL	<u>1,614,688</u>	<u>1,890,694</u>	<u>1,881,180</u>	<u>2,058,673</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
1720	Management Analyst	0.00		1.00	
1200	Management Aide	1.00		0.00	
7280	Senior Accounting Assistant	1.00		1.00	
1220	Customer Service Representative		2.00		2.00
9042	Accountant Clerk II		1.00		1.00
8000	Administrative Intern		1.00		1.00
	TOTAL	<u>5.00</u>	<u>4.00</u>	<u>5.00</u>	<u>4.00</u>

GENERAL FUND

PLANNING & BUILDING AGENCY Planning Division	PROGRAM 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, and Historic Resources Commission, as well as regional planning boards. 				
Accomplishments in FY 2017-2018				
<ul style="list-style-type: none"> - Completed the entitlement process for the following projects: The Madison Mixed-Use project, Fifth and Harbor Mixed-Use, Christ Our Savior Catholic Parish, Hampton Inn Hotel, and Tom's Trucks Residential Development. - Completed three series of zoning code amendments intended to streamline the development review process and be more responsive to community needs. - Revised Religious Land Use Ordinance to reflect current Federal mandates. - Completed the expansion of the Metro East Mixed Use Overlay Zone. - 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 the first phase of community engagement, hiring of consultants to complete technical studies and completed outreach with the General Plan Advisory Group (GPAG). - Added 48 structures to the City Historic Register and approved 47 Mills Act Contracts. - Initiated the Urban Design program as part of the development review process. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> - Coordinate the approvals for the following development projects: The 2525 Residential Project, 2700 N Main Residential Project, The MET at MacArthur Place Mixed Use Development, 3rd and Broadway Mixed Use Development, and Tapestry by Hilton Hotel. - Complete additional updates to the zoning code, including new regulations pertaining to sober living facilities, short term rentals, parking, and development streamlining. - Prepare the General Plan draft elements and environmental impact report for the updated General Plan, including conducting extensive community outreach. - Continue to process applications for historic designation and Mills Act contracts & support efforts to designate additional historic districts. - Continue to develop the Urban Design program as part of the development review process. - Begin review and update of the Citywide Design Guidelines. - Begin comprehensive analysis of the City's Historic Preservation Ordinance, process and procedures. - Explore, acquire, and implement technological enhancements to improve customer service, such as Q-Matic updates, SAPIN updates, online permits and new software. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
No. of Planning Applications Reviewed	4,134	5,484	5,582	5,973
No. of Environmental Reviews	101	141	159	162
No. of Site Plan Reviews	47	43	41	42
No. of Historic Applications	53	100	150	175
No. of Certificate of Occupancy's Reviewed	1,007	1,056	901	960
No. of Customers Assisted at the Planning Counter	14,500	14,040	14,742	15,015
Efficiency				
Avg. No. of review days for DRC applications	42.1	48.9	34.1	30.0
% of DRC applications reviewed within 35-days	52%	51%	61%	90%
% of phone calls returned within 24-hours	100%	100%	100%	100%

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Planning Division		01116510			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	1,097,533	1,198,528	940,429	1,421,161
61020	Salaries Part-Time	0	29,487	61,086	52,088
61040	Salaries & Wages-Overtime	5,999	1,684	10,859	-
61100	Retirement Plan	233,186	291,360	286,437	433,645
61110	Part-Time Retirement	299	698	1,329	1,953
61120	Medicare Insurance	15,954	17,444	14,398	18,985
61130	Employees Insurance	171,100	180,924	154,051	200,607
61170	Retiree Medical Insurance	12,514	0	-	-
61180	Compensation Insurance	17,299	20,269	21,423	49,916
	SUBTOTAL PERSONNEL	1,553,883	1,740,395	1,490,012	2,178,355
62010	Communications	16,007	19,326	23,795	21,314
62120	Training & Transportation	16,815	6,645	24,910	22,313
62200	Advertising	24,448	10,186	18,085	16,200
62140	Membership, Subscription & Dues	4,349	5,428	4,800	4,300
62302	Other Personnel Services	7,950	10,014	-	-
62322	M&R Machinery & Equipment	0	-	500	448
62300	Other Contractual Services	76,647	116,883	140,712	126,042
62600	Parking Validation	2,174	-	-	-
62700	Auto Expense	12,550	3,200	-	-
	SUBTOTAL CONTRACTUAL	160,939	171,682	212,802	190,616
63001	Operating Materials & Supplies	76,575	45,340	76,525	64,934
63300	Gas & Diesel	176	183	450	382
	SUBTOTAL COMMODITIES	76,751	45,523	76,975	65,316
65010	Equipment Rental, City	6,204	6,396	6,396	6,396
65011	Equipment Replacement Charges	0	0	-	-
65012	Accident Repair & Replacement Charges	936	936	936	936
	SUBTOTAL FIXED CHARGES	7,140	7,332	7,332	7,332
68000	Transfer to Fund 52	0	0	0	850,000
	SUBTOTAL CAPITAL	0	0	0	850,000
	TOTAL	1,798,713	1,964,932	1,787,121	3,291,618

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2500	Planning Manager *	0.75		1.00	
0810	Principal Planner*	1.85		1.90	
2470	Senior Planner*†	2.90		3.60	
2450	Associate Planner †	4.55		3.85	
2440	Assistant Planner II	1.00		1.00	
0440	Assistant Planner I	2.00		1.65	
7320	Planning Commission Secretary	1.00		1.00	
7330	Senior Office Assistant *	0.95		1.00	
2580	Planning Technician		2.00		2.00
	TOTAL	15.00	2.00	15.00	2.00

* 1.0FTE charged to Air Quality Fund 3116510.
† Authorized Position(s) Unfunded_Sr. Planner x1 & Associate Planner x1

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 zoning compliance with state and local ordinances.</p>				
Accomplishments in FY 2017-2018				
<ul style="list-style-type: none"> - Performed 27,322 New Construction and Occupancy inspections - Completed final inspections for the following major projects: Airborne Systems, Home place and Hobby Lobby expansion, The Orchard, Aldi Grocery Store, Banc of California, Nationstar Mortgage - Inspections in progress for the following major projects: Tribella by Trumark Homes, Lotus Community by KB Homes, Deutsche Bank, The Line, The Depot at Santiago, City Ventures, Ventana Walk by Olson Co., City Ventures Santa Ana Collection, The Heritage, Holiday Inn Express - Continued implementation of standardized inspector training to include joint training with other agencies, divisions, and sections city-wide - Continued recruitment for Combination Building Inspectors - Continued successful inspection partnering with the City of Santa Ana Fireworks Program in facilitating safe openings and subsequent sales - Participated in the city-wide City Safety Committee and EOC 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> - Secure staff resources to meet industry service level standard of 24 hour turnaround for inspection request – has been at 2.5 weeks (13 working days) service level for the past 18 months + - Implement Field Force Manager Program (FFM) to allow for field entry of inspection result - Create and implement standardized correction notices within the FFM program - Continue to participate in the completion of the Development Services Fee Study - Continue researching new technology for permitting, plan review, inspections, and document management - Continue to participate in emergency preparedness plan for PBA, and participate citywide on the Safety Committee and EOC - Continue to update and standardize the Division’s Policy and Procedure Manual 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
Total Inspections	28,680	27,322	37,000	40,700
Certificate of Occupancy Inspections	1,618	1,705	1,950	2,145
Training (employee hours)	606	864	1,282	1,410

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
New Construction		01116520			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	1,053,228	1,004,848	1,027,263	1,243,471
61020	Salaries & Wages-Temporary	-	-	-	-
61040	Salaries & Wages-Overtime	14,680	60,286	23,877	20,108
61100	Retirement Plan	225,740	243,880	306,047	384,339
61110	Part-Time Retirement	-	-	-	-
61120	Medicare Insurance	15,154	14,951	14,845	18,149
61130	Employees Insurance	182,402	170,319	167,970	231,895
61170	Retiree Health Benefits	14,759	-	-	-
61180	Compensation Insurance	77,061	75,918	83,423	137,212
		-	-	-	-
	SUBTOTAL PERSONNEL	1,583,024	1,570,201	1,623,426	2,035,172
62010	Communications	20,491	21,877	23,449	30,240
62120	Training & Transportation	16,233	16,668	14,833	14,897
62140	Membership, Subscription & Dues	2,690	795	2,000	1,826
62302	Other Personnel Services	0	0	-	-
62322	M&R Machinery & Equipment	258	0	835	762
62300	Other Contractual Services	25,806	21,937	237,417	24,548
		-	-	-	-
	SUBTOTAL CONTRACTUAL	65,478	61,276	278,534	72,274
63001	Operating Materials & Supplies	24,046	23,411	22,250	19,265
63300	Gas & Diesel	4,839	6,062	11,336	10,919
		-	-	-	-
	SUBTOTAL COMMODITIES	28,886	29,473	33,586	30,184
65010	Equipment Rental, City	27,122	33,519	40,194	43,536
65011	Equipment Replacement Charges	0	9,471	13,632	13,632
65012	Accident Repair & Replacement Charges	4,368	5,341	6,587	7,246
		-	-	-	-
	SUBTOTAL FIXED CHARGES	31,490	48,331	60,413	64,414
	TOTAL	1,708,877	1,709,281	1,995,959	2,202,045

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0940	Building Safety Manager	1.00		1.00	
6431	Senior Combination Building Inspector	2.00		2.00	
6430	Combination Building Inspector	7.00		9.00	
2300	Building Inspector	1.00		1.00	
2180	Senior Electrical Systems Specialist	1.00		0.00	
7270	Secretary	1.00		1.00	
	TOTAL	13.00	0.00	14.00	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 2017-2018				
<ul style="list-style-type: none"> - Issued over 6,012 permits with a total valuation of approximately \$437,159,271 - Serviced approximately 9,112 customers at the Permit Services Counter - Processed and reviewed the following major projects: Heritage Village, Meta Housing, Hampton Inn, AMCAL, Shea Dyer -- Business Park, Shea Homes, DeNova Homes, 888 N. Main St., Train Station Lofts, Tribella Court by Trumark Homes, City Ventures Harbor Developments, Behr Paint, Elk's Lodge, Certified Transportation - Continued standardized training relative to the 2016 California Building Codes - Collaborated in the scoping and preparation of the Development Services Fee Study - Continued successful coordination of the City of Santa Ana Fireworks Program for non-profit organizations - Piloting e-plan review utilizing touch screen and plan review software work station; continued researching and canvassing new technology for permitting, plan review, inspections and document management. - Participated in annual Building Safety Month, Alert OC, and California Great Shake Out safety outreach programs - Continued workflow/efficiency studies, including standardization of Division Policy & Procedures Manual - Participated in citywide City Safety and EOC Committees, including ongoing update of PBA department operations center (DOC) emergency procedures - Participated in assessment of Division webpages in preparation for 360 Civic citywide website update 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> - Continue to participate in the completion of the Development Services Fee Study and fee implementation process. - Continue standardized training with emphasis on 2016 California Building Codes and continued implementation of State's "Cal Green" code requirements. - Continue researching new technology for permitting, plan review, inspections, and document management. - Manage ongoing update of emergency preparedness plan for PBA, participation on the citywide Safety and EOC Committees, and administering various building safety public outreach efforts. - Maintain ongoing work flow/efficiency studies, streamlining efforts, and standardization of Division Policy & Procedures Manual, focusing on alignment of Division activities with citywide strategic plan. - Acquire resources to achieve industry service level standard of 3-week turnaround for plan review. - Endeavour to maintain 10 minute or less average service wait times at the Permit Services Counter. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
# of building plans checked	1,798	1,556	1,402	1,543
# of building permits issued	3,515	3,211	3,096	3,406
# of electrical plans checked	477	460	324	356
# of electrical permits issued	3,135	2,747	2,402	2,642
# of plumbing plans checked	185	301	201	221
# of plumbing permits issued	1,276	1,367	1,135	1,248
# of mechanical plans checked	196	323	216	238
# of mechanical permits issued	1,109	1,142	912	1,003
# of solar plans checked	357	65*	144	158
# of solar permits issued	771	481	583	641
# of occupancy permits issued	830	919	821	903
# of grading permits issued	21	22	34	38
RATIO				
# of building plans checked over-the-counter	332	106	115	121
% of building plans checked over-the-counter	18%	3%	4%	5%
EFFICIENCY				
% of building plan checks completed within 3 weeks	84.9%	60.0%	65.0%	70.0%

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Permits & Plan Check		01116530			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	1,111,758	1,296,332	1,271,259	1,472,842
61020	Salaries & Wages-Part-Time	41,111	52,032	53,671	76,583
61040	Salaries & Wages-Overtime	49,631	87,098	62,581	-
61100	Retirement Plan	239,373	319,011	380,215	429,162
61110	Part-Time Retirement	205	553	689	2,872
61120	Medicare Insurance	17,385	20,434	19,811	21,501
61130	Employees Insurance	133,277	158,611	154,912	197,855
61170	Retiree Medical Insurance	16,077	0	-	-
61180	Compensation Insurance	11,164	13,074	20,892	43,719
					-
	SUBTOTAL PERSONNEL	1,619,980	1,947,143	1,964,029	2,244,534
62010	Communications	11,663	12,759	17,420	15,192
62120	Training & Transportation	4,376	3,602	10,265	8,952
62140	Membership, Subscription & Dues	315	370	5,225	4,557
62322	M&R Machinery & Equipment	0	0	3,250	2,834
62300	Other Contractual Services	63,543	53,588	126,435	75,000
					-
	SUBTOTAL CONTRACTUAL	79,897	70,319	162,595	106,534
63001	Operating Materials & Supplies	23,267	58,139	30,200	25,625
63300	Gas & Diesel	1,223	653	1,822	1,546
					-
	SUBTOTAL COMMODITIES	24,491	58,792	32,022	27,171
65010	Rental City Equipment	8,136	4,886	3,096	4,188
65011	Equipment Replacement Charges	0	0	3,300	3,636
65012	Accident Repair & Replacement	1,080	630	540	300
	SUBTOTAL FIXED CHARGES	9,216	5,516	6,936	8,124
	TOTAL	1,733,584	2,081,770	2,165,582	2,386,364

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
2430	Sr. Plumbing/Mechanical Systems Spec.	1.00		1.00	
2180	Senior Electrical Systems Specialist	0.00		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	
8000	Administrative Intern		0.00		0.00
9070	Senior Clerical Aide		1.00		1.00
	TOTAL	13.00	2.00	14.00	2.00

† Authorized Position(s) Unfunded_Sr. PC Engineer

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 2017-2018				
<ul style="list-style-type: none"> - City recuperated over \$200K in successful Implementation of receivership program to address long standing Dangerous & Abandoned properties and completed RFP to hire outside council. - Successful closure of over 90% of illegal dispensaries in partnership with SAPD and City Attorney's Office and implementation of Cannabis regulations enforcement efforts. - Initiated technology based equipment as a process improvement tool. - Improved response time regarding complaints. - Completed RFQ process and implemented new ordinance to monitor the Foreclosed Property Registration Program. - Adopted and implemented Mobile Vending Program ordinance. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> - Continue use of receivership program to address Dangerous & Abandoned properties. - Maintain improvement efforts regarding enforcement response times to achieve 90% of response time from 5 to 3 days. - 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 phase two of Mobile Vending Program ordinance. - Implement and monitor successful implementation of Foreclosure Property Program. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels				
Number of Notices of Violations issued	191	122	111	117
Number of citations issued	4,013	6,954	5,676	5,960
Number of received complaints	8,526	9,371	9,029	9,480
Number of observed complaints	3,148	2,255	1,118	1,174
Total number of violations recorded	11,674	11,626	10,147	10,654
Number of violations closed	10,604	11,184	10,262	10,775
Number of Notice and Order violations	192	116	334	351
Property Improvement Valuation	\$ 1.3 M	\$ 9.9 K	\$ 2.3 M	\$ 2.4 M
Administrative Citation Billed	\$ 236 K	\$ 205 K	\$ 373 K	\$ 392 K
Administrative Citation Collected	\$ 87 K	\$ 100 K	\$ 106 K	\$ 111 K
Marijuana Dispensary Fines Billed	\$ 74 K	\$ 514 K	\$ 257 K	\$ 270 K
Marijuana Dispensary Fines Collected	\$ 33 K	\$ 47 K	\$ 137 K	\$ 144 K
Shopping Cart Containment Billed	\$ 43 K	\$ 43 K	\$ 74 K	\$ 78 K
Shopping Cart Containment Collected	\$ 38 K	\$ 41 K	\$ 64 K	\$ 67 K

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Code Enforcement		01116540			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	479,837	638,616	673,271	458,512
61020	Salaries Part-Time	29,500	11,782	28,528	33,107
61040	Salaries & Wages-Overtime	3,029	0	5,826	-
61100	Retirement Plan	100,317	149,520	179,878	138,092
61110	Part-Time Retirement	385	440	1,065	1,242
61120	Medicare Insurance	6,901	8,530	9,367	5,362
61130	Employees Insurance	81,513	130,573	120,457	150,284
61170	Retiree Medical Insurance	3,574	0	-	-
61180	Compensation Insurance	9,020	11,196	16,478	20,830
				-	-
	SUBTOTAL PERSONNEL	714,076	950,657	1,034,870	807,428
62010	Communications	13,566	25,581	26,045	20,215
62120	Training & Transportation	9,528	9,443	12,000	8,994
62200	Advertising	0	2,306	-	-
62140	Membership, Subscription & Dues	511	850	4,000	3,105
62300	Other Contractual Services	50,252	54,931	36,000	46,115
62302	Other Personnel Services	0	1,984	12,000	-
62322	M&R Machinery & Equipment	0	0	395	367
				-	-
	SUBTOTAL CONTRACTUAL	73,857	95,095	90,440	78,796
63001	Operating Materials & Supplies	37,454	34,069	35,200	20,736
63300	Gas & Diesel	6,456	6,288	10,915	8,472
				-	-
	SUBTOTAL COMMODITIES	43,910	40,357	46,115	29,208
65010	Equipment Rental, City	46,531	45,198	44,676	40,320
65011	Equipment Replacement Charges	0	7,814	6,900	10,896
65012	Accident Repair & Replacement	5,601	7,038	7,308	3,900
	SUBTOTAL FIXED CHARGES	52,132	60,050	58,884	55,116
	TOTAL	883,975	1,146,159	1,230,309	970,547

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		2.00
	TOTAL	17.00	1.00	17.00	2.00

\$220,000 for Community Preservation Inspectors(2) in Fund 52

\$765,664 in salary and benefits funded by CDBG Fund 135 in FY 18-19.

† Authorized Position(s) Unfunded_Code Enforcement Officers x2, Pending Fee Study.

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 2017-2018				
<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 66 permits, with a total valuation of \$379,419 in improvements to rental properties. 				
Action Plan for FY 2018-2019				
<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. - Monitor 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. - Expand Property Rental Enforcement Program to include motel, hotel, and other rental residential uses. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16†	FY 16-17	FY 17-18	FY 18-19
Service Levels				
Total inspections*	1,261	1,261	1,300	1,300
Reinspections	630.5	631	750	750
Gold Seal Inspections+	598	N/A	N/A	N/A
Property Improvement Valuation	\$ 1.0 M	\$ 379 K	\$ 350 K	\$ 500 K
<p>† Calendar Year</p> <p>* Total inspections, not including violations received</p> <p>+ Goal Seal Certification every four years and yearly monitoring for compliance.</p>				

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Proactive Rental Enforcement Program		01116550			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	308,917	152,767	115,351	292,029
61020	Salaries Part-Time	16,970	8,187	-	-
61040	Salaries & Wages-Overtime	1,512	1,519	1,825	-
61100	Retirement Plan	62,562	36,706	30,700	89,834
61110	Part-Time Retirement	563	12	-	-
61120	Medicare Insurance	3,365	597	-	2,509
61130	Employees Insurance	44,750	27,433	21,215	56,775
61170	Retiree Medical Insurance	554	0	-	-
61180	Compensation Insurance	5,463	4,013	3,879	10,476
				-	-
	SUBTOTAL PERSONNEL	<u>444,656</u>	<u>231,233</u>	<u>172,971</u>	<u>451,622</u>
62010	Communications	2,052	2,071	3,000	2,546
62120	Training & Transportation	1,716	135	1,065	804
62140	Membership, Subscription & Dues	170	0	275	233
62300	Other Contractual Services	9,139	3,088	12,000	8,522
62322	M&R Machinery & Equipment	0	0	110	101
				-	-
	SUBTOTAL CONTRACTUAL	<u>13,077</u>	<u>5,294</u>	<u>16,450</u>	<u>12,207</u>
63001	Miscellaneous Operating Expenses	3,256	1,443	2,000	1,697
63300	Gas & Diesel	2,420	1,566	3,906	3,314
				-	-
	SUBTOTAL COMMODITIES	<u>5,677</u>	<u>3,009</u>	<u>5,906</u>	<u>5,012</u>
65010	Equipment Rental, City	15,312	14,251	10,488	14,676
65011	Equipment Replacement Charges	0	2,727	3,300	7,080
65012	Accident Repair & Replacement Charges	2,160	1,620	1,620	1,200
65220	Treasury/Acctg Charges	33,365	33,365	47,365	47,365
	SUBTOTAL FIXED CHARGES	<u>50,837</u>	<u>51,963</u>	<u>62,773</u>	<u>70,321</u>
	TOTAL	<u><u>514,247</u></u>	<u><u>291,499</u></u>	<u><u>258,100</u></u>	<u><u>539,162</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		0.00
	TOTAL	<u>3.00</u>	<u>1.00</u>	<u>3.00</u>	<u>0.00</u>

GENERAL FUND

PLANNING & BUILDING AGENCY	PROGRAM			
Neighborhood Initiatives Program	01116560			
Statement of Purpose				
<p><i>To facilitate collaboration between agencies and the communities to ensure efficient implementation of community initiatives. To improve area conditions and overall quality of life.</i></p> <p>The Santa Ana Neighborhood Initiatives Program functions to promote community solutions, capacity building and civic engagement so residents have the ability to be well informed about items affecting their neighborhood and opportunities to improve their community.</p>				
Accomplishments in FY 17-18				
<ul style="list-style-type: none"> - Expanded utilization of non-profit status for Grants for Blocks Program through OC Charitable Ventures (CVOC). Eight Santa Ana neighborhood associations now have assets on deposit at CVOC and are accessing the benefits of operating as tax exempt entities for purposes of accepting financial gifts and the donation of in-kind resources. - Participated as a workshop presenter at the national 2018 Neighborhoods USA Training. - Completed third year of successful EITC / VITA income tax preparation partnership with OC United Way - Financial Stability Alliance – with increasing numbers of Santa Ana households accessing services and refundable tax credits. - Fostered partnerships to bring new nutrition / health grant funding to the Santa Anita and Willard Neighborhoods through non-profit, America On Track. - Provided training to HOA and apartment managers representing 3,000 residential units on disaster preparedness and dispute resolution training skill building. - Established a Santa Ana leadership training and had 90 residents participate in trainings offered by Santa Ana Neighborhood Initiatives, Santa Ana College, Santa Ana Unified, America On Track, Building Health Communities, the Santa Ana Police and Building Healthy Communities. - Annual Neighborhood Hero and Most Beautiful Yard awards presented at reception at Bowers Museum. 				
Action Plan for FY 18-19				
<ul style="list-style-type: none"> - Continue to offer separate leadership training programs for apartment managers, residents leaders and HOAs. - Implement Community Engagement Plan and upgrade Neighborhood Initiatives hardware and equipment. - Launch Santa Ana Civic Atlas as a smart phone community engagement tool through ARC-GIS. - Continue phase 2 street lighting improvements in Santa Anita / Townsend Gang Injunction Safety Zones. - Complete Willits / Sullivan “Placemaking” and public art improvements. - Continue citywide training and recognition event for neighborhood serving organizations and local businesses through Celebrate Santa Ana. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of neighborhood association meetings	290	290	295	310
# of neighborhood cleanups	70	70	70	70
# of dumpsters provided	259	243	260	300
Efficiency				
# of regular meetings supported by staff	205	195	205	200
Effectiveness				
# of Resident Leaders provided leadership training	130	40	40	90
# of Apartment Managers provided leadership training	0	75	75	100
# of HOA Managers provided training	27 HOAs - 2,500 units	N/A N/A	N/A N/A	40 HOAs- 4,000 units

GENERAL FUND

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Neighborhood Initiatives Program (NIP)		01116560			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	212,145	313,387	295,841	329,190
61020	Salaries Part-Time	90	18,130	18,922	26,044
61040	Salaries Overtime	165	0	-	-
61100	Retirement Plan	41,973	71,027	83,921	102,320
61110	Part-Time Retirement	0	680	710	977
61120	Medicare Insurance	3,038	4,682	4,432	4,773
61130	Employees Insurance	26,805	40,238	46,771	68,631
61170	Retiree Medical Insurance	122	0	-	-
61180	Compensation Insurance	4,950	7,626	9,180	13,908
				-	-
	SUBTOTAL PERSONNEL	289,287	455,770	459,777	545,843
62010	Communications	2,271	945	3,000	2,546
62012	Cellular Phone Charges	89	303	-	-
62120	Training, Transportation, Meeting	0	25	750	636
62140	Membership, Subscription & Dues	0	0	1,000	849
62200	Advertising	0	0	1,250	1,061
62251	Other Agency Services	0	74	500	424
62300	Contract Services-Professional	4,113	2,869	3,930	3,759
62322	M&R Machinery & Equipment	0	0	1,400	1,188
62600	Parking Validation	38	0	1,000	424
				-	-
	SUBTOTAL CONTRACTUAL	6,511	4,216	12,830	10,887
63001	Miscellaneous Operating Expenses	54,314	58,069	53,958	45,566
63300	Gas & Diesel	258	296	500	422
				-	-
	SUBTOTAL COMMODITIES	54,572	58,365	54,458	45,988
65010	Rental City Equipment	2,260	2,796	2,796	2,796
65011	Equipment Replacement Charges	0	0	-	-
65012	Accident Repair & Replacement Charges	230	540	540	540
	SUBTOTAL FIXED CHARGES	2,490	3,336	3,336	3,336
	TOTAL	352,859	521,687	530,401	606,053

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
7610	Senior Community Planner	2.00		2.00	
4335	Senior Office Assistant	1.00		1.00	
7330	Planning Technician*		0.00		1.00
	TOTAL	3.00	0.00	3.00	1.00

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
01117620 Pub Wks-Traffic/Trans Eng	1,955,573	1,932,307	2,308,820	2,456,545	
01117625 Pub Wks-Roadway Marking/Signs	981,934	527,495	568,000	568,000	
01117630 Pub Wks-Streetlight Maintenance	2,806,521	2,463,095	2,911,527	2,330,425	
01117642 Pub Wks-Graffiti Abatement	0	0	1,166,197	1,207,345	
01117643 Pub Wks-Sanitation Services	0	0	0	1,604,223	
01117650 Pub Wks-SARTC Maintenance	0	0	300,000	0	
TOTAL	<u>5,744,028</u>	<u>4,922,898</u>	<u>7,254,543</u>	<u>8,166,538</u>	
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
61000 Personnel	1,683,415	1,198,710	1,366,812	2,872,741	
62000 Contractual	2,867,785	2,873,871	4,596,500	4,101,820	
63000 Commodities	177,551	171,329	95,852	136,433	
65000 Fixed Charges	624,247	594,721	600,570	730,436	
66000 Capital	309,122	0	400,000	130,000	
67000 Debt Service	0	0	114,135	114,868	
68000 Transfers	80,810	84,199	80,675	80,240	
69000 Miscellaneous	1,097	67	0	0	
TOTAL	<u>5,744,028</u>	<u>4,922,898</u>	<u>7,254,543</u>	<u>8,166,538</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01390	Assistant Engineer I	1.00		1.00	
02100	Assistant Engineer II	3.25		2.93	
02155	Assistant Traffic Operations Engineer	0.65		0.65	
00320	City Engineer (MM)	0.20		0.20	
01850	Contracts Administrator	0.00		0.10	
02129	Principal Civil Engineer (MM)	0.43		0.43	
06140	Projects Manager	0.25		0.25	
04040	Public Works Crew Leader	0.65		0.65	
02131	Senior Civil Engineer	1.75		2.00	
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		1.00		1.00
	TOTAL GENERAL FUND	<u>11.18</u>	<u>5.50</u>	<u>11.21</u>	<u>5.50</u>

**GENERAL FUND
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
	SECTION 3: INTERNAL FUNDS				
08617611	Construction Engineering	10.25	6.00	9.65	6.00
08617612	Design Engineering	16.75	8.00	15.25	8.00
08617620	Traffic Engineering	1.30	3.50	1.30	3.50
10117601	Pub Wks-Admin Services	18.95	1.50	19.95	1.50
10117605	Pub Wks-Development Engnrng	6.80	4.00	7.02	4.00
	SECTION 5: SPECIAL REVENUE				
02917620	Traffic Signal Maintenance	1.77		1.62	
	SECTION 6: ENTERPRISE FUNDS				
05617640	Sanitary Sewer Service	16.95	3.00	16.95	3.00
05717640	Fed Clean Water Protection Ent	8.00	1.00	8.00	1.00
06017640	Water Uty Wtr Prod & Supply	9.15	4.00	12.15	4.00
06017641	Water System Maint	14.75	3.00	15.75	3.00
06017644	Water Quality	9.25	7.00	3.75	4.00
06017645	Water Admin/Engineering	6.50	4.00	6.50	4.00
06017646	Water Meter Services	0.00	0.00	5.00	3.00
06017647	Recycled Water	0.00		0.50	
06717650	PWA - SARTC Operations	0.70		0.70	
06817640	Pub Wks-Environment/Sanitation	4.98		4.98	
06817641	Pub Wks-Roadway Cleaning	9.34	4.75	9.34	4.75
06817643	Pub Wks-Street Trees	14.03	5.00	14.03	5.00
06917640	Refuse Collection Service	5.35	0.75	5.35	0.75
	TOTAL OTHER FUNDS	154.82	55.50	157.79	55.50
	TOTAL PERSONNEL	166.00	61.00	169.00	61.00

GENERAL FUND

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Traffic & Transportation Engineering		01117620		
Statement of Purpose				
<p><i>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.</i></p> <p>*See Accounting Unit 08617620 for additional program funding.</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Begin implementation of Complete Sidewalk/Non-Motorized Connectivity Plan prioritized projects. * Obtain \$13 Million in grant funding for capital projects including traffic calming, bike lanes, and signal synchronization projects * Complete design of traffic signal synchronization project on 17th Street/Westminster Avenue. * Complete Design of Santa Ana Blvd and Fifth Street Protected Bike Lanes, and Flower Street bike lanes. * Complete design of Euclid/Hazard traffic signal modification. * Assist construction of Safe Route to School improvements for Heninger, King, Monte Vista, and Washington Elementary Schools * Complete South Main Street Corridor Traffic Study * Complete Traffic Signal Head Upgrades * Complete design of Bristol Street and Edinger Avenue Bike Lanes 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Develop Active Transportation Plan * Complete implementation of traffic signal synchronization project on 17th Street/Westminster Avenue. * Integrate SMSA findings into Circulation Element and Bicycle & Pedestrian Master Plans. * Develop Citywide Suggested Routes to School Plan. * Prepare grant funding applications for capital projects including traffic calming, bike lanes, and signal synchronization projects through the Active Transportation Program, Highway Safety Improvement Program, and Bicycle Corridor Improvement Program. * Complete design of 1st/Jackson & 5th/Euclid traffic signal modification. * Complete design of Civic Center Drive Bike Blvd and Main Street/15th Street Traffic Signal 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of citizen, Council, and PD requests processed	643	742	725	700
# of parking permits issued (districts)	2969 (27)	3530 (27)	4550 (27)	4500 (27)
# of traffic signals/striping/traffic control plan sets reviewed (average days to check)	395 (14)	600 (14)	550 (14)	500 (14)
# of Traffic Impact Analyses Reviewed and Approved	8	8	10	8
# of special placard parking permits issued	450	463	540	500
Efficiency				
Average # of days to process citizen requests	31	30	30	30
Effectiveness				
Traffic Signals Added or Modified	1	4	6	3
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	814,743	783,455	752,044	1,167,945
61020	Salaries Part-Time	96,602	53,653	63,942	78,540
61040	Salaries Overtime	574	129	0	4,035
61100	Retirement-Employer Contribution	158,532	167,528	219,617	331,810
61110	Part-Time Retirement	3,619	1,966	2,398	0
61120	Medicare Insurance	13,052	11,328	11,547	17,785
61130	Health Insurance	115,292	105,769	114,265	179,755
61170	Retiree Health Benefits	15,654	0	0	0
61180	Worker Compensation Insurance	10,529	10,189	14,850	37,140
	SUBTOTAL PERSONNEL	<u>1,228,598</u>	<u>1,134,017</u>	<u>1,178,663</u>	<u>1,817,010</u>
62010	Communications	12,608	15,519	18,000	23,825
62120	Training, Transportation, Meeting	5,344	4,076	3,500	5,045
62140	Membership, Subscription & Dues	1,247	872	3,000	5,045
62300	Contract Services-Professional	163,348	125,308	325,000	98,200
	SUBTOTAL CONTRACTUAL	<u>182,547</u>	<u>145,775</u>	<u>349,500</u>	<u>132,115</u>
63001	Miscellaneous Operating Expenses	28,663	122,438	45,000	31,765
63300	Gas & Diesel	2,954	2,756	2,852	3,650
	SUBTOTAL COMMODITIES	<u>31,617</u>	<u>125,194</u>	<u>47,852</u>	<u>35,415</u>
65000	Building Rental	138,142	142,840	148,700	148,700
65010	Rental City Equipment	22,755	22,056	22,050	22,055
65011	Equipment Replacement Charges	4,410	11,244	11,245	11,245
65012	Accident Repair & Replacement Charge	1,344	1,632	1,630	1,200
65240	Public Works Administrative Charges	265,350	265,350	265,350	205,410
	SUBTOTAL FIXED CHARGES	<u>432,001</u>	<u>443,122</u>	<u>448,975</u>	<u>388,610</u>
66220	Improvements Other Than Building	0	0	200,000	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>0</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>
68000-051	Transfer to Fund 051	0	3,154	0	0
68000-404	Transfer to Fund 404	80,810	81,045	80,675	80,240
	SUBTOTAL TRANSFERS	<u>80,810</u>	<u>84,199</u>	<u>80,675</u>	<u>80,240</u>
	TOTAL	<u><u>1,955,573</u></u>	<u><u>1,932,307</u></u>	<u><u>2,308,820</u></u>	<u><u>2,456,545</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01390	Assistant Engineer I	1.00		1.00	
02100	Assistant Engineer II	3.25		2.93	
02155	Assistant Traffic Operations Engineer	0.65		0.65	
00320	City Engineer (MM)	0.20		0.20	
01850	Contracts Administrator	0.00		0.10	
02129	Principal Civil Engineer (MM)	0.43		0.43	
02131	Senior Civil Engineer	1.75		2.00	
07330	Senior Office Assistant	2.00		2.00	
09130	Engineering Intern, P/T		4.50		4.50
	TOTAL	<u>9.28</u>	<u>4.50</u>	<u>9.31</u>	<u>4.50</u>

PUBLIC WORKS AGENCY
Roadway Markings & Signs

ACCOUNTING UNIT
01117625

Statement of Purpose

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

Accomplishments in FY 2017-18

- * Implemented work order enterprise system (mySantaAna mobile phone Application) to track and service all sign maintenance service requests.
- * Restriped one quadrant of the city.

Action Plan for FY 2018-19

- * Continue to utilize work order enterprise system (mySantaAna mobile phone Application) to track and service all sign maintenance service requests.
- * Restripe North East quadrant of the city.

PERFORMANCE MEASURES	Actual	Actual	Estimated	ADOPTED
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
Striping (all types - linear feet)	98,300	647,600	15,000,000	15,000,000
# of painted legends	8,400	5,400	7,000	7,000
# of painted curbs	74,100	33,000	50,000	50,000
# of signs repaired/replaced	1,550	400	600	600
# painted arrows	1,400	1,100	1,500	1,500

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Pub Wks-Roadway Marking/Signs		01117625			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	240,905	571	0	0
61040	Salaries Overtime	4,581	142	0	0
61100	Retirement-Employer Contribution	44,348	37	0	0
61120	Medicare Insurance	3,495	3	0	0
61130	Health Insurance	57,462	37	0	0
61170	Retiree Health Benefits	3,569	0	0	0
61180	Worker Compensation Insurance	28,761	21	0	0
	SUBTOTAL PERSONNEL	<u>383,121</u>	<u>811</u>	<u>0</u>	<u>0</u>
62300	Contract Services-Professional	424,110	507,082	548,000	548,000
	SUBTOTAL CONTRACTUAL	<u>424,110</u>	<u>507,082</u>	<u>548,000</u>	<u>548,000</u>
63001	Miscellaneous Operating Expenses	126,141	19,508	20,000	20,000
	SUBTOTAL COMMODITIES	<u>126,141</u>	<u>19,508</u>	<u>20,000</u>	<u>20,000</u>
65010	Rental City Equipment	564	94	0	0
65240	Public Works Administrative Charges	46,901	0	0	0
	SUBTOTAL FIXED CHARGES	<u>47,465</u>	<u>94</u>	<u>0</u>	<u>0</u>
69801	IC Default Issue	1,097	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>1,097</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>981,934</u></u>	<u><u>527,495</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 2017-18				
<p>* Purchase approximately 7,800 SCE owned streetlights, upgrade to LED fixtures and address under-lit areas throughout the City</p>				
Action Plan for FY 2018-19				
<p>* Convert the purchased streelights to energy-saving LED fixture.</p>				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of Edison-owned lights - LS-1	11,450	11,344	3,468	3,200
# of City-owned lights - metered - LS-3	1,742	1,872	1,952	2,500
# of City-owned lights - unmetereed - LS-2	1,062	1,231	9,031	8,500
Efficiency				
% of outages evaluated and referred for repair within 48 hours	99	99	99	99
Average # of days to repair outages by contractor	2	2	2	2
Annual energy costs for street lighting (\$)	2,563,275	2,102,767	2,250,000	1,850,000

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Pub Wks-Streetlight Maintenance		01117630			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	44,591	37,097	54,036	109,885
61040	Salaries Overtime	722	242	635	0
61100	Retirement-Employer Contribution	10,762	11,557	19,693	33,505
61120	Medicare Insurance	489	524	764	1,595
61130	Health Insurance	9,676	9,375	13,087	23,260
61170	Retiree Health Benefits	652	0	0	0
61180	Worker Compensation Insurance	4,805	5,086	7,737	12,955
	SUBTOTAL PERSONNEL	<u>71,696</u>	<u>63,881</u>	<u>95,952</u>	<u>181,200</u>
62000	Utilities	2,112,903	2,102,767	2,200,000	1,573,380
62120	Training, Transportation, Meeting	1,171	0	0	0
62300	Contract Services-Professional	119,235	96,105	100,000	122,810
62321	Maintenance & Repair Improvement	27,819	22,142	25,000	40,000
	SUBTOTAL CONTRACTUAL	<u>2,261,128</u>	<u>2,221,014</u>	<u>2,325,000</u>	<u>1,736,190</u>
63001	Miscellaneous Operating Expenses	19,793	26,627	28,000	39,570
	SUBTOTAL COMMODITIES	<u>19,793</u>	<u>26,627</u>	<u>28,000</u>	<u>39,570</u>
65100	Liability Charges	73,020	79,745	79,835	81,135
65240	Public Works Administrative Charges	71,761	71,760	71,760	51,350
	SUBTOTAL FIXED CHARGES	<u>144,781</u>	<u>151,505</u>	<u>151,595</u>	<u>132,485</u>
66220	Improvements Other Than Building	309,122	0	200,000	130,000
	SUBTOTAL CAPITAL	<u>309,122</u>	<u>0</u>	<u>200,000</u>	<u>130,000</u>
67003	Loan Payment OBF	0	0	110,980	110,980
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>110,980</u>	<u>110,980</u>
69801	IC Default Issue	0	67	0	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>67</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>2,806,521</u></u>	<u><u>2,463,095</u></u>	<u><u>2,911,527</u></u>	<u><u>2,330,425</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
06140	Projects Manager	0.25		0.25	
04280	Street Lighting Maintenance Worker	1.00		1.00	
	TOTAL	<u>1.25</u>	<u>0.00</u>	<u>1.25</u>	<u>0.00</u>

GENERAL FUND

SANITATION ENTERPRISE - PWA		PROGRAM		
Graffiti Removal Street Cleaning		01117642		
Statement of Purpose				
<i>Ensure that all City streets are maintained free of graffiti.</i>				
Accomplishments in 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. 				
Action Plan for FY 2018-19				
<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	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
Graffiti Removal - Square Footage	4,250,000	4,051,000	4,200,000	4,200,000
# of graffiti locations cleaned	150,000	119,000	1,300,000	1,300,000
Total painted - Square Footage	3,625,000	3,508,000	3,500,000	3,500,000
Total water-blasted - Square Footage	500,000	452,000	425,000	425,000
Total Chemical - Square Footage	125,000	70,650	155,000	155,000
# of signs (graffiti removal)	4,250	3,680	4,000	4,000

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Pub Wks-Graffiti Abatement		01117642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	46,032	56,145
61010	Salaries Cash Out/Separation	0	0	0	15,965
61020	Salaries Part-Time	0	0	14,326	18,570
61040	Salaries Overtime	0	0	349	0
61100	Retirement-Employer Contribution	0	0	12,479	17,820
61110	Part-Time Retirement	0	0	537	0
61120	Medicare Insurance	0	0	871	1,085
61130	Health Insurance	0	0	11,603	15,075
61180	Worker Compensation Insurance	0	0	6,001	8,685
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>92,197</u>	<u>133,345</u>
62010	Communications	0	0	1,000	1,000
62300	Contract Services-Professional	0	0	1,073,000	1,073,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>1,074,000</u>	<u>1,074,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,166,197</u></u>	<u><u>1,207,345</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
04040	Public Works Crew Leader	0.65		0.65	
09070	Senior Clerical Aide, P/T		1.00		1.00
	TOTAL	<u>0.65</u>	<u>1.00</u>	<u>0.65</u>	<u>1.00</u>

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Pub Wks-Sanitation Services		01117643			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	0	416,746
61020	Salaries Part-Time	0	0	0	43,015
61040	Salaries Overtime	0	0	0	22,500
61100	Retirement-Employer Contribution	0	0	0	96,301
61110	Part-Time Retirement	0	0	0	-
61120	Medicare Insurance	0	0	0	5,128
61130	Health Insurance	0	0	0	96,418
61170	Retiree Health Benefits	0	0	0	-
61180	Worker Compensation Insurance	0	0	0	61,078
	SUBTOTAL PERSONNEL	0	0	0	741,186
62010	Communications	0	0	0	10,000
62120	Training, Transportation, Meeting	0	0	0	1,250
62140	Membership, Subscription & Dues	0	0	0	1,253
62300	Contract Services-Professional	0	0	0	572,762
62321	Maintenance & Repair Improvement	0	0	0	25,000
62322	Maintenance & Repair Machinery & Equipment	0	0	0	1,250
	SUBTOTAL CONTRACTUAL	0	0	0	611,515
63001	Miscellaneous Operating Expenses	0	0	0	25,000
63100	Uniforms & Tools	0	0	0	0
63300	Gas & Diesel	0	0	0	16,448
	SUBTOTAL COMMODITIES	0	0	0	41,448
65010	Rental City Equipment	0	0	0	98,045
65011	Equipment Replacement Charges	0	0	0	10,338
65012	Accident Repair & Replacement Charge	0	0	0	1,740
65020	City Yard Rental	0	0	0	11,648
65040	Computer Services Charge	0	0	0	-
65050	Info Tech Charges	0	0	0	45,065
65100	Liability Charges	0	0	0	30,450
65220	Treasury/Accounting Charges	0	0	0	12,055
65240	Public Works Administrative Charges	0	0	0	-
65400	Indirect Costs	0	0	0	-
	SUBTOTAL FIXED CHARGES	0	0	0	209,341
66400	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	0	0	0	0
67200	Principal-Capital Lease	0	0	0	733
	SUBTOTAL DEBT SERVICE	0	0	0	733
	TOTAL	0	0	0	1,604,223

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (Al	0.34		0.34	
04200	Data Entry Office Asst	0.50		0.50	
00440	Equipment Operator	2.00		2.00	
04060	Maintenance Worker II	6.00		6.00	
01200	Management Aide (UC)	0.34		0.34	
06140	Projects Manager	0.34		0.34	
04040	Public Works Crew Leader	1.00		1.00	
04519	Public Works Dispatcher	0.17		0.17	
04430	Public Works Maintenance Manager (MM)	0.34		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		0.00
09260	Sr. Maintenance Worker, P/T		0.00		4.00
	TOTAL	14.03	5.00	14.03	5.00

GENERAL FUND

GENERAL FUND		ACCOUNTING UNIT			
Pub Wks-SARTC Maintenance		01117650			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>0</u>
	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>

**GENERAL FUND
DEPARTMENT RESOURCE SUMMARY**

COMMUNITY DEVELOPMENT AGENCY

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
01118810	Economic Development	455,598	592,396	835,297	759,038
01118811	Homeless Services	0	0	0	196,069
01118825	Sales Tax Rebate	0	0	15,000	25,000
	TOTAL	<u>455,598</u>	<u>592,396</u>	<u>850,297</u>	<u>980,107</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	348,779	338,223	441,992	813,530
62000	Contractual	60,708	202,631	342,700	83,693
63000	Commodities	25,058	7,534	12,000	12,606
65000	Fixed Charges	21,053	44,008	53,605	70,278
	TOTAL	<u>455,598</u>	<u>592,396</u>	<u>850,297</u>	<u>980,107</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.45		0.45	
3750	Homeless Services Manager	0.00		1.00	
0350	Economic Development Specialist III	1.00		1.00	
0550	Economic Development Specialist II	1.00		1.00	
0151	Principal Management Analyst	0.00		0.15	
0150	Senior Management Analyst	0.15		0.00	
7321	Community Development Commission Secretary	0.45		0.45	
9770	Administrative Aide	0.00	1.00	0.00	1.00
	TOTAL	<u>3.05</u>	<u>1.00</u>	<u>4.05</u>	<u>1.00</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 16-17 & FY 17-18				
<ul style="list-style-type: none"> * Facilitated the negotiation of an Exclusive Negotiations Agreement for redevelopment of 3rd and Broadway parking structure site. * Completed sale and development of city-owned property at 1232-1244 S. Bristol for Davita Dialysis Center. * Over 450 businesses have been visited by the City/Chamber Business Retention Team during FY 16-17 & 17-18. * Worked with local stakeholder groups to pass a Resolution of Support for Workers Cooperatives. * Oversaw administration of Chamber of Commerce contract for tourism and marketing. * Successfully attracted National Forensics Association conference to Santa Ana for 2019. * Released RFQ/Development Concepts solicitation for the YMCA building * Continued presence at International Council of Shopping Centers conference marketing development and retail * Continued partnership with Chamber of Commerce on Economic Development Council. * Worked with over 55 companies to find sites in Santa Ana (Del Amo Motorsports, Aldi, IPC USA) * Worked with over 65 companies to assist them with the Planning and Building process. * Continued to facilitate 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. * Facilitated project with design firm Gensler in the development of the South Main Visioning Plan for public improvements such as new shade trees, street lighting, bus shelters, and enhanced crosswalks for the area. 				
Action Plan for FY 18-19				
<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. * Continue to administer small business incentive grants utilizing CDBG funds. * Implement Arts and Culture Master Plan. * Develop content for new economic development portal on City's website. * Conduct Broker/Developer bus tour to highlight city-owned properties and privately-owned vacant properties as potential development opportunity sites. * Continue to support for small business and worker cooperatives in the City. * Market city-owned property for disposition and development. * Collaborate with City of Garden Grove to plan to potentially redevelopment Willowick site. 				
PERFORMANCE MEASURES	Actual	Actual	Projected	ADOPTED
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of businesses assisted	300	300	300	300
# of businesses visited	260	330	350	400

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY		ACCOUNTING UNIT			
Economic Development		01118810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	242,835	199,971	236,079	388,915
61020	Salaries Part-Time	10,209	30,911	60,000	30,050
61040	Salaries Overtime	2,677	3,243	6,000	0
61100	Retirement-Employer Contribution	47,343	57,803	85,601	130,205
61110	Part-Time Retirement	77	0	0	0
61120	Medicare Insurance	3,632	3,273	4,708	6,075
61130	Health Insurance	35,869	40,709	42,893	67,000
61170	Retiree Health Insurance	2,051	0	0	0
61180	Workers Compensation Insurance	4,086	2,313	6,711	13,750
	SUBTOTAL PERSONNEL	348,779	338,223	441,992	635,995
62000	Utilities	111	130	0	0
62010	Communications	7,424	4,380	6,538	7,400
62012	Cellular Phone Charges	161	650	2,189	650
62120	Training, Transportation, Meeting	6,260	6,467	6,000	2,050
62140	Membership, Subscription & Dues	1,169	50	10,092	11,430
62200	Advertising	2,210	925	12,737	6,000
62201	Business Promotion	10,500	8,655	0	0
62251	Other Agency Services	0	14,438	0	0
62300	Contract Services-Professional	25,463	165,472	288,500	19,044
62302	Contracted Vendor Personnel Services	1,215	890	467	585
62400	Auditor Fee	684	313	250	0
62600	Parking Validation	1,011	131	927	1,000
62700	Auto Expense	4,500	130	0	6,000
	SUBTOTAL CONTRACTUAL	60,708	202,631	327,700	54,159
63001	Miscellaneous Operating Expenses	25,058	7,484	12,000	11,268
63300	Gas & Diesel	0	50	0	0
	SUBTOTAL COMMODITIES	25,058	7,534	12,000	11,268
65000	Building Rental	9,065	16,615	22,280	22,820
65010	Rental City Equipment	0	425	0	0
65012	Accident Repair & Replacement	0	14	0	0
65040	Computer Service Charge	260	1,574	1,840	2,044
65050	Info Tech Charges	4,509	7,079	8,275	9,192
65100	Liability Charges	7,219	18,144	21,210	23,560
65400	Indirect Costs	0	157	0	0
	SUBTOTAL FIXED CHARGES	21,053	44,008	53,605	57,616
	TOTAL	455,598	592,396	835,297	759,038

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY		ACCOUNTING UNIT			
Economic Development		01118810			
Job Code	AUTHORIZED PERSONNEL	PROJECTED FY 17-18		ADOPTED FY 18-19	
		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	1.00		1.00	
0151	Principal Management Analyst	0.00		0.15	
0150	Senior Management Analyst	0.15		0.00	
7321	Community Dev. Commission Secretary	0.45		0.45	
9770	Administrative Aide		1.00		1.00
	TOTAL	<u>3.05</u>	<u>1.00</u>	<u>3.05</u>	<u>1.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOMELESS SERVICES	PROGRAM 01118811
<p data-bbox="251 310 495 338">Statement of Purpose</p> <p data-bbox="251 373 1404 457"><i>To utilize a multi-disciplinary approach to address homelessness, especially concerning; health and safety conditions, provision of outreach and engagement activities, and collaborative work with community partners to address homelessness in Santa Ana. The guiding principles include:</i></p> <ul data-bbox="251 483 1396 682" style="list-style-type: none"><i>* Goal of bringing best practices of homeless service delivery to the City of Santa Ana, such as the Housing First and Harm Reduction model.</i><i>* Strengthen collaboration with the County of Orange and other cities in coordination of homeless services and</i><i>* Increased assistance to individuals experiencing homelessness and addressing areas of housing, employment, substance abuse treatment, medical health and other basic needs.</i><i>* Coordinate services with law enforcement agencies, affordable housing, homeless outreach, housing navigation, and/or case management.</i>	
<p data-bbox="727 741 982 768" style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p data-bbox="251 827 1377 882">Activities implemented throughout the City to address homelessness will be coordinated by the Community Development Agency. In Fiscal Year 2018-2019, activities will include:</p> <ol data-bbox="251 911 1388 1165" style="list-style-type: none">1. Supporting the permanent and long-term solution of Permanent Supportive Housing;2. Strengthening the collaboration with the County of Orange, other cities, and stakeholders in the coordination of homeless services and the development of a regional plan.3. Developing and implementing a city-wide strategic plan to address and reduce homelessness.4. Participate and provide leadership within the Orange County Coordinated Entry System, Continuum of Care Board, and Committees.	

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY		ACCOUNTING UNIT			
Homeless Services		01118811			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	0	114,950
61100	Retirement-Employer Contribution	0	0	0	44,455
61120	Medicare Insurance	0	0	0	1,665
61130	Health Insurance	0	0	0	10,765
61180	Workers Compensation Insurance	0	0	0	5,700
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>177,535</u>
62010	Communications	0	0	0	510
62012	Cellular Phone Charges	0	0	0	684
62120	Training, Transportation, Meeting	0	0	0	2,500
62300	Contract Services-Professional	0	0	0	840
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,534</u>
63001	Miscellaneous Operating Expenses	0	0	0	1,338
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,338</u>
65000	Building Rental	0	0	0	5,015
65040	Computer Service Charge	0	0	0	449
65050	Info Tech Charges	0	0	0	2,020
65100	Liability Charges	0	0	0	5,178
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,662</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>196,069</u></u>
	<i>* Funds for FY 17-18 were appropriated in AU 01118810.</i>				
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3750	Homeless Services Manager	1.00		1.00	
	TOTAL	<u><u>1.00</u></u>	<u><u>0.00</u></u>	<u><u>1.00</u></u>	<u><u>0.00</u></u>

GENERAL FUND

COMMUNITY DEVELOPMENT AGENCY		ACCOUNTING UNIT			
Sales Tax Rebate		01118825			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	0	0	15,000	25,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>25,000</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>15,000</u></u>	<u><u>25,000</u></u>

**GENERAL FUND
RESOURCE SUMMARY**

VARIOUS Cannabis Program		ACCOUNTING UNIT 011-VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16*	ACTUAL FY 16-17*	PROJECTED FY 17-18*	ADOPTED FY 18-19
REVENUES					
01102002 - 50046	Medical Marijuana Business License Tax	0	0	0	2,260,000
01102002 - 51615	Adult-Use Retail Operating Agrmt. Fees	0	0	0	5,500,000
01102002 - 51100 - 51103	Commercial Cannabis Operating Agreement Fees - Cultivation, Distribution, Manufacturing and Testing	0	0	0	7,800,000
01116002 - 51613	Adult-Use Retail Cannabis Reg Fee	0	0	0	0
01116002 - 51614	Adult-Use Retail Regulatory Safety Permit	0	0	0	205,460
01114002 - 51706	MMD Regulatory Safety Permit	0	0	0	0
01116002 - 55605	MMD Administrative Citation	0	0	0	27,810
01116002 - 53626	MMD Registration Application Fees	0	0	0	1,700
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,794,970</u>
EXPENDITURES					
01108016	City Attorney's Office	0	0	0	399,465
01110016	Finance & Management Services	0	0	0	127,905
01114016	Police Department	0	0	0	1,268,797
01116016	Planning & Building Agency	0	0	0	373,611
01113203	Reserve for Approp. - Youth Programs	0	0	0	2,600,000
01113203	Reserve for Approp. - Cannabis Enforcement	0	0	0	2,600,000
					<u>7,369,778</u>
011 Various	Assigned to General Fund Operations	0	0	0	8,425,192
	TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,794,970</u>
OPERATING EXPENSE		ACTUAL FY 15-16*	ACTUAL FY 16-17*	PROJECTED FY 17-18*	ADOPTED FY 18-19
61000	Personnel	0	0	0	2,029,755
62000	Contractual	0	0	0	111,743
63000	Commodities	0	0	0	23,360
65000	Fixed Charges	0	0	0	4,920
69000	Reserve Approp. Youth Pgms/Enforcement	0	0	0	5,200,000
					<u>7,369,778</u>
	Assigned to General Fund Operations	0	0	0	8,425,192
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,794,970</u>
<i>*Expenditure actuals for FY 15-16 through 17-18 are reflected in the respective Departmental budgets</i>					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time*	Part Time
0471	Assistant City Attorney			2.00	
0770	Code Enforcement Officer			2.00	
7070	Police Officer			5.00	
6521	Revenue Contract/Compliance Examiner			1.00	
2500	Police Sergeant			1.00	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>11.00</u>	<u>0.00</u>
<i>* Positions are reflected in the respective Departmental budget - General Fund Summary</i>					

GENERAL FUND

CANNABIS PROGRAM		ACCOUNTING UNIT			
Youth Programs/Cannabis Enforcement		01113203			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
69011	Reserve for Approp. - Youth Programs	0	0	0	2,600,000
69011	Reserve for Approp. - Cannabis Enforcement	0	0	0	2,600,000
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,200,000</u>
CITY ATTORNEY'S OFFICE		ACCOUNTING UNIT			
Cannabis Program		01108016			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries-Regular	0	0	0	258,525
61100	Retirement-Employer Contribution	0	0	0	79,300
61120	Medicare Insurance	0	0	0	3,750
61130	Health Insurance	0	0	0	45,065
61180	Workers Compensation Insurance	0	0	0	12,825
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>399,465</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0471	Assistant City Attorney			2.00	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>2.00</u>	<u>0.00</u>
FINANCE & MANAGEMENT SERVICES AGENCY		ACCOUNTING UNIT			
Cannabis Program		01110016			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16*	ACTUAL FY 16-17*	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries-Regular	0	0	0	81,610
61100	Retirement-Employer Contribution	0	0	0	25,035
61120	Medicare Insurance	0	0	0	1,185
61130	Health Insurance	0	0	0	17,595
61180	Workers Compensation Insurance	0	0	0	2,480
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>127,905</u>
63001	Miscellaneous Operating Supplies	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>127,905</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01870	Revenue Contract Compliance Examiner			1.00	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	

GENERAL FUND

POLICE DEPARTMENT		ACCOUNTING UNIT			
Cannabis Program		01114016			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16*	ACTUAL FY 16-17*	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries-Regular	0	0	0	770,283
61040	Salaries-Overtime	0	0	0	117,232
61100	Retirement-Employer Contribution	0	0	0	100,085
61120	Medicare Insurance	0	0	0	11,158
61130	Health Insurance	0	0	0	119,136
61170	Retiree Health Benefits	0	0	0	5,777
61180	Workers Compensation Insurance	0	0	0	71,856
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,195,527</u>
62010	Communications	0	0	0	5,400
62120	Training & Transportation	0	0	0	5,000
62300	Contract Services Professional	0	0	0	53,189
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>63,589</u>
63001	Miscellaneous Operating Expenses	0	0	0	9,681
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,681</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,268,797</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01990	Police Officer	0	0	5.00	0
01710	Sergeant	0	0	1.00	0
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>6.00</u>	<u>0.00</u>
PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Cannabis Program		01116016			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16*	ACTUAL FY 16-17*	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries-Regular	0	0	0	212,788
61100	Retirement-Employer Contribution	0	0	0	66,139
61120	Medicare Insurance	0	0	0	3,085
61130	Health Insurance	0	0	0	18,892
61180	Workers Compensation Insurance	0	0	0	5,954
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>306,858</u>
62010	Communications	0	0	0	4,007
62120	Training & Transportation	0	0	0	1,846
62140	Membership, Subscription & Dues	0	0	0	615
62200	Advertising	0	0	0	0
62300	Contract Services Professional	0	0	0	41,686
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,154</u>
63001	Miscellaneous Operating Expenses	0	0	0	12,000
63300	Gas & Diesel	0	0	0	1,679
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,679</u>
65010	Equipment Rental, City	0	0	0	4,320
65012	Accident Repair & Replacement	0	0	0	600
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,920</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>373,611</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0770	Code Enforcement Officer	2.00	0	2.00	0
	TOTAL	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Public, Educational and Governmental (PEG) TV Fund		02113200			
Statement of Purpose					
<i>To provide capital equipment and support services for the City's cable TV operations.</i>					
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES:					
50001	Balance from Prior Year	0	0	266,996	20,000
50054	CATV PEG Access Support	250,401	88,790	240,000	240,000
58000	Earnings on Investment	10,560	11,964	13,000	13,000
		<u>260,961</u>	<u>100,754</u>	<u>519,996</u>	<u>273,000</u>
EXPENDITURES:					
62300	Contract Services - Professional	2,783	4,302	0	30,000
	SUBTOTAL CONTRACTUAL	<u>2,783</u>	<u>4,302</u>	<u>0</u>	<u>30,000</u>
63001	Misc Office Expense	31,433	22,116	423,600	33,000
	SUBTOTAL COMMODITIES	<u>31,433</u>	<u>22,116</u>	<u>423,600</u>	<u>33,000</u>
66220	Improvements Other Than Building	0	0	0	210,000
66400	Machinery & Equipment	2,246	0	96,396	0
	SUBTOTAL COMMODITIES	<u>2,246</u>	<u>0</u>	<u>96,396</u>	<u>210,000</u>
	TOTAL	<u>36,462</u>	<u>26,418</u>	<u>519,996</u>	<u>273,000</u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Fees and Donations Fund		02213200			
Statement of Purpose					
<i>To provide additional support for park, library, recreation and zoo programs through donations and special revenue sources.</i>					
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
57010	Miscellaneous Recoveries	47,918	46,003	16,204	15,000
57081	Gifts and Donations	17,301	17,192	23,485	20,000
58000	Earnings on Investment	4,110	4,364	4,815	5,000
		<u>69,328</u>	<u>67,559</u>	<u>44,504</u>	<u>40,000</u>
EXPENDITURES:					
62300	Contract Services - Professional	12,758	23,138	8,000	20,000
	SUBTOTAL CONTRACTUAL	<u>12,758</u>	<u>23,138</u>	<u>8,000</u>	<u>20,000</u>
63001	Misc Office Expense	3,836	12,082	10,000	20,000
	SUBTOTAL COMMODITIES	<u>3,836</u>	<u>12,082</u>	<u>10,000</u>	<u>20,000</u>
	TOTAL	<u>16,594</u>	<u>35,220</u>	<u>18,000</u>	<u>40,000</u>

GENERAL FUND STRATEGIC PLAN PROJECTS (STRATEGIES)

Council Special Projects		PROGRAM			
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.					
		ACTUAL	ACTUAL	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
REVENUES					
05002002					
50001	Balance From Prior Year	0	0	5,228,811	2,620,113
59000 011	Transfer from Fund 11	11,250,000	0	0	1,450,000
TOTAL COUNCIL SPECIAL PROJECTS REVENUES		<u>11,250,000</u>	<u>0</u>	<u>5,228,811</u>	<u>4,070,113</u>
EXPENDITURES					
05005018 CMO Projects: Homelessness/Communications					
62300	Contract Services-Professional	99,750	8,218	0	0
63001	Misc. Operating Expenses	33,944	1,410	27,500	0
69011	Reserve Appropriation	0	0	0	2,470,113
05010018 Finance Projects: Pension Stability					
62303	Pension Stability	0	0	0	0
05010021 Finance: SARTC/City Hall/Jail/Newhope Library/Grand Central/Corbin/El Salvador/Jerome					
66200	Building Improvement	5,702	703,896	100,000	0
05010022 Finance: City Fleet Replacement					
66400	Machinery & Equipment	353,164	733,321	900,000	0
05010023 Finance: Corporate Yard					
66200	Building Improvement	518,354	125,000	150,000	0
05010024 Information Services: Equipment Upgrade/Network-Data Center/Permits/Budget					
62300	Contract Services-Professional		20,738		
66400	Machinery & Equipment	76,476	408,901	1,398,250	0
05013018 Parks & Recreation: Parks & Facilities Improvements, i.e. Lighting/Civic Center/Tennis Courts/Soccer Field					
66200	Building Improvement		48,900		
66220	Improvements Other Than Buildings	173,841	1,634,848	1,130,770	0
68000 74	Transfer to Civic Center	419,000	0	0	0
05014018 Police: Body Cameras					
62300	Contract Services-Professional	0	2,476	340,627	0
63001	Miscellaneous Operating Expenses		444		
05016018 Planning & Building: General Plan Update/Metro East Zone Expansion					
61000	Salaries	23,793	188,792	411,595	0
61020	Salaries Part-Time	17,359	42,947	0	0
61100	Retirement	6,150	57,956	95,300	0
61110	Part-Time Retirement	341	1,261	0	0
61120	Medicare	444	3,154	5,970	0
61130	Employees Insurance	1,270	18,188	70,630	0
61180	Workers Compensation	326	2,330	4,280	0
62300	Contract Services-Professional	53,317	4,207	116,785	150,000
63001	Misc. Operating Expenses	145	4,508	22,104	0
05016019 Planning & Building: General Plan(FY 18-19)					
62300	Contract Services-Professional	0	0	0	850,000
05016XXX Planning & Building: General Plan (FY 19-20)					
62300	Contract Services-Professional	0	0	0	600,000
05017018 Public Works Agency: GIS/CIP-Asset Management					
62300	Contract Services-Professional	34,457	187,674	305,000	0
63001	Misc. Operating Expenses	2,972	0	0	0
05018018 Community Development: City-wide Placemaking & Branding					
62300	Contract Services-Professional	0	59,392	150,000	0
63001	Miscellaneous Operating Expenses		14,104		
TOTAL COUNCIL SPECIAL PROJECTS EXPENDITURES		<u>1,820,807</u>	<u>4,272,665</u>	<u>5,228,811</u>	<u>4,070,113</u>

GENERAL FUND COUNCIL SPECIAL PROJECTS (STRATEGIES)-CONTINUE

Council Special Projects		PROGRAM
		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.			
		ACTUAL	ACTUAL	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
REVENUES					
5102002 MISCELLANEOUS REVENUES					
50001	Balance From Prior Year	0	0	440,367	394,925
57960	Rental of Property	423,500	423,500	0	0
58004	Interest Earned on Bond Proceed	33,662	31,578	33,691	0
58005	Investment Income - Trustee	8	171	329	0
59000	101 Transfer from Fund 101	0	901	0	0
59000	11 Transfer from Fund 011	0	1,161,459	292,000	292,000
59000	27 Transfer from Fund 027	0	450	0	0
59000	60 Transfer from Fund 060	0	20,726	0	0
59000	68 Transfer from Fund 068	0	5,407	0	0
59000	75 Transfer from Fund 075	0	3,605	0	0
59000	86 Transfer from Fund 086	0	3,154	0	0
59301	Financing Proceeds	0	1,462,000	0	0
	SUBTOTAL MISCELLANEOUS REVENUES	457,170	3,112,952	766,387	686,925
05113002 CAPITAL OUTLAY FUND					
50001	Balance From Prior Year	0	0	0	531,340
53332	Baseball Surcharge	8,184	6,212	4,983	5,000
57000	Expense Reimbursement	0	0	4,319	0
57363	Cell Tower Lease Agreements*	572,364	547,629	583,192	613,620
	SUBTOTAL PARKS CAPITAL OUTLAY FUND	580,548	553,841	592,494	1,149,960
TOTAL REVENUES		1,037,718	3,666,793	1,358,881	1,836,885
EXPENDITURES					
5105015 Non- Departmental					
62304	Partnership Costs	0	643,567	0	0
66200	Building Improvement	276,353	0	269,367	223,925
66220	Improvements Other Than Buildings	0	7,745	0	0
67100	Principal-Debt Service	0	0	463,000	463,000
67200	Principal-Capital Lease	0	556,052	0	0
67210	Interest-Capital Lease	0	55,651	0	0
67401	Issuance Cost	0	5,000	0	0
	SUBTOTAL NON-DEPARTMENTAL	276,353	1,268,015	732,367	686,925
EXPENDITURES					
05113263 Park Improvements					
62300	Contract Services-Professional	0	0	19,383	0
62320	Maintenance & Repair Buildings & Ground	22,088	21,628	62,672	150,000
63200	Operating Materials & Supplies Buildings/Grounds	97,841	10,788	28,741	150,000
65205	Internal Departments Personnel Charges	67,379	17,636	2,060	0
66220	Improvements Other Than Buildings	350,813	393,940	696	531,340
66400	Machinery & Equipment	0	33,818	0	0
69011	Reserve Appropriation	0	0	0	318,620
	SUBTOTAL PARK IMPROVEMENTS	538,121	477,810	113,552	1,149,960
TOTAL CAPITAL OUTLAY EXPENDITURES		814,474	1,745,825	845,919	1,836,885
PROJECTS					
Park Improvements (Cell Tower)*					300,000
State Building Improvements					70,835
Santiago Gas House Area					395,820
Zoo Master Plan					44,555
City Hall/Council Chambers Improvements					223,925
Miscellaneous					20,130
TOTAL PROJECTS					1,055,265
*Restricted funds to be used in parks with cell towers.					
OTHER EXPENDITURES					
Debt Service - Fire Station 1					292,000
Debt Service - Appellate Court					171,000
Reserves					318,620
SUBTOTAL OTHER EXPENDITURES					781,620
TOTAL PROJECTS AND OTHER EXPENDITURES					1,836,885

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	ACTUAL	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
REVENUES					
05202002					
50001	Balance From Prior Year	0	419,345	2,494,500	700,000
59000 011	Transfer from Fund 11	3,014,500	2,140,035	0	1,794,500
TOTAL STRATEGIC PLAN FUND REVENUES		3,014,500	2,559,380	2,494,500	2,494,500
EXPENDITURES					
05205018 Non-Departmental					
61020	Salaries & Wages - Temporary	176,220	184,022	0	0
61040	Salaries Overtime	46	700	0	0
61100	Retirement Plan	1,255	10,709	0	0
61110	Part-time Retirement	6,407	5,614	0	0
61120	Medicare Insurance	2,542	2,680	0	0
61130	Health Insurance	(195)	0	0	0
61180	Compensation Insurance	2,667	3,317	0	0
62300	Contract Services - Professional	2,327	11,660	50,000	0
		191,268	218,701	50,000	0
05209018 Personnel Services Agency					
61020	Salaries & Wages - Regular	0	0	200,000	250,000
		0	0	200,000	250,000
05210018 Finance & Management Services					
62300	Contract Services - Professional	9,500	9,500	109,500	109,500
05213018 Parks & Recreation Community Services					
61000	Salaries Regular	163,378	171,098	238,075	297,225
61020	Salaries Temporary	418,269	409,229	544,065	554,325
61040	Salaries Overtime	9,381	13,910	16,000	16,000
61100	Retirement Plan	46,169	50,582	76,880	106,915
61110	Part-time Retirement	14,749	15,200	20,455	20,840
61120	Medicare Insurance	8,327	8,508	11,465	12,445
61130	Health Insurance	18,754	19,706	29,445	54,080
61170	Retiree Health Benefits	2,665	0	0	0
61180	Compensation Insurance	14,654	14,837	29,650	37,750
62120	Training, Transportation, Meeting	0	1,378	0	0
62140	Memberships & Subscriptions	941	308	0	0
62300	Contract Services - Professional	119,391	157,924	290,000	260,235
63001	Operating Materials & Supplies	217,620	101,320	153,965	50,185
66220	Improvements	0	50,000	0	0
		1,034,298	1,013,999	1,410,000	1,410,000
05214018 Police Department					
62300	Contract Services - Professional	0	0	0	0
05216018 Planning & Building Agency					
61000	Salaries Regular	99,376	137,810	206,418	208,718
61020	Salaries Part-Time	0	3,270	0	0
61040	Salaries Overtime	261	0	500	500
61100	Retirement Plan	23,234	27,208	31,602	31,602
61110	Part-Time Retirement	0	123	0	0
61120	Medicare Insurance	1,429	1,736	2,326	2,326
61130	Employees Insurance	25,179	11,055	40,922	40,922
61170	Retiree Health Benefits	0	0	1,364	1,364
61180	Compensation Insurance	983	1,390	2,068	2,068
62120	Training, Transportation, Meeting	0	3,918	800	10,000
62140	Membership, Subscription, Dues	0	0	500	0
62300	Contract Services - Professional	3,295	0	22,000	42,500
63001	Operating Materials & Supplies	18,030	11,179	29,000	10,000
63300	Gas & Diesel	0	0	2,000	0
65010	Equipment Rental, City	0	0	10,500	0
		171,788	197,688	350,000	350,000

GENERAL FUND STRATEGIC PLAN PROJECTS (STRATEGIES)-CONTINUE

Strategic Plan Fund		PROGRAM			
Strategies:		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
05218018	<i>Community Development</i>				
	61000 Salaries Regular	27,788	4,234	67,290	74,785
	61020 Salaries Temporary	0	0	0	0
	61040 Salaries Overtime	1,281	67	0	3,000
	61100 Retirement Plan	5,564	1,093	22,470	28,920
	61110 Part-Time Retirement	79	133	160	160
	61120 Medicare Insurance	439	114	1,035	1,145
	61130 Employees Insurance	4,356	1,203	10,515	18,515
	61180 Compensation Insurance	681	44	1,360	2,275
	62010 Communication	0	0	0	600
	62012 Cellular Phone Charges	0	0	0	720
	62120 Training, Transportation, Meeting	3,063	50	0	3,000
	62140 Membership, Subscription & Dues	1,800	327	0	0
	62300 Contract Services - Professional	268,652	322,666	167,670	149,476
	62302 Contract Services - Personnel	2,100	3,550	4,200	4,200
	62600 Parking Validation	326	499	300	300
	63001 Operating Materials & Supplies	28,083	2,742	30,000	5,242
	65000 Building Rental	0	0	0	5,015
	65040 Computer Services	0	0	0	449
	65050 IS Strategic Plan	0	0	0	2,020
	65100 Insurance	0	0	0	5,178
	65205 Internal Departments Personnel Charges	8,408	4,772	0	0
	69152 Loans & Grants	82,500	70,906	70,000	70,000
		<u>435,119</u>	<u>412,402</u>	<u>375,000</u>	<u>375,000</u>
	TOTAL STRATEGIC PLAN FUND EXPENDITURES	<u>1,841,973</u>	<u>1,852,290</u>	<u>2,494,500</u>	<u>2,494,500</u>
		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
Budgeted Strategies:					
	Community Survey	0	0	0	0
	Youth Summit	33,891	(217)	0	0
	Quality Youth Engagement	158,163	139,036	160,000	160,000
	Expand Youth Sports Program	533,216	527,037	500,000	500,000
	Youth Sports Scholarships	18,327	66,217	200,000	200,000
	Youth Web Resource	9,940	9,940	0	0
	Safe & Inviting Downtown	94,011	265,069	0	0
	Downtown Business Events	22,660	20,815	25,000	25,000
	Community Engagement Plan	0	0	50,000	50,000
	Leadership Training & Community Engagement Prg.	42,595	27,976	50,000	50,000
	City Community Volunteer/Internship Program	191,268	211,701	200,000	200,000
	Innovative Code Enforcement	21,226	0	0	0
	Arts Master Plan	154,432	108,873	175,000	175,000
	Arts Events	97,500	1,250	100,000	100,000
	Health & Wellness Programs	84,196	68,364	200,000	200,000
	Street/Assets Maintenance - TBD	TBD	TBD	TBD	TBD
	Invest resources/tech to extend infrastructure	0	0	100,000	100,000
	Add Soccer & Tennis to Yr-Round Youth Sports Prg.	0	0	100,000	100,000
	Prop 84 funding for new Community Ctr.(E-Library)	196,566	203,622	250,000	250,000
	Promote & Market Santa Ana	22,620	16,395	50,000	50,000
	Increase Financial Information Access	9,500	9,500	9,500	9,500
	Establish Sister Cities	1,300	0	25,000	25,000
	Addition of Code Enforcement Officers	150,562	169,712	250,000	250,000
	Reactivate Public Business Concepts	0	7,000	50,000	50,000
	Totals	<u>1,841,973</u>	<u>1,852,290</u>	<u>2,494,500</u>	<u>2,494,500</u>

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUND		PROGRAM	
City Services		053-Various	
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 and other city services.			
		PROJECTED	ADOPTED
		FY 17-18	FY 18-19
REVENUES			
City Attorney's Office			
05308002			
57995	Medical Marijuana Dispensaries	0	34,819
Planning & Building Agency			
05316002			
53635	Trust & Agency	0	79,735
53636	Building/Planning-Cash Bonds	0	589,215
53637	PBA-Accelerated Plan Check	0	764,925
53607	EIR Developer Fees	0	400,000
53618	PBA-Expedited Inspections	500,000	500,000
57018	Receivership	100,000	200,000
	PBA City Services Revenue	<u>600,000</u>	<u>2,533,875</u>
Police Department			
05314002			
53424	Police-Treasury Agency Fund	0	235,052
53425	Police Reward Program	0	177,590
57483	Bequest of Mary Muth-COSA Homeless Prgm	0	28,202
	PD City Services Revenue	<u>0</u>	<u>440,844</u>
	TOTAL REVENUES	<u>600,000</u>	<u>3,009,538</u>
		PROJECTED	ADOPTED
		FY 17-18	FY 18-19
EXPENDITURES			
City Attorney's Office			
05308021			
62300	Cotntract Services - Professional	0	34,819
Planning & Building Agency			
05316021			
62300	Cotntract Services - Professional	600,000	200,000
62323	Cotntract Services - Expedited Inspections	0	500,000
62308	Contract Services-PBA-EIR Developer Fees		400,000
62312	Cotntract Services - Trust & Agency		79,735
62315	Contract Services-Building/Planning-Cash Bonds		589,215
62318	Contract Services-PBA-Accelerated Plan Check		764,925
		<u>600,000</u>	<u>2,533,875</u>
Police Department			
05314021			
62313	Contract Services-Police-Treasury Agency Fund		235,052
62314	Contract Services-Police Reward Program		177,590
62317	Contract Services-Bequest of Mary Muth-COSA Homeless Prgm		28,202
		<u>0</u>	<u>440,844</u>
	TOTAL EXPENDITURES	<u>600,000</u>	<u>3,009,538</u>

SPECIAL REVENUE FUNDS

FIRE DEPARTMENT					
Fire Facilities Fund		PROGRAM			
		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	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
REVENUES					
12015002					
50001	Prior Year Carry Forward	0	0	440,000	800,000
53700	Improvement Fee	<u>706,685</u>	<u>0</u>	<u>50,000</u>	<u>0</u>
	TOTAL REVENUES	<u><u>706,685</u></u>	<u><u>0</u></u>	<u><u>490,000</u></u>	<u><u>800,000</u></u>
		ACTUAL	ACTUAL	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
EXPENDITURES					
12015330					
62300	Contract Services Professional	0	0	490,000	800,000
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>490,000</u></u>	<u><u>800,000</u></u>

GENERAL FUND SPECIAL REVENUE

COMMUNITY DEVELOPMENT MAINTENANCE FUND	PROGRAM
Community Development Maintenance	40718842
Statement of Purpose <i>To provide on-going maintenance and improvements of public spaces in the City of Santa Ana.</i>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>COMMUNITY DEVELOPMENT MAINTENANCE</p> <p>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.</p> <p>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).</p>	

GENERAL FUND SPECIAL REVENUE

COMMUNITY DEVELOPMENT MAINTENANCE FUND		ACCOUNTING UNIT			
Community Development Maintenance		40718842			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
58000	Earning on Investments	1,225	(2)	0	0
	TOTAL REVENUES	<u>1,225</u>	<u>(2)</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>					
61000	Salaries Regular	132,014	0	0	0
61020	Salaries Part-Time	16,504	0	0	0
61040	Salaries Overtime	1,153	0	0	0
61100	Retirement-Employer Contribution	35,292	0	0	0
61120	Medicare Insurance	2,179	0	0	0
61130	Health Insurance	15,925	0	0	0
61170	Retiree Health Benefits	1,828	0	0	0
61180	Worker Compensation Insurance	3,531	0	0	0
	SUBTOTAL PERSONNEL	<u>208,426</u>	<u>0</u>	<u>0</u>	<u>0</u>
62000	Utilities	7,264	0	0	0
62012	Cell Phone Charges	357	0	0	0
62120	Training, Transportation, Meeting	476	0	0	0
62140	Membership, Subscription & Dues	649	0	0	0
62251	Other Agency Services	16,096	0	0	0
62300	Contract Services-Professional	40,940	(257)	0	0
62302	Contracted Vendor Personnel Services	429	0	0	0
62600	Parking Validation	311	0	0	0
62700	Auto Expense	100	0	0	0
	SUBTOTAL CONTRACTUAL	<u>66,622</u>	<u>(257)</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	10,007	(70)	0	0
	SUBTOTAL COMMODITIES	<u>10,007</u>	<u>(70)</u>	<u>0</u>	<u>0</u>
65010	Rental City Equipment	198	0	0	0
65012	Accident Repair & Replacement	8	0	0	0
65400	Indirect Costs	10,881	0	0	0
	SUBTOTAL FIXED CHARGES	<u>11,087</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>296,142</u>	<u>(327)</u>	<u>0</u>	<u>0</u>

COMMUNITY DEVELOPMENT AGENCY

CAPITAL PROJECTS FUND	PROGRAM 418-Various
<p data-bbox="251 310 495 336">Statement of Purpose</p> <p data-bbox="251 373 1266 424"><i>This Fund includes revenues and expenditures related to various City capital projects as administered by the Community Development Agency, with funds from a variety of sources.</i></p>	
<p data-bbox="727 741 982 766" style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p data-bbox="251 829 386 850">Peebler Fund</p> <p data-bbox="272 856 1323 934">Pursuant to a settlement agreement dated November 14, 2014 between Gerald Peebler, the City, and the Successor Agency, the Peebler Fund was established for the purpose of constructing public improvements in the South Main Corridor area. The funds deposited in this fund are one-time monies only.</p> <p data-bbox="251 997 617 1018">South Main Redevelopment Projects</p> <p data-bbox="272 1024 1372 1159">Pursuant 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. The funds deposited in this fund are one-time monies only.</p> <p data-bbox="251 1218 933 1239">Affordable Housing and Sustainable Communities (AHSC) Program</p> <p data-bbox="272 1245 1339 1379">The California State Department of Housing and Community Development administers the Affordable Housing and Sustainable Communities (AHSC) program and funds land use, housing, transportation, and land preservation. The funds are provided from the Greenhouse Gas Reduction Fund, an account established to receive Cap-and-Trade auction proceeds. These grant funds will facilitate infill and compact development that reduce greenhouse gas emissions.</p>	

COMMUNITY DEVELOPMENT AGENCY

CAPITAL PROJECTS FUND		ACCOUNTING UNIT			
		418-Variou			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	7,664	648,950	6,559,192
52025	State Grants-Direct	0	0	0	1,288,000
59899	Bond Proceeds Received from Successor Agency	0	2,515,560	0	0
	TOTAL REVENUES	<u>0</u>	<u>2,523,224</u>	<u>648,950</u>	<u>7,847,192</u>
<u>EXPENDITURES</u>					
62000	Contractual	0	250,000	0	0
66000	Capital	0	7,664	648,950	7,847,192
	TOTAL EXPENDITURES	<u>0</u>	<u>7,664</u>	<u>648,950</u>	<u>7,847,192</u>

CAPITAL PROJECTS FUND		ACCOUNTING UNIT			
Peebler Fund - South Main Corridor		41818830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<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	7,664	148,942	4,543,640
	SUBTOTAL CAPITAL	<u>0</u>	<u>7,664</u>	<u>148,942</u>	<u>4,543,640</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>257,664</u>	<u>148,942</u>	<u>4,543,640</u>

COMMUNITY DEVELOPMENT AGENCY

CAPITAL PROJECTS FUND		ACCOUNTING UNIT			
South Main Redevelopment Projects		41818831			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>EXPENDITURES</u>					
66220	Improvements Other Than Building	0	0	500,008	2,015,552
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>500,008</u>	<u>2,015,552</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>500,008</u></u>	<u><u>2,015,552</u></u>

CAPITAL PROJECTS FUND		ACCOUNTING UNIT			
Affordable Housing and Sustainable Communities (AHSC) Program		41818832			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>EXPENDITURES</u>					
66220	Improvements Other Than Building	0	0	0	1,288,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,288,000</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,288,000</u></u>

INTERNAL SERVICE FUND SUMMARY

DEPARTMENT/ UNIT	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	ADOPTED FY 18-19	FY 17-18 Positions	FY 18-19 Positions	% of FY 18-19 Total	<i>Increase (Decrease) Over Prior Year</i>	
								FY 17-18 to FY 18-19 in \$	in %
REVENUES									
070 Equipment Replacement	912,415	1,178,443	1,317,335	1,297,325			1.5%	(20,010)	-1.5%
071 Central Services	937,842	841,131	797,597	1,196,465			1.4%	398,869	50.0%
072 Copier Lease Program	0	0	0	0			0.0%	0	n/a
073 Building Maintenance	3,636,988	3,927,392	4,030,164	4,367,848			5.2%	337,683	8.4%
075 Fleet Maintenance	3,944,638	3,934,964	3,958,223	4,945,615			5.8%	987,392	24.9%
076 Stores & Property Control	2,071,930	1,446,127	1,199,145	1,569,550			1.9%	370,405	30.9%
080 Liability & Property	5,950,504	6,738,213	18,548,494	12,016,938			14.2%	(6,531,556)	-35.2%
081 Employee Group Benefits	19,987,601	21,201,121	22,037,671	25,343,070			30.0%	3,305,399	15.0%
082 Workers Compensation	5,752,770	5,765,550	6,923,158	8,123,390			9.6%	1,200,232	17.3%
085 City Yard Operations	1,040,199	1,100,138	1,026,583	1,190,325			1.4%	163,742	16.0%
086 Engineering Services	5,173,421	6,357,505	7,588,473	8,088,725			9.6%	500,252	6.6%
101 Administration Services	6,122,677	6,031,753	5,753,741	6,592,030			7.8%	838,289	14.6%
109 Information Services Technology Plan	5,615,420	7,370,220	7,537,987	9,883,203			11.7%	2,345,216	31.1%
Revenue Grand Total	61,146,405	65,892,557	80,718,570	84,614,483			100.0%	3,895,913	4.8%
EXPENDITURES BY DEPARTMENT									
Human Resources									
08009051 Liability & Property	9,877,869	12,554,144	11,368,242	12,016,938	3.40	3.40	14.2%	648,696	5.7%
08109052 Section 125 Benefits	258,678	288,890	327,898	439,500	0.00	0.00	0.5%	111,602	34.0%
08109053 Employee Group Benefits	19,804,287	20,991,878	21,890,459	24,903,570	6.65	6.65	29.4%	3,013,111	13.8%
08209054 Workers Compensation	7,348,913	8,014,100	7,242,585	8,123,390	6.40	6.40	9.6%	880,805	12.2%
Subtotal	37,289,746	41,849,012	40,829,185	45,483,398	16.45	16.45	53.8%	4,654,213	11.4%
Finance & Management Services Agency									
07010100 Equipment Replacement	0	1,105,055	258,877	1,297,325	0.00	0.00	1.5%	1,038,448	401.1%
07110100 Central Services	881,524	788,554	987,028	1,196,465	2.15	2.15	1.4%	209,437	21.2%
07210101 Copier Lease Program	9,982	0	0	0	0.00	0.00	0.0%	0	n/a
07310-Var. Building Maintenance	3,597,329	3,537,179	4,097,927	4,367,848	14.75	14.75	5.2%	269,921	6.6%
07510-Var. Fleet Maintenance	4,615,644	4,573,830	4,400,113	4,945,615	20.00	20.00	5.8%	545,502	12.4%
07610102 Stores & Property Control	1,288,093	1,220,612	1,269,259	1,569,550	2.15	2.15	1.9%	300,291	23.7%
08510138 City Yard Operations	1,053,787	1,163,201	1,127,189	1,190,325	0.45	0.45	1.4%	63,136	5.6%
Subtotal	11,446,358	12,388,430	12,140,392	14,567,128	39.50	39.50	17%	2,426,736	20.0%
Information Technology									
10920-Var. Information Services Technology Plan	6,002,584	6,802,395	5,885,332	9,883,203	18.66	22.66	11.7%	3,997,871	67.9%
Subtotal	6,002,584	6,802,395	5,885,332	9,883,203	18.66	22.66	11.7%	3,997,871	67.9%
Public Works Agency									
08617611 Construction Engineering	2,269,611	2,588,097	2,762,753	3,143,965	10.25	9.65	3.7%	381,212	13.8%
08617612 Design Engineering	3,526,767	3,838,068	4,001,936	4,582,430	16.75	15.25	5.4%	580,494	14.5%
08617620 Traffic Engineering	128,945	345,978	258,926	362,330	1.30	1.30	0.4%	103,404	39.9%
10117601 Administrative Services	3,067,020	3,347,111	3,478,535	4,462,885	18.95	15.95	5.3%	984,350	28.3%
10117605 Development Services	1,378,616	1,587,041	2,075,126	2,129,145	6.80	7.02	2.5%	54,019	2.6%
Subtotal	10,370,958	11,706,295	12,577,276	14,680,755	54.05	49.17	17.4%	2,103,479	16.7%
Expenditure Grand Total	65,109,646	72,746,132	71,432,185	84,614,483	128.66	127.78	100.0%	13,182,298	18.5%
<small>Note: Includes Interfund Transfers</small>									
INTERNAL SERVICE FUNDS PERSONNEL									
Number of Positions	117.04	130.74	129.61	127.78				(1.83)	-1.4%
as % of Total City Workforce	11.11%	11.81%	11.11%	10.90%					

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 2017-18

- * Repaired leaking hydraulics in the paper cutter utilizing Building Maintenance's staff.
- * Conducted a biennial Customer Service Satisfaction survey to Central Services customers with positive results.
- * Maintained a positive operating fund balance.

Action Plan for FY 2018-19

- * Initiate the first of two 1-year extensions of the Managed Print Services contract.
- * \$1.00 buyout of 90 copiers at the end of the lease.
- * Replacement of 32 copiers at the end of the lease with new leased equipment.
- * Conduct an annual survey of City Employees to determine the service levels of Managed Print Services vendor.
- * 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.
- * Continue to provide excellent customer service based on survey results.
- * Continue to maintain a positive operating budget.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of in-house impressions made	2,540,049	2,321,192	2,085,260	2,000,000
# of pieces of outgoing mail posted	297,736	264,321	278,622	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	\$6,925	\$5,659	\$9,288	\$7,500

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Central Services		07110100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
56000	Charges to Departments	931,525	835,712	794,052	1,192,465
58000	Earnings on Investments	6,317	5,419	3,545	4,000
	TOTAL REVENUES	<u>937,842</u>	<u>841,131</u>	<u>797,597</u>	<u>1,196,465</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	152,627	158,106	162,181	159,990
61020	Salaries & Wages-Temporary	22,686	25,134	25,208	26,765
61100	Retirement Plan	29,944	35,681	44,624	49,075
61110	Part-Time Retirement	851	941	945	1,005
61120	Medicare Insurance	2,336	2,380	2,428	2,555
61130	Employees Insurance	32,354	33,915	34,758	37,320
61170	Retiree Health Insurance	(16,003)	3,608	0	0
61180	Compensation Insurance	2,122	2,231	3,343	6,170
	SUBTOTAL PERSONNEL	<u>226,917</u>	<u>261,996</u>	<u>273,487</u>	<u>282,880</u>
62010	Communications	2,291	2,694	3,106	5,400
62120	Training & Transportation	0	0	0	11,700
62300	Other Contractual Services	240,739	172,559	344,485	238,245
62322	M&R Machinery & Equipment	588	0	600	68,105
62501	Lease Payments	0	0	357	96,000
62600	Parking Validation	0	0	0	5,300
62700	Auto Expense	300	300	300	300
	SUBTOTAL CONTRACTUAL	<u>243,918</u>	<u>175,553</u>	<u>348,848</u>	<u>425,050</u>
63020	Postage	195,840	144,000	154,880	220,000
63001	Operating Materials & Supplies	78,440	65,568	68,845	76,605
63300	Gas & Diesel	1,129	811	846	1,895
	SUBTOTAL COMMODITIES	<u>275,410</u>	<u>210,379</u>	<u>224,571</u>	<u>298,500</u>
65000	Building & Site Rental	87,509	89,005	89,005	89,005
65010	City Equipment Rental	2,556	2,628	2,737	2,628
65012	Accident Repair & Replacement	180	180	158	180
65050	Info Tech Charges	10,000	10,000	10,000	10,000
65100	Liability Charges	6,747	7,495	7,497	7,497
65400	Indirect Operating Expenses	14,760	17,917	15,725	15,725
	SUBTOTAL FIXED CHARGES	<u>121,752</u>	<u>127,225</u>	<u>125,121</u>	<u>125,035</u>
66400	Machinery & Equipment	0	0	15,000	65,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>65,000</u>
67210	Interest- Capital Lease	13,527	13,400	0	0
	SUBTOTAL DEBT SERVICE	<u>13,527</u>	<u>13,400</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>881,524</u>	<u>788,554</u>	<u>987,028</u>	<u>1,196,465</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		2.00		2.00
	TOTAL	<u>2.15</u>	<u>2.00</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
56000	Charges to Departments	0	0	0	0
58000	Earning on Investment	0	0	0	0
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>					
62501	Operating Lease Expense	9,982	0	0	0
66400	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	<u>9,982</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>9,982</u>	<u>0</u>	<u>0</u>	<u>0</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 073			
Building Maintenance					
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0		0	273,822
56100	McFadden Learning Center	36,620	19,054	15,426	15,426
56101	Newhope Branch Library	42,286	32,392	24,813	24,813
56102	Rental - City Hall	1,079,217	1,112,426	1,162,909	1,162,909
56103	Rental - New Corporate Yard	684,703	753,700	782,419	822,679
56104	Rental - El Salvador Building	45,842	64,144	76,973	92,368
56105	Rental - Jerome Building	99,948	156,312	164,128	172,334
56106	Rental - Ross Annex	785,302	891,599	921,030	921,030
56107	Rental - Santa Anita Building	13,032	15,150	17,619	17,619
56108	Rental - Senior Citizen Center	44,450	34,525	26,816	26,816
56109	Rental - Police Facility	520,237	602,534	677,821	677,821
56110	Rental - Library Building	197,510	137,184	95,284	95,284
56111	Rental - Corbin Center	32,532	14,724	13,625	13,625
56112	Rental - Police Substation	7,010	7,010	7,010	7,010
56113	Rental - Southwest Senior Center	48,294	46,249	44,291	44,291
57000	Expense Reimbursement	5	32,856	5	0
	TOTAL REVENUES	<u>3,636,988</u>	<u>3,927,392</u>	<u>4,030,164</u>	<u>4,367,848</u>
<u>EXPENDITURES</u>					
07310100	Building Maintenance	3,124,774	2,949,991	3,485,935	3,620,048
07310101	Custodial Services	472,554	587,187	611,992	747,800
	TOTAL EXPENDITURES	<u>3,597,329</u>	<u>3,537,179</u>	<u>4,097,927</u>	<u>4,367,848</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 17-18		ADOPTED FY 18-19	
		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	1.00		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
9070	Senior Clerical Aide (PT)		1.00		1.00
	TOTAL	<u>14.75</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 2017-2018				
<ul style="list-style-type: none"> * Replaced 3rd floor domestic water supply to inmate area of Police Holding Facility (AMES Plan). * Main Library - Replaced all stair treads. * Santa Anita Center - Replaced all entry doors for ADA compliance and security. * Council Chambers - ADA improvements in public seating area. * SCE OBF funded Project - LED lighting retrofit at PAAL Center. * Obtained proposals and contracted for temporary roof repair for Fleet "J" Building. * Replaced Heat Bundle at the Main Library to restore interior heating. * Reinsulated Main Library chilled water pipes in basement to address a mold concern. * Replaced failed steam trap serving City Hall heating system. * SARTC's air handler project completed. * SARTC's boiler replacement completed. * Initiated LED light upgrade at SARTC in phases to better manage costs. * Installed screening in Plaza of the Flags parking structure per Interim City Manager. * City Hall restroom faucet and angle stop upgraded. * Relocated homeless article storage containers at Yard and fenced area to improve foot traffic safety and yard security. * Replaced Council Chambers restroom exhaust system. * Replaced Ross Annex can lights with LED - Phase 1. * Designed and coordinated Council Chamber exterior public projection system. * Replaced Santa Anita roof and replaced T1-11 exterior siding. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Main Library – automate entry doors and comply with ADA regulations. * Install fall protection on City Hall elevator penthouses (2 total). * City Hall Bridge area – Replace expansion joint. * City Hall – Water seal South side of high rise. * SAPD – Replace 911, and walk in Freezer condensers. * Council Chambers – develop plans to provide separate, secured, and ADA compliant restrooms for Council and the Public. * SCE OBF funded Project – LED lighting retrofit at Corporate Yard. * SCE OBF funded Project – LED lighting retrofit at SAPD. * 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 * Seek HVAC optimization measures at the Police Department. * Continue to provide maintenance and repair for Grand Central Art Studio, PW-Train Station. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
Total square footage maintained	1,229,867	1,229,867	1,229,867	1,229,867
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	924,618	1,041,091	1,045,219	1,010,585
61020	Salaries & Wages-Temporary	37,881	39,646	14,120	15,170
61040	Salaries & Wages-Overtime	16,449	15,582	15,742	8,000
61100	Retirement Plan	200,314	241,447	287,277	235,255
61110	Part-Time Retirement	487	1,029	1,537	220
61120	Medicare Insurance	11,462	12,534	12,595	12,560
61130	Employees Insurance	198,025	228,664	224,197	239,790
61170	Retiree Health Insurance	(64,323)	22,207	0	0
61180	Compensation Insurance	81,453	85,695	102,615	119,145
	SUBTOTAL PERSONNEL	<u>1,406,367</u>	<u>1,687,895</u>	<u>1,703,302</u>	<u>1,640,725</u>
62000	Utilities	739,020	603,418	615,000	585,000
62010	Communications	32,080	35,429	38,000	38,000
62120	Training & Transportation	3,176	173	0	3,500
62140	Membership, Subscriptions & Dues	0	0	0	10,000
62251	Other Agency Services	19,055	31,739	32,127	33,000
62300	Contract Services - Professional	541,567	499,646	780,000	780,000
62320	Maintenance & Repair Buildings & Ground	11,912	13,424	9,244	9,000
62322	Maintenance & Repair	0	187	0	0
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	<u>1,347,411</u>	<u>1,184,615</u>	<u>1,474,971</u>	<u>1,459,100</u>
63001	Misc. Office Expense	132,528	95,657	125,825	126,000
63300	Gas & Diesel	4,373	3,832	2,700	8,365
63100	Uniforms and Tools	212	32	0	0
63101	Tool Allowances	5,760	4,119	0	0
63200	Oper. Materials & Supplies-Bldgs. & Grnds.	3,551	4,225	0	0
	SUBTOTAL COMMODITIES	<u>146,424</u>	<u>107,866</u>	<u>128,525</u>	<u>134,365</u>
65010	Equipment Rental, City	33,156	34,860	40,212	34,151
65012	Accident Repair & Replacement	1,404	1,440	1,728	1,412
65050	Info Tech Charges	18,430	18,430	18,430	18,430
65100	Liability Charges	9,257	10,285	10,285	10,285
65400	Indirect Operating Expenses	82,413	107,089	108,482	97,580
	SUBTOTAL FIXED CHARGES	<u>144,660</u>	<u>172,104</u>	<u>179,137</u>	<u>161,858</u>
66200	Buildings	79,912	37,931	0	200,000
	SUBTOTAL CAPITAL	<u>79,912</u>	<u>37,931</u>	<u>0</u>	<u>200,000</u>
67003	Loan Payment- OBF	0	0	0	24,000
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>24,000</u>
68000	Interfund Transfers	0	0	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>3,124,774</u></u>	<u><u>3,190,409</u></u>	<u><u>3,485,935</u></u>	<u><u>3,620,048</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.10		0.10	0.00
1180	Assistant Director of Finance & Mgmt Svs.	0.05		0.05	0.00
6400	Budget & Research Manager	0.05		0.05	0.00
4375	Facility Maintenance Superintendent	0.00		0.00	0.00
4780	Facilities and Fleet Maintenance Manager	0.25		0.25	0.00
4310	Building Maintenance Supervisor	2.00		2.00	0.00
0150	Senior Management Analyst	1.00		1.00	0.00
4140	Building Maintenance Technician	8.80		8.80	0.00
7280	Senior Accounting Assistant	1.00		1.00	0.00
9740	Painter (PT)		0.00		0.00
9070	Senior Clerical Aide (PT)		1.00		1.00
	TOTAL	<u>13.25</u>	<u>1.00</u>	<u>13.25</u>	<u>1.00</u>

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, Corporate Yard, Senior Center, Southwest Senior Center, 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 2017-2018				
<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 2018-2019				
<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 15-16	FY 16-17	FY 17-18	FY 18-19
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	38,665	37,284	74,715	110,025
61020	Salaries & Wages-Temporary	45,475	52,369	81,054	96,260
61030	Salaries & Wages-Overtime	897	0	0	0
61100	Retirement Plan	8,804	8,379	15,532	33,750
61110	Part-Time Retirement	1,705	1,964	2,014	3,610
61120	Medicare Insurance	896	981	1,231	2,685
61130	Employees Insurance	7,517	4,075	5,873	30,715
61170	Retiree Health Insurance	(10,074)	629	0	0
61180	Compensation Insurance	8,907	8,198	9,338	26,625
	SUBTOTAL PERSONNEL	<u>102,792</u>	<u>113,879</u>	<u>189,757</u>	<u>303,670</u>
62310	Janitorial & Housekeeping	336,669	444,946	378,000	390,000
62300	Other Contractual Services	180	726	4,942	5,000
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	<u>337,449</u>	<u>446,272</u>	<u>383,542</u>	<u>395,600</u>
63001	Miscellaneous Operating Expense	15,912	9,012	17,860	19,000
	SUBTOTAL COMMODITIES	<u>15,912</u>	<u>9,012</u>	<u>17,860</u>	<u>19,000</u>
65100	Liability Charges	9,257	9,257	10,285	10,285
65400	Indirect Operating Expenses	7,144	8,768	10,548	19,245
	SUBTOTAL FIXED CHARGES	<u>16,401</u>	<u>18,025</u>	<u>20,833</u>	<u>29,530</u>
	TOTAL	<u><u>472,554</u></u>	<u><u>587,187</u></u>	<u><u>611,992</u></u>	<u><u>747,800</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
<p style="text-align: center;"><i>To provide timely replacement of City vehicles based on City's Vehicle Replacement Policy</i></p> <p>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.</p>	
<u>SERVICE PROGRAM</u>	
<p>For FY 18-19, there are 12 Police Motorcycles and 1 Police Patrol vehicles scheduled to be replaced. Costs include vehicle purchase, patrol vehicle components, and installation charges. Installation of the patrol vehicle is provided by Fleet Services staff</p>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Equipment Replacement		7010100			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES*</u>					
56003	Non-Enterprise ERC	711,071	858,272	940,444	879,470
56004	Enterprise ERC	183,350	295,992	353,437	325,355
57972	Sale of Equipment	0	0	0	67,500
58000	Earning on Investments	17,994	24,179	23,454	25,000
	TOTAL FUND 70 REVENUES	<u>912,415</u>	<u>1,178,443</u>	<u>1,317,335</u>	<u>1,297,325</u>
<u>EXPENDITURES*</u>					
62300	Other Contractual Services	25,000	18,446	32,422	220,000
	SUBTOTAL CONTRACTUAL	<u>25,000</u>	<u>18,446</u>	<u>32,422</u>	<u>220,000</u>
66400	Machinery & Equipment	225,000	1,086,609	226,455	852,325
66511	Computer Software	220,000	220,000	0	225,000
	SUBTOTAL CONTRACTUAL	<u>445,000</u>	<u>1,306,609</u>	<u>226,455</u>	<u>1,077,325</u>
	TOTAL	<u>470,000</u>	<u>1,325,055</u>	<u>258,877</u>	<u>1,297,325</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Fleet Maintenance		07510100			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
FUND 75 - EQUIPMENT MAINTENANCE					
50001	Prior Year Carry Forward	0	0	20	710,880
53902	Miscellaneous Service Charge	58,871	93,564	238,956	225,000
56000	Charges to Departments	3,260,039	3,261,075	3,108,685	3,421,575
56006	Accident & Replacement	185,778	215,171	216,344	263,160
57000	Expense Reimbursement	0	28,581	171,969	50,000
57006	Expense Reimbursement-Condemn Deposit	21,635	0	0	0
57010	Miscellaneous Recoveries	5,987	0	0	0
57972	Sale of Equipment	83,539	100,762	57,712	50,000
57973	Sale of CNG-Compress Natural Gas	124,901	207,958	145,000	200,000
58000	Earnings on Investment	36,368	27,852	19,537	25,000
59000	Transfer From Fund 060	167,519			
	TOTAL FUND 75 REVENUES	<u><u>3,944,638</u></u>	<u><u>3,934,964</u></u>	<u><u>3,958,223</u></u>	<u><u>4,945,615</u></u>
 <u>EXPENDITURES</u>					
07510100	Fleet Maintenance	3,925,460	4,410,116	4,248,801	4,585,615
07510101	Equipment Replacement	690,184	163,714	151,312	360,000
	TOTAL EXPENDITURES	<u><u>4,615,644</u></u>	<u><u>4,573,830</u></u>	<u><u>4,400,113</u></u>	<u><u>4,945,615</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, and propane).</p>				
Accomplishments in FY 2017-2018				
<ul style="list-style-type: none"> * Continued utilization of Fleet Telematics-GPS program * Passed all State-mandated inspections for aerals (buckets and cranes), diesel smoke, and smog. * Completed coordination of 800Mgz radios in City Fleet * Coordinated with OCFA to discuss in-sourcing options * Continued to improve inventory control processes of fleet parts inventory * Procured 28 new Police patrol vehicles * Awarded contract for installation of 10 EV Charging Station throughout city * Purchased 3 Chevy Bolt electric vehicles 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Install new public access CNG Fueling Station * Convert to new updated Fleet Telematics-Global Positioning System (GPS) program. * Finalize insourcing contracts with OCFA and Costa Mesa * Execute AQMD-MSRC grant contract to procure 8 additional EV Charging Stations * Pass all State-mandated inspections for aerals (buckets and cranes), diesel smoke, and smog. * Continue to research funding opportunities for alternative fuel vehicles 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of Fleet Equipment units maintained powered by:				
Conventional Fuel	445	448	496	495
Alternative Fuel	35	36	39	50
Fixed Stock (no fuel required, e.g., trailers)	115	118	66	66
Total # of Fleet Equipment	595	602	601	611
# of Work Order Line Items completed	13,500	13,500	13,500	13,500
# of Emission Inspections conducted	240	235	235	235
Efficiency				
Fleet Technician Productivity Rate (Goal is 85%.)				
Direct Labor Billable Hours (DLBH)	17,000	17,000	17,000	17,000
Total Available Labor Hours (TALH)	20,000	20,000	20,000	20,000
Productivity Rate in % = DLBH ÷ TALH	85.0%	85.0%	85.0%	85.0%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Fleet Maintenance		07510100			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	1,606,262	1,742,020	1,701,492	1,838,360
61020	Salaries & Wages-Temporary	28,077	19,628	16,116	17,935
61040	Salaries & Wages-Overtime	1,029	841	540	1,000
61100	Retirement Plan	325,997	404,647	478,882	563,900
61110	PT- Retirement	431	736	603	675
61120	Medicare Insurance	21,098	22,575	22,416	24,190
61130	Employees Insurance	264,762	278,413	261,765	331,145
61170	Retiree Health Insurance	(189,279)	42,571	0	0
61180	Compensation Insurance	169,178	189,961	194,777	236,140
	SUBTOTAL PERSONNEL	2,227,555	2,701,391	2,676,592	3,013,345
62010	Communications	21,574	23,602	23,508	16,000
62120	Training & Transportation	8,673	5,725	5,146	10,000
62140	Membership, Subscription, & Dues	340	210	367	1,000
62300	Other Contractual Services	54,022	71,857	90,912	90,000
62302	Other Personnel Services	0	63	0	0
62320	M&R Building & Grounds	0	0	0	0
62322	M&R Machinery & Equipment	272,940	265,720	275,270	250,000
62700	Auto Expense	300	300	300	300
	SUBTOTAL CONTRACTUAL	357,849	367,476	395,503	367,300
63001	Operating Materials & Supplies	113,250	43,216	38,097	50,000
63101	Mechanic Tool Allocation	14,451	15,415	17,357	16,500
63200	Operating Materials Buildings & Grounds	51	0	0	0
63202	M&S Equipment	420,296	412,828	335,416	340,000
63300	Gas & Diesel	23,904	23,029	20,568	4,000
63301	Alternative Fuel	66,881	64,195	48,506	70,000
	SUBTOTAL COMMODITIES	638,832	558,682	459,944	480,500
65010	Equipment Rental, City	42,684	59,778	0	0
65011	Accident & Repair	2,941	1,008	0	0
65020	City Yard Rent	419,636	444,140	444,140	444,140
65050	Info Tech Charges	67,680	67,680	67,680	67,680
65100	Liability Charges	30,587	33,985	33,985	33,985
65400	Indirect Operating Expenses	137,696	172,371	166,485	175,060
66000	Depreciation	0	0	0	0
	SUBTOTAL FIXED CHARGES	701,224	778,962	712,290	720,865
67200	Principal-Capital Lease	0	0	0	3,605
	SUBTOTAL DEBT SERVICE	0	0	0	3,605
68000	Transfer to Fund 56	0	3,605	4,472	0
	SUBTOTAL TRANSFERS	0	3,605	4,472	0
	TOTAL	3,925,460	4,410,116	4,248,801	4,585,615

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 Equipment Supervisor	2.00		2.00	
4500	Fleet Equipment Technician III	4.00		4.00	
4730	Fleet Equipment Technician II	9.00		9.00	
5000	Fleet Parts Specialist	2.00		2.00	
7010	Accounting Assistant	0.75		0.75	
7360	Senior Office Assistant	1.00		1.00	
9140	Equipment Service Attendant (PT)		0.00		0.00
9790	Budget Intern(PT)		1.00		1.00
	TOTAL	20.00	1.00	20.00	1.00

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Equipment Replacement		07510101			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
63001	Miscellaneous Operating Expense	0	74	60	0
66400	Machinery & Equipment	<u>690,184</u>	<u>163,640</u>	<u>151,252</u>	<u>360,000</u>
	SUBTOTAL TRANSFERS	690,184	163,714	151,312	360,000
	TOTAL	<u><u>690,184</u></u>	<u><u>163,714</u></u>	<u><u>151,312</u></u>	<u><u>360,000</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</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, Motor Pool operations, Yard hazardous waste/e-waste disposal, and disposition of surplus City assets including unclaimed property.</p>				
Accomplishments in FY 2017-2018				
<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 long-term fuel contract with IPC (Santa Ana vendor) * Instituted insource fuel contract with OCFA 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Dispose of regular and E-waste surplus property through transfers, recycling, and auction. * Improve marketing of Stores inventory to all City Departments * 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 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
\$ Value of Stores inventory	\$625,000	\$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	75	75	50	50
Others (electronics, furniture, etc)	<u>1,500</u>	<u>1,500</u>	<u>1,000</u>	<u>1,000</u>
Total	1,575	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)	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		ACCOUNTING UNIT			
Stores & Property Control		07610102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES*</u>					
56000	Charges to Departments	1,058,912	351,654	0	0
56001	Gas & Diesel Dept Charge Back	748,280	818,920	950,000	1,253,780
56002	Store Administrative Charge Back	224,482	220,263	195,412	229,770
57006	Expense Reimbursement	0	0	1,000	1,000
57010	Miscellaneous Recoveries	0	2,878	1,060	15,000
57972	Sale of Equipment	13,034	21,205	16,443	25,000
57974	Sale of Propane	23,166	30,999	35,000	35,000
58000	Earning on Investments	4,057	209	230	10,000
	TOTAL FUND 75 REVENUES	<u>2,071,931</u>	<u>1,446,127</u>	<u>1,199,145</u>	<u>1,569,550</u>
<u>EXPENDITURES*</u>					
61000	Salaries & Wages-Regular	145,708	157,432	154,675	162,390
61020	Salaries & Wages-Temporary	38,233	41,145	45,861	41,740
61040	Salaries & Wages-Overtime	333	961	959	2,000
61100	Retirement Plan	30,775	39,263	45,956	51,375
61110	Part-Time Retirement	1,434	1,543	1,486	1,565
61120	Medicare Insurance	2,264	2,458	2,506	2,585
61130	Employees Insurance	34,156	33,692	28,326	28,165
61170	Retiree Health Insurance	(7,732)	3,684	0	0
61180	Compensation Insurance	2,575	2,822	4,253	6,205
	SUBTOTAL PERSONNEL	<u>247,746</u>	<u>283,000</u>	<u>284,021</u>	<u>296,025</u>
62010	Communications	0	0	0	500
62120	Training & Transportation	79	0	303	1,000
62300	Other Contractual Services	46,935	14,028	10,000	35,000
62700	Auto Expense	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>47,014</u>	<u>14,028</u>	<u>10,303</u>	<u>36,500</u>
63001	Operating Materials & Supplies	14,966	8,581	8,878	9,500
63300	Gas & Diesel	1,510	627,136	727,744	958,960
63301	Alternative Fuel-CNG	742,992	0	0	0
63302	Alternative Fuel-Propane	17,256	24,219	8,706	40,000
	SUBTOTAL COMMODITIES	<u>776,723</u>	<u>659,936</u>	<u>745,327</u>	<u>1,008,460</u>
65010	Equipment Rental, City	8,643	6,288	6,288	5,500
65011	Accident & Repair	705	540	540	475
65100	Liability Charges	2,007	2,230	2,230	2,230
65020	Corporate Yard Rental	189,936	201,025	201,025	201,025
65400	Indirect Operating Expenses	15,319	19,515	19,525	19,335
66200	Building Improvement	0	34,050	0	0
	SUBTOTAL FIXED CHARGES	<u>216,610</u>	<u>263,648</u>	<u>229,608</u>	<u>228,565</u>
	TOTAL	<u>1,288,093</u>	<u>1,220,612</u>	<u>1,269,259</u>	<u>1,569,550</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	0.70		0.70	
1310	Stock Clerk	1.00		1.00	
9470	Stores Aide (PT)		2.00		2.00
	TOTAL	<u>2.15</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, 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 2017-2018				
<ul style="list-style-type: none"> * Continued to provide a safe, clean working environment for all Yard tenants and users * Continued the development of the Gutierrez Gym for Yard employees * Completed Corporate Yard Security System evaluation * Passed all AQMD mandated inspections for Underground Storage Tanks and fuel vapor monitoring * Relocated transient containers to the NW wall * Performed all quarterly NPDES inspections and corrected issues found 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Install new public access CNG fueling station at the Yard * Install electric vehicle chargers throughout Yard * Begin 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 * Remove outdated pesticide tank 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Revised FY 17-18	Ojective FY 18-19
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
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50001	Prior Year Carry Forward	0	0	0	68,020
56200	Fleet Maintenance	0	0	14,400	444,140
56201	Traffic Signal Maintenance	0	0	1,200	7,075
56202	Street Maintenance	419,635	444,140	444,140	0
56203	Roadway Cleaning	6,685	7,075	7,075	97,800
56204	Street Trees	76,995	0	23,295	23,295
56205	Park Maintenance	92,405	97,800	97,800	104,640
56206	Stores & Property Control	22,010	23,295	201,025	201,025
56207	Water Maintenance	98,865	104,640	208,015	208,015
53804	Parking Meter & Facilities	11,825	12,515	12,515	12,515
56115	Police Department	189,935	201,025	14,400	15,600
56116	Community Development	119,545	208,015	1,200	1,200
57010	Miscellaneous Recoveries	191	600	700	5,000
58000	Earnings on Investments	2,108	1,033	818	2,000
	TOTAL REVENUES	<u>1,040,199</u>	<u>1,100,138</u>	<u>1,026,583</u>	<u>1,190,325</u>
EXPENDITURES					
61000	Salaries-Regular	20,385	46,134	41,439	42,000
61020	Salaries Part-Time	27,365	25,924	25,526	28,060
61040	Salaries-Over-Time	59	1,046	6,812	1,000
61100	Employee Retirement	3,585	8,980	10,978	12,880
61110	Part-Time Retirement	1,026	967	957	1,050
61120	Medicare Insurance	595	850	877	920
61130	Health Insurance	5,159	7,763	7,480	7,060
61170	Retiree Health Insurance	473	534	0	0
61180	Compensation Insurance	3,948	4,038	4,499	6,295
	SUBTOTAL PERSONNEL	<u>62,595</u>	<u>96,236</u>	<u>98,568</u>	<u>99,265</u>
62010	Communications	17,852	23,795	21,322	23,000
62251	Other Agency Services	29,968	30,434	30,000	30,000
62300	Other Contractual Services	148,129	160,768	184,805	133,065
62320	M&R Buildings & Grounds	15,263	4,958	4,165	20,000
62321	M&R Improvements	0	0	0	0
62322	M&R Machinery & Equipment	3,436	2,705	0	25,000
	SUBTOTAL CONTRACTUAL	<u>214,649</u>	<u>222,661</u>	<u>240,292</u>	<u>231,065</u>
63001	Operating Materials & Supplies	6,652	7,040	9,209	10,000
63100	Uniforms	0	298	0	500
63202	Operating Materials & Supplies-Equipment	8,660	3,890	756	3,000
63300	Gas & Diesel	109	771	784	750
	SUBTOTAL COMMODITIES	<u>15,422</u>	<u>11,999</u>	<u>10,748</u>	<u>14,250</u>
65000	Building Rental	684,705	753,700	753,700	822,680
65010	Equipment Rental, City	4,296	6,132	6,132	6,135
65011	Accident & Repair	300	360	360	265
65050	Info Tech Charges	10,130	10,130	10,130	10,130
65400	Indirect Operating Expenses	4,025	7,149	7,259	6,535
	SUBTOTAL FIXED CHARGES	<u>703,456</u>	<u>777,471</u>	<u>777,581</u>	<u>845,745</u>
66220	Imp. Other Than Building	0	54,835	0	0
66400	Machinery & Equipment	57,665	0	0	0
	SUBTOTAL CAPITAL	<u>57,665</u>	<u>54,835</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>1,053,787</u>	<u>1,163,201</u>	<u>1,127,189</u>	<u>1,190,325</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	0.30		0.30	
7010	Accounting Assistant	0.05		0.05	
9520	Senior Maintenance Aide II (PT)		2.00		2.00
	TOTAL	<u>0.45</u>	<u>2.00</u>	<u>0.45</u>	<u>2.00</u>

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Citywide Information Services Strategic Plan		10910-VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50001	Prior Year Carry Forward	0	0	0	1,628,488
56000	Charges to Departments	5,488,375	7,210,401	7,389,023	8,129,255
57010	Miscellaneous Recoveries	81,146	53,880	77,504	54,000
58000	Earning on Investment	45,899	105,940	71,460	71,460
	TOTAL REVENUES	<u>5,615,420</u>	<u>7,370,220</u>	<u>7,537,987</u>	<u>9,883,203</u>
EXPENDITURES					
10920140	Network & Telecommunications	0	1,883,875	1,604,648	2,498,076
10920141	Enterprise Systems	455,135	625,745	491,265	2,401,574
10920142	Payroll Systems	670,716	763,482	731,690	0
10920143	Specialized Systems	394,449	365,169	299,642	820,250
10920144	Customer Service Systems	323,389	534,071	405,120	0
10920145	Content & Collaboration	1,760,947	637,286	690,553	1,100,462
10920146	Administration & Projects	0	578,390	467,900	495,342
10920147	Data Center	2,035,493	1,203,358	973,426	1,799,324
10920148	Technology & Support Svcs.	362,456	211,019	221,088	768,175
	TOTAL EXPENDITURES	<u>6,002,584</u>	<u>6,802,395</u>	<u>5,885,332</u>	<u>9,883,203</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	1,868,503	2,369,424	2,229,966	3,695,986
62000	Contractual	3,246,209	4,014,029	3,259,077	5,473,712
63000	Commodities	376,327	11,080	35,462	90,300
65000	Fixed Charges	325,326	244,212	360,827	558,206
66000	Capital	186,219	163,650	0	65,000
		<u>6,002,584</u>	<u>6,802,395</u>	<u>5,885,332</u>	<u>9,883,203</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
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	
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	
02190	GIS Administrator	0.00		1.00	
02192	GIS Systems Analyst/Programmer	0.00		2.00	
06460	Network Specialist/WAN Systems Administrator	1.00		1.00	
0020	Micro Systems Technician	2.00		3.00	
01006	Web Systems Technician	1.00		1.00	
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>18.66</u>		<u>22.66</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY Technology Plan		PROGRAM 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 2017-2018					
<ul style="list-style-type: none"> * Upgraded City computers Microsoft Office software to Office 2016 version * Implemented IT Service Management system to report, track, and manage incidents, service requests, and other IT items * Implemented an automated Public Records Request process with an online form and workflow * Expanded Interactive Voice Response (IVR) system to call Utility customers with past due balance to avoid water shutoffs * Developed payment interface for new Recreation Management System for Parks, Recreation, and Community Service * Began upgrading older Microsoft SQL Server databases to SQL Server 2016 * Upgraded Bank Positive Pay system to reduce risk of check fraud * Integrated new parking citation system with the City cashiering and payment collection system * Enhanced Land Management system features * Began redesigning the City's website and implementation of a website Content Management System * Began implementation of an Agenda Management system to automate the City Council meeting agenda development process * Began development of Dog License system replacement * Began upgrade of the Payroll / Human Resources system to a new version * Supported the implementation of a new benefits enrollment and HR onboarding systems and processes * Began Implementation of an Asset Management system for Public Works infrastructure assets * Expanded use of Geographic Information System (GIS) to additional spatial-related data and applications * Began implementation of a Voice Over IP (VOIP) phone system to replace the City's legacy phone system * Implemented fiber-optic connectivity between City Hall and PD increasing bandwidth and network performance * Applied E-Rate discount program providing significant network equipment and operating cost savings * Began development of a fiber optic master plan and small cell strategy * Supported the implementation of a new PD Records Management System (RMS) * Implemented new cybersecurity network appliance and tools * Established public Wi-Fi Internet access for Roosevelt Community Center * Established network connectivity for new Work Center location * Upgraded, replaced, and maintained City computer servers, storage, power, and network equipment 					
Action Plan for FY 2018-2019					
<ul style="list-style-type: none"> * Complete the City website redesign and implementation of the website Content Management System * Upgrade the Payroll / Human Resources system and implement public-facing employee portal * Implement an Enterprise Budgeting System * Implement an employee time reporting system * Complete implementation of new Dog License system replacement * Expand Open Data initiative and make more City datasets available to the public * Expand Public Records Request process to provide records electronically * Implement Interactive Voice Response (IVR) system for Dog License to allow customers to pay license by telephone * Implement a mobile app for Municipal Utility Services (MUS) customers to access and pay their account via a smartphone * Implement False Alarm system * Upgrade and enhance Enterprise Content Management System * Upgrade Financial and Business Intelligence (Reporting) systems * Continue upgrading older Microsoft SQL Server databases to SQL Server 2016 * Continue implementing Voice Over IP (VOIP) phone system to replace the City legacy phone system * Upgrade Microsoft Exchange Email Server version * Complete development of a fiber optic master plan and small cell strategy * Support implementation of an Asset Management system for Public Works infrastructure assets * Refine IT service management processes including performance, governance, project management, and policy updates 					
PERFORMANCE MEASURES		Actual	Actual	Actual	Projected
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level					
Number of City email users supported	2,000	2,000	1,810	1,850	
Number of PCs (desktops and laptops)	1,900	1,900	2,069	2,080	
Number of mobile devices / users ¹	700 / 290	780 / 325	810 / 477	850 / 500	
Number of City staff with Internet connections	1,254	1,325	1,576	1,600	
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
56000	Telephone System Svcs Charges	0	0	1,912,113	2,083,600
50001	Prior Year Carry Forward	0	0	0	376,076
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>1,950,513</u>	<u>2,498,076</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	0	212,093	206,838	296,797
61100	Retirement Plan	0	50,425	58,675	106,674
61120	Medicare Insurance	0	3,288	2,902	4,304
61130	Health Insurance	0	22,496	22,828	46,934
61170	Retiree Health Insurance	0	3,918	0	0
61180	Compensation Insurance	0	4,179	4,911	10,279
	SUBTOTAL PERSONNEL	<u>0</u>	<u>296,399</u>	<u>296,154</u>	<u>464,989</u>
62010	Communications	0	835,486	747,672	794,120
62300	Other Contractual Services	0	185,730	197,283	258,340
62302	Contracts - Personnel	0	508,848	268,017	840,000
62306	Software Maintenance Support	0	16,915	25,634	31,000
62600	Parking Validation	0	0	0	0
62700	Auto Expense	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>1,546,979</u>	<u>1,238,605</u>	<u>1,923,460</u>
63001	Operating Materials & Supplies	0	2,805	20,422	36,000
63300	Gas & Diesel	0	108	436	300
	SUBTOTAL COMMODITIES	<u>0</u>	<u>2,913</u>	<u>20,858</u>	<u>36,300</u>
65100	Liability Charges	0	5,425	8,050	8,050
65010	Rental of City Equipment	0	2,796	2,447	2,795
65012	Accident Repair & Replacement Charge	0	144	131	145
65050	Info Tech Charges	0	16,695	16,695	16,695
65000	Building Rental	0	8,050	5,513	5,513
65400	Indirect Operating Expenses	0	4,474	16,195	40,129
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>37,584</u>	<u>49,030</u>	<u>73,327</u>
66400	Machinery & Equipment	0	0	0	0
66510	Computer Software	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>0</u>	<u>1,883,875</u>	<u>1,604,648</u>	<u>2,498,076</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 Specialist/WAN Systems Administrator	1.00		1.00	
	TOTAL	<u>2.60</u>		<u>2.60</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Enterprise Systems		10920141			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	273,354	293,536	1,058,118
61040	Salaries Overtime	257	95	34	0
61100	Retirement-Employer Contribution	0	15,823	80,234	378,106
61120	Medicare Insurance	0	3,821	4,120	14,883
61130	Health Insurance	0	51,003	52,163	195,791
61170	Retiree Health Benefits	(2,981)	6,969	0	0
61180	Workers Compensation Insurance	0	2,619	4,551	34,596
	SUBTOTAL PERSONNEL	<u>(2,724)</u>	<u>353,684</u>	<u>434,637</u>	<u>1,681,495</u>
62300	Contract Services - Professional	457,859	54,093	20,602	130,475
62305	Software Licenses & Subscriptions	0	7,750	0	40,000
62306	Software Maintenance & Support	0	210,218	13,055	312,197
	SUBTOTAL CONTRACTUAL	<u>457,859</u>	<u>272,061</u>	<u>33,656</u>	<u>482,672</u>
63001	Misc. Operating Expenses	0	0	0	2,000
	SUBTOTAL COMMODITIES	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
65400	Indirect Costs	0	0	22,972	145,113
65000	Building Rental	0	0	0	90,294
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>22,972</u>	<u>235,407</u>
	TOTAL	<u><u>455,135</u></u>	<u><u>625,745</u></u>	<u><u>491,265</u></u>	<u><u>2,401,574</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2660	Applications/Tech Support Manager	1.00		1.00	
2630	Principal Programmer Analyst	2.00		4.00	
02190	GIS Administrator	0.00		1.00	
02192	GIS Systems Analyst/Programmer	0.00		2.00	
1140	Accountant I	0.33		0.83	
7400	Payroll Systems Analyst	0.00		0.50	
	TOTAL	<u>3.33</u>		<u>9.33</u>	
<i>Note: Payroll and ERP System account for the Enterprise System Fund</i>					

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Payroll Systems		10920142			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	293,997	403,503	364,410	0
61020	Salaries - Temporary	9,672	17,798	0	0
61040	Salaries Overtime	0	0	235	0
61100	Retirement-Employer Contribution	45,088	91,720	99,490	0
61110	Part-time Retirement	363	668	0	0
61120	Medicare Insurance	1,768	5,306	4,544	0
61130	Health Insurance	39,197	60,008	55,958	0
61170	Retiree Health Benefits	(33,500)	10,005	0	0
61180	Workers Compensation Insurance	7,516	4,052	5,664	0
	SUBTOTAL PERSONNEL	<u>364,102</u>	<u>593,062</u>	<u>530,301</u>	<u>0</u>
62120	Training, Transportation, Meeting	922	0	0	0
62300	Contract Services - Professional	184,428	24,286	7,171	0
62305	Software Licenses & Subscriptions	0	0	62,250	0
62306	Software Maintenance & Support	0	54,605	10,245	0
	SUBTOTAL CONTRACTUAL	<u>185,349</u>	<u>78,891</u>	<u>79,666</u>	<u>0</u>
63001	Misc. Operating Expenses	2,273	1,359	1,439	0
	SUBTOTAL COMMODITIES	<u>2,273</u>	<u>1,359</u>	<u>1,439</u>	<u>0</u>
65000	Building Rental	87,313	88,805	90,294	0
65400	Indirect Costs	31,679	1,365	29,990	0
	SUBTOTAL FIXED CHARGES	<u>118,992</u>	<u>90,170</u>	<u>120,284</u>	<u>0</u>
66510	Computer Software	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>670,716</u></u>	<u><u>763,482</u></u>	<u><u>731,690</u></u>	<u><u>0</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
6400	Budget & Research Manager	0.00		0.00	
1120	Accounting Manager	0.00		0.00	
7400	Payroll Systems Analyst	0.50		0.00	
1140	Accountant I	0.50		0.00	
2630	Principal Programmer Analyst	2.00		0.00	
	TOTAL	<u>3.00</u>		<u>0.00</u>	
<i>Note: As of FY 18-19 Payroll has moved to fund 10920141 Enterprise System</i>					

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Specialized Systems		10920143			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62010	Communications				
62300	Contract Services - Professional	394,449	365,169	0	15,000
62302	Contract Services - Personnel	0	0	299,642	800,000
62305	Software Licenses & Subscriptions	0	0	0	2,250
	SUBTOTAL CONTRACTUAL	<u>394,449</u>	<u>365,169</u>	<u>299,642</u>	<u>817,250</u>
63001	Misc. Operating Expenses	0	0	0	3,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,000</u>
	TOTAL	<u><u>394,449</u></u>	<u><u>365,169</u></u>	<u><u>299,642</u></u>	<u><u>820,250</u></u>

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Customer Service Systems		10920144			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62010	Communications	15,240	12,617	18,488	0
62120	Training & Transpiration	14,617	0	0	0
62300	Contract Services - Professional	205,764	1,640	743	0
62302	Contract Services - Personnel	0	205,537	208,866	0
		0	1,501	0	
62306	Software Maintenance & Support	0	146,246	175,173	0
	SUBTOTAL CONTRACTUAL	<u>235,621</u>	<u>367,540</u>	<u>403,270</u>	<u>0</u>
63001	Misc. Operating Expenses	1,768	2,880	1,850	0
	SUBTOTAL COMMODITIES	<u>1,768</u>	<u>2,880</u>	<u>1,850</u>	<u>0</u>
66510	Comupter Software	86,000	163,650	0	0
	TOTAL	<u><u>323,389</u></u>	<u><u>534,071</u></u>	<u><u>405,120</u></u>	<u><u>0</u></u>

Note: As of FY 18-19 Customer Service Systems moved to fund 10920143 Specialized System

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Content & Collaboration		10920145			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,122,397	203,385	195,598	244,428
61020	Salaries Part-Time	3,884	787	0	0
61040	Salaries Overtime	972	0	0	0
61100	Retirement-Employer Contribution	215,741	46,207	55,625	95,496
61110	Retirement Part-Time	146	30	0	0
61120	Medicare Insurance	14,924	2,806	2,715	3,601
61130	Health Insurance	172,730	31,676	30,983	59,545
61170	Retiree Health Benefits	(39,014)	4,944	0	0
61180	Workers Compensation Insurance	15,344	3,159	4,164	7,831
	SUBTOTAL PERSONNEL	<u>1,507,125</u>	<u>292,993</u>	<u>289,086</u>	<u>410,901</u>
62120	Training, Transportation, Meeting	646	0	0	0
62300	Contract Services - Professional	154,268	69,033	15,129	35,600
62302	Contract Services - Personnel	0	271,661	366,343	550,000
62306	Software Maintenance & Support	0	2,172	3,713	66,500
62600	Parking Validations	0	563	156	0
62700	Auto Expense	2,550	0	0	0
	SUBTOTAL CONTRACTUAL	<u>157,463</u>	<u>343,428</u>	<u>385,340</u>	<u>652,100</u>
63001	Misc. Operating Expense	1,490	170	812	2,000
	SUBTOTAL COMMODITIES	<u>1,490</u>	<u>170</u>	<u>812</u>	<u>2,000</u>
65400	Indirect Costs	94,869	696	15,315	35,461
	SUBTOTAL FIXED CHARGES	<u>94,869</u>	<u>696</u>	<u>15,315</u>	<u>35,461</u>
	TOTAL	<u><u>1,760,947</u></u>	<u><u>637,286</u></u>	<u><u>690,553</u></u>	<u><u>1,100,462</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1701	Chief Technology Innovation Officer	0.00		0.00	
1190	Executive Director, Finance & Management	0.00		0.00	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.00		0.00	
0960	Information Services Manager	0.00		0.00	
2660	Applications/Tech Support Manager	0.00		0.00	
6470	Systems Support Analyst	0.00		0.00	
01006	Web Systems Technician	1.00		1.00	
0020	Micro Systems Technician	0.00		0.00	
06140	Project Management Officer	0.00		0.00	
2630	Principal Programmer Analyst	1.00		1.00	
01470	Senior Programmer Analyst	1.00		1.00	
01140	Accountant I	0.00		0.00	
7016	Senior Accounting Assistant/Systems Tech	0.00		0.00	
7015	Accounting Assistant/Systems Tech	0.00		0.00	
1350	Buyer	0.00		0.00	
2670	Information Services Representative	0.00		0.00	
	TOTAL	<u><u>3.00</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	328,042	298,282	280,581
61020	Salaries - Temporary	0	91,184	6,327	0
61100	Retirement-Employer Contribution	0	78,808	82,450	90,649
61110	Part-time Retirement	0	2,929	237	0
61120	Medicare Insurance	0	5,274	4,402	4,156
61130	Health Insurance	0	37,356	29,242	28,934
61170	Retiree Health Benefits	0	5,301	0	28,934
61180	Workers Compensation Insurance	0	8,922	8,636	11,443
	SUBTOTAL PERSONNEL	<u>0</u>	<u>557,815</u>	<u>429,576</u>	<u>415,762</u>
62120	Training & Transportation	0	2,577	4,891	20,000
62130	Tuition Reimbursement	0	476	0	2,000
62300	Contract Services- Professional	0	8,822	2,626	10,000
62600	Parking Validations	0	0	0	700
62700	Auto Expense	0	6,900	6,000	9,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>18,775</u>	<u>13,517</u>	<u>41,700</u>
63001	Misc. Operating Expenses	0	0	0	2,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
65400	Indirect Costs	0	1,799	24,807	35,880
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>1,799</u>	<u>24,807</u>	<u>35,880</u>
	TOTAL	<u><u>0</u></u>	<u><u>578,390</u></u>	<u><u>467,900</u></u>	<u><u>495,342</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.00		0.00	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.00		0.00	
1701	Chief Technology Innovation Officer	1.00		1.00	
6400	Budget & Research Manager	0.00		0.00	
1120	Accounting Manager	0.00		0.00	
06140	Project Management Officer	0.00		0.00	
7390i	Executive Secretary	1.00		1.00	
1350	Buyer	0.33		0.33	
		<u>2.33</u>		<u>2.33</u>	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY		ACCOUNTING UNIT			
Data Center		10920147			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	52,892	65,957	67,546
61100	Retirement-Employer Contribution	0	12,085	18,659	20,883
61120	Medicare Insurance	0	757	945	979
61130	Health Insurance	0	2,832	3,711	3,762
61170	Retiree Health Benefits	0	793	0	0
61180	Workers Compensation Insurance	0	1,431	2,169	3,067
	SUBTOTAL PERSONNEL	<u>0</u>	<u>70,789</u>	<u>91,441</u>	<u>96,238</u>
62010	Communications	10,258	16,373	12,982	15,000
62120	Training, Transportation, Meeting	0	0	0	1,000
62300	Contract Services - Professional	1,805,209	74,355	39,663	95,655
62302	Contract Services - Personnel	0	446,160	389,571	550,000
62305	Software Licenses & Subscriptions	0	7,790	12,532	39,000
62306	Software Maintenance & Support	0	436,983	149,392	613,550
62307	Hardware Maintenance & Support	0	34,251	151,998	174,825
	SUBTOTAL CONTRACTUAL	<u>1,815,468</u>	<u>1,015,913</u>	<u>756,139</u>	<u>1,489,030</u>
63001	Misc. Operating Expenses	8,340	2,065	4,932	8,000
63202	Other Mat/Supplies - Equipment	0	640	0	17,000
	SUBTOTAL COMMODITIES	<u>8,340</u>	<u>2,706</u>	<u>4,932</u>	<u>25,000</u>
65000	Building Rental	105,323	107,120	108,920	108,920
65400	Indirect Costs	0	0	5,164	8,305
65100	Liability Charges	6,143	6,830	6,830	6,830
	SUBTOTAL FIXED CHARGES	<u>111,466</u>	<u>113,950</u>	<u>120,914</u>	<u>124,055</u>
66400	Machinery & Equipment	79,261	0	0	65,000
66510	Computer Software	20,958	0	0	0
	SUBTOTAL CAPITAL	<u>100,219</u>	<u>0</u>	<u>0</u>	<u>65,000</u>
	TOTAL	<u><u>2,035,493</u></u>	<u><u>1,203,358</u></u>	<u><u>973,426</u></u>	<u><u>1,799,324</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	132,351	95,842	385,088
61100	Retirement-Employer Contribution	0	35,183	31,965	130,025
61120	Medicare Insurance	0	1,877	1,354	5,143
61130	Health Insurance	0	31,181	28,110	96,260
61170	Retiree Health Benefits	0	2,775		0
61180	Workers Compensation Insurance	0	1,315	1,499	10,085
	SUBTOTAL PERSONNEL	<u>0</u>	<u>204,682</u>	<u>158,770</u>	<u>626,599</u>
62302	Contract Services - Personnel	0	5,272	41,768	60,000
62306	Software Maintenance & Support	0	0	7,475	7,500
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>5,272</u>	<u>49,243</u>	<u>67,500</u>
63001	Misc. Operating Expense	1,929	1,049	5,571	
63202	Misc. Operating Expenses- Equipment	360,527	3	0	20,000
	SUBTOTAL COMMODITIES	<u>362,456</u>	<u>1,052</u>	<u>5,571</u>	<u>20,000</u>
65400	Indirect Costs	0	13	7,504	54,076
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>13</u>	<u>7,504</u>	<u>54,076</u>
	TOTAL	<u><u>362,456</u></u>	<u><u>211,019</u></u>	<u><u>221,088</u></u>	<u><u>768,175</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
6470	Systems Support Analyst	1.00		1.00	
0020	Micro Systems Technician	2.00		3.00	
2670	Information Services Representative	1.00		1.00	
	TOTAL	<u><u>4.00</u></u>		<u><u>5.00</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

**Human Resources
Liability & Property**

**PROGRAM
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 2017-2018

- * Successfully passed annual BICEP Liability Claims Audit
- * Updated BICEP Litigation Management Guidelines
- * Updated BICEP Memorandum of Coverage
- * Updated Workplace Violence Policy
- * Updated Injury and Illness Prevention Program
- * Recovered \$71,812 from property insurance for three totaled patrol units
- * Recovered \$79,598 in subrogation claims (damage to City property)
- * Recovered \$252,214 from insurance carrier on claim properly tendered per contract provisions
- * As a preventative measure, offered Hepatitis A vaccinations to staff in consideration of Hepatitis outbreaks in Los Angeles and San Diego counties.

Action Plan for FY 2018-2019

- * Implement BICEP Litigation Management Guidelines
- * Update Vehicle Use Policy
- * Coordinate with Parks and Recreation and Police Department to develop an Emergency and Evacuation Plan for the Stadium.
- * Coordinate with departments to improve subrogation claim process.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of Actuarial Studies Conducted	0	1	1	1
# of Liability Claims Audits	1	1	1	1
# of Special Event & Instructor Insurance Coverage's placed to p	127	156	146	140
Liability Insurance Cost in \$	\$ 1,254,561	\$ 2,247,126	\$ 3,258,658	\$ 4,300,000
Property Insurance Cost in \$	\$ 292,487	\$ 285,921	\$ 284,403	\$ 300,000
Earthquake Insurance Cost in \$	\$ -	\$ 382,614	\$ 320,087	\$ 330,000
Crime Insurance Cost in \$	\$ 11,372	\$ 11,372	\$ 11,962	\$ 15,000
Pollution Insurance Cost in \$	\$ 13,371	\$ -	\$ -	\$ 15,400
Efficiency				
# of Liability Claims Filed Annually	150	190	174	175
# of Liability Claims Closed	161	158	160	160
Closure Ratio	107%	83%	92%	91%

INTERNAL SERVICE FUNDS

Human Resources Liability & Property		ACCOUNTING UNIT 08009051			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	5,483,232
56000	Charges to Departments	5,662,112	6,512,263	6,382,669	6,383,706
57006	Expense Reimbursement	15	180	0	0
58000	Earnings on Investments	288,377	225,770	148,889	150,000
	TOTAL REVENUES	5,950,504	6,738,213	18,548,494	12,016,938
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	396,009	728,317	414,563	373,755
61020	Salaries & Wages-Temporary	1,373	30	0	0
61040	Salaries & Wages Overtime	3	0	3,406	10,000
61100	Retirement Plan	70,855	87,366	114,329	114,645
61110	Part-Time Retirement	58	0	0	0
61120	Medicare Insurance	5,266	20603.86	6,561	5,420
61130	Employees Insurance	43,804	52,219	52,716	62,650
61170	Retiree Health Insurance	8,020	7,334	0	0
61180	Compensation Insurance	7,177	17,413	24,286	15,215
	SUBTOTAL PERSONNEL	532,565	913,283	615,860	581,685
62010	Communications	2,690	3,325	3,134	4,675
62120	Training & Transportation	2,028	2,464	1,882	4,000
62140	Other Agency Services	535	460	386	9,450
62300	Other Contractual Services	1,917,810	471,252	284,890	738,000
62302	Other Personnel Services	1,788,062	1,307,003	1,034,180	1,250,000
62322	M&R Machinery & Equipment	0	0	0	1,000
62600	Parking Validations	0	0	0	250
62700	Auto Expense	1,200	1,200	1,029	1,200
	SUBTOTAL CONTRACTUAL	3,712,324	1,785,704	1,325,500	2,008,575
63001	Operating Materials & Supplies	17,783	15,512	11,083	17,000
63300	Gas & Diesel	0	0	0	238
	SUBTOTAL COMMODITIES	17,783	15,512	11,083	17,238
64010	Insurance (Risk Management)	1,476,802	2,203,307	6,661,389	5,200,000
64050	Losses Paid	2,558,106	4,517,602	1,591,406	3,000,000
64070	Unemployment Claims Paid	98,213	81,706	29,589	150,000
65000	Building & Site Rental	23,968	23,590	20,955	20,955
65010	Equipment Rental, City	0	0	0	0
65050	Info Tech Charges	391,580	391,580	391,580	391,580
65205	Internal Depts. Human ResourcesCharges	656,262	616,348	655,032	593,100
65400	Indirect Operating Expenses	33,877	37,750	40,501	35,805
	SUBTOTAL FIXED CHARGES	5,238,808	7,871,883	9,390,451	9,391,440
66200	Building Improvement	17,400	1,453,461	25,347	0
66220	Improvements Other Than Building	358,989	514,299	0	0
66400	Machinery & Equipment	0	0	0	10,000
66510	Computer Software	0	0	0	2,500
66600	Books, Records & Videos	0	0	0	5,500
	SUBTOTAL CAPITAL	376,389	1,967,760	25,347	18,000
	TOTAL EXPENDITURES	9,877,869	12,554,144	11,368,242	12,016,938

INTERNAL SERVICE FUNDS

Human Resources		ACCOUNTING UNIT			
Liability & Property		08009051			
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Human Resources	0.20		0.20	
01835	Assistant Director of Human Resources	0.50		0.50	
01754	Senior Risk Management Technician	0.00		0.00	
01750	Risk Management Manager	0.00		0.50	
01751	Risk Management Supervisor	0.50		0.00	
01753	Risk Management Assistant	1.00		1.00	
07530	Human Resources Executive Secretary	0.20		0.20	
01675	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

Human Resources		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 2017-2018				
<ul style="list-style-type: none"> * Set up training for supervisors for EAP * Expanded the Retirement Health Savings (RHS) Plan * Created a monthly Rideshare Newsletter Hosted a successful Blood Drive Set up a Flu Shot Clinic for employees Streamlined the audit for our Benefit Bridge Program Set up Lunch & Learn Wellness Seminars for employees. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * FMLA Tracking Systems for employees * Updated FMLA Policy and new forms * Set up CalPERS/Medicare Training Update the Rideshare Program * Insurance broker to put out bids for new dental plans Set up retirement counseling for employees preparing to retire * Enhance Rideshare/Health Fair * 				
PERFORMANCE MEASURES	Actual	Actual	Projected	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of new employees processed	220	213	104	115
# of separating employees processed	215	95	69	75
# of retirements processed/counseled	159	75	80	80
# of employees utilizing EAP resources	26	30	31	35
# of Family Medical Leave cases processed	65	36	38	36
# of insurance enrollments/changes processed	1988	1450	1475	1465
# of employees participating in blood drives	48	22	28	35
Efficiency				
# of internal audits conducted annually	68	70	70	70
Effectiveness				
% of employees' problems resolved within 1 day	95%	95%	98%	98
% of premium payments processed on time	100%	98%	98%	98

Human Resources
Section 125 Benefits

ACCOUNTING UNIT
08109052

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>EXPENDITURES</u>					
64090	Benefit Payments-Medical	183,192	202,336	223,990	300,000
64091	Benefit Payments-Health Care (1)	0	0	0	0
64093	Benefit Payments-Child Care	68,646	82,955	99,082	130,000
64094	Flex Account Bank Charges	6,840	3,600	4,826	9,500
	SUBTOTAL FIXED CHARGES	<u>258,678</u>	<u>288,890</u>	<u>327,898</u>	<u>439,500</u>
	TOTAL EXPENDITURES	<u><u>258,678</u></u>	<u><u>288,890</u></u>	<u><u>327,898</u></u>	<u><u>439,500</u></u>
<p>(1) Implemented Premium Only Plan through the payroll system. Employees are automatically enrolled in Premium Only Plan FSA unless they opt-out. Employee contributions are automatically deducted pre-tax through payroll system. City no longer processes claims for Premium Only Plan FSA manually.</p>					

INTERNAL SERVICE FUNDS

Human Resources		ACCOUNTING UNIT			
Employee Group Benefits		08109053			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	1,893,677
50002	Prior Year Carry Forward-ENC	0	0	0	0
56000	Charges to Departments	17,258,246	18,305,487	18,768,621	19,500,000
56800	Employee Contributions	2,127,953	2,264,314	2,933,745	3,000,000
56801	Medical Contribution	182,064	189,194	212,031	300,000
56802	Child Care Contribution	70,240	70,496	87,039	130,000
56803	Health Premium Contribution	0	0	0	0
56804	POA Retirement ER Contribution	312,050	331,335	0	504,693
58000	Earnings on Investments	37,048	40,295	36,235	14,700
	TOTAL REVENUES	<u>19,987,601</u>	<u>21,201,121</u>	<u>22,037,671</u>	<u>25,343,070</u>
<u>EXPENDITURES</u>					
61000	Salaries & Wages-Regular	568,318	564,909	608,128	671,975
61020	Salaries & Wages-Temporary	8,054	12,129	7,922	6,690
61040	Salaries & Wages-Overtime	0	391	0	12,000
61100	Retirement Plan	119,951	124,149	167,041	206,120
61110	Part-Time Retirement	302	436	297	250
61120	Medicare Insurance	8,345	8,000	8,836	9,840
61130	Employees Insurance	70,857	77,462	76,757	89,495
61170	Retiree Health Insurance	13,761	10,822	0	0
61180	Compensation Insurance	6,917	7,023	11,345	22,245
	SUBTOTAL PERSONNEL	<u>796,505</u>	<u>805,321</u>	<u>880,325</u>	<u>1,018,615</u>
62010	Communications	3,101	3,955	3,585	4,301
62120	Training & Transportation	8,824	7,699	3,111	15,000
62140	Other Agency Services	85	930	540	10,000
62300	Other Contractual Services	4,968	7,245	39,821	191,600
62302	Other Human Resources	21,663	26,477	24,758	45,000
62322	M&R Machinery & Equipment	0	0	0	3,080
62600	Parking Validations	7,170	8,101	4,438	475
62700	Auto Expense	2,400	2,400	2,229	1,800
	SUBTOTAL CONTRACTUAL	<u>48,210</u>	<u>56,806</u>	<u>78,482</u>	<u>271,256</u>
63001	Operating Materials & Supplies	9,982	5,420	5,421	20,000
	SUBTOTAL COMMODITIES	<u>9,982</u>	<u>5,420</u>	<u>5,421</u>	<u>20,000</u>
64010	Insurance	16,759,867	17,835,906	18,570,556	21,500,000
64060	Insurance Pass Thru (Medicare)	1,552,333	1,616,360	1,653,391	1,700,000
64092	Benefit Payments-Wellness	700	410	(566)	10,000
65000	Building & Site Rental	99,929	98,354	87,314	87,314
65050	Info Tech Charges	227,945	227,945	227,945	227,945
65400	Indirect Operating Expenses	48,531	56,467	59,692	64,440
	SUBTOTAL FIXED CHARGES	<u>18,689,305</u>	<u>19,835,441</u>	<u>20,598,332</u>	<u>23,589,699</u>
66400	Machinery & Equipment	0	0	0	3,000
66510	Computer Software	0	0	0	1,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>
	SUBTOTAL EXPENDITURES	<u>19,544,002</u>	<u>20,702,988</u>	<u>21,562,561</u>	<u>24,903,570</u>
08109052	Section 125 Benefits	260,285	288,890	327,898	439,500
	TOTAL EXPENDITURES	<u>19,804,287</u>	<u>20,991,878</u>	<u>21,890,459</u>	<u>25,343,070</u>

INTERNAL SERVICE FUNDS

Human Resources		ACCOUNTING UNIT			
Employee Group Benefits		08109053			
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director, Human Resources	0.40		0.40	
00151	Principal Management Analyst	1.00		1.00	
00770	Senior Human Resources Technician	1.50		1.50	
00471	Benefits & Compensation Supervisor	0.75		0.75	
07530	Human Resources Executive Secretary	0.40		0.40	
07300	Senior Human Resources Specialist	2.00		2.00	
07070	Human Resources 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

Human Resources Workers' Compensation		PROGRAM 08209054		
Statement of Purpose				
<p><i>To minimize the number, cost, and effect of work-related injuries and illness.</i></p> <p>This program prevents and investigates employee injuries and illnesses; provides safety and health-related training to all employees; ensure a safe and healthful work environment while providing the best possible medical care for injured employees; promptly handles and settles claims; and administers a stable Workers' Compensation program.</p>				
Accomplishments in FY 2017-2018				
<ul style="list-style-type: none"> * Reduced workers' compensation hospital bill review maximum fee from \$10,000 to \$7,000. * Recovered \$177,945 in subrogation and excess insurance claims. * Complied with State of California, Division of Workers' Compensation claims staff training requirements. * Complied with Federal Medicare reporting requirements. * Made available workers' compensation forms on employee intranet. 				
Action Plan for FY 2018-2019				
<ul style="list-style-type: none"> * Compose Workers Compensation Training for supervisors and lead personnel. * Hire a Third Party Administrator (TPA) for management of workers' compensation claims. * Create a formal "Return to Work" Policy. * Implement an upgrade to the City's Software Program for Claim's Administration to adhere & maintain State mandated reporting. * Comply with the City's Records Retention Schedule. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of new claims	183	208	206	195
% of outstanding litigated open claims	17%	9%	8%	5%
# of new litigated claims	22	17	16	15
# of hearing tests administered	34	1	50	80
Excess workers' compensation premium costs	305,296	347,175	360,000	399,672
Efficiency				
Cost of claims in \$	5,920,663	5,616,367	\$6,516,744	6,000,000

INTERNAL SERVICE FUNDS

Human Resources Workers' Compensation		ACCOUNTING UNIT 08209054			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
56000	Charges to Departments	5,214,709	5,399,707	6,309,659	7,525,972
56900	Principal Repayment	0	0	292,000	292,000
57006	Expense Reimbursement	338,978	184,736	179,857	179,857
58000	Earnings on Investments	179,212	170,546	141,642	115,000
58001	Staled Dated Checks	19,871	10,561	0	10,561
	TOTAL REVENUES	<u>5,752,770</u>	<u>5,765,550</u>	<u>6,923,158</u>	<u>8,123,390</u>
<u>EXPENDITURES</u>					
61000	Salaries Regular	497,029	520,996	488,705	621,180
61020	Salaries Part-Time	32,696	20,217	0	34,410
61040	Salaries Overtime	3	72	0	10,000
61100	Retirement Contribution	109,928	109,763	139,953	188,625
61110	Part-Time Retirement	58	0	0	865
61120	Medicare Insurance	7,606	7,453	7,025	9,250
61130	Employees Insurance	54,701	63,215	72,957	85,025
61170	Retiree Health Insurance	9,668	8,201	0	0
61180	Compensation Insurance	7,068	7,547	9,833	23,530
	SUBTOTAL PERSONNEL	<u>718,758</u>	<u>737,464</u>	<u>718,474</u>	<u>972,885</u>
62010	Communications	3,462	4,281	3,912	5,865
62120	Training & Transportation	1,962	1,867	1,195	21,000
62140	Other Agency Services	83	100	0	0
62300	Contractual Services-Professional	146,742	189,592	115,890	175,000
62302	Other Human Resources Services	631,793	628,425	814,453	725,000
62322	M&R Machinery & Equipment	0	0	0	1,000
62600	Parking Validation	0	0	0	1,000
62700	Auto Expense	1,200	1,200	1,200	1,200
	SUBTOTAL CONTRACTUAL	<u>785,243</u>	<u>825,466</u>	<u>936,650</u>	<u>930,065</u>
63001	Operating Materials & Supplies	24,174	25,884	24,877	28,000
	SUBTOTAL COMMODITIES	<u>24,174</u>	<u>25,884</u>	<u>24,877</u>	<u>28,000</u>
64010	Insurance (Risk Management)	337,387	396,723	425,063	450,000
64080	Benefits Payments	5,251,296	5,789,006	4,909,536	5,500,000
65000	Building & Site Rental	53,989	53,140	47,150	47,150
65050	Info Tech Charges	118,995	118,995	118,995	118,995
65205	Internal Depts. Human ResourcesCharges	14,485	14,485	14,485	14,485
65400	Indirect Operating Expenses	44,587	52,938	47,356	61,810
	SUBTOTAL FIXED CHARGES	<u>5,820,739</u>	<u>6,425,287</u>	<u>5,562,584</u>	<u>6,192,440</u>
	TOTAL EXPENDITURES	<u>7,348,913</u>	<u>8,014,100</u>	<u>7,242,585</u>	<u>8,123,390</u>

INTERNAL SERVICE FUNDS

Human Resources Workers' Compensation		ACCOUNTING UNIT 08209054			
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01830	Executive Director of Human Resources	0.20		0.20	
01835	Assistant Director of Human Resources	0.50		0.50	
01750	Risk Management Manager (MM)	0.00		0.50	
01751	Risk Management Supervisor	0.50		0.00	
07551	Worker's 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	
07530	Human Resources Executive Secretary	0.20		0.20	
07300	Senior Human Resources Services Specialist	1.00		1.00	
	TOTAL	<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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES				
Engineering Services				
50001 Prior Year Carry Forward	0	0	0	60,725
51702 Parking Permit Fees	173,702	215,744	220,000	200,000
51703 Sewer Construction Permits	32,581	34,636	15,000	15,000
51704 Street Construction Permits	572,797	720,667	1,200,000	450,000
56000 Charges To Departments	3,821,457	4,361,010	4,979,301	6,800,000
56305 Engineering Service Charge	491,709	963,057	1,100,000	500,000
57006 Expense Reimbursement-Condemn Deposit	66,522	55,912	32,033	20,000
57010 Miscellaneous Recoveries	1,200	1,075	1,000	0
57704 Expense Reimbursement - Special Assessment District	0	0	30,000	33,000
57790 Abandonment Processing	1,745	5,403	11,000	0
58000 Earning On Investments	1,708	0	139	0
59000-029 Transfer from Fund 029	10,000	0	0	10,000
TOTAL REVENUES	<u>5,173,421</u>	<u>6,357,505</u>	<u>7,588,473</u>	<u>8,088,725</u>
Administrative Services				
50001 Prior Year Carry Forward	0	0	0	2,087,460
56000 Charges To Departments	6,036,081	5,989,170	5,727,940	4,504,570
57006 Expense Reimbursement-Condemn Deposit	30,271	5,912	0	0
57010 Miscellaneous Recoveries	30,711	75	60	0
58000 Earning On Investments	25,614	36,597	25,741	0
TOTAL REVENUES	<u>6,122,677</u>	<u>6,031,753</u>	<u>5,753,741</u>	<u>6,592,030</u>
EXPENDITURES				
Engineering Services				
08617611 Construction Engineering	2,269,611	2,588,097	2,762,753	3,143,965
08617612 Design Engineering	3,526,767	3,838,068	4,001,936	4,582,430
08617620 Traffic Engineering	128,945	345,978	258,926	362,330
TOTAL EXPENDITURES	<u>5,925,322</u>	<u>6,772,144</u>	<u>7,023,615</u>	<u>8,088,725</u>
Administrative Services				
10117601 Pub Wks-Admin Services	3,067,020	3,347,111	3,478,535	4,462,885
10117605 Pub Wks-Development Engnrng	1,378,616	1,587,041	2,075,126	2,129,145
TOTAL EXPENDITURES	<u>4,445,636</u>	<u>4,934,152</u>	<u>5,553,661</u>	<u>6,592,030</u>
OPERATING EXPENSE				
61000 Personnel	6,700,887	7,842,131	7,834,505	9,301,665
62000 Contractual	492,386	509,536	1,300,801	1,502,735
63000 Commodities	101,942	130,639	204,559	269,900
65000 Fixed Charges	2,863,382	3,006,944	3,021,350	3,358,530
66000 Capital	0	0	0	33,000
67000 Debt Service	0	0	4,055	4,055
68000 Transfers	212,361	217,045	212,005	210,870
TOTAL	<u>10,370,958</u>	<u>11,706,295</u>	<u>12,577,276</u>	<u>14,680,755</u>

**INTERNAL SERVICE FUND
RESOURCE SUMMARY**

ENGINEERING SERVICES - PWA					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	0.00		0.05	
00190	Administrative Services Manager (MM)	0.70		0.70	
02100	Assistant Engineer II	11.55		11.92	
02155	Assistant Traffic Operations Engineer	0.00		0.05	
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		1.90	
00315	Deputy City Engineer (MM)	0.75		0.75	
02030	Engineering Aide	1.00		1.00	
02170	Executive Dir of Public Works (EM)	0.70		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)	1.85		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	0.60		0.60	
04344	Public Works Project Manager	3.00		0.00	
04340	Public Works Projects Specialist	0.60		0.60	
00060	Receptionist	0.00		1.00	
07430	Records Specialist	1.00		1.00	
07280	Senior Accounting Assistant	5.00		5.00	
02131	Senior Civil Engineer	6.00		5.75	
02111	Senior Engineer	1.00		1.00	
07330	Senior Office Assistant	2.75	1.00	2.75	1.00
02070	Survey Party Chief	1.00		1.00	
01060	Systems Technician	1.00		1.00	
09770	Administrative Aide, P/T		0.50		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	54.05	23.00	53.17	23.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM			
Construction Engineering		08617611			
Statement of Purpose					
<p><i>Provide competent, state-of-the-art contract administration, construction inspection, and surveying services in order to assure timely delivery of high-quality infrastructure projects.</i></p> <p>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.</p>					
Accomplishments in FY 2017-18					
<ul style="list-style-type: none"> 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 					
Action Plan for FY 2018-19					
Provide continuous training for the inspectors, construction managers, and contract administrator to increase our efficiency, productivity, and consistency with managing construction projects.					
PERFORMANCE MEASURES		Actual	Actual	Estimated	Objective
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels					
# of new construction contracts administered		24	26	20	20
\$ of construction contracts awarded (millions)		26	27	21	21
# of permits inspected		884	1000	1000	1000
# of survey requests		100	180	100	100
Efficiency					
% construction change orders		3.5	3.1	4	4
% 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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	841,072	858,879	943,594	1,133,890
61020	Salaries Part-Time	36,591	40,262	54,413	104,260
61040	Salaries Overtime	65,365	78,723	83,592	35,000
61100	Retirement-Employer Contribution	133,631	203,027	270,168	349,670
61110	Part-Time Retirement	1,414	1,510	2,041	0
61120	Medicare Insurance	12,676	13,674	15,084	17,955
61130	Health Insurance	133,423	138,771	148,389	176,030
61140	Dental Insurance	1,645	0	0	0
61170	Retiree Health Benefits	(128,370)	21,094	0	0
61180	Worker Compensation Insurance	27,394	28,522	35,628	56,215
	SUBTOTAL PERSONNEL	1,124,842	1,384,461	1,552,910	1,873,020
62010	Communications	17,506	19,827	21,099	30,000
62120	Training, Transportation, Meeting	2,125	5,362	3,000	7,000
62140	Membership, Subscription & Dues	875	805	2,500	2,950
62300	Contract Services-Professional	15,621	14,113	15,000	201,355
62322	Maintenance & Repair Machinery & Equipmen	0	1,992	2,500	3,000
	SUBTOTAL CONTRACTUAL	36,127	42,099	44,099	244,305
63001	Miscellaneous Operating Expenses	19,268	17,337	10,000	23,150
63300	Gas & Diesel	11,264	14,454	15,075	15,855
	SUBTOTAL COMMODITIES	30,532	31,791	25,075	39,005
65000	Building Rental	63,484	65,645	66,525	66,525
65010	Rental City Equipment	36,456	33,912	33,610	33,610
65011	Equipment Replacement Charges	0	15,939	17,390	17,390
65012	Accident Repair & Replacement Charge	1,896	2,160	2,160	2,015
65100	Liability Charges	53,088	58,065	58,045	58,985
65240	Public Works Administrative Charges	796,051	796,050	796,050	616,225
65400	Indirect Costs	68,126	95,636	104,825	131,135
	SUBTOTAL FIXED CHARGES	1,019,101	1,067,407	1,078,605	925,885
	SUBTOTAL CAPITAL	0	0	0	0
67200	Principal-Capital Lease	0	0	3,155	3,155
	SUBTOTAL DEBT SERVICE	0	0	3,155	3,155
68000-051	Transfer to Fund 051	0	3,154	0	0
68000-404	Transfer to Fund 404	59,010	59,185	58,910	58,595
	SUBTOTAL TRANSFERS	59,010	62,339	58,910	58,595
	SUBTOTAL MISCELLANEOUS	0	0	0	0
	TOTAL	2,269,611	2,588,097	2,762,753	3,143,965

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		1.90	
02129	Principal Civil Engineer (MM)	0.75		0.75	
06140	Projects Manager	0.50		0.50	
04344	Public Works Project Manager	1.50		0.00	
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	10.25	6.00	9.65	6.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES Design Engineering	PROGRAM 08617612			
Statement of Purpose				
<p style="text-align: center;"><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 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 remnant properties. * Continue to pursue opportunities to implement cost sharing strategies to fund infrastructure improvements citywide. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Prepare CIP for FY 19-20 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 OC Streetcar. * Continue project coordination with OCTA for the SR-55 Widening: I-405 and 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 from 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. * Continue implementation of a Fiber Optic Broadband system citywide. * Finalize plan to strategically sell or repurpose City's remnant properties. * Continue to pursue opportunities to implement cost sharing strategies to fund infrastructure improvements citywide. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
% of projects with design engineering and bid preparation done by City personnel	29%	61%	80%	80%
% of projects with design engineering and bid preparation done by consultant	71%	39%	20%	20%
# of projects prepared for other agencies	18	17	17	18
Efficiency				
% of project designs using CAD	100%	100%	100%	100%
Effectiveness				
Average % of projects completed within schedule	95%	95%	95%	95%
Measure M Eligibility maintained	Yes	Yes	Yes	Yes
Congestion Management Plan certification maintained	Yes	Yes	Yes	Yes

INTERNAL SERVICE FUND

ENGINEERING SERVICES
Design Engineering

ACCOUNTING UNIT
08617612

Account Code	LINE ITEM RESOURCES	ACTUAL	ACTUAL	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
61000	Salaries Regular	1,751,856	1,779,495	1,782,615	2,068,840
61020	Salaries Part-Time	126,902	62,951	80,721	132,645
61040	Salaries Overtime	463	0	0	0
61100	Retirement-Employer Contribution	289,296	415,501	507,032	635,830
61110	Part-Time Retirement	2,824	2,059	3,027	0
61120	Medicare Insurance	25,973	25,968	26,341	31,920
61130	Health Insurance	210,219	221,931	229,724	277,555
61170	Retiree Health Benefits	(111,602)	41,733	0	0
61180	Worker Compensation Insurance	20,209	20,535	31,594	65,330
	SUBTOTAL PERSONNEL	<u>2,316,139</u>	<u>2,570,174</u>	<u>2,661,054</u>	<u>3,212,120</u>
62010	Communications	9,468	10,890	12,105	12,105
62120	Training, Transportation, Meeting	11,048	5,406	4,869	14,000
62140	Membership, Subscription & Dues	4,149	2,330	4,840	4,840
62251	Other Agency Services	0	0	0	7,830
62300	Contract Services-Professional	9,194	24,700	100,777	244,730
62322	Maintenance & Repair Machinery & Equipment	0	0	0	505
	SUBTOTAL CONTRACTUAL	<u>33,859</u>	<u>43,326</u>	<u>122,591</u>	<u>284,010</u>
63001	Miscellaneous Operating Expenses	16,889	16,153	7,411	28,730
63300	Gas & Diesel	435	481	485	600
	SUBTOTAL COMMODITIES	<u>17,324</u>	<u>16,634</u>	<u>7,896</u>	<u>29,330</u>
65000	Building Rental	54,545	56,400	58,700	58,700
65010	Rental City Equipment	5,076	5,220	5,220	5,220
65012	Accident Repair & Replacement Charge	192	192	190	265
65100	Liability Charges	22,481	24,515	24,580	24,980
65240	Public Works Administrative Charges	884,502	884,500	884,500	684,695
65400	Indirect Costs	135,893	180,187	180,545	226,755
	SUBTOTAL FIXED CHARGES	<u>1,102,689</u>	<u>1,151,014</u>	<u>1,153,735</u>	<u>1,000,615</u>
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
68000-404	Transfer to Fund 404	56,755	56,920	56,660	56,355
	SUBTOTAL TRANSFERS	<u>56,755</u>	<u>56,920</u>	<u>56,660</u>	<u>56,355</u>
	TOTAL	<u><u>3,526,767</u></u>	<u><u>3,838,068</u></u>	<u><u>4,001,936</u></u>	<u><u>4,582,430</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	6.30		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	
01720	Management Analyst (UC)	1.00		1.00	
04344	Public Works Project Manager	1.50		0.00	
07280	Senior Accounting Assistant	1.00		1.00	
02131	Senior Civil Engineer	4.00		4.00	
07330	Senior Office Assistant	1.00		1.00	
09130	Engineering Intern, P/T		8.00		8.00
	TOTAL	<u>16.75</u>	<u>8.00</u>	<u>15.25</u>	<u>8.00</u>

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 2017-18				
<ul style="list-style-type: none"> * Begin implementation of Complete Sidewalk/Non-Motorized Connectivity Plan prioritized projects. * Obtain \$13 Million in grant funding for capital projects including traffic calming, bike lanes, and signal synchronization projects * Complete design of traffic signal synchronization project on 17th Street/Westminster Avenue. * Complete Design of Santa Ana Blvd and Fifth Street Protected Bike Lanes, and Flower Street bike lanes. * Complete design of Euclid/Hazard traffic signal modification. * Assist construction of Safe Route to School improvements for Heninger, King, Monte Vista, and Washington Elementary Schools * Complete South Main Street Corridor Traffic Study * Complete Traffic Signal Head Upgrades * Complete design of Bristol Street and Edinger Avenue Bike Lanes 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Develop Active Transportation Plan * Complete implementation of traffic signal synchronization project on 17th Street/Westminster Avenue. * Integrate SMSA findings into Circulation Element and Bicycle & Pedestrian Master Plans. * Develop Citywide Suggested Routes to School Plan. * Prepare grant funding applications for capital projects including traffic calming, bike lanes, and signal synchronization projects through the Active Transportation Program, Highway Safety Improvement Program, and Bicycle Corridor Improvement Program. * Complete design of 1st/Jackson & 5th/Euclid traffic signal modification. * Complete design of Civic Center Drive Bike Blvd and Main Street/15th Street Traffic Signal 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of citizen, Council, and PD requests processed	643	742	725	700
# of parking permits issued (districts)	2969 (27)	3530 (27)	4550 (27)	4500 (27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	395 (14)	600 (14)	550 (14)	500 (14)
# of Traffic Impact Analyses Reviewed and Approved	8	8	10	8
# of special placard parking permits issued	450	463	540	500
Efficiency				
Average # of days to process citizen requests	31	30	30	30
Effectiveness				
Traffic Signals Added or Modified	1	4	6	3
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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	172,956	203,561	128,736	182,910
61020	Salaries Part-Time	19,307	68,885	65,574	77,180
61040	Salaries Overtime	16	77	0	0
61100	Retirement-Employer Contribution	34,337	36,944	34,597	58,670
61110	Part-Time Retirement	727	2,579	2,459	0
61120	Medicare Insurance	2,776	3,544	2,796	3,770
61130	Health Insurance	23,857	22,443	17,354	27,860
61170	Retiree Health Benefits	(127,421)	3,078	0	0
61180	Worker Compensation Insurance	1,810	2,645	2,968	7,565
	SUBTOTAL PERSONNEL	<u>128,365</u>	<u>343,758</u>	<u>254,484</u>	<u>357,955</u>
62140	Membership, Subscription & Dues	0	0	192	0
62300	Contract Services-Professional	580	2,170	4,250	4,375
	SUBTOTAL CONTRACTUAL	<u>580</u>	<u>2,170</u>	<u>4,442</u>	<u>4,375</u>
63001	Miscellaneous Operating Expenses	0	51	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>51</u>	<u>0</u>	<u>0</u>
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>128,945</u></u>	<u><u>345,978</u></u>	<u><u>258,926</u></u>	<u><u>362,330</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	0.00		0.05	
02100	Assistant Engineer II	0.30		0.45	
02155	Assistant Traffic Operations Engineer	0.00		0.05	
02131	Senior Civil Engineer	1.00		0.75	
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 Administration	PROGRAM 10117601
Statement of Purpose	<p><i>To provide Public Works staff with the support, resources, and environment needed to operate effectively, efficiently, and proactively in the achievement of the Agency core mission and in the delivery of services to internal/external customers.</i></p> <p>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.</p>
Service Program	<p><u>PUBLIC WORKS AGENCY CORE MISSION</u></p> <p>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.</p> <p><u>Core Service Areas</u></p> <ul style="list-style-type: none">• Transportation<ul style="list-style-type: none">--Highest levels of mobility provided through the Traffic Management Center--Resolving speeding, parking, and traffic problems--Major arterial widening projects--Traffic corridor synchronization projects--Fixed Guideway project--Grade Separation project • Water Resources<ul style="list-style-type: none">--Safe, reliable, high-quality potable water--Reliable sanitary sewer system • Infrastructure Maintenance<ul style="list-style-type: none">--Median and right-of-way maintenance--Street lights and traffic signals--Sidewalk hazard mitigation and repair--Street maintenance and pothole repair • Project Delivery<ul style="list-style-type: none">--Planning and development--Design engineering--Bid and award--Construction management • Environmental & Sustainability<ul style="list-style-type: none">--Solid waste and recycling--Street sweeping--Graffiti abatement--Illegal dumping and weed abatement--Urban forest maintenance--Energy efficiency retrofits--Climate Action Plan Implementation--Environmental Education (<i>Santa Ana Green</i> Newsletter) • Development Services<ul style="list-style-type: none">--Site plan review--Encroachment permits--Grading/surface drainage plan check--Subdivision Map Act review--Transportation permits (wide load) • Facilities Management<ul style="list-style-type: none">--Santa Ana Regional Transportation Center

INTERNAL SERVICE FUND

ADMINISTRATIVE SERVICES		ACCOUNTING UNIT			
Pub Wks-Admin Services		10117601			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,438,424	1,437,391	1,169,603	1,438,270
61020	Salaries Part-Time	18,433	17,738	52,406	31,310
61040	Salaries Overtime	7,913	21,368	12,279	10,000
61100	Retirement-Employer Contribution	301,110	333,342	320,491	422,840
61110	Part-Time Retirement	778	765	2,042	900
61120	Medicare Insurance	20,817	20,684	(1,218)	21,305
61130	Health Insurance	242,663	251,534	195,271	244,345
61170	Retiree Health Benefits	(145,467)	29,469	0	0
61180	Worker Compensation Insurance	22,874	23,310	27,926	49,125
	SUBTOTAL PERSONNEL	1,907,544	2,135,601	1,778,800	2,218,095
62010	Communications	25,835	31,070	29,000	32,000
62120	Training, Transportation, Meeting	9,536	11,067	20,000	31,000
62140	Membership, Subscription & Dues	3,397	3,524	4,500	6,500
62300	Contract Services-Professional	334,213	349,030	679,529	523,720
62302	Contracted Vendor Personnel Services	14,501	0	90,000	50,000
62322	Maintenance & Repair Machinery & Equipment	3,288	2,565	1,500	6,500
62600	Parking Validation	2,173	0	500	4,000
62700	Auto Expense	0	0	0	10,000
	SUBTOTAL CONTRACTUAL	392,943	397,256	825,029	663,720
63001	Miscellaneous Operating Expenses	38,910	60,766	135,000	164,465
63300	Gas & Diesel	4,442	3,478	2,700	3,130
	SUBTOTAL COMMODITIES	43,352	64,243	137,700	167,595
65000	Building Rental	110,228	113,975	117,395	117,395
65010	Rental City Equipment	9,180	9,988	11,050	6,865
65011	Equipment Replacement Charges	4,368	4,368	4,370	4,370
65012	Accident Repair & Replacement Charge	288	376	550	265
65050	Info Tech Charges	0	0	0	575,250
65100	Liability Charges	3,328	3,465	3,640	3,700
65205	Internal Departments Personnel Charges	399,259	399,674	402,165	402,165
65400	Indirect Costs	123,238	144,204	124,216	197,235
	SUBTOTAL FIXED CHARGES	649,889	676,050	663,386	1,307,245
66400	Machinery & Equipment	0	0	0	33,000
	SUBTOTAL CAPITAL	0	0	0	33,000
67200	Principal-Capital Lease	0	0	450	450
	SUBTOTAL DEBT SERVICE	0	0	450	450
68000-051	Transfer to Fund 051	0	451	0	0
68000-404	Transfer to Fund 404	73,293	73,510	73,170	72,780
	SUBTOTAL TRANSFERS	73,293	73,961	73,170	72,780
	SUBTOTAL MISCELLANEOUS	0	0	0	0
	TOTAL	3,067,020	3,347,111	3,478,535	4,462,885

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.70		0.70	
05000	Community Liaison	1.00		1.00	
02170	Executive Dir of Public Works (EM)	0.70		0.70	
07390	Executive Secretary	1.00		1.00	
02190	GIS Administrator	1.00		0.00	
02192	GIS Systems Analyst/Programmer	2.00		0.00	
07090	Lead Accounting Assistant	1.00		1.00	
01200	Management Aide (UC)	1.85		1.85	
01720	Management Analyst (UC)	1.00		1.00	
00020	Micro Systems Technician	1.00		0.00	
06140	Projects Manager	0.10		0.10	
04340	Public Works Projects Specialist	0.60		0.60	
00060	Receptionist	0.00		1.00	
07430	Records Specialist	1.00		1.00	
07280	Senior Accounting Assistant	4.00		4.00	
07330	Senior Office Assistant	1.00		1.00	
01060	Systems Technician	1.00		1.00	
09770	Administrative Aide, P/T		0.50		0.50
09900	Right Of Way Technician, P/T		1.00		1.00
	TOTAL	18.95	1.50	15.95	1.50

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 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, AMCAL Housing on First Street, 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. Projects include East First Street Apartments, Tom's Truck Residential Development, Dyer Alton Industrial Campus, Samuelli Academy Master Plan Update, Hampton Inn, 2525 N. Main Street Residential Project, Wermers Mixed Use Development, OC Streetcar Maint Facility, 2700 N. Main Apts and * Provide accurate and timely review of over 900 utility permit applications. 					
Action Plan for FY 2018-19					
<ul style="list-style-type: none"> * Review and process improvement plans, maps, and permits for development projects such as OC Streetcar Tom's Truck Residential Development, County of Orange Superblock, Santa Ana Veteran's Village * 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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Levels					
# of final subdivisions and right-of-way plan checks	85	103	70	65	
# of street work and utility permits issued	775	1263	1100	900	
# of building permit applications processed	832	870	700	600	
# of site plan reviews/variances/CUPs processed	115	106	100	90	
# of grading, utility & improvement plan checks	1069	1629	1400	1200	
# of wide load permits	374	495	450	400	
# of PWA counter customers assisted	3443	3703	3350	3300	
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	25	25	25	25	
Effectiveness					
% of maps checked within 10 work days	85	85	85	85	
% of site plans reviewed within 18 work days	80	80	80	80	

INTERNAL SERVICE FUND

ADMINISTRATIVE SERVICES		ACCOUNTING UNIT			
Pub Wks-Development Engrng		10117605			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	837,846	904,896	1,034,022	942,825
61010	Salaries Cash Out/Separation	0	0	0	65,770
61020	Salaries Part-Time	69,438	79,621	91,778	100,795
61040	Salaries Overtime	377	682	0	5,000
61100	Retirement-Employer Contribution	173,726	215,491	266,778	305,375
61110	Part-Time Retirement	1,056	1,356	1,618	0
61120	Medicare Insurance	12,905	13,807	14,872	15,195
61130	Health Insurance	152,605	158,762	158,641	173,895
61170	Retiree Health Benefits	(34,576)	22,135	0	0
61180	Worker Compensation Insurance	10,621	11,386	19,549	31,620
	SUBTOTAL PERSONNEL	1,223,998	1,408,137	1,587,259	1,640,475
62010	Communications	4,669	5,430	7,000	7,565
62120	Training, Transportation, Meeting	1,233	676	2,000	3,025
62140	Membership, Subscription & Dues	737	1,839	2,500	2,500
62300	Contract Services-Professional	22,240	16,741	293,140	293,235
	SUBTOTAL CONTRACTUAL	28,878	24,687	304,640	306,325
63001	Miscellaneous Operating Expenses	10,583	17,695	33,635	33,635
63300	Gas & Diesel	151	223	253	335
	SUBTOTAL COMMODITIES	10,734	17,919	33,888	33,970
65010	Rental City Equipment	2,376	2,448	2,450	2,450
65012	Accident Repair & Replacement Charge	96	96	95	95
65100	Liability Charges	12,812	14,005	14,010	14,235
65400	Indirect Costs	76,419	95,924	109,070	108,005
	SUBTOTAL FIXED CHARGES	91,703	112,473	125,625	124,785
	SUBTOTAL CAPITAL	0	0	0	0
67200	Principal-Capital Lease	0	0	450	450
	SUBTOTAL DEBT SERVICE	0	0	450	450
68000-051	Transfer to Fund 051	0	451	0	0
68000-404	Transfer to Fund 404	23,303	23,375	23,265	23,140
	SUBTOTAL TRANSFERS	23,303	23,826	23,265	23,140
	SUBTOTAL MISCELLANEOUS	0	0	0	0
	TOTAL	1,378,616	1,587,041	2,075,126	2,129,145

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	3.95		4.17	
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	7.02	4.00

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

REVENUES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
5000x-Prior Year Carry Forward				
Fund 25 CDA Special Revenue	500,000	263,500	0	250,000
Fund 123 WIOA	0	0	0	726,285
Fund 124 Orange County Grants	0	0	0	1,600,000
Fund 133 Housing Authority-Issuer Fee	0	0	0	110,390
Fund 140 Housing Authority-Administration	0	0	0	489,835
Fund 142 Neighborhood Stabilization Program	0	0	0	30,000
Fund 405 HOPWA	0	0	0	4,345
Fund 417 Inclusionary Housing	0	0	0	5,458,250
Fund 607 Successor Housing Agency	0	0	0	5,406,000
Fund 671 RDA Obligation Retirement Fund	0	0	0	532,601
SUBTOTAL	0	0	0	14,607,706
50011-Property Tax				
Property Tax per AB 1X 26	14,235,361	9,214,353	10,123,760	9,949,044
SUBTOTAL	14,235,361	9,214,353	10,123,760	9,949,044
51601-Building Permit				
Fund 25 CDA Special Revenue	0	456,174	0	0
SUBTOTAL	0	456,174	0	0
5200x-Federal Grants				
Fund 123 WIOA	3,300,496	3,254,989	3,042,248	2,709,800
Fund 124 Orange County Grants	765,381	635,272	668,565	0
Fund 130 HOME	147,353	838,378	2,183,873	1,783,004
Fund 132 Department of Labor	1,093,695	1,158,537	0	0
Fund 135 CDBG/ESG *	9,046,540	3,692,886	5,824,948	6,292,659
Fund 136 Housing Authority-HAP	26,228,956	27,533,386	28,149,975	30,798,000
Fund 137 Housing Authority-NED	1,808,432	1,839,093	1,888,157	1,900,000
Fund 140 Housing Authority-Administration	2,922,044	2,915,309	3,307,683	3,123,760
Fund 142 Neighborhood Stabilization Program	959,316	0	0	0
Fund 405 HOPWA	101,885	1,582	2,149	0
SUBTOTAL	46,374,098	41,869,432	45,067,598	46,607,223
533xx-Program Income				
Fund 135 CDBG/ESG	32,837	32,793	24,726	25,000
SUBTOTAL	32,837	32,793	24,726	25,000
539xx-Misc Service Charge				
Fund 417 Inclusionary Housing	44,464	(42,214)	1,125	1,000
SUBTOTAL	44,464	(42,214)	1,125	1,000
5690x-Principal and Interest Repayment				
Fund 130 HOME	1,053,013	298,073	337,152	265,000
Fund 135 CDBG/ESG	47,401	152,673	19,820	35,000
Fund 142 Neighborhood Stabilization Program	430,800	95,235	159,620	0
Fund 143 CalHome	0	0	575	0
Fund 607 Successor Housing Agency	131,062	175,151	204,122	235,000
SUBTOTAL	1,662,276	721,132	721,289	535,000
570xx-Misc Income				
Fund 133 Housing Authority-Issuer Fee	1,000	0	0	0
Fund 135 CDBG/ESG	0	2,003,975	4,768	0
Fund 140 Housing Authority-Administration	42,854	243,938	1,500	0
Fund 417 Inclusionary Housing	0	2,000	0	0
Fund 607 Successor Housing Agency	8,808	1,750	1,500	1,000
Fund 670 Successor Agency	0	0	155,082	650,000
SUBTOTAL	52,662	2,251,663	162,850	651,000

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

REVENUES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
578xx-Fees				
Fund 130 HOME	0	500	0	0
Fund 133 Housing Authority-Issuer Fee	55,155	105,889	49,200	55,000
Fund 136 Housing Authority-HAP	53,376	104,436	32,140	30,000
Fund 140 Housing Authority-Administration	18,302	66,860	17,861	20,000
Fund 143 CalHome	9	0	0	0
Fund 417 Inclusionary Housing	2,882,390	2,466,612	2,712,304	9,427,865
Fund 607 Successor Housing Agency	0	500	0	532,601
SUBTOTAL	3,009,232	2,744,797	2,811,505	10,065,466
579xx-Income				
Fund 25 CDA Special Revenue	2,235	0	0	0
Fund 123 WIOA	0	0	0	260,161
Fund 135 CDBG/ESG	57,760	99,000	132,000	132,000
Fund 142 Neighborhood Stabilization Program	21	500	0	0
Fund 607 Successor Housing Agency	0	1,111	250	0
Fund 670 Successor Agency	215,324	5,965,324	187,509	0
Fund 671 RDA Obligation Retirement Fund	0	789,853	0	226,471
SUBTOTAL	275,340	6,855,788	319,759	618,632
5800x-Investments				
Fund 25 CDA Special Revenue	4,262	2,786	5,800	0
Fund 130 HOME	6,652	911	660	750
Fund 133 Housing Authority-Issuer Fee	28,432	27,276	28,000	30,000
Fund 134 UDAG	236	227	234	0
Fund 135 CDBG/ESG	0	3,776	(2,442)	0
Fund 136 Housing Authority-HAP	95	0	320	0
Fund 140 Housing Authority-Administration	9,100	7,741	5,815	6,000
Fund 142 Neighborhood Stabilization Program	9,032	9,829	10,995	0
Fund 143 CalHome	4,038	4,438	4,870	0
Fund 145 Rental Rehabilitation Grant	3,947	3,800	3,924	0
Fund 417 Inclusionary Housing	45,801	68,009	41,824	35,000
Fund 607 Successor Housing Agency	172,966	(39,927)	147,350	40,000
Fund 652 2003 Tax Allocation Bond Series A	29,014	2	0	0
Fund 653 South Main Commercial Corridor	2,297	596	0	0
Fund 654 2011 Tax Allocation Bond Series A	70,915	7,879	1,389	0
Fund 658 2003 Tax Allocation Bond Series B	71	58	42	0
Fund 670 Successor Agency	33,019	47	1,790	0
Fund 671 RDA Obligation Retirement Fund	75,534	54,434	13,877	0
SUBTOTAL	495,411	151,882	264,448	111,750
59000-xxx Interfund Transfers				
Fund 417 Inclusionary Housing	555,000	0	0	0
Fund 652 2003 Tax Allocation Bond Series A	1,279,732	1,276,005	1,276,282	1,275,630
Fund 654 2011 Tax Allocation Bond Series A	4,215,855	4,216,161	4,994,886	5,292,625
Fund 658 2003 Tax Allocation Bond Series B	2,898,561	2,897,098	2,889,725	2,897,850
Fund 670 Successor Agency	280,703	1,348,079	564,672	254,742
Fund 671 RDA Obligation Retirement Fund	0	851,860	0	0
SUBTOTAL	9,229,851	10,589,203	9,725,565	9,720,847
TOTAL	75,411,532	74,845,003	69,222,625	92,892,668
LESS INTERFUND TRANSFERS	(9,229,851)	(10,589,203)	(9,725,565)	(9,720,847)
TOTAL ALL SOURCES	66,181,681	64,255,800	59,497,060	83,171,821
* Amount includes funds provided to other departments for various projects and programs.				

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

ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
Federal/State Grants				
123187xx Workforce Innovation and Opportunity Act	2,841,296	3,281,401	3,042,248	3,696,246
124187xx Orange County Grants	774,450	657,734	668,565	1,600,000
13018780 HOME	596,848	1,734,569	2,521,685	2,048,754
13218744 Department of Labor H1B Grant	1,093,696	1,158,537	0	0
13318780 Housing Authority - Issuer Fee	25,371	104,017	148,935	195,390
13518780 Community Development Block Grant	913,950	1,028,018	939,610	1,178,391
13518781 CDBG-Neighborhood Improvement	35,573	0	0	0
13518782 CDBG-Housing Development and Rehab.	377,083	183,464	637,121	1,000,000
13518783 CDBG Projects*	7,534,623	5,255,958	4,015,222	3,830,568
13518785 Emergency Solutions Grant	532,290	469,658	411,867	475,700
13618760 Housing Authority - HAP	26,449,824	27,752,393	28,182,435	30,828,000
13718760 Housing Authority - NED	1,808,432	1,839,093	1,888,157	1,900,000
14018760 Housing Authority - Administration	2,992,920	3,293,819	3,332,859	3,639,595
14218760 Neighborhood Stabilization Program I	7,410	3,150	6,748	10,000
14218761 Neighborhood Stabilization Program II	1,007,937	37,402	13,310	10,000
14218762 Neighborhood Stabilization Program III	1,236	0	405	10,000
40518761 HOPWA	11,503	1,582	2,149	4,345
SUBTOTAL	<u>47,004,441</u>	<u>46,800,794</u>	<u>45,811,316</u>	<u>50,426,989</u>
Special Revenue Programs				
02518820 Enterprize Zone	94,224	58,542	134,934	250,000
41718820 Inclusionary Housing	43,280	184,992	4,983,392	14,922,115
SUBTOTAL	<u>137,504</u>	<u>243,534</u>	<u>5,118,326</u>	<u>15,172,115</u>
Successor Agency				
65218020 2003 Tax Allocation Bond Series A	646,646	3,137,784	1,277,781	1,275,630
65318830 South Main Commercial Corridor	(13)	6,200,257	0	0
65418020 2011 Tax Allocation Bond Series A	4,253,248	4,515,977	5,000,998	5,292,625
65818020 2003 Tax Allocation Bond Series B	555,598	432,509	2,893,448	2,897,850
67018830 Merged Project Area Projects	0	393,201	0	0
67018843 Successor Agency Administration	359,600	246,753	286,070	254,742
67018850 Merged Obligations	1,045,975	222,396	155,000	650,000
67118021 Redev. Obligations Retirement Fund	9,981,189	9,970,353	10,231,026	10,708,116
SUBTOTAL	<u>16,842,243</u>	<u>25,119,230</u>	<u>19,844,323</u>	<u>21,078,963</u>
Successor Housing Agency				
60718810 Successor Housing Agency	374,401	2,687,817	170,367	696,455
60718830 Successor Housing Agency Capital Projects	2,012,435	1,055,037	253,990	5,518,146
SUBTOTAL	<u>2,386,837</u>	<u>3,742,853</u>	<u>424,357</u>	<u>6,214,601</u>
TOTAL	<u>66,371,024</u>	<u>75,906,410</u>	<u>71,198,322</u>	<u>92,892,668</u>
LESS INTERFUND TRANSFERS †	(8,674,851)	(10,589,204)	(9,725,565)	(9,720,847)
TOTAL ALL SOURCES	<u>57,696,172</u>	<u>65,317,207</u>	<u>61,472,757</u>	<u>83,171,821</u>
* 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	PROJECTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
Successor Agency Division					
2870	Executive Director of Community Development	0.10		0.05	
0151	Principal Management Analyst	0.00		0.67	
0150	Senior Management Analyst	0.60		0.00	
7280	Senior Accounting Assistant	0.51		0.26	
7321	Community Dev. Commission Secretary	0.15		0.05	
	SUBTOTAL	1.36		1.03	
Economic Development Division					
2870	Executive Director of Community Development	0.05		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	
0151	Principal Management Analyst	0.00		0.05	
0150	Senior Management Analyst	0.12		0.00	
1720	Management Analyst	0.00		0.12	
7280	Senior Accounting Assistant	0.19		0.19	
7321	Community Dev. Commission Secretary	0.05		0.05	
7330	Senior Office Assistant	2.00		1.13	
	SUBTOTAL	16.41		15.59	
Housing Division					
2870	Executive Director of Community Development	0.40		0.45	
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
0151	Principal Management Analyst	0.00		0.13	
0150	Senior Management Analyst	0.13		0.00	
1720	Management Analyst	0.00		0.88	
1840	Housing Programs Analyst	1.00		1.00	
1885	Housing Authority Analyst	1.00		1.00	
7585	Community Development Analyst	1.00		2.00	
4335	Neighborhood Improvement Projects Specialist	1.00		0.00	
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	0.30		0.55	
7321	Community Dev. Commission Secretary	0.35		0.45	
7330	Senior Office Assistant	4.00		2.87	
8372	Workforce Specialist II	1.00		1.00	
	SUBTOTAL	23.18	1.00	23.33	1.00
Parking Fund (027)					
0550	Economic Development Specialist II	0.00		1.00	
2653	Downtown Development Liaison	1.00		0.00	
	SUBTOTAL	1.00		1.00	
Strategic Plan Fund (052)					
2845	Arts & Culture Specialist	1.00		1.00	
	SUBTOTAL	1.00		1.00	

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

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
General Fund (011)					
2870	Executive Director of Community Development	0.45		0.45	
3750	Homeless Services Manager	0.00		1.00	
0350	Economic Development Specialist III	1.00		1.00	
0550	Economic Development Specialist II	1.00		1.00	
0151	Principal Management Analyst	0.00		0.15	
0150	Senior Management Analyst	0.15		0.00	
7321	Community Dev. Commission Secretary	0.45		0.45	
9770	Administrative Aide		1.00		1.00
	SUBTOTAL	3.05	1.00	4.05	1.00
	TOTAL ALL FUNDING SOURCES	46.00	2.00	46.00	2.00

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

SUCCESSOR AGENCY & CAPITAL PROJECTS

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
Successor Agency					
67018843	Successor Agency Administration	359,600	246,753	286,070	254,742
65218020	2003 Tax Allocation Bond Series A	646,646	3,137,784	1,277,781	1,275,630
65318830	South Main Commercial Corridor	(13)	6,200,257	0	0
65418020	2011 Tax Allocation Bond Series A	4,253,248	4,515,977	5,000,998	5,292,625
65818020	2003 Tax Allocation Bond Series B	555,598	432,509	2,893,448	2,897,850
67018830	Merged Project Area Projects	0	393,201	0	0
67018850	Merged Obligations	1,045,975	222,396	155,000	650,000
67118021	Redev. Obligations Retirement Fund	9,981,189	9,970,353	10,231,026	10,708,116
	SUBTOTAL	<u>16,842,243</u>	<u>25,119,230</u>	<u>19,844,323</u>	<u>21,078,963</u>
	LESS INTERFUND TRANSFERS	(8,674,851)	(10,589,204)	(9,725,565)	(9,720,847)
	TOTAL	<u><u>8,167,392</u></u>	<u><u>14,530,026</u></u>	<u><u>10,118,759</u></u>	<u><u>11,358,116</u></u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	328,602	153,961	229,056	240,487
62000	Contractual	1,560,717	500,396	455,384	453,071
63000	Commodities	2,895	1,569	2,112	7,029
65000	Fixed Charges	46,255	25,905	38,244	24,923
67000	Debt Service	5,651,722	5,321,941	9,238,963	9,450,005
68000	Interfund Transfers	8,674,851	10,589,204	9,725,565	9,720,847
69000	Miscellaneous	577,200	8,526,255	155,000	1,182,601
	SUBTOTAL	<u>16,842,243</u>	<u>25,119,230</u>	<u>19,844,323</u>	<u>21,078,963</u>
	LESS INTERFUND TRANSFERS	(8,674,851)	(10,589,204)	(9,725,565)	(9,720,847)
	TOTAL	<u><u>8,167,392</u></u>	<u><u>14,530,026</u></u>	<u><u>10,118,759</u></u>	<u><u>11,358,116</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.10		0.05	
0151	Principal Management Analyst	0.00		0.67	
0150	Senior Management Analyst	0.60		0.00	
7280	Senior Accounting Assistant	0.51		0.26	
7321	Community Dev. Commission Secretary	0.15		0.05	
	TOTAL	<u>1.36</u>	<u>0.00</u>	<u>1.03</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	211,648	102,546	110,513	125,710
61020	Salaries Part-Time	236	0	46,885	0
61040	Salaries Overtime	8,419	2,027	8,180	5,000
61100	Retirement-Employer Contribution	23,831	23,282	31,581	38,745
61120	Medicare Insurance	3,221	1,419	2,285	1,825
61130	Health Insurance	20,721	23,191	26,104	26,225
61170	Retiree Health Benefits	(9,158)	517	0	0
61180	Worker Compensation Insurance	3,129	979	3,508	5,285
	SUBTOTAL PERSONNEL	262,048	153,961	229,056	202,790
62010	Communications	1,307	1,215	1,079	1,500
62120	Training, Transportation, Meeting	0	612	0	2,000
62200	Advertising	0	0	1,929	0
62300	Contract Services-Professional	10,375	52,034	8,490	9,500
62302	Contracted Vendor Personnel Services	36,687	11,377	5,140	7,000
62600	Parking Validation	33	81	20	0
	SUBTOTAL CONTRACTUAL	48,402	65,318	16,658	20,000
63001	Miscellaneous Operating Expenses	2,895	1,569	2,112	7,029
	SUBTOTAL COMMODITIES	2,895	1,569	2,112	7,029
65000	Building Rental	13,588	7,587	10,508	5,166
65040	Computer Service Charge	1,255	634	870	0
65050	Info Tech Charges	5,646	2,853	3,911	2,544
65100	Liability Charges	9,033	7,312	10,023	5,333
65400	Indirect Costs	16,733	7,519	12,932	11,880
	SUBTOTAL FIXED CHARGES	46,255	25,905	38,244	24,923
	TOTAL EXPENDITURES	359,600	246,753	286,070	254,742
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.10		0.05	
0151	Principal Management Analyst	0.00		0.67	
0150	Senior Management Analyst	0.60		0.00	
7280	Senior Accounting Assistant	0.51		0.26	
7321	Community Dev. Commission Secretary	0.15		0.05	
	TOTAL	1.36	0.00	1.03	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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	2,100	1,375	2,225	2,225
62401	Trustee Fees	4,087	0	2,151	2,500
	SUBTOTAL CONTRACTUAL	<u>6,187</u>	<u>1,375</u>	<u>4,376</u>	<u>4,725</u>
67300	Bond Principal	0	0	675,000	700,000
67310	Bond Interest	640,459	616,022	598,405	570,905
	SUBTOTAL DEBT SERVICE	<u>640,459</u>	<u>616,022</u>	<u>1,273,405</u>	<u>1,270,905</u>
68000-671	Transfer to Fund 671	0	4,827	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>0</u>	<u>4,827</u>	<u>0</u>	<u>0</u>
69142	Payment to other Agencies	0	2,515,560	0	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>2,515,560</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>646,646</u></u>	<u><u>3,137,784</u></u>	<u><u>1,277,781</u></u>	<u><u>1,275,630</u></u>

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Merged 2011 Series A Bonds (Debt Service)		65418020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	3,800	2,250	4,050	4,050
62401	Trustee Fees	2,214	2,223	2,223	2,600
	SUBTOTAL CONTRACTUAL	<u>6,014</u>	<u>4,473</u>	<u>6,273</u>	<u>6,650</u>
67300	Bond Principal	0	0	805,000	1,145,000
67310	Bond Interest	4,209,850	4,209,850	4,189,725	4,140,975
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>4,994,725</u>	<u>5,285,975</u>
68000-671	Transfer to Fund 671	0	3,575	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>0</u>	<u>3,575</u>	<u>0</u>	<u>0</u>
69142	Payment to other Agencies	0	260,695	0	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>260,695</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>4,253,248</u></u>	<u><u>4,515,977</u></u>	<u><u>5,000,998</u></u>	<u><u>5,292,625</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
South Main 2003 Series B Bonds (Debt Service)		65818020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	2,100	1,375	2,225	2,225
62401	Trustee Fees	4,087	2,223	2,223	2,500
	SUBTOTAL CONTRACTUAL	<u>6,187</u>	<u>3,598</u>	<u>4,448</u>	<u>4,725</u>
67300	Bond Principal	0	0	2,550,000	2,685,000
67310	Bond Interest	543,500	423,000	339,000	208,125
67400	Amortization of Bond Discount	5,911	5,911	0	0
	SUBTOTAL DEBT SERVICE	<u>549,411</u>	<u>428,911</u>	<u>2,889,000</u>	<u>2,893,125</u>
	TOTAL EXPENDITURES	<u><u>555,598</u></u>	<u><u>432,509</u></u>	<u><u>2,893,448</u></u>	<u><u>2,897,850</u></u>

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Merged (Obligations)		67018850			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	9,881	0	0	0
61100	Retirement-Employer Contribution	23,995	0	0	0
61130	Health Insurance	30,820	0	0	0
61170	Retiree Health Benefits	1,870	0	0	0
	SUBTOTAL PERSONNEL	<u>66,567</u>	<u>0</u>	<u>0</u>	<u>0</u>
62000	Utilities	545	0	0	0
62300	Contract Services-Professional	564,824	9,161	0	0
62400	Auditor Fee	9,097	10,000	0	0
62500	Rent Payments	404,942	203,235	0	0
	SUBTOTAL CONTRACTUAL	<u>979,408</u>	<u>222,396</u>	<u>0</u>	<u>0</u>
69142	Payment to Other Agencies	0	0	155,000	650,000
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>155,000</u>	<u>650,000</u>
	TOTAL EXPENDITURES	<u><u>1,045,975</u></u>	<u><u>222,396</u></u>	<u><u>155,000</u></u>	<u><u>650,000</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
Redevelopment Obligation Retirement Fund		67118021			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	0	37,697
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,697</u>
62300	Contract Services-Professional	514,519	0	4,658	0
62400	Auditor Fee	0	0	12,500	10,500
62500	Rent Payments	0	203,235	406,471	406,471
	SUBTOTAL CONTRACTUAL	<u>514,519</u>	<u>203,235</u>	<u>423,628</u>	<u>416,971</u>
67002	Interest-Santa Ana Venture	214,618	29,774	81,833	0
	SUBTOTAL DEBT SERVICE	<u>214,618</u>	<u>29,774</u>	<u>81,833</u>	<u>0</u>
68000-652	Transfer to Fund 652	1,279,732	1,276,005	1,276,282	1,275,630
68000-654	Transfer to Fund 654	4,215,855	4,216,161	4,994,886	5,292,625
68000-658	Transfer to Fund 658	2,898,561	2,897,098	2,889,725	2,897,850
68000-670	Transfer to Fund 670	280,703	1,348,079	564,672	254,742
	SUBTOTAL INTERFUND TRANSFERS	<u>8,674,851</u>	<u>9,737,344</u>	<u>9,725,565</u>	<u>9,720,847</u>
69142	Payment to Other Agencies	577,200	0	0	0
69166	ERAF Payment	0	0	0	532,601
	SUBTOTAL MISCELLANEOUS	<u>577,200</u>	<u>0</u>	<u>0</u>	<u>532,601</u>
	TOTAL EXPENDITURES	<u><u>9,981,189</u></u>	<u><u>9,970,353</u></u>	<u><u>10,231,026</u></u>	<u><u>10,708,116</u></u>

COMMUNITY DEVELOPMENT AGENCY

SUCCESSOR AGENCY		ACCOUNTING UNIT			
South Main Commercial Corridor (Capital Projects)		65318830			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61170	Retiree Health Benefits	(13)	0	0	0
	SUBTOTAL PERSONNEL	<u>(13)</u>	<u>0</u>	<u>0</u>	<u>0</u>
68000-671	Transfer to Fund 671	0	450,257	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>0</u>	<u>450,257</u>	<u>0</u>	<u>0</u>
69157	Bad Debt Expense - Loans	0	5,750,000	0	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>5,750,000</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>(13)</u></u>	<u><u>6,200,257</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
68000-671	Transfer to Fund 671	0	393,201	0	0
	SUBTOTAL INTERFUND TRANSFERS	<u>0</u>	<u>393,201</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>393,201</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

ECONOMIC DEVELOPMENT

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
Special Revenue Programs					
02518820	Enterprize Zone	94,224	58,542	134,934	250,000
	SUBTOTAL	<u>94,224</u>	<u>58,542</u>	<u>134,934</u>	<u>250,000</u>
Federal Programs/Grants					
123187xx	Workforce Innovation Opportunity Act	2,841,296	3,281,401	3,042,248	3,696,246
124187xx	Orange County Grants	774,450	657,734	668,565	1,600,000
132187xx	Department of Labor	1,093,696	1,158,537	0	0
	SUBTOTAL	<u>4,709,441</u>	<u>5,097,672</u>	<u>3,710,813</u>	<u>5,296,246</u>
	TOTAL	<u><u>4,803,665</u></u>	<u><u>5,156,214</u></u>	<u><u>3,845,747</u></u>	<u><u>5,546,246</u></u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	2,815,228	2,442,419	2,143,206	2,526,445
62000	Contractual	244,028	275,257	379,914	612,700
63000	Commodities	41,697	45,096	26,738	30,954
65000	Fixed Charges	218,987	257,750	243,252	271,607
68000	Transfer to Fund 11	0	0	0	250,000
69000	Miscellaneous	1,483,726	2,135,692	1,052,637	1,854,540
	TOTAL	<u><u>4,803,665</u></u>	<u><u>5,156,214</u></u>	<u><u>3,845,747</u></u>	<u><u>5,546,246</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Exec. Director of Community Development	0.05		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	
0151	Principal Management Analyst	0.00		0.05	
0150	Senior Management Analyst	0.12		0.00	
1720	Management Analyst	0.00		0.12	
7280	Senior Accounting Assistant	0.19		0.19	
7321	Community Dev. Commission Secretary	0.05		0.05	
7330	Senior Office Assistant	2.00		1.13	
	TOTAL	<u><u>16.41</u></u>	<u><u>0.00</u></u>	<u><u>15.59</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.

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			
Enterprise Zone Vouchers Program		02518820			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	32,221	3,545	0	0
61040	Salaries Overtime	20	437	0	0
61100	Retirement-Employer Contribution	6,548	821	0	0
61120	Medicare Insurance	478	49	0	0
61130	Health Insurance	5,369	588	0	0
61170	Retiree Health Benefits	15	0	0	0
61180	Worker Compensation Insurance	649	34	0	0
	SUBTOTAL PERSONNEL	45,300	5,475	0	0
62010	Communications	0	2	0	0
62120	Training, Transportation, Meeting	5,248	9,127	0	0
62140	Membership, Subscription & Dues	7,204	7,128	0	0
62200	Advertising	11,750	0	0	0
62201	Business Promotion	7,340	9,794	0	0
62300	Contract Services-Professional	1,364	22,790	134,934	0
62600	Parking Validation	1,218	585	0	0
	SUBTOTAL CONTRACTUAL	34,124	49,426	134,934	0
63001	Miscellaneous Operating Expenses	7,894	2,989	0	0
	SUBTOTAL COMMODITIES	7,894	2,989	0	0
65000	Building Rental	2,100	151	0	0
65040	Computer Service Charge	194	13	0	0
65050	Info Tech Charges	873	57	0	0
65100	Liability Charges	1,396	145	0	0
65400	Indirect Costs	2,344	286	0	0
	SUBTOTAL FIXED CHARGES	6,906	652	0	0
68000	Transfer to Fund 11	0	0	0	250,000
	SUBTOTAL TRANSFERS	0	0	0	250,000
	TOTAL EXPENDITURES	94,224	58,542	134,934	250,000

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT	PROGRAM			
Workforce Development Board (WDB)	Various			
Statement of Purpose				
<p><i>To ensure that the Workforce Innovation and 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 16-17 & FY 17-18				
<ul style="list-style-type: none"> * Exceeded all performance goals for FY 2016-17. * Modified the Workforce Investment Board under WIOA guidelines to its new WDB structure. * Received approval of WIOA Regional and Local Unified Plan from the State. * Began implementation of all new guidelines and regulations required by WIOA. * Finalized Phase I and Phase II financial Memoranda of Understanding with workforce partner agencies. * Began rolling out sector initiatives under the Regional Plan. * Relocated the WDB administrative office and WORK Center - One Stop Operations offices to a new location. * Partnered in a Strong Workforce Grant with the community colleges. 				
Action Plan for FY 18-19				
<ul style="list-style-type: none"> * Implement Regional and Local Workforce Plan by convening business leadership from the top regional sectors: Advanced Manufacturing, Medical, Hospitality/Retail/Tourism, and Information Technology industry leaders. * Develop a WDB web page on the City's website. * Release a Request for Proposal to procure providers to serve Santa Ana Youth under WIOA guidelines. * Review policies, monitoring tools, contracts, written/digital media, and programs to ensure compliance with with Americans with Disabilities Act and Equal Employment Opportunity regulations. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	ADOPTED FY 18-19
Service Level				
% of funds obligated by end of fiscal year	100%	100%	80%	80%
% of funds spent from previous year	100%	100%	100%	75%
Efficiency				
# of performance measures met	6	N/A	N/A	12
* WIOA performance measure not in effect as yet.				

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB) - Administration		12318748			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	68,528	82,052	47,705	80,240
61040	Salaries Overtime	675	916	0	0
61100	Retirement-Employer Contribution	12,183	18,092	12,342	24,470
61120	Medicare Insurance	892	1,144	632	1,165
61130	Health Insurance	10,709	13,241	7,212	14,880
61170	Retiree Health Benefits	1,469	0	0	0
61180	Worker Compensation Insurance	606	786	633	2,245
	SUBTOTAL PERSONNEL	95,062	116,232	68,523	123,000
62010	Communications	1,113	937	958	1,000
62120	Training, Transportation, Meeting	263	2,460	0	3,000
62140	Membership, Subscription & Dues	2,308	2,407	0	2,250
62300	Contract Services-Professional	140	3,709	57	0
62302	Contracted Vendor Personnel Services	1,456	2,266	81	2,000
62400	Auditor Fee	8,275	983	1,677	14,860
62402	User Fee	5,886	7,590	3,721	0
	SUBTOTAL CONTRACTUAL	19,441	20,353	6,493	23,110
63001	Miscellaneous Operating Expenses	1,401	1,493	1,885	1,096
63300	Gas & Diesel	43	46	0	200
	SUBTOTAL COMMODITIES	1,444	1,538	1,885	1,296
65010	Rental City Equipment	792	733	0	0
65012	Accident Repair & Replacement	32	29	0	0
65040	Computer Service Charge	331	507	183	0
65050	Info Tech Charges	1,490	2,279	825	1,728
65100	Liability Charges	2,384	5,843	2,114	3,625
65400	Indirect Costs	4,993	5,965	3,726	7,295
	SUBTOTAL FIXED CHARGES	10,022	15,356	6,848	12,648
	TOTAL EXPENDITURES	125,969	153,479	83,749	160,054

Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.10		0.40	
8374	Workforce Specialist IV	0.10		0.20	
7330	Senior Office Assistant	0.20		0.10	
	TOTAL	0.40	0.00	0.70	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB) - Youth Council		12318750			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	119,753	143,998	80,961	57,250
61020	Salaries Part-Time	172	1,442	0	0
61040	Salaries Overtime	269	279	187	0
61100	Retirement-Employer Contribution	30,029	36,844	26,821	17,455
61110	Part-Time Retirement	2,767	2,360	1,911	0
61120	Medicare Insurance	2,930	2,954	1,982	830
61130	Health Insurance	26,758	29,503	19,133	13,000
61170	Retiree Health Benefits	2,220	0	0	0
61180	Worker Compensation Insurance	2,971	1,585	2,182	1,600
	SUBTOTAL PERSONNEL	187,869	218,964	133,176	90,135
62010	Communications	516	668	705	890
62120	Training, Transportation, Meeting	123	722	605	600
62200	Advertising	0	0	0	1,500
62300	Contract Services-Professional	140	75	24	0
62302	Contracted Vendor Personnel Services	2,587	1,202	99	15,000
62402	User Fee	5,932	8,705	6,708	0
	SUBTOTAL CONTRACTUAL	9,298	11,371	8,141	17,990
63001	Miscellaneous Operating Expenses	710	1,241	484	1,342
63300	Gas & Diesel	43	86	0	100
	SUBTOTAL COMMODITIES	753	1,327	484	1,442
65010	Rental City Equipment	792	1,264	0	0
65012	Accident Repair & Replacement	32	50	0	0
65040	Computer Service Charge	593	852	367	0
65050	Info Tech Charges	2,668	3,831	1,649	1,358
65100	Liability Charges	4,268	9,820	4,228	2,848
65400	Indirect Costs	8,463	10,477	6,376	5,205
	SUBTOTAL FIXED CHARGES	16,816	26,294	12,620	9,411
69135	Payment to Subagent	447,138	423,700	412,018	484,000
	SUBTOTAL MISCELLANEOUS	447,138	423,700	412,018	484,000
	TOTAL EXPENDITURES	661,874	681,656	566,439	602,978
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.20		0.15	
8374	Workforce Specialist IV	0.40		0.40	
7330	Senior Office Assistant	0.20		0.03	
	TOTAL	0.80	0.00	0.58	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB) - Programs		12318757			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	46,047	52,560	27,771	69,395
61020	Salaries Part-Time	0	419	2,453	1,655
61040	Salaries Overtime	0	233	0	0
61100	Retirement-Employer Contribution	9,376	11,877	7,521	21,160
61110	Part-Time Retirement	0	16	92	60
61120	Medicare Insurance	693	751	421	1,030
61130	Health Insurance	9,008	9,632	4,846	14,855
61170	Retiree Health Benefits	1,085	0	0	0
61180	Worker Compensation Insurance	466	514	463	1,990
	SUBTOTAL PERSONNEL	66,676	76,002	43,567	110,145
62010	Communications	193	66	36	100
62120	Training, Transportation, Meeting	123	752	0	0
62300	Contract Services-Professional	140	363	8	0
62302	Contracted Vendor Personnel Services	0	63	203	0
62402	User Fee	6,762	4,555	1,950	0
	SUBTOTAL CONTRACTUAL	7,218	5,799	2,196	100
63001	Miscellaneous Operating Expenses	903	1,182	314	467
63300	Gas & Diesel	43	30	0	50
	SUBTOTAL COMMODITIES	946	1,212	314	517
65010	Rental City Equipment	792	451	0	0
65012	Accident Repair & Replacement	32	18	0	0
65040	Computer Service Charge	234	306	390	0
65050	Info Tech Charges	1,051	1,376	1,753	1,728
65100	Liability Charges	1,682	3,527	4,492	3,625
65400	Indirect Costs	3,348	3,826	2,360	6,460
	SUBTOTAL FIXED CHARGES	7,139	9,504	8,995	11,813
	TOTAL EXPENDITURES	81,978	92,517	55,072	122,575
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.25		0.25	
8374	Workforce Specialist IV	0.40		0.40	
7330	Senior Office Assistant	0.20		0.00	
	TOTAL	0.85	0.00	0.65	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Workforce Development Board (WDB) - High Performing Boards		12318743			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	30,684	0
61040	Salaries Overtime	0	0	717	0
61100	Retirement-Employer Contribution	0	0	9,250	0
61120	Medicare Insurance	0	0	467	0
61130	Health Insurance	0	0	6,421	0
61180	Worker Compensation Insurance	0	0	547	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>48,085</u>	<u>0</u>
62010	Communications	0	0	32	0
62120	Training, Transportation, Meeting	0	0	786	0
62300	Contract Services-Professional	0	0	5	0
62402	User Fee	0	0	1,375	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>2,198</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	0	0	95	0
63300	Gas & Diesel	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>95</u>	<u>0</u>
65040	Computer Service Charge	0	0	115	0
65050	Info Tech Charges	0	0	515	0
65100	Liability Charges	0	0	1,321	0
65400	Indirect Costs	0	0	2,510	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>4,461</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>54,839</u></u>	<u><u>0</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.15		0.00	
8374	Workforce Specialist IV	0.10		0.00	
	TOTAL	<u>0.25</u>	<u>0.00</u>	<u>0.00</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 16-17 & FY 17-18				
<ul style="list-style-type: none"> * Relocated One-Stop Center to new offices at 801 W. Civic Center. * Integrated new partners into service model. * Continued to transition into WIOA Program including modifications to operations and internal policies and procedures. * Opened satellite office at the Centennial Education Center. * Coordinated and planned a Youth Job Fair. * Assisted over 100 job seekers to obtain job credentials/training. * Hosted over 25 job fairs. * Developed integrated program that included workforce and housing elements. 				
Action Plan for FY 18-19				
<ul style="list-style-type: none"> * Certify WORK Center using State Hallmarks of Excellence. * Expand hours of service at the Centennial Education Center. * Increase job seeker credential rate by 20%. * Host Youth Job Fair. * Incorporate policy/procedures on electronic documentation in lieu of paper copy for clientele files. * Apply for other workforce related grants and be successful in at least one award. * Launch Incumbent Worker Program. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	ADOPTED FY 18-19
Service Level				
# of customers enrolled	438	800	712	760
# of individuals served by all partners	23,541	13,000	11,000	15,000
# of Rapid Response businesses served	7	10	6	7
# of Rapid Response laid-off workers served	279	500	220	300
Effectiveness				
% of clients placed in jobs	80%	75%	73%	75%
Efficiency				
# of individual training accounts issued	72	80	95	100

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	301,717	205,050	177,546	158,715
61020	Salaries Part-Time	13,237	2,089	4,716	35,520
61040	Salaries Overtime	0	7	1	0
61100	Retirement-Employer Contribution	61,369	46,698	48,417	48,400
61110	Part-Time Retirement	168	67	177	1,330
61120	Medicare Insurance	4,444	2,934	2,528	2,815
61130	Health Insurance	60,360	43,085	34,031	28,730
61170	Retiree Health Benefits	9,689	0	0	0
61180	Worker Compensation Insurance	3,065	2,002	2,723	5,520
	SUBTOTAL PERSONNEL	454,048	301,932	270,138	281,030
62010	Communications	25,474	36,969	41,484	36,000
62120	Training, Transportation, Meeting	0	515	605	3,000
62140	Membership, Subscription & Dues	2,250	2,225	0	2,250
62300	Contract Services-Professional	4,909	12,575	31,050	800
62302	Contracted Vendor Personnel Services	0	4,105	10,867	10,000
62402	User Fee	75,419	87,149	93,329	0
62500	Rent Payments	0	0	0	501,850
	SUBTOTAL CONTRACTUAL	108,052	143,538	177,334	553,900
63001	Miscellaneous Operating Expenses	22,275	21,164	14,981	19,678
63300	Gas & Diesel	243	120	490	500
	SUBTOTAL COMMODITIES	22,518	21,284	15,471	20,178
65010	Rental City Equipment	2,376	842	6,647	6,553
65012	Accident Repair & Replacement	96	31	252	342
65040	Computer Service Charge	1,929	1,115	1,169	0
65050	Info Tech Charges	8,677	5,015	5,258	6,915
65100	Liability Charges	13,883	12,854	13,476	14,498
65400	Indirect Costs	22,896	14,894	14,222	17,655
	SUBTOTAL FIXED CHARGES	49,856	34,751	41,023	45,963
69143	Transportation Pass for Participants	3,296	(4,647)	19,099	30,000
	SUBTOTAL MISCELLANEOUS	3,296	(4,647)	19,099	30,000
	TOTAL EXPENDITURES	637,770	496,859	523,065	931,071

Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.45		0.65	
8372	Workforce Specialist II	0.70		0.40	
7330	Senior Office Assistant	1.00		0.55	
	TOTAL	2.15	0.00	1.60	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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	80,746	112,578	69,368	99,075
61020	Salaries Part-Time	0	340	187	1,655
61100	Retirement-Employer Contribution	15,256	24,643	19,405	30,210
61110	Part-Time Retirement	0	13	0	60
61120	Medicare Insurance	1,129	1,544	986	1,460
61130	Health Insurance	13,957	22,912	16,147	22,600
61170	Retiree Health Benefits	1,041	0	0	0
61180	Worker Compensation Insurance	752	1,062	1,081	3,140
	SUBTOTAL PERSONNEL	<u>112,881</u>	<u>163,091</u>	<u>107,174</u>	<u>158,200</u>
62010	Communications	542	1,282	98	500
62300	Contract Services-Professional	0	7	0	0
62402	User Fee	1,578	3,413	132	0
	SUBTOTAL CONTRACTUAL	<u>2,120</u>	<u>4,701</u>	<u>231</u>	<u>500</u>
63001	Miscellaneous Operating Expenses	432	847	487	553
63300	Gas & Diesel	0	47	0	50
	SUBTOTAL COMMODITIES	<u>432</u>	<u>894</u>	<u>487</u>	<u>603</u>
65010	Rental City Equipment	0	491	0	0
65012	Accident Repair & Replacement	0	18	0	0
65040	Computer Service Charge	359	663	229	0
65050	Info Tech Charges	1,613	2,983	1,031	1,556
65100	Liability Charges	2,581	7,647	2,642	3,262
65400	Indirect Costs	5,769	8,119	5,432	9,155
	SUBTOTAL FIXED CHARGES	<u>10,322</u>	<u>19,922</u>	<u>9,334</u>	<u>13,973</u>
	TOTAL EXPENDITURES	<u><u>125,755</u></u>	<u><u>188,608</u></u>	<u><u>117,226</u></u>	<u><u>173,276</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.05		0.05	
0151	Principal Management Analyst	0.00		0.05	
0150	Senior Management Analyst	0.10		0.00	
1720	Management Analyst	0.00		0.10	
7280	Senior Accounting Assistant	0.15		0.15	
7321	Community Dev. Commission Secretary	0.05		0.05	
7330	Senior Office Assistant	0.10		0.15	
	TOTAL	<u>0.45</u>	<u>0.00</u>	<u>0.55</u>	<u>0.00</u>

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	91,359	196,272	132,553	141,875
61030	Salaries Participant	44,225	13,512	7,820	0
61040	Salaries Overtime	40	50	4	0
61100	Retirement-Employer Contribution	18,504	44,950	36,305	43,265
61110	Part-Time Retirement	1,658	507	293	0
61120	Medicare Insurance	1,948	2,995	2,007	2,055
61130	Health Insurance	22,743	40,216	30,788	36,620
61180	Worker Compensation Insurance	6,831	2,523	2,848	3,970
	SUBTOTAL PERSONNEL	187,308	301,025	212,618	227,785
62010	Communications	591	0	0	0
	SUBTOTAL CONTRACTUAL	591	0	0	0
63001	Miscellaneous Operating Expenses	156	585	581	436
63300	Gas & Diesel	0	83	0	52
	SUBTOTAL COMMODITIES	156	668	581	488
65010	Rental City Equipment	0	815	0	0
65012	Accident Repair & Replacement	0	30	0	0
65040	Computer Service Charge	289	1,085	1,077	0
65050	Info Tech Charges	1,300	4,878	4,845	4,445
65100	Liability Charges	2,080	12,504	12,419	9,320
65400	Indirect Costs	6,648	14,109	10,353	12,895
	SUBTOTAL FIXED CHARGES	10,317	33,422	28,694	26,660
69137	On the Job Training	4,675	0	0	20,000
69138	Payment-Training Portion	74,617	242,126	135,890	161,930
69143	Transportation Pass for Participants	11,751	10,031	0	10,000
69144	Client Support Services	381	1,158	541	0
69145	Client Assessment	175	0	1,508	0
	SUBTOTAL MISCELLANEOUS	91,599	253,314	137,939	191,930
	TOTAL EXPENDITURES	289,970	588,428	379,833	446,863
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
8372	Workforce Specialist II	2.35		1.80	
	TOTAL	2.35	0.00	1.80	0.00

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	100,179	137,119	97,047	94,585
61100	Retirement-Employer Contribution	19,958	30,625	28,056	28,840
61120	Medicare Insurance	1,452	1,938	1,398	1,370
61130	Health Insurance	20,409	28,976	21,811	24,415
61170	Retiree Health Benefits	13	0	0	0
61180	Worker Compensation Insurance	970	1,312	1,505	2,645
	SUBTOTAL PERSONNEL	142,981	199,970	149,818	151,855
62010	Communications	416	0	0	0
	SUBTOTAL CONTRACTUAL	416	0	0	0
63001	Miscellaneous Operating Expenses	179	436	340	291
63300	Gas & Diesel	0	58	0	54
	SUBTOTAL COMMODITIES	179	494	340	345
65010	Rental City Equipment	0	599	0	0
65012	Accident Repair & Replacement	0	22	0	0
65040	Computer Service Charge	332	808	573	0
65050	Info Tech Charges	1,495	3,635	2,577	2,963
65100	Liability Charges	2,392	9,316	6,606	6,214
65400	Indirect Costs	7,184	9,857	7,576	8,600
	SUBTOTAL FIXED CHARGES	11,404	24,238	17,332	17,777
69138	Payment-Training Portion	129,545	325,620	375,383	104,710
69143	Transportation Pass for Participants	7,179	8,198	0	8,000
69144	Client Support Services	200	0	1,040	0
69145	Client Assessment	450	0	5,243	0
	SUBTOTAL MISCELLANEOUS	137,373	333,818	381,665	112,710
	TOTAL EXPENDITURES	292,353	558,520	549,155	282,687
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
8372	Workforce Specialist II	1.25		1.20	
	TOTAL	1.25	0.00	1.20	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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	171,995	187,370	186,928	194,815
61020	Salaries Part-Time	15,515	2,791	5,783	6,630
61040	Salaries Overtime	319	477	0	0
61100	Retirement-Employer Contribution	37,958	43,134	53,137	59,405
61110	Part-Time Retirement	123	91	217	250
61120	Medicare Insurance	2,687	2,673	2,747	2,920
61130	Health Insurance	29,903	25,762	26,213	28,970
61170	Retiree Health Benefits	2,534	0	0	0
61180	Worker Compensation Insurance	1,870	1,819	2,959	5,655
	SUBTOTAL PERSONNEL	262,903	264,115	277,984	298,645
62010	Communications	2,593	1,181	1,315	1,200
62120	Training, Transportation, Meeting	0	1,343	1,614	1,200
62300	Contract Services-Professional	536	83	620	0
62402	User Fee	16,063	13,012	13,898	0
	SUBTOTAL CONTRACTUAL	19,191	15,618	17,447	2,400
63001	Miscellaneous Operating Expenses	1,076	1,177	1,007	2,054
63300	Gas & Diesel	168	77	48	100
	SUBTOTAL COMMODITIES	1,244	1,254	1,055	2,154
65010	Rental City Equipment	1,386	768	0	0
65012	Accident Repair & Replacement	48	29	0	0
65040	Computer Service Charge	889	1,028	999	0
65050	Info Tech Charges	3,997	4,624	4,495	5,655
65100	Liability Charges	6,396	11,853	11,521	11,858
65400	Indirect Costs	13,621	13,706	15,051	18,310
	SUBTOTAL FIXED CHARGES	26,337	32,008	32,066	35,823
	TOTAL EXPENDITURES	309,676	312,995	328,552	339,022
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.03		0.05	
8374	Workforce Specialist IV	1.00		0.94	
8372	Workforce Specialist II	1.00		1.00	
7330	Senior Office Assistant	0.10		0.10	
	TOTAL	2.13	0.00	2.09	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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	183,017	110,815	218,876	366,780
61040	Salaries Overtime	230	0	0	0
61100	Retirement-Employer Contribution	36,560	25,497	60,932	111,845
61120	Medicare Insurance	2,627	1,587	3,157	5,320
61130	Health Insurance	44,497	29,351	41,047	70,805
61170	Retiree Health Benefits	1,169	0	0	0
61180	Worker Compensation Insurance	1,759	1,074	3,353	10,265
	SUBTOTAL PERSONNEL	269,858	168,324	327,365	565,015
62010	Communications	641	671	1,905	2,000
62120	Training, Transportation, Meeting	0	1,142	458	0
62140	Membership, Subscription & Dues	6,250	0	0	0
62300	Contract Services-Professional	0	59	29	0
62302	Contracted Vendor Personnel Services	0	0	608	2,000
62402	User Fee	8,414	7,350	8,216	0
	SUBTOTAL CONTRACTUAL	15,305	9,222	11,216	4,000
63001	Miscellaneous Operating Expenses	3,692	11,518	4,400	2,281
63300	Gas & Diesel	168	49	48	200
	SUBTOTAL COMMODITIES	3,859	11,567	4,448	2,481
65010	Rental City Equipment	1,386	476	0	0
65012	Accident Repair & Replacement	48	18	0	0
65040	Computer Service Charge	959	632	1,421	0
65050	Info Tech Charges	4,313	2,844	6,392	10,619
65100	Liability Charges	6,900	7,289	16,383	22,265
65400	Indirect Costs	13,321	7,967	17,094	33,340
	SUBTOTAL FIXED CHARGES	26,927	19,226	41,290	66,224
	TOTAL EXPENDITURES	315,950	208,339	384,319	637,720
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.20		0.50	
8372	Workforce Specialist II	2.70		3.60	
7330	Senior Office Assistant	0.20		0.20	
	TOTAL	3.10	0.00	4.30	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-SSA WtW		12418737			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	171,955	177,839	170,086	170,920
61030	Salaries Participant	173,228	163,125	99,492	206,640
61040	Salaries Overtime	144	24	272	0
61100	Retirement-Employer Contribution	33,527	39,800	48,261	49,560
61110	Part-Time Retirement	6,496	6,111	3,731	7,750
61120	Medicare Insurance	5,002	4,801	3,789	5,095
61130	Health Insurance	37,551	42,251	43,259	45,220
61170	Retiree Health Benefits	2,113	0	0	0
61180	Worker Compensation Insurance	24,887	15,862	14,085	35,450
	SUBTOTAL PERSONNEL	454,903	449,812	382,974	520,635
62010	Communications	1,047	1,311	1,567	1,200
62300	Contract Services-Professional	0	27	137	0
62402	User Fee	11,983	9,903	12,430	0
62500	Rent Payments	0	0	0	9,500
	SUBTOTAL CONTRACTUAL	13,031	11,240	14,134	10,700
63001	Miscellaneous Operating Expenses	1,025	1,271	927	1,300
63300	Gas & Diesel	0	50	0	150
	SUBTOTAL COMMODITIES	1,025	1,321	927	1,450
65010	Rental City Equipment	0	500	0	1,043
65012	Accident Repair & Replacement	0	20	0	54
65040	Computer Service Charge	695	1,027	977	0
65050	Info Tech Charges	3,130	4,618	4,392	5,235
65100	Liability Charges	5,005	11,838	11,257	10,977
65400	Indirect Costs	12,475	12,630	13,284	14,006
	SUBTOTAL FIXED CHARGES	21,305	30,633	29,910	31,315
69011	Reserve Appropriation	0	0	0	800,000
69138	Payment-Training Portion	284,185	135,270	101,916	235,900
	SUBTOTAL MISCELLANEOUS	284,185	135,270	101,916	1,035,900
	TOTAL EXPENDITURES	774,450	628,276	529,860	1,600,000
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.07		0.00	
8374	Workforce Specialist IV	0.00		0.06	
8372	Workforce Specialist II	2.00		2.00	
0150	Senior Management Analyst	0.02		0.00	
1720	Management Analyst	0.00		0.02	
7280	Senior Accounting Assistant	0.04		0.04	
	TOTAL	2.13	0.00	2.12	0.00

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-OC Slingshot		12418750			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	19,058	81,108	0
61040	Salaries Overtime	0	0	656	0
61100	Retirement-Employer Contribution	0	4,414	22,394	0
61120	Medicare Insurance	0	271	1,168	0
61130	Health Insurance	0	3,007	15,089	0
61180	Worker Compensation Insurance	0	186	1,369	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>26,936</u>	<u>121,784</u>	<u>0</u>
62010	Communications	0	0	636	0
62120	Training & Transportation	0	0	831	0
62300	Contract Services-Professional	0	0	14	0
62402	User Fee	0	0	4,110	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>5,591</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	0	33	652	0
63300	Gas & Diesel	0	8	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>41</u>	<u>652</u>	<u>0</u>
65010	Rental City Equipment	0	53	0	0
65012	Accident Repair & Replacement	0	2	0	0
65040	Computer Service Charge	0	62	252	0
65050	Info Tech Charges	0	279	1,134	0
65100	Liability Charges	0	715	2,907	0
65400	Indirect Costs	0	1,370	6,386	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>2,481</u>	<u>10,679</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>29,458</u>	<u>138,706</u>	<u>0</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0350	Economic Development Specialist III	0.55		0.00	
	TOTAL	<u>0.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

ECONOMIC DEVELOPMENT		ACCOUNTING UNIT			
Special Projects-H1B		13218744			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	155,857	54,005	0	0
61030	Salaries Participant	262,705	63,350	0	0
61040	Salaries Overtime	28	0	0	0
61100	Retirement-Employer Contribution	30,527	12,489	0	0
61110	Part-Time Retirement	9,852	2,376	0	0
61120	Medicare Insurance	6,082	1,700	0	0
61130	Health Insurance	31,285	11,133	0	0
61170	Retiree Health Benefits	2,905	0	0	0
61180	Worker Compensation Insurance	36,197	5,488	0	0
	SUBTOTAL PERSONNEL	535,438	150,541	0	0
62010	Communications	559	337	0	0
62302	Contracted Vendor Personnel Services	163	0	0	0
62402	User Fee	14,520	3,651	0	0
	SUBTOTAL CONTRACTUAL	15,242	3,988	0	0
63001	Miscellaneous Operating Expenses	1,247	507	0	0
	SUBTOTAL COMMODITIES	1,247	507	0	0
65010	Rental City Equipment	0	183	0	0
65012	Accident Repair & Replacement	0	7	0	0
65040	Computer Service Charge	815	305	0	0
65050	Info Tech Charges	3,665	1,371	0	0
65100	Liability Charges	5,864	3,515	0	0
65400	Indirect Costs	11,290	3,883	0	0
	SUBTOTAL FIXED CHARGES	21,635	9,264	0	0
69135	Payment to Subagent	520,134	994,236	0	0
	SUBTOTAL MISCELLANEOUS	520,134	994,236	0	0
	TOTAL EXPENDITURES	1,093,696	1,158,537	0	0

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

HOUSING DIVISION

ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
Successor Housing Agency				
60718810 Successor Housing Agency	374,401	2,687,817	170,367	696,455
60718830 Successor Housing Agency Capital Projects	2,012,435	1,055,037	253,990	5,518,146
SUBTOTAL	2,386,837	3,742,853	424,357	6,214,601
Federal/State Grants				
13018780 HOME	596,848	1,734,569	2,521,685	2,048,754
13318780 Housing Authority - Issuer Fee	25,371	104,017	148,935	195,390
13518780 Community Development Block Grant	913,950	1,028,018	939,610	1,178,391
13518781 CDBG-Neighborhood Improvement	35,573	0	0	0
13518782 CDBG-Housing Development and Rehab.	377,083	183,464	637,121	1,000,000
13518783 CDBG Projects*	7,534,623	5,255,958	4,015,222	3,830,568
13518785 Emergency Solutions Grant	532,290	469,658	411,867	475,700
13618760 Housing Authority - HAP	26,449,824	27,752,393	28,182,435	30,828,000
13718760 Housing Authority - Mainstream	1,808,432	1,839,093	1,888,157	1,900,000
14018760 Housing Authority - Administration	2,992,920	3,293,819	3,332,859	3,639,595
14218760 Neighborhood Stabilization Program I	7,410	3,150	6,748	10,000
14218761 Neighborhood Stabilization Program II	1,007,937	37,402	13,310	10,000
14218762 Neighborhood Stabilization Program III	1,236	0	405	10,000
40518761 HOPWA	11,503	1,582	2,149	4,345
SUBTOTAL	42,294,999	41,703,122	42,100,502	45,130,743
City Program				
41718820 Inclusionary Housing	43,280	184,992	4,983,392	14,922,115
SUBTOTAL	43,280	184,992	4,983,392	14,922,115
TOTAL	44,725,115	45,630,967	47,508,251	66,267,459
OPERATING EXPENSE				
61000 Personnel	3,981,872	4,125,602	4,003,164	4,417,645
62000 Contractual	465,700	392,923	400,114	1,226,774
63000 Commodities	90,978	92,717	90,344	98,349
65000 Fixed Charges	1,059,849	870,198	980,906	711,417
66000 Capital	5,915,612	1,934,703	2,859,055	1,842,455
69000 Miscellaneous	33,211,105	38,214,823	39,174,667	57,970,819
TOTAL	44,725,115	45,630,967	47,508,251	66,267,459

**COMMUNITY DEVELOPMENT AGENCY
DIVISION RESOURCE SUMMARY**

HOUSING DIVISION

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.40		0.45	
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
0151	Principal Management Analyst	0.00		0.13	
0150	Senior Management Analyst	0.13		0.00	
1720	Management Analyst	0.00		0.88	
1840	Housing Programs Analyst	1.00		1.00	
1885	Housing Authority Analyst	1.00		1.00	
7585	Community Development Analyst	1.00		2.00	
4335	Neighborhood Improvement Projects Specialist	1.00		0.00	
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	0.30		0.55	
7321	Community Dev. Commission Secretary	0.35		0.45	
7330	Senior Office Assistant	4.00		2.87	
8372	Workforce Specialist II	1.00		1.00	
	TOTAL	23.18	1.00	23.33	1.00

† Part-Time Civil Service position

COMMUNITY DEVELOPMENT AGENCY

HOUSING	PROGRAM Various
<p data-bbox="191 329 430 359">Statement of Purpose</p> <p data-bbox="191 388 1347 417"><i>To promote and deliver a balance of housing related programs and services to City residents, investors and developers.</i></p> <p data-bbox="191 504 1282 558">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.</p>	
<p data-bbox="678 760 943 789" style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p data-bbox="191 846 477 875">HOUSING AUTHORITY</p> <p data-bbox="214 877 1224 932">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.</p> <p data-bbox="191 997 891 1026">SUCCESSOR HOUSING AGENCY - HOUSING AUTHORITY</p> <p data-bbox="214 1029 1304 1108">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.</p> <p data-bbox="191 1176 812 1205">HOUSING DEVELOPMENT AND REHABILITATION</p> <p data-bbox="214 1207 1328 1287">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.</p> <p data-bbox="191 1354 760 1383">COMMUNITY DEVELOPMENT BLOCK GRANT</p> <p data-bbox="214 1386 1268 1551">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.</p> <p data-bbox="191 1619 613 1648">EMERGENCY SOLUTIONS GRANT</p> <p data-bbox="214 1650 1284 1759">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.</p>	

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 16-17 & FY 17-18				
<ul style="list-style-type: none"> * 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. * Awarded a loan for \$8,522,740 for the development of 69 units of affordable housing at the First Street Apartments project. * Assisted in the preparation of the annual Recognized Obligation Payment Schedule. 				
Action Plan for FY 18-19				
<ul style="list-style-type: none"> * Issue a Request for Proposals for the development of the remaining five Housing Successor Agency-owned parcels and initiate development. * Continue to monitor loan portfolio for program compliance. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	Objective FY 18-19
Efficiency				
# of loan portfolios monitored	227	227	200	200
# of physical inspections	200	200	180	180

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Compliance) - Housing Authority		60718810			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	114,777	83,474	70,895	117,485
61020	Salaries Part-Time	0	0	7,055	0
61040	Salaries Overtime	237	16	440	0
61100	Retirement-Employer Contribution	25,321	22,768	23,089	38,065
61120	Medicare Insurance	1,617	1,201	1,131	1,705
61130	Health Insurance	19,052	14,785	12,714	19,060
61170	Retiree Health Benefits	3,341	0	0	0
61180	Worker Compensation Insurance	1,605	1,482	2,037	4,360
	SUBTOTAL PERSONNEL	165,950	123,726	117,362	180,675
62000	Utilities	842	750	566	1,000
62010	Communications	2,371	404	1,027	3,500
62012	Cellular Phone Charges	30	33	16	25
62120	Training, Transportation, Meeting	25	900	177	0
62130	Tuition Reimbursement	55	0	0	0
62140	Membership, Subscription & Dues	9	94	94	2,345
62200	Advertising	3,861	134	0	4,000
62251	Other Agency Services	2,254	654	3	2,500
62300	Contract Services-Professional	45,603	16,126	13,378	456,135
62302	Contracted Vendor Personnel Services	134	3,106	12,544	15,500
62600	Parking Validation	10	30	125	0
62700	Auto Expense	50	95	375	0
	SUBTOTAL CONTRACTUAL	55,243	22,327	28,305	485,005
63001	Miscellaneous Operating Expenses	1,893	1,153	935	5,222
63300	Gas & Diesel	593	10	416	750
	SUBTOTAL COMMODITIES	2,486	1,162	1,351	5,972
65000	Building Rental	6,131	5,717	5,160	5,416
65010	Rental City Equipment	5,148	293	4,641	428
65012	Accident Repair & Replacement	192	10	168	20
65040	Computer Service Charge	566	478	426	0
65050	Info Tech Charges	2,547	2,150	1,918	2,667
65100	Liability Charges	4,075	5,510	4,915	5,592
65400	Indirect Costs	8,360	6,003	6,122	10,680
	SUBTOTAL FIXED CHARGES	27,020	20,160	23,350	24,803
69157	Bad Debt Expense - Loans	123,701	2,520,441	0	0
	SUBTOTAL MISCELLANEOUS	123,701	2,520,441	0	0
	TOTAL EXPENDITURES	374,401	2,687,817	170,367	696,455

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Successor Housing Agency (Compliance) - Housing Authority		60718810			
Job Code	AUTHORIZED PERSONNEL	ACTUAL 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.15		0.15	
2460	Housing Division Manager	0.10		0.15	
1840	Housing Programs Analyst	0.20		0.10	
2700	Senior Residential Construction Specialist	0.20		0.60	
7000	Loan Specialist	0.20		0.20	
0151	Principal Management Analyst	0.00		0.03	
0150	Senior Management Analyst	0.03		0.00	
1720	Management Analyst	0.00		0.10	
7280	Senior Accounting Assistant	0.05		0.10	
7330	Senior Office Assistant	0.20		0.15	
	TOTAL	<u>1.13</u>	<u>0.00</u>	<u>1.58</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61170	Retiree Health Benefits	515	0	0	0
	SUBTOTAL PERSONNEL	<u>515</u>	<u>0</u>	<u>0</u>	<u>0</u>
62300	Contract Services-Professional	3,600	0	0	0
	SUBTOTAL CONTRACTUAL	<u>3,600</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building	741,293	133,592	253,990	0
	SUBTOTAL CAPITAL	<u>741,293</u>	<u>133,592</u>	<u>253,990</u>	<u>0</u>
69011	Reserve Appropriation	0	0	0	818,146
69142	Payment to other Agencies	0	789,853	0	0
69152	Loans & Grants	0	0	0	4,700,000
69601	Loss on Sale of Land Held for Resale	1,267,028	131,591	0	0
	SUBTOTAL MISCELLANEOUS	<u>1,267,028</u>	<u>921,444</u>	<u>0</u>	<u>5,518,146</u>
	TOTAL EXPENDITURES	<u><u>2,012,435</u></u>	<u><u>1,055,037</u></u>	<u><u>253,990</u></u>	<u><u>5,518,146</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 16-17 & FY 17-18				
<ul style="list-style-type: none"> * Executed a Housing Assistance Payment (HAP) Contract and successfully leased 8 Project-Based Vouchers (PBV) in the Andalucia affordable housing project. * Executed a HAP Contract and successfully leased 71 PBVs in the Orchard affordable housing project. * Established a site-based PBV waiting list for all PBV projects. * Prepared and submitted all HUD reports in a timely manner which included the Annual Plan and SEMAP report. * Utilized 99.6% of the budget authority from HUD for CY 2017. * Entered into a Memorandum of Agreement with the Orange County Housing Authority and Anaheim Housing Authority for mobility. * Transitioned to biennial housing inspections. * Implemented the Housing First model to reduce homelessness using project-based vouchers. * Received \$138,000 for Family Self-Sufficiency (FSS) Program grant, and expended 100% of the funds for its intended purpose. * Held the first FSS Program graduation ceremony and published success stories resulting from the program. * Conducted annual Tenant Advisory Board meeting. 				
Action Plan for FY 18-19				
<ul style="list-style-type: none"> * Achieve SEMAP High-Performer status. * Update the Housing Choice Voucher Administrative Plan. * Prepare and submit all HUD reports in a timely manner which includes the Annual Plan and SEMAP Report. * Provide monthly staff development and training to improve Quality Control Program performance. * Maintain utilization above 98% of annual budget authority by using HUD's 2-year forecasting tool to monitor and optimize utilization. * Achieve over 80% accuracy for casework and inspections under the Quality Control Program. * Enter into a HAP agreement for the Veterans Village project for 75 HUD-VASH PBV units. * Enter into a HAP agreement for the Aqua Housing project for 56 PBV units. * Release a Request for Proposals for 100 HUD-VASH PBV vouchers. 				
PERFORMANCE MEASURES	Actual	Actual	Projected	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 17-18
Efficiency				
# of units under lease	2,605	2,584	2,615	2,550
Effectiveness				
Budget authority utilization rate	102%	98%	100%	100%
Pass rate for Quality Control inspections	84%	84%	85%	90%
Pass rate for Quality Control file reviews	71%	76%	85%	90%

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Voucher Administration		14018760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,024,482	992,603	1,052,385	1,191,780
61020	Salaries Part-Time	71,979	78,927	136,442	84,150
61040	Salaries Overtime	64,017	50,763	49,682	25,000
61100	Retirement-Employer Contribution	208,099	239,755	329,733	396,335
61110	Part-Time Retirement	1,156	1,280	1,292	1,125
61120	Medicare Insurance	15,930	15,468	17,175	18,500
61130	Health Insurance	200,791	219,013	235,598	280,560
61170	Retiree Health Benefits	15,754	0	0	0
61180	Worker Compensation Insurance	11,119	11,193	19,479	37,340
	SUBTOTAL PERSONNEL	1,613,326	1,609,003	1,841,785	2,034,790
62010	Communications	13,228	14,005	14,106	17,000
62012	Cellular Phone Charges	861	741	726	900
62120	Training, Transportation, Meeting	1,442	232	5,450	10,000
62140	Membership, Subscription & Dues	13,874	3,959	10,011	7,700
62200	Advertising	10,357	3,883	0	5,000
62300	Contract Services-Professional	104,765	97,770	116,947	143,695
62302	Contracted Vendor Personnel Services	946	3,664	11,999	51,250
62322	M&R Machinery & Equipment	2,805	2,865	0	2,805
62400	Auditor Fee	26,978	21,252	27,998	25,000
62600	Parking Validation	86	768	204	400
62700	Auto Expense	320	435	195	500
	SUBTOTAL CONTRACTUAL	175,661	149,575	187,635	264,250
63001	Miscellaneous Operating Expenses	81,678	80,495	78,989	75,548
63300	Gas & Diesel	1,032	564	593	1,250
	SUBTOTAL COMMODITIES	82,710	81,059	79,582	76,798
65000	Building Rental	58,465	75,731	77,725	77,725
65010	Rental City Equipment	7,788	7,956	6,962	7,956
65012	Accident Repair & Replacement	280	288	252	396
65040	Computer Service Charge	5,400	6,332	7,404	0
65050	Info Tech Charges	24,289	28,476	33,298	37,857
65100	Liability Charges	38,862	72,988	85,346	79,378
65400	Indirect Costs	206,213	213,214	222,570	244,445
	SUBTOTAL FIXED CHARGES	341,297	404,985	433,557	447,757
69131	Mobility - Inspection Fee Paid	0	0	9,900	20,000
69132	Mobility - Inspection Fee Received	0	0	(3,600)	(4,000)
69133	Ports Out-Administrative Pay	735,088	795,296	765,254	800,000
69134	Portprop in Received HAP/ADM	0	0	(526,433)	(450,000)
69167	Portprop Disbursement	44,839	253,902	545,177	450,000
	SUBTOTAL MISCELLANEOUS	779,927	1,049,198	790,299	816,000
	TOTAL EXPENDITURES	2,992,920	3,293,819	3,332,859	3,639,595

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Voucher Administration		14018760			
Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.05		0.05	
2460	Housing Division Manager	0.40		0.30	
2720	Housing Authority Operations Supervisor	1.00		1.00	
1840	Housing Programs Analyst	0.00		0.05	
7584	Senior Community Development Analyst	0.00	0.25	0.00	0.20
0151	Principal Management Analyst	0.00		0.05	
0150	Senior Management Analyst	0.05		0.00	
1720	Management Analyst	0.00		0.23	
1860	Senior Housing Specialist	2.00		2.00	
1900	Housing Specialist II	6.00		6.00	
7280	Senior Accounting Assistant	0.15		0.15	
7321	Community Dev. Commission Secretary	0.10		0.15	
7330	Senior Office Assistant	3.15		2.15	
1885	Housing Authority Analyst	1.00		1.00	
8372	Workforce Specialist II	1.00		1.00	
	TOTAL	<u>14.90</u>	<u>0.25</u>	<u>14.13</u>	<u>0.20</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Section 8		13618760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
69158	Housing Assistance Payments	16,017,947	16,695,929	16,575,371	19,174,000
69159	HAP-FSS Escrow	178,857	199,159	253,737	300,000
69162	Port Out HAP	10,253,020	10,857,305	11,353,328	11,354,000
	SUBTOTAL MISCELLANEOUS	<u>26,449,824</u>	<u>27,752,393</u>	<u>28,182,435</u>	<u>30,828,000</u>
	TOTAL EXPENDITURES	<u><u>26,449,824</u></u>	<u><u>27,752,393</u></u>	<u><u>28,182,435</u></u>	<u><u>30,828,000</u></u>

HOUSING		ACCOUNTING UNIT			
Housing Authority - Non-Elderly Disabled (NED)		13718760			
Job Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
69158	Housing Assistance Payments	1,341,612	1,301,934	1,321,925	1,350,000
69162	Port Out HAP	466,820	537,159	566,232	550,000
	SUBTOTAL MISCELLANEOUS	<u>1,808,432</u>	<u>1,839,093</u>	<u>1,888,157</u>	<u>1,900,000</u>
	TOTAL EXPENDITURES	<u><u>1,808,432</u></u>	<u><u>1,839,093</u></u>	<u><u>1,888,157</u></u>	<u><u>1,900,000</u></u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - HOPWA		40518761			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	286	0	284	500
61020	Salaries Part-Time	752	1,026	1,231	1,000
61100	Retirement-Employer Contribution	231	257	421	500
61120	Medicare Insurance	15	14	23	150
61130	Health Insurance	134	198	41	400
61170	Retiree Health Benefits	15	0	0	0
61180	Worker Compensation Insurance	11	11	31	40
	SUBTOTAL PERSONNEL	1,445	1,507	2,031	2,590
62300	Contract Services-Professional	0	0	0	1,620
62400	Auditor Fee	6,064	2	0	0
	SUBTOTAL CONTRACTUAL	6,064	2	0	1,620
63001	Miscellaneous Operating Expenses	2	0	0	0
	SUBTOTAL COMMODITIES	2	0	0	0
65000	Building Rental	45	0	0	0
65040	Computer Service Charge	4	0	0	0
65050	Info Tech Charges	19	0	0	0
65100	Liability Charges	30	0	0	0
65400	Indirect Costs	76	74	118	135
	SUBTOTAL FIXED CHARGES	173	74	118	135
69135	Payment to Subagent	3,819	0	0	0
	SUBTOTAL MISCELLANEOUS	3,819	0	0	0
	TOTAL EXPENDITURES	11,503	1,582	2,149	4,345

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Authority - Issuer Fee		13318780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	15,117	47,344	56,076	108,370
61020	Salaries Part-Time	0	12,831	30,234	0
61040	Salaries Overtime	0	171	0	0
61100	Retirement-Employer Contribution	4,246	15,242	22,596	34,235
61120	Medicare Insurance	220	855	1,130	1,570
61130	Health Insurance	1,803	8,859	7,967	17,125
61170	Retiree Health Benefits	139	0	0	0
61180	Worker Compensation Insurance	265	770	1,315	3,440
	SUBTOTAL PERSONNEL	21,790	86,072	119,318	164,740
62010	Communications	0	587	1,072	400
62200	Advertising	605	0	0	750
62300	Contract Services-Professional	161	1,391	2,282	200
62302	Contracted Vendor Personnel Services	0	58	0	5,000
62600	Parking Validation	0	0	14	0
	SUBTOTAL CONTRACTUAL	766	2,036	3,367	6,350
63001	Miscellaneous Operating Expenses	123	444	783	557
63300	Gas & Diesel	0	28	32	0
	SUBTOTAL COMMODITIES	123	472	815	557
65000	Building Rental	733	4,181	7,767	5,266
65010	Rental City Equipment	0	934	0	571
65012	Accident Repair & Replacement	0	31	0	26
65040	Computer Service Charge	68	350	642	0
65050	Info Tech Charges	305	1,572	2,887	2,593
65100	Liability Charges	487	4,029	7,399	5,437
65400	Indirect Costs	1,099	4,339	6,741	9,850
	SUBTOTAL FIXED CHARGES	2,692	15,436	25,436	23,743
	TOTAL EXPENDITURES	25,371	104,017	148,935	195,390
Job Code	AUTHORIZED PERSONNEL	ACTUAL 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.00		0.05	
2460	Housing Division Manager	0.10		0.05	
7584	Senior Community Development Analyst	0.00	0.35	0.00	0.30
1840	Housing Programs Analyst	0.20		0.10	
2700	Senior Residential Construction Specialist	0.35		0.10	
7000	Loan Specialist	0.20		0.00	
1720	Management Analyst	0.00		0.35	
7280	Senior Accounting Assistant	0.00		0.10	
7330	Senior Office Assistant	0.20		0.07	
	TOTAL	1.05	0.35	0.82	0.30

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 16-17 & FY 17-18				
<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. * Completed Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER). * Implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. * Continued improving the electronic application system for grants management for the CDBG program. * Implemented the City's Section 3 Plan. * Prepared and submitted all HUD reports in a timely manner. * Continued to work effectively on the Orange County ESG Collaborative with the cities of Garden Grove, Anaheim, and the County of Orange. 				
Action Plan for FY 18-19				
<ul style="list-style-type: none"> * Prepare and submit all HUD reports in a timely manner including the Annual 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. * Improve Section 3 activity and compliance. * 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. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	Objective FY 18-19
Service Level				
Number of federal grants administered	2	2	2	2
Efficiency				
Projects/programs funded with CDBG	28	25	26	25
Sub-recipients funded with ESG	14	11	9	8
Effectiveness				
Amount of CDBG funds disbursed	\$5,434,375	\$5,286,263	\$5,284,239	\$5,284,240
Amount of ESG funds disbursed	\$495,616	\$489,202	\$475,909	\$475,910

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Administration		13518780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	389,163	455,857	429,794	496,360
61020	Salaries Part-Time	81,356	50,562	16,343	0
61040	Salaries Overtime	5,230	6,604	10,117	5,000
61100	Retirement-Employer Contribution	96,897	121,325	127,803	154,455
61110	Part-Time Retirement	2	0	0	0
61120	Medicare Insurance	6,727	7,257	6,428	7,195
61130	Health Insurance	69,107	82,413	81,352	108,525
61170	Retiree Health Benefits	5,798	0	0	0
61180	Worker Compensation Insurance	5,325	7,161	9,169	14,975
	SUBTOTAL PERSONNEL	659,605	731,180	681,006	786,510
62010	Communications	1,802	2,784	1,435	3,000
62120	Training, Transportation, Meeting	133	202	7,296	700
62130	Tuition Reimbursement	1,410	0	0	0
62140	Membership, Subscription & Dues	797	1,034	26	1,000
62200	Advertising	15,333	16,401	8,256	17,000
62300	Contract Services-Professional	62,216	63,874	39,901	160,954
62302	Contracted Vendor Personnel Services	5,559	9,791	17,133	13,000
62400	Auditor Fee	12,001	3,162	15,602	17,490
62600	Parking Validation	86	813	530	1,000
62700	Auto Expense	240	245	885	750
	SUBTOTAL CONTRACTUAL	99,577	98,305	91,064	214,894
63001	Miscellaneous Operating Expenses	3,593	7,226	4,313	8,416
63300	Gas & Diesel	0	159	0	400
	SUBTOTAL COMMODITIES	3,593	7,385	4,313	8,816
65000	Building Rental	24,634	36,220	26,352	22,167
65010	Rental City Equipment	0	2,257	0	2,367
65012	Accident Repair & Replacement	0	81	0	119
65040	Computer Service Charge	2,275	3,028	2,178	0
65050	Info Tech Charges	10,233	13,620	9,794	10,915
65100	Liability Charges	16,373	34,909	25,103	22,887
65400	Indirect Costs	34,641	36,866	35,634	45,575
	SUBTOTAL FIXED CHARGES	88,157	126,982	99,061	104,030
69135	Payment to Subagent	65,964	64,166	64,166	64,141
69142	Payment to Other Agencies	(2,946)	0	0	0
	SUBTOTAL MISCELLANEOUS	63,018	64,166	64,166	64,141
	TOTAL EXPENDITURES	913,950	1,028,018	939,610	1,178,391

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Administration		13518780			
Job Code	AUTHORIZED PERSONNEL	ACTUAL 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.10		0.10	
2460	Housing Division Manager	0.20		0.20	
0151	Principal Management Analyst	0.00		0.05	
7584	Senior Community Development Analyst	0.00	0.00	0.00	0.15
0150	Senior Management Analyst	0.05		0.00	
1840	Housing Programs Analyst	0.05		0.15	
1720	Management Analyst	0.00		0.10	
7585	Community Development Analyst	1.00		2.00	
4335	Neighborhood Improvement Projects Specialist	1.00		0.00	
7280	Senior Accounting Assistant	0.10		0.10	
7321	Community Dev. Commission Secretary	0.20		0.25	
2700	Senior Residential Construction Specialist	0.15		0.10	
2710	Residential Construction Specialist	0.30		0.30	
7000	Loan Specialist	0.10		0.15	
7330	Senior Office Assistant	0.15		0.35	
	TOTAL	<u>3.40</u>	<u>0.00</u>	<u>3.85</u>	<u>0.15</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
CDBG - Neighborhood Initiatives Program		13518781			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	35,573	0	0	0
	SUBTOTAL CONTRACTUAL	<u>35,573</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>35,573</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Community Development Block Grant - Projects		13518783			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	550,946	583,523	524,590	427,100
61020	Salaries Part-Time	305,882	264,486	13,083	0
61040	Salaries Overtime	6,327	979	0	0
61100	Retirement-Employer Contribution	128,598	149,268	165,642	167,750
61110	Part-Time Retirement	9,918	9,632	497	0
61120	Medicare Insurance	11,090	11,540	7,090	6,205
61130	Health Insurance	99,930	102,620	90,650	119,675
61170	Retiree Health Benefits	18,721	510	0	0
61180	Worker Compensation Insurance	12,254	11,408	9,806	17,215
	SUBTOTAL PERSONNEL	1,143,666	1,133,967	811,359	737,945
62300	Contract Services-Professional	35,591	43,279	0	50,000
62302	Contracted Vendor Personnel Services	0	0	1,189	49,980
	SUBTOTAL CONTRACTUAL	35,591	43,279	1,189	99,980
63001	Miscellaneous Operating Expenses	46	0	0	0
	SUBTOTAL COMMODITIES	46	0	0	0
65205	Internal Departments Personnel Charges	499,459	175,007	300,983	0
65400	Indirect Costs	62,543	61,038	41,992	40,645
	SUBTOTAL FIXED CHARGES	562,002	236,045	342,975	40,645
66100	Land	1,753,231	0	0	0
66200	Building Improvement	84,940	0	0	0
66220	Improvements Other Than Building	3,336,148	1,801,111	2,605,066	1,842,455
	SUBTOTAL CAPITAL	5,174,319	1,801,111	2,605,066	1,842,455
69011	Reserve Appropriation	0	0	0	177,000
69135	Payment to Subagent	567,673	2,026,557	247,134	872,543
69152	Loans & Grants	51,327	15,000	7,500	60,000
	SUBTOTAL MISCELLANEOUS	619,000	2,041,557	254,634	1,109,543
	TOTAL EXPENDITURES	7,534,623 *	5,255,958 *	4,015,222 *	3,830,568 *
	<i>* Amount includes funds provided to other departments for various projects & programs.</i>				

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Emergency Solutions Grant		13518785			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	346	585	267	16,980
61020	Salaries Part-Time	20,292	17,255	18,210	0
61040	Salaries Overtime	79,421	32,416	24,529	0
61100	Retirement-Employer Contribution	4,411	4,483	5,223	5,180
61120	Medicare Insurance	289	255	279	245
61130	Health Insurance	2,892	4,467	995	625
61170	Retiree Health Benefits	141	0	0	0
61180	Worker Compensation Insurance	214	187	324	475
	SUBTOTAL PERSONNEL	108,005	59,649	49,829	23,505
62010	Communications	0	33	0	50
62120	Training, Transportation, Meeting	0	0	128	600
62300	Contract Services-Professional	4,816	6,851	0	5,860
62302	Contracted Vendor Personnel Services	430	1,162	1,711	2,150
62400	Auditor Fee	146	89	90	100
62600	Parking Validation	0	20	0	25
62700	Auto Expense	0	25	0	50
	SUBTOTAL CONTRACTUAL	5,392	8,180	1,929	8,835
63001	Miscellaneous Operating Expenses	85	125	97	393
	SUBTOTAL COMMODITIES	85	125	97	393
65000	Building Rental	505	741	832	752
65040	Computer Service Charge	40	62	69	0
65050	Info Tech Charges	185	277	309	370
65100	Liability Charges	295	710	793	777
65400	Indirect Costs	7,274	3,613	3,359	1,545
	SUBTOTAL FIXED CHARGES	8,299	5,403	5,362	3,444
69135	Payment to Subagent	410,508	396,301	354,650	439,523
	SUBTOTAL MISCELLANEOUS	410,508	396,301	354,650	439,523
	TOTAL EXPENDITURES	532,290	469,658	411,867	475,700

Job Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
7584	Senior Community Development Analyst		0.15		0.15
	TOTAL	0.00	0.15	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 16-17 & FY 17-18				
<ul style="list-style-type: none"> * Completed 6 owner-occupied rehabilitation loans. * Issued a Request for Proposals for affordable rental housing development and awarded two proposals for 100 Project Based Vouchers (PBVs) for permanent supportive housing. * Awarded funds from various sources to create 118 units of affordable housing and 131 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 the NSP and HOME programs. * Completed construction of one new affordable housing development. * Increased efficiency and effectiveness through the implementation of automated compliance inspections. 				
Action Plan for FY 18-19				
<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. * 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 FY 15-16	Actual FY 16-17	Projected FY 17-18	ADOPTED FY 18-19
Service Level				
Program applications requested and mailed	265	0	200	0
Developer acquisition / rehabilitation / construction loans funded	1	0	1	0
Rehabilitation and homebuyer assistance loans funded	16	0	10	0
HOME compliance inspections completed	227	0	220	0
Efficiency				
% of rehab loan funds expended on work that exceeds City of Santa Ana code requirements	100%	0%	100%	0%
Effectiveness				
% of units inspected for HQS compliance by deadline	100%	0%	100%	0%
% of HOME funds committed	100%	0%	90%	0%

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - HOME		13018780			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	76,519	125,666	145,067	129,790
61040	Salaries Overtime	0	202	1,673	0
61100	Retirement-Employer Contribution	16,823	30,578	43,101	43,145
61120	Medicare Insurance	1,119	1,745	2,078	1,880
61130	Health Insurance	9,342	18,879	18,991	14,850
61170	Retiree Health Benefits	(928)	0	0	0
61180	Worker Compensation Insurance	851	1,482	2,544	4,105
	SUBTOTAL PERSONNEL	103,725	178,552	213,455	193,770
62010	Communications	430	1,601	1,627	2,000
62012	Cellular Phone Charges	102	0	0	100
62120	Training, Transportation, Meeting	858	269	904	1,000
62130	Tuition Reimbursement	745	0	0	0
62140	Membership, Subscription & Dues	49	438	253	500
62200	Advertising	3,317	220	26	2,000
62300	Contract Services-Professional	22,481	18,591	13,853	80,505
62302	Contracted Vendor Personnel Services	134	1,846	18,146	12,125
62400	Auditor Fee	0	207	0	500
62600	Parking Validation	8	25	0	50
62700	Auto Expense	50	70	0	0
	SUBTOTAL CONTRACTUAL	28,175	23,267	34,808	98,780
63001	Miscellaneous Operating Expenses	635	1,309	2,978	2,253
63300	Gas & Diesel	0	253	0	300
	SUBTOTAL COMMODITIES	635	1,562	2,978	2,553
65000	Building Rental	3,307	8,748	5,548	6,770
65010	Rental City Equipment	0	1,630	0	1,795
65012	Accident Repair & Replacement	0	63	0	92
65040	Computer Service Charge	305	731	458	0
65050	Info Tech Charges	1,374	3,289	2,062	3,333
65100	Liability Charges	2,198	8,430	5,285	6,990
65400	Indirect Costs	5,505	9,045	11,460	11,800
	SUBTOTAL FIXED CHARGES	12,689	31,936	24,813	30,780
69011	Reserve Appropriation	0	0	0	1,622,871
69151	Residential Rehab Loans	71,623	47,371	25,871	100,000
69152	Loans & Grants	380,000	1,451,882	2,219,760	0
	SUBTOTAL MISCELLANEOUS	451,623	1,499,253	2,245,631	1,722,871
	TOTAL EXPENDITURES	596,848	1,734,569	2,521,685	2,048,754

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - HOME		13018780			
Class Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2460	Housing Division Manager	0.10		0.15	
1840	Housing Programs Analyst	0.15		0.30	
2700	Senior Residential Construction Specialist	0.05		0.10	
2710	Residential Construction Specialist	0.30		0.50	
7000	Loan Specialist	0.20		0.30	
7330	Senior Office Assistant	0.20		0.00	
	TOTAL	<u>1.00</u>	<u>0.00</u>	<u>1.35</u>	<u>0.00</u>

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - CDBG		13518782			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	44,346	36,607	11,691	33,670
61040	Salaries Overtime	99	20	0	0
61100	Retirement-Employer Contribution	8,877	8,271	3,381	10,270
61120	Medicare Insurance	670	532	172	490
61130	Health Insurance	5,074	4,035	1,099	3,240
61180	Worker Compensation Insurance	446	361	170	940
	SUBTOTAL PERSONNEL	59,513	49,826	16,512	48,610
62300	Contract Services-Professional	136	0	0	500
	SUBTOTAL CONTRACTUAL	136	0	0	500
63001	Miscellaneous Operating Expenses	38	19	0	100
	SUBTOTAL COMMODITIES	38	19	0	100
65400	Indirect Costs	3,170	2,641	913	3,060
	SUBTOTAL FIXED CHARGES	3,170	2,641	913	3,060
69151	Residential Rehab Loans	234,225	130,978	119,696	747,730
69152	Loans & Grants	80,000	0	500,000	200,000
	SUBTOTAL MISCELLANEOUS	314,225	130,978	619,696	947,730
	TOTAL EXPENDITURES	377,083	183,464	637,121	1,000,000
Class Code	AUTHORIZED PERSONNEL	ADOPTED 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2700	Senior Residential Construction Specialist	0.05		0.05	
2710	Residential Construction Specialist	0.40		0.20	
7000	Loan Specialist	0.10		0.10	
7330	Senior Office Assistant	0.10		0.00	
	TOTAL	0.65	0.00	0.35	0.00

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 1		14218760			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	4,680	2,089	3,989	5,500
61040	Salaries Overtime	0	0	281	0
61100	Retirement-Employer Contribution	920	497	1,291	2,150
61120	Medicare Insurance	60	28	61	100
61130	Health Insurance	701	364	680	1,000
61170	Retiree Health Benefits	43	0	0	0
61180	Worker Compensation Insurance	41	20	60	200
	SUBTOTAL PERSONNEL	6,446	2,998	6,362	8,950
62120	Training, Transportation, Meeting	0	0	53	0
62400	Auditor Fee	58	1	0	0
	SUBTOTAL CONTRACTUAL	58	1	53	0
63001	Miscellaneous Operating Expenses	13	0	0	550
	SUBTOTAL COMMODITIES	13	0	0	550
65000	Building Rental	261	0	0	0
65040	Computer Service Charge	24	0	0	0
65050	Info Tech Charges	108	0	0	0
65100	Liability Charges	173	0	0	0
65400	Indirect Costs	327	150	333	500
	SUBTOTAL FIXED CHARGES	893	150	333	500
	TOTAL EXPENDITURES	7,410	3,150	6,748	10,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 2		14218761			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	51,122	21,898	8,160	5,500
61100	Retirement-Employer Contribution	11,042	5,260	2,343	2,150
61120	Medicare Insurance	726	310	121	100
61130	Health Insurance	7,353	3,353	1,447	1,000
61170	Retiree Health Benefits	561	0	0	0
61180	Worker Compensation Insurance	512	213	130	200
	SUBTOTAL PERSONNEL	71,316	31,035	12,201	8,950
62010	Communications	0	64	0	0
62140	Membership, Subscription & Dues	6	4	0	0
62200	Advertising	2,166	0	0	0
62300	Contract Services-Professional	3,505	93	420	0
62400	Auditor Fee	99	169	0	0
	SUBTOTAL CONTRACTUAL	5,776	330	420	0
63001	Miscellaneous Operating Expenses	595	219	52	550
63300	Gas & Diesel	0	6	0	0
	SUBTOTAL COMMODITIES	595	224	52	550
65000	Building Rental	3,020	1,669	0	0
65010	Rental City Equipment	0	186	0	0
65012	Accident Repair & Replacement	0	6	0	0
65040	Computer Service Charge	279	140	0	0
65050	Info Tech Charges	1,255	628	0	0
65100	Liability Charges	2,008	1,609	0	0
65400	Indirect Costs	3,687	1,575	637	500
	SUBTOTAL FIXED CHARGES	10,250	5,813	637	500
69152	Loans & Grants	920,000	0	0	0
	SUBTOTAL MISCELLANEOUS	920,000	0	0	0
	TOTAL EXPENDITURES	1,007,937	37,402	13,310	10,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - NSP 3		14218762			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	761	0	274	5,500
61100	Retirement-Employer Contribution	104	0	58	2,150
61120	Medicare Insurance	9	0	3	100
61130	Health Insurance	117	0	47	1,000
61170	Retiree Health Benefits	17	0	0	0
61180	Worker Compensation Insurance	6	0	2	200
	SUBTOTAL PERSONNEL	1,014	0	384	8,950
62300	Contract Services-Professional	60	0	0	0
	SUBTOTAL CONTRACTUAL	60	0	0	0
63001	Miscellaneous Operating Expenses	2	0	0	550
	SUBTOTAL COMMODITIES	2	0	0	550
65000	Building Rental	50	0	0	0
65040	Computer Service Charge	5	0	0	0
65050	Info Tech Charges	21	0	0	0
65100	Liability Charges	33	0	0	0
65400	Indirect Costs	51	0	21	500
	SUBTOTAL FIXED CHARGES	159	0	21	500
	TOTAL EXPENDITURES	1,236	0	405	10,000

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - Inclusionary Housing Fund		41718820			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	17,988	40,770	71,542	143,105
61020	Salaries Part-Time	0	41,678	14,540	0
61040	Salaries Overtime	0	612	3,169	0
61100	Retirement-Employer Contribution	4,461	19,268	28,666	47,205
61120	Medicare Insurance	263	1,049	1,267	2,075
61130	Health Insurance	2,634	13,952	10,558	20,410
61180	Worker Compensation Insurance	209	759	1,821	4,865
	SUBTOTAL PERSONNEL	25,556	118,088	131,563	217,660
62010	Communications	0	1,143	551	400
62012	Cellular Phone Charges	60	603	294	60
62120	Training, Transportation, Meeting	0	59	596	0
62140	Membership, Subscription & Dues	2	94	849	0
62200	Advertising	0	0	0	1,000
62300	Contract Services-Professional	13,966	33,793	5,970	30,100
62302	Contracted Vendor Personnel Services	0	9,798	42,902	15,000
62600	Parking Validation	0	32	76	0
62700	Auto Expense	0	100	105	0
	SUBTOTAL CONTRACTUAL	14,028	45,622	51,343	46,560
63001	Miscellaneous Operating Expenses	648	708	1,157	1,310
63300	Gas & Diesel	0	0	0	200
	SUBTOTAL COMMODITIES	648	708	1,157	1,510
65000	Building Rental	801	6,026	7,212	7,272
65010	Rental City Equipment	0	0	0	143
65012	Accident Repair & Replacement	0	0	0	7
65040	Computer Service Charge	74	504	596	0
65050	Info Tech Charges	333	2,266	2,680	3,580
65100	Liability Charges	532	5,807	6,870	7,508
65400	Indirect Costs	1,308	5,972	6,971	13,010
	SUBTOTAL FIXED CHARGES	3,048	20,574	24,329	31,520
69011	Reserve Appropriation	0	0	0	13,004,865
69152	Loans & Grants	0	0	4,775,000	1,620,000
	SUBTOTAL MISCELLANEOUS	0	0	4,775,000	14,624,865
	TOTAL EXPENDITURES	43,280	184,992	4,983,392	14,922,115

COMMUNITY DEVELOPMENT AGENCY

HOUSING		ACCOUNTING UNIT			
Housing Development and Rehabilitation - Inclusionary Housing Fund		41718820			
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
2870	Executive Director of Community Development	0.10		0.10	
2460	Housing Division Manager	0.10		0.15	
7584	Senior Community Development Analyst	0.00	0.25	0.00	0.20
1840	Housing Programs Analyst	0.40		0.30	
2700	Senior Residential Construction Specialist	0.20		0.05	
7000	Loan Specialist	0.20		0.25	
1720	Management Analyst	0.00		0.10	
7280	Senior Accounting Assistant	0.00		0.10	
7321	Community Dev. Commission Secretary	0.05		0.05	
7330	Senior Office Assistant	0.00		0.15	
	TOTAL	<u>1.05</u>	<u>0.25</u>	<u>1.25</u>	<u>0.20</u>

SPECIAL REVENUE FUND SUMMARY

DEPARTMENT/ AGENCY	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	ADOPTED FY 18-19	FY 17-18 Positions	FY 18-19 Positions	% of FY 18/19 Total	Increase (Decrease) Over Prior Year 17-18 to 18-19	
								in \$	in %
REVENUES									
20 OTS Traffic Offender Program	30,949	38,188	35,200	30,000			0.1%	(5,200)	-14.8%
23 Inmate Welfare Fund	294,433	275,378	136,952	245,000			0.8%	108,048	78.9%
24 Police Special Revenue Fund	1,290,678	1,203,061	1,111,980	1,025,221			3.2%	(86,758)	-7.8%
26-Var Criminal Activities Fund	1,697,692	131,215	0	0			0.0%	0	n/a
29 Special Gas Tax Fund	7,277,273	6,579,603	9,600,224	14,338,110			44.2%	4,737,886	49.4%
31-Var Air Quality Improvement Fund	320,544	848,881	519,350	2,416,600			7.4%	1,897,250	365.3%
74-Var Civic Center	3,496,725	5,070,277	4,504,963	6,895,588			21.2%	2,390,625	53.1%
125-Var Urban Area Security Initiative Grant	2,492,134	1,535,743	2,363,436	4,941,936			15.2%	2,578,500	109.1%
127 COPS Hiring Grant	1,290,819	1,315,254	879,824	400,451			1.2%	(479,373)	-54.5%
128 Law Enforcement Grants	1,170,791	1,101,991	1,047,646	841,813			2.6%	(205,833)	-19.6%
152-Public Library Grant	0	0	42,409	10,000			0.0%	(32,409)	-76.4%
153 Library Grants	96,587	213,337	113,885	67,175			0.2%	(46,710)	-41.0%
154 Library-Federal Programs-Indirect Funding	0	0	59,220	22,900			0.1%	(36,320)	-61.3%
166-167 Equitable Sharing	0	5,608,859	21,555	709,412			2.2%	687,857	3191.2%
169 FACT Program	273,863	190,907	220,000	198,755			0.6%	(21,245)	-9.7%
403 Sustainability Planning Grant	0	0	0	325,000			1.0%	325,000	n/a
Revenue Grand Total	19,732,488	24,112,693	20,656,644	32,467,961			100.0%	11,811,318	57.2%
EXPENDITURES BY DEPARTMENT									
Public Works Agency									
29-013 Special Gas Tax Fund	12,960,881	6,702,061	9,600,224	14,338,110	1.77	1.62	44.2%	4,737,886	49.4%
Public Works Total	12,960,881	6,702,061	9,600,224	14,338,110	1.77	1.62	44.2%	4,737,886	49.4%
Police Department									
02014405 OTS Traffic Offender Program	107,805	84,476	25,460	30,000	0.00	0.00	0.1%	4,540	17.8%
02314475 Inmate Welfare Fund	203,553	121,427	190,952	245,000	0.00	0.00	0.8%	54,048	28.3%
02414-Var Police Special Revenue Fund	1,164,559	1,263,792	1,130,433	1,025,221	0.00	0.00	3.2%	(105,211)	-9.3%
02614-Var Criminal Activities Fund	1,486,114	4,597,425	0	0	0.00	0.00	0.0%	-	n/a
07414400 Civic Center Security	1,336,285	2,030,476	1,743,578	2,168,034	7.00	7.00	6.7%	424,456	24.3%
12514-Var Urban Area Security Initiative Grant	1,644,278	3,221,684	2,363,436	4,941,936	2.00	2.00	15.2%	2,578,500	109.1%
12714-Var COPS Hiring Grant	1,172,306	1,242,483	879,824	400,451	0.00	0.00	1.2%	(479,374)	-54.5%
12814-Var Law Enforcement Grants	967,874	580,336	1,032,646	841,813	0.00	0.00	2.6%	(190,833)	-18.5%
16614450 Equitable Sharing Department of Justice	4,137	2,324,584	328,315	91,715	1.00	0.00	0.3%	(236,600)	-72.1%
16714455 Equitable Sharing Treasury	0	1,355,734	0	617,698	0.00	0.00	1.9%	617,698	n/a
Police Department Total	8,086,912	16,822,419	7,694,644	10,361,867	10.00	9.00	31.9%	2,667,223	34.7%
Parks, Recreation & Community Services									
07413-Var Civic Center (Maint./Capital)	2,780,124	2,717,116	2,743,836	4,727,554	2.00	4.00	14.6%	1,983,718	72.3%
16913-Var FACT Program	253,436	158,883	180,005	198,755	0.00	0.00	0.6%	18,750	10.4%
Parks, Recreation & Comm Serv. Total	3,033,560	2,875,999	2,923,841	4,926,309	2.00	4.00	15.2%	2,002,468	68.5%
Library									
15211150 Public Library Fund Grant	24,351	25,182	32,409	10,000	0.00	0.00	0.0%	(22,409)	-69.1%
15311150 National Arts and Humanities Award	2,831	66	369	0	0.00	0.00	0.0%	(369)	-100.0%
1531160 IMLS-Memories to Migration	146,568	198,908	68,065	67,175	0.00	0.00	0.2%	(890)	-1.3%
15411193 Library-Federal Programs-Indirect Funding	0	0	42,900	22,900	0.00	0.00	0.1%	(20,000)	-46.6%
Library Total	173,750	224,156	143,743	100,075	0.00	0.00	0.3%	(43,668)	-30.4%
Planning & Building Agency									
03116510 Air Quality Improvement Fund	32,151	58,966	201,153	340,750	0.95	0.95	1.0%	139,597	69.4%
40316570 Sustainability Planning Grant	0	0	0	325,000	0.00	0.00	1.0%	325,000	n/a
Planning & Building Agency Total	32,151	58,966	201,153	665,750	0.95	0.95	2.1%	464,597	231.0%
Human Resources									
03109050 Air Quality Improvement Fund	149,372	133,996	112,145	140,850	1.75	0.75	0.4%	28,705	25.6%
Finance & Management Services - Fleet Services									
03110101 Air Quality Improvement Fund	216,390	60,000	178,695	1,209,500	0.00	0.00	3.7%	1,030,805	576.9%
03110102 Air Quality Improvement Fund - MSRC	0	0	67,000	725,500	0.00	0.00	2.2%	658,500	982.8%
Expenditure Grand Total	24,653,016	26,877,597	20,921,445	32,467,961	16.47	16.32	100.0%	11,546,516	55.2%
Note: Includes Interfund Transfers									
SPECIAL REVENUE FUNDS PERSONNEL									
Number of Positions	28.55	17.52	16.47	16.32				(0.15)	-0.9%
as % of Total City Workforce	2.6%	1.6%	1.4%	1.4%					

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT
OTS - Traffic Offenders Program

PROGRAM
020-405

Statement of Purpose

To account for and monitor "program" funds received for fines imposed on vehicle drivers who are driving without a license or a suspended or revoked license.

SERVICE PROGRAM

This program focuses on targeting suspended/revoked and unlicensed drivers. The program was originally funding police officers through a grant from the Office of Traffic Safety. Fines generated through the grant were set-aside to be used for the continuation of the program after the grant period.

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
OTS - Traffic Offender Program		02014405			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	0	0
57490	Traffic Offender - Program Income	30,000	38,000	35,000	30,000
58000	Earnings on Investments	949	188	200	0
	TOTAL REVENUES	<u>30,949</u>	<u>38,188</u>	<u>35,200</u>	<u>30,000</u>
		0	0	0	0
<u>EXPENDITURES</u>					
61000	Salaries Regular	60,075	49,454	0	0
61040	Salaries Overtime	3,636	82	0	0
61100	Retirement-Employer Contribution	12,030	11,383	0	0
61120	Medicare Insurance	873	720	0	0
61130	Health Insurance	8,128	6,678	0	0
61170	Retiree Health Benefits	958	0	0	0
61180	Worker Compensation Insurance	575	473	0	0
	SUBTOTAL PERSONNEL	<u>86,275</u>	<u>68,791</u>	0	0
62010	Communications	8,686	8,397	7,200	8,000
62120	Training, Transportation, Meeting	5,269	2,513	0	0
62300	Contract Services-Professional	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>13,956</u>	<u>10,910</u>	7,200	8,000
63001	Miscellaneous Operating Expenses	1,098	0	18,260	22,000
	SUBTOTAL COMMODITIES	<u>1,098</u>	0	18,260	22,000
65010	Rental City Equipment	770	0	0	0
65012	Accident Repair and Replacement	30	0	0	0
65400	Indirect Costs	5,676	4,775	0	0
	SUBTOTAL FIXED CHARGES	<u>6,476</u>	<u>4,775</u>	0	0
	TOTAL EXPENDITURES	<u>107,805</u>	<u>84,476</u>	<u>25,460</u>	<u>30,000</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Prior Year Carry Forward	0	0	0	110,000
50002	Prior Year Carry Forward-ENC	0	0	0	0
57000	Expense Reimbursement	1,253	383	0	0
57403	Inmate Recovery	292,255	272,536	135,000	135,000
58000	Earnings on Investments	926	2,460	1,952	0
	TOTAL REVENUES	<u>294,433</u>	<u>275,378</u>	<u>136,952</u>	<u>245,000</u>
<u>EXPENDITURES</u>					
61020	Salaries Part-Time	21,908	454	0	0
61100	Retirement-Employer Contribution	572	0	0	0
61110	Part-time Retirement	746	0	0	0
61120	Medicare Insurance	318	1	0	0
61170	Retiree Health Benefits	(4)	0	0	0
61180	Worker Compensation Insurance	266	0	0	0
	SUBTOTAL PERSONNEL	<u>23,806</u>	<u>455</u>	<u>0</u>	<u>0</u>
62300	Contract Services-Professional	51,033	29,737	49,952	50,000
62600	Parking Validation	16,686	11,677	16,000	20,000
	SUBTOTAL CONTRACTUAL	<u>67,719</u>	<u>41,414</u>	<u>65,952</u>	<u>70,000</u>
63001	Miscellaneous Operating Expenses	110,076	79,517	125,000	175,000
	SUBTOTAL COMMODITIES	<u>110,076</u>	<u>79,517</u>	<u>125,000</u>	<u>175,000</u>
65400	Indirect Costs	1,952	42	0	0
	SUBTOTAL FIXED CHARGES	<u>1,952</u>	<u>42</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>203,553</u>	<u>121,427</u>	<u>190,952</u>	<u>245,000</u>

GENERAL FUND SPECIAL REVENUE

POLICE DEPARTMENT
Police Special Revenue Fund

PROGRAM
024 - Various

Statement of Purpose

To account for special revenue sources received by the Police Department.

SERVICE PROGRAM

Police Special Revenue Fund - General (Fund 024-400)

This program supports the various General operating expenses in which the expenditures are reimbursed back to the Department. This includes special event overtime.

Police Special Revenue Fund - General (Fund 024-410)

This program supports the various Programs expenses in which the expenditures are reimbursed back to the Department. This includes small grants and programs that are reimbursed.

K-9 Program (Fund 024-432)

This program was originally funded through the "LaVerne M. Wheeler 1990 Revocable Trust" and is for the purpose of providing funds for the "acquisition, training and maintenance of Canines...." of the Santa Ana Police Department.

The Wheeler Fund has been 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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	0	52,181
57000	Expense Reimbursement	0	0	1,000	103,000
57010	Miscellaneous Recoveries	36,493	0	0	0
57081	Gifts & Donations	8	6,694	32,250	0
57400	Police OT Reimbursement	1,250,047	1,194,250	1,078,729	870,040
57482	Donations - Animal Outreach	4,130	2,117	1	0
58000	Earnings on Investments	0	0	0	0
	TOTAL REVENUES	<u>1,290,678</u>	<u>1,203,061</u>	<u>1,111,980</u>	<u>1,025,221</u>
<u>EXPENDITURES</u>					
24-400	Police Special Revenue - General	1,124,724	1,263,490	1,122,883	873,040
24-410	Police Special Revenue - Programs	39,835	261	7,550	152,181
24 432	K-9 Program	0	41	0	0
		<u>1,164,559</u>	<u>1,263,792</u>	<u>1,130,433</u>	<u>1,025,221</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue - General		02414400			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	275	0	0	0
61040	Salaries Overtime	1,070,164	1,181,977	1,066,204	832,502
61100	Retirement-Employer Contribution	43	0	0	0
61120	Medicare Insurance	2	0	0	0
61130	Health Insurance	21	0	0	0
61180	Worker Compensation Insurance	9	0	0	0
	SUBTOTAL PERSONNEL	<u>1,070,514</u>	<u>1,181,977</u>	<u>1,066,204</u>	<u>832,502</u>
62120	Training, Transportation, Meeting	963	4,810	1,000	3,000
	SUBTOTAL CONTRACTUAL	<u>963</u>	<u>4,810</u>	<u>1,000</u>	<u>3,000</u>
63001	Miscellaneous Operating Expenses	0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
65400	Indirect Costs	53,247	76,703	55,678	37,538
	SUBTOTAL FIXED COSTS	<u>53,247</u>	<u>76,703</u>	<u>55,678</u>	<u>37,538</u>
	TOTAL EXPENDITURES	<u>1,124,724</u>	<u>1,263,490</u>	<u>1,122,883</u>	<u>873,040</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Police Special Revenue - Programs		02414410			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Salaries Part-Time	187	0	0	0
61040	Salaries Overtime	33,083	261	0	2,000
61100	Retirement-Employer Contribution	18	0	0	0
61110	Part-Time Retirement	4	0	0	0
61120	Medicare Insurance	3	0	0	0
61180	Worker Compensation	2	0	0	0
	SUBTOTAL PERSONNEL	<u>33,297</u>	<u>261</u>	<u>0</u>	<u>2,000</u>
62120	Training, Transportation, Meeting	2,047	0	750	1,000
62300	Contract Services - Professional	4,491	0	6,300	16,963
	SUBTOTAL CONTRACTUAL	<u>6,538</u>	<u>0</u>	<u>7,050</u>	<u>17,963</u>
63001	Miscellaneous Operating Expenses	0	0	500	32,218
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>500</u>	<u>32,218</u>
66400	Machinery & Equipment	0	0	0	100,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>
	TOTAL EXPENDITURES	<u><u>39,835</u></u>	<u><u>261</u></u>	<u><u>7,550</u></u>	<u><u>152,181</u></u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
K-9 Program		02414432			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
63001	Miscellaneous Operating Expenses	0	41	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>41</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>0</u></u>	<u><u>41</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 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.

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activities - All		026 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
50001	Balance from Prior Year	0	0	0	0
57010	Miscellaneous Recoveries	38,659	47,007	0	0
57405	Evidence Recoveries/DOJ	1,216,593	0	0	0
57407	Evidence Recoveries/State	8,955	32,575	0	0
57408	Evidence Recoveries/State - 15%	1,580	5,748	0	0
57410	Evidence Recoveries/RNSP	350,475	0	0	0
58000	Earnings on Investments	69,672	45,885	0	0
58002	Net Incr. (Decr.) in Fair Value of Invest.	11,758	0	0	0
TOTAL REVENUES		1,697,692	131,215	0	0
<u>EXPENDITURES</u>					
26-450	Criminal Activities - DOJ	1,135,347	2,504,790	0	0
26-455	Criminal Activities - Treasury	349,214	2,092,636	0	0
26-460	Criminal Activities - State 15%	1,552	0	0	0
TOTAL EXPENDITURES		1,486,114	4,597,425	0	0

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - DOT		02614455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	150,286	2,472	0	0
	SUBTOTAL CONTRACTUAL	<u>150,286</u>	<u>2,472</u>	<u>0</u>	<u>0</u>
68000	Transfer to Fund 167	0	2,090,164	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>2,090,164</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>150,286</u></u>	<u><u>2,092,636</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	125,625	0	0	0
61030	Salaries Part-time	(194)	0	0	0
61040	Salaries Overtime	2,803,849	0	0	0
61100	Retirement-Employer Contribution	46,623	0	0	0
61110	Part-time Retirement	(7)	0	0	0
61120	Medicare Insurance	1,876	0	0	0
61130	Health Insurance	18,101	0	0	0
61170	Retiree Health Benefits	834	0	0	0
61180	Worker Compensation Insurance	9,515	0	0	0
	SUBTOTAL PERSONNEL	<u>3,006,222</u>	<u>0</u>	<u>0</u>	<u>0</u>
62000	Utilities	27,465	0	0	0
62010	Communications	2,027	0	0	0
62120	Training, Transportation, Meeting	7,896	0	0	0
62300	Contract Services - Professional	1,846,941	0	0	0
	SUBTOTAL CONTRACTUAL	<u>1,884,329</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	646,116	0	0	0
	SUBTOTAL COMMODITIES	<u>646,116</u>	<u>0</u>	<u>0</u>	<u>0</u>
65050	Information Technology Charges	59,990	0	0	0
65400	Indirect Costs	103,706	0	0	0
	SUBTOTAL FIXED CHARGES	<u>163,696</u>	<u>0</u>	<u>0</u>	<u>0</u>
66200	Building Improvement	29,895	0	0	0
66400	Machinery & Equipment	34,841	0	0	0
	SUBTOTAL FIXED CHARGES	<u>64,736</u>	<u>0</u>	<u>0</u>	<u>0</u>
68000	Transfer to Fund 166	0	2,504,790	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>2,504,790</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>5,765,099</u></u>	<u><u>2,504,790</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
New AU created effective July 1, 2016. See 16614450					

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Criminal Activity - CA 15% Set-aside		02614460			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
63001	Miscellaneous Office Expense	1,552	0	0	0
	SUBTOTAL COMMODITIES	<u>1,552</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>1,552</u></u>	<u><u>0</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50002	Prior Year Carry Forward-ENC	0	0	97,182	0
52300	HWY User Tax Allocation (2105)	1,883,063	1,929,772	1,977,435	1,965,190
52301	HWY User Tax Allocation (2106)	1,220,771	1,250,084	1,259,322	1,251,400
52302	HWY User Tax Allocation (2107)	2,296,670	2,546,885	2,438,222	2,438,220
52320	HWY User Tax Allocation (2103)State TCRF	1,538,141	864,267	1,359,200	2,616,930
52321	Road Maintenance & Rehab Acct RMRA (2031)	0	0	1,946,733	5,668,325
52322	SB1 Loan Repayment	0	0	388,046	388,045
56300	Engineering Cost Allocation	10,000	10,015	10,000	10,000
57010	Miscellaneous Recoveries	681	0	12,221	0
58000	Earning On Investments	150,406	128,300	91,632	0
58002	Net Increase (Decrease) In Fair Value of Investment	118,114	(181,778)	0	0
58004	Interest Earned on Bond Proceed	59,178	27,109	20,231	0
58005	Investment Income-Trustee	250	4,949	0	0
	TOTAL REVENUES	<u>7,277,273</u>	<u>6,579,603</u>	<u>9,600,224</u>	<u>14,338,110</u>
EXPENDITURES					
02917019	Gas Tax Interfund Transfer	6,038,247	353,778	2,369,960	5,878,325
02917020	2007 COP Bond Payment	4,181,103	4,189,146	4,190,155	4,189,430
02917620	Traffic Signal Maintenance	1,384,136	870,318	1,446,386	1,624,505
02917635	Median Landscaping	812,505	751,961	1,017,303	1,360,405
02917660	Roadway Maintenance	544,890	536,858	576,420	1,285,445
	TOTAL EXPENDITURES	<u>12,960,881</u>	<u>6,702,061</u>	<u>9,600,224</u>	<u>14,338,110</u>
OPERATING EXPENSE					
		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	376,208	282,708	293,095	326,895
62000	Contractual	2,274,426	1,789,495	2,666,525	3,867,835
63000	Commodities	400	872	1,595	1,595
65000	Fixed Charges	95,667	94,655	94,494	89,030
66000	Capital	1,252	6,621	0	0
67000	Debt Service	4,174,681	4,173,931	4,174,555	4,174,430
68000	Transfers	6,038,247	353,778	2,369,960	5,878,325
	TOTAL	<u>12,960,881</u>	<u>6,702,061</u>	<u>9,600,224</u>	<u>14,338,110</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	1.00		0.95	
02100	Assistant Engineer II	0.25		0.20	
02155	Assistant Traffic Operations Engineer	0.35		0.30	
02129	Principal Civil Engineer (MM)	0.17		0.17	
	TOTAL	<u>1.77</u>	<u>0.00</u>	<u>1.62</u>	<u>0.00</u>

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND
Gas Tax Interfund Transfer

ACCOUNTING UNIT
02917019

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
68000-058	Transfer to Fund 058	4,411,279	212,361	0	0
68000-059	Transfer to Fund 059	1,616,968	141,417	400,000	5,868,325
68000-086	Transfer to Fund 086	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
	SUBTOTAL TRANSFERS	<u>6,038,247</u>	<u>353,778</u>	<u>400,000</u>	<u>5,878,325</u>
	TOTAL	<u><u>6,038,247</u></u>	<u><u>353,778</u></u>	<u><u>400,000</u></u>	<u><u>5,878,325</u></u>

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND
2007 COP Bond Payment

ACCOUNTING UNIT
02917020

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	3,392	12,165	600	0
62401	Trustee Fee	3,030	3,050	15,000	15,000
	SUBTOTAL CONTRACTUAL	<u>6,422</u>	<u>15,215</u>	<u>15,600</u>	<u>15,000</u>
67300	Bond Principal	1,380,000	1,450,000	1,525,000	1,600,000
67310	Bond Interest	2,794,681	2,723,931	2,649,555	2,574,430
	SUBTOTAL DEBT SERVICE	<u>4,174,681</u>	<u>4,173,931</u>	<u>4,174,555</u>	<u>4,174,430</u>
	TOTAL	<u><u>4,181,103</u></u>	<u><u>4,189,146</u></u>	<u><u>4,190,155</u></u>	<u><u>4,189,430</u></u>

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 2017-18				
<ul style="list-style-type: none"> * Maintain and operate the City's ATMS, including citywide traffic signal communication network. * Complete Design of traffic signal synchronization project on 17th Street/Westminster Avenue. * Complete Design to Upgrade 8 traffic signal cabinets * Complete Design to Upgrade all non-standard traffic signal vehicle heads to current standards * Complete Cooperative Agreement with City of Costa Mesa for Implementation of Synchronization on Fairview St and Bear St 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Maintain and operate the City's ATMS, including citywide traffic signal communication network. * Complete Implementation of new traffic signal Synchronization timing for 17th/Westminster * Operate and Maintain new optimized traffic signal Synchronization timing for Grand Ave, Bristol St, and Harbor Blvd * Complete Design of traffic signal improvements and Synchronization timing for Fairview St and Bear St 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of traffic signals operated and maintained	298	299	302	303
# of traffic signals in city maintained by others	32	32	32	32
# of CCTV cameras operated and maintained	92	95	98	105
# of emergency vehicle preemptions maintained	155	157	160	163
# of activated flashing crosswalks/beacon maintained	16	10	14	28
# of street name signs replaced	0	10	10	10
# of variable speed signs maintained	7	9	9	9
Efficiency				
Average annual maintenance cost in dollars per traffic signal (including energy cost)	2,724	3,026	2,960	3,549

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND
Traffic Signal Maintenance

ACCOUNTING UNIT
02917620

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	261,252	196,717	196,399	212,475
61020	Salaries Part-Time	3,457	89	0	0
61040	Salaries Overtime	179	0	0	0
61100	Retirement-Employer Contribution	50,128	44,024	53,955	64,790
61110	Part-Time Retirement	130	1	0	0
61120	Medicare Insurance	3,777	2,791	2,805	3,080
61130	Health Insurance	48,113	34,840	34,362	38,090
61170	Retiree Health Benefits	4,225	0	0	0
61180	Worker Compensation Insurance	4,948	4,245	5,575	8,460
	SUBTOTAL PERSONNEL	<u>376,208</u>	<u>282,708</u>	<u>293,095</u>	<u>326,895</u>
62000	Utilities	172,886	151,957	196,000	207,165
62010	Communications	5,648	0	0	0
62300	Contract Services-Professional	3,972	34,556	197,034	184,175
62321	Maintenance & Repair Improvement	761,207	337,892	697,213	843,440
	SUBTOTAL CONTRACTUAL	<u>943,713</u>	<u>524,405</u>	<u>1,090,247</u>	<u>1,234,780</u>
65020	City Yard Rental	6,684	7,075	7,075	7,075
65100	Liability Charges	24,343	26,585	26,615	27,050
65240	Public Works Administrative Charges	12,917	12,915	12,915	10,090
65400	Indirect Costs	20,270	16,630	16,439	18,615
	SUBTOTAL FIXED CHARGES	<u>64,214</u>	<u>63,205</u>	<u>63,044</u>	<u>62,830</u>
	TOTAL	<u><u>1,384,136</u></u>	<u><u>870,318</u></u>	<u><u>1,446,386</u></u>	<u><u>1,624,505</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01295	Active Transportation Coordinator	1.00		0.95	
02100	Assistant Engineer II	0.25		0.20	
02155	Assistant Traffic Operations Engineer	0.35		0.30	
02129	Principal Civil Engineer (MM)	0.17		0.17	
	TOTAL	<u>1.77</u>	<u>0.00</u>	<u>1.62</u>	<u>0.00</u>

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 2017-18				
<p>* Pursued and secured \$100,000 in funding for demonstration pilot project to water median trees.</p>				
Action Plan for FY 2018-19				
<p>* Continue to pursue funding sources to retrofit median irrigation for trees and drought tolerant landscaping.</p>				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of neighborhood monuments maintained	27	27	27	27
# of street medians maintained	30	30	30	30
# of arterial sidewalks maintained	13	13	13	13
# of water reservoir areas maintained	8	8	8	8
# of parking structures and lots maintained	1	1	1	1
# of miscellaneous areas maintained	24	24	29	24
# of annual color areas maintained	11	11	11	11
Efficiency				
Annual irrigation cost (\$)	200,000	125,000	125,000	150,000
Annual maintenance cost (\$)	653,000	653,000	653,000	653,000
Square footage of landscaping maintained	3,725,000	3,725,000	3,725,000	3,725,000

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND
Median Landscaping

ACCOUNTING UNIT
02917635

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62000	Utilities	208,331	183,824	275,170	275,170
62300	Contract Services-Professional	0	0	0	344,450
62320	Maintenance & Repair Buildings & Ground	580,695	539,290	719,908	721,790
	SUBTOTAL CONTRACTUAL	<u>789,026</u>	<u>723,114</u>	<u>995,078</u>	<u>1,341,410</u>
65050	Information Technology Charges	7,465	7,465	7,465	7,465
65240	Public Works Administrative Charges	14,762	14,760	14,760	11,530
	SUBTOTAL FIXED CHARGES	<u>22,227</u>	<u>22,225</u>	<u>22,225</u>	<u>18,995</u>
66220	Improvements Other Than Building	1,252	6,621	0	0
	SUBTOTAL CAPITAL	<u>1,252</u>	<u>6,621</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>812,505</u></u>	<u><u>751,961</u></u>	<u><u>1,017,303</u></u>	<u><u>1,360,405</u></u>

SPECIAL REVENUE FUND

PUBLIC WORKS AGENCY
Roadway Maintenance

PROGRAM
02917660

Statement of Purpose

Provide safe and well-maintained roadways and sidewalks through the use of state-of-the-art equipment and the latest maintenance techniques.

Accomplishments in FY 2017-18

- * Provided the public real-time pothole service request status updates on City Website via GIS map.
- * Successfully provided cost-effective sidewalk grinding in lieu to concrete sidewalk replacement to maximize savings, expedite repairs and address safety concerns rapidly.

Action Plan for FY 2018-19

- * Continue to 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.
- * Implement in-house sidewalk grinding services to expand supplemental services.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
Tons of asphalt concrete (AC) - street patching	1,200	1,200	1,500	1,500
Tons of asphalt concrete (AC) - potholes	750	750	775	775
Potholes filled (locations)	2,000	2,289	2,200	2,300
Crack sealing used (linear feet)	5,000	0	0	0
Sidewalk patching (sq. ft.)	4,500	3,590	5,000	5,000
Sidewalk offset grinding (lf)	36,000	33,450	35,000	35,000

SPECIAL REVENUE FUND

SPECIAL GAS TAX FUND
Roadway Maintenance

ACCOUNTING UNIT
02917660

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	535,265	526,760	565,600	1,276,645
	SUBTOTAL CONTRACTUAL	535,265	526,760	565,600	1,276,645
63001	Miscellaneous Operating Expenses	400	872	1,595	1,595
	SUBTOTAL COMMODITIES	400	872	1,595	1,595
65240	Public Works Administrative Charges	9,226	9,225	9,225	7,205
	SUBTOTAL FIXED CHARGES	9,226	9,225	9,225	7,205
	TOTAL	<u>544,890</u>	<u>536,858</u>	<u>576,420</u>	<u>1,285,445</u>

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

VARIOUS		ACCOUNTING UNIT			
Air Quality Improvement Fund		031-VARIOUS			
Rev/AU Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50001	Prior Year Carry Forward	0	0	0	1,262,750
52350	AQMD AB 2766	310,454	552,628	415,000	414,000
52351	AQMD - MSRC	0	285,000	90,000	725,500
52040	Gran-Other	0	0	0	0
57010	Miscellaneous Recoveries	3,025	2,900	2,350	2,350
58000	Earnings on Investments	7,065	8,353	12,000	12,000
	TOTAL REVENUES	<u>320,544</u>	<u>848,881</u>	<u>519,350</u>	<u>2,416,600</u>
EXPENDITURES					
03110101	Fleet Services	216,390	60,000	178,695	1,209,500
03110102	MSRC Grant	0	0	67,000	725,500
03109050	Human Resources	149,372	133,996	112,145	140,850
03116510	Planning & Building	32,151	58,966	201,153	340,750
	TOTAL EXPENDITURES	<u>397,914</u>	<u>252,962</u>	<u>558,993</u>	<u>2,416,600</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0471	Benefits Supervisor	0.25		0.25	
0770	Sr. Human Resources Technician	0.50		0.50	
7070	Human Resources Specialist	1.00		0.00	
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>1.75</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

HUMAN RESOURCES	PROGRAM
Air Quality Improvement Fund	03109050

Statement of Purpose

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.

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.

Accomplishments in FY 2017-2018
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- * Prepared City's 2017 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 2018-2019

- * 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)
- * 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	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
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

HUMAN RESOURCES		ACCOUNTING UNIT			
Air Quality Improvement Fund		03109050			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	70,935	56,188	47,285	55,000
61020	Salaries & Wages-Temporary	0	941	4,420	10,000
61030	Salaries & Wages-Overtime	0	0	0	0
61100	Retirement Plan	0	36	0	0
61110	Part-Time Retirement	0	35	176	375
61120	Medicare Insurance	0	16	68	100
61130	Employees Insurance	0	44	0	0
61180	Compensation Insurance	0	29	68	175
	SUBTOTAL PERSONNEL	<u>70,935</u>	<u>57,290</u>	<u>52,017</u>	<u>65,650</u>
62010	Communications	0	0	0	0
62120	Training & Transportation	0	195	0	0
62140	Memberships, Subscriptions, Dues	1,033	1,057	1,445	1,500
62200	Advertising	0	0	0	0
62302	Other Personnel Services	17	2,554	3,225	3,500
	SUBTOTAL CONTRACTUAL	<u>1,050</u>	<u>3,806</u>	<u>4,670</u>	<u>5,000</u>
63001	Other Material & Supplies	4,630	3,356	9,740	5,000
	SUBTOTAL COMMODITIES	<u>4,630</u>	<u>3,356</u>	<u>9,740</u>	<u>5,000</u>
65400	Indirect Operating Expenses	4,526	4,173	3,675	3,700
	SUBTOTAL FIXED CHARGES	<u>4,526</u>	<u>4,173</u>	<u>3,675</u>	<u>3,700</u>
69101	Bicycle Commute Incentive	4,135	2,855	1,963	3,000
69102	Bus Passes	9,107	12,936	3,111	8,000
69103	Car Pool Incentive	24,435	21,085	15,163	21,000
69104	Train Passes	21,395	20,035	16,209	20,000
69105	Walking Commute Incentive	9,160	8,460	5,597	7,500
69106	Incentive Drawings	0	0	0	2,000
	SUBTOTAL CONTRACTUAL	<u>68,232</u>	<u>65,371</u>	<u>42,043</u>	<u>61,500</u>
	TOTAL	<u><u>149,372</u></u>	<u><u>133,996</u></u>	<u><u>112,145</u></u>	<u><u>140,850</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0472	Senior Human Resources Analyst	0.25		0.25	
0770	Sr. Human Resources Technician	0.50		0.50	
7070	Human Resources Specialist	1.00		0.00	
	TOTAL	<u>1.75</u>	<u>0.00</u>	<u>0.75</u>	<u>0.00</u>

SPECIAL REVENUE FUNDS

FLEET SERVICES		ACCOUNTING UNIT			
Air Quality Improvement Fund - Fleet		03110101			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Other Contract Services	0	0	0	20,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,000</u>
63001	Other Material & Supplies	0	0	0	20,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,000</u>
66220	Improvements Other Than Buildings	66,390	0	0	733,500
66400	Machinery & Equipment	150,000	60,000	178,695	436,000
	SUBTOTAL CAPITAL	<u>216,390</u>	<u>60,000</u>	<u>178,695</u>	<u>1,169,500</u>
	TOTAL	<u><u>216,390</u></u>	<u><u>60,000</u></u>	<u><u>178,695</u></u>	<u><u>1,209,500</u></u>

SPECIAL REVENUE FUNDS

FLEET SERVICES		ACCOUNTING UNIT			
Air Quality Improvement Fund - MSRC		03110102			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Other Contract Services	0	0	0	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
63001	Other Material & Supplies	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Buildings	0	0	0	233,500
66400	Machinery & Equipment	0	0	67,000	492,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>67,000</u>	<u>725,500</u>
	TOTAL	<u>0</u>	<u>0</u>	<u>67,000</u>	<u>725,500</u>

SPECIAL REVENUE FUNDS

PLANNING AND BUILDING AGENCY
Air Quality Improvement Trust Fund

PROGRAM
03116510

Statement of Purpose

To formulate and coordinate policies and programs and assist in the improvement of the City's air quality.

The Fleet Services Division of the Finance Department is assigned the responsibility of formulating and coordinating the City's air quality improvement policies and programs. The Planning Division of the Planning & Building Agency takes a lead role in the participation in a number of regional planning and air quality groups/activities, including the Orange County Council of Government Technical Advisory Committee. The Air Quality Trust Fund covers a majority of the costs to facilitate these efforts, and also funds miscellaneous air quality improvement projects.

SERVICE PROGRAM

AIR QUALITY IMPROVEMENT PLAN

Planning staff 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.

SPECIAL REVENUE FUNDS

PLANNING & BUILDING AGENCY		ACCOUNTING UNIT			
Air Quality Improvement Fund		03116510			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries & Wages-Regular	13,170	25,948	23,535	96,730
61020	Salaries Part-time	0	2,808	18,350	30,000
61100	Retirement Plan	2,803	6,464	7,710	23,635
61110	Part-time Retirement	0	64	555	1,125
61120	Medicare Insurance	197	411	630	1,855
61130	Employees Insurance	2,314	4,029	3,605	20,840
61170	Retiree Medical Insurance	259	0	0	0
61180	Compensation Insurance	203	430	913	2,515
	SUBTOTAL PERSONNEL	<u>18,945</u>	<u>40,155</u>	<u>55,298</u>	<u>176,700</u>
62300	Other Contractual Services	12,097	16,000	140,000	160,000
	SUBTOTAL CONTRACTUAL	<u>12,097</u>	<u>16,000</u>	<u>140,000</u>	<u>160,000</u>
65400	Indirect Operating Expenses	1,109	2,812	5,855	4,050
	SUBTOTAL FIXED CHARGES	<u>1,109</u>	<u>2,812</u>	<u>5,855</u>	<u>4,050</u>
	TOTAL	<u><u>32,151</u></u>	<u><u>58,967</u></u>	<u><u>201,153</u></u>	<u><u>340,750</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
	Management Intern				3.00
		<u>1.00</u>	<u> </u>	<u>1.00</u>	<u>3.00</u>

Note: the balance of these positions are funded in Planning Division 11-6510

SPECIAL REVENUE FUNDS

VARIOUS Civic Center	PROGRAM Various
Statement of Purpose	
<p><i>To improve the Civic Center by providing maintenance, security and capital improvement projects that will enhance the area.</i></p>	
<p><i>Non-Departmental : This section provides funds that are used in the Civic Center. The amount of total funds needed is divided equally between the City and the County.</i></p> <p><i>Maintenance : This section 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> <p><i>Capital Improvements : This section provides capital improvements for the Civic Center in coordination with the County.</i></p>	

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

VARIOUS Civic Center		ACCOUNT UNIT 074 Activity Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
53322	Civic Center Project Charges	34,907	130,966	50,000	1,604,130
53323	Civic Center Maintenance Charges	1,143,660	2,009,480	1,514,432	1,944,020
53324	Civic Center Police Security	854,158	1,465,486	1,761,127	2,168,034
59000 11	Transfer From Fund 011	1,045,000	1,464,345	1,179,404	1,179,404
59000 50	Transfer From Fund 050	419,000	0	0	0
	TOTAL REVENUES	<u>3,496,725</u>	<u>5,070,277</u>	<u>4,504,963</u>	<u>6,895,588</u>
EXPENDITURES					
07413015	Civic Center Maintenance - Non-Dept.	1,456,845	1,464,345	1,179,404	1,179,404
07413250	Civic Center Maintenance	1,245,702	1,152,487	1,514,432	1,944,020
07413260	Civic Center Capital Projects*	77,577	100,283	50,000	1,604,130
07414400	Civic Center Security	1,336,285	2,030,476	1,743,578	2,168,034
	TOTAL EXPENDITURES	<u>4,116,409</u>	<u>4,747,592</u>	<u>4,487,414</u>	<u>6,895,588</u>
*The amount for FY 18/19 represents carryover projects from FY 17/18					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0280	Assistant Park Landscape Planner	1.00		1.00	
4190	General Maintenance Leader	1.00		1.00	
0740	Maintenance Assistant	0.00		2.00	
3200	Police Officer	7.00		7.00	
9300	Park Maintenance Assistant		4.00		1.00
	TOTAL	<u>8.00</u>	<u>4.00</u>	<u>10.00</u>	<u>1.00</u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center - Non-Departmental		07413015			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
69135	Payment to Subagent	1,456,845	1,464,345	1,179,404	1,179,404
	SUBTOTAL CAPITAL	<u>1,456,845</u>	<u>1,464,345</u>	<u>1,179,404</u>	<u>1,179,404</u>
	TOTAL	<u><u>1,456,845</u></u>	<u><u>1,464,345</u></u>	<u><u>1,179,404</u></u>	<u><u>1,179,404</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center - Maintenance		07413250			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	162,217	167,722	218,720	268,155
61020	Salaries Part-Time	51,139	24,920	23,508	21,950
61040	Salaries Overtime	6,177	4,425	5,347	0
61100	Retirement-Employer Contribution	23,876	38,349	60,665	81,645
61110	Part-Time Retirement	1,918	909	881	825
61120	Medicare Insurance	2,088	2,797	3,614	4,210
61130	Health Insurance	24,790	20,871	44,537	69,340
61170	Retiree Health Benefits	2,614	0	0	0
61180	Worker Compensation Insurance	17,418	13,464	20,617	31,525
	SUBTOTAL PERSONNEL	292,237	273,458	377,889	477,650
62000	Utilities	285,882	280,727	320,755	325,000
62010	Communications	1,644	1,189	1,257	1,500
62300	Contractual Services-Professional	18,716	3,231	0	0
62320	M & R Bldgs. & Ground	505,350	481,087	650,094	972,255
	SUBTOTAL CONTRACTUAL	811,593	766,234	972,106	1,298,755
63001	Miscellaneous Operating Expenses	0	84	0	0
63200	OP M&S Buildings & Grounds	47,125	7,786	52,213	50,000
63300	Fuel	4,171	7,607	10,113	10,000
	SUBTOTAL COMMODITIES	51,296	15,477	62,326	60,000
65010	Rental City Equipment	24,132	24,864	24,864	24,865
65012	Accident Repair & Replacement Charge	732	732	732	420
65100	Liability Charges	47,229	52,450	52,450	52,450
65400	Indirect Costs	18,484	19,272	24,065	29,880
	SUBTOTAL FIXED CHARGES	90,577	97,318	102,111	107,615
	TOTAL	1,245,702	1,152,487	1,514,432	1,944,020
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
0280	Assistant Park Landscape Planner	1.00		1.00	
4190	General Maintenance Leader	1.00		1.00	
0740	Maintenance Assistant	0.00		2.00	
9300	Park Maintenance Assistant		4.00		1.00
	TOTAL	2.00	4.00	4.00	1.00

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Civic Center - Capital Projects		07413260			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61110	Part-Time Retirement	10	0	0	0
65205	Internal Departments Personal Charges	48,670	6,673	0	0
	SUBTOTAL FIXED CHARGES	<u>48,680</u>	<u>6,673</u>	<u>0</u>	<u>0</u>
66220	Improvements Other Than Building*	28,897	93,610	50,000	1,604,130
	SUBTOTAL CAPITAL	<u>28,897</u>	<u>93,610</u>	<u>50,000</u>	<u>1,604,130</u>
	TOTAL	<u><u>77,577</u></u>	<u><u>100,283</u></u>	<u><u>50,000</u></u>	<u><u>1,604,130</u></u>
<p>*The amount for FY 18/19 represents carryover projects from FY 17/18</p>					

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	784,056	741,931	732,690	874,033
61040	Salaries Overtime	13,267	653,120	543,593	756,000
61100	Retirement-Employer Contribution	283,355	322,856	94,919	121,731
61120	Medicare Insurance	13,659	12,250	13,709	12,652
61130	Health Insurance	125,306	118,161	114,397	138,993
61170	Retiree Health Insurance	2,277	4,721	0	6,555
61180	Worker Compensation Insurance	59,608	59,092	70,628	82,437
	SUBTOTAL PERSONNEL	1,281,528	1,912,131	1,569,935	1,992,401
65010	Rental City Equipment	0	0	0	3,000
65011	Equipment Replacement Charges	0	0	0	3,240
65012	Accident Repair & Replacement Charges	0	0	0	1,500
65400	Indirect Costs	54,757	118,345	123,643	167,893
	SUBTOTAL FIXED CHARGES	54,757	118,345	123,643	175,633
66400	Machinery and Equipment	0	0	50,000	0
	SUBTOTAL CAPITAL	0	0	50,000	0
	TOTAL EXPENDITURES	1,336,285	2,030,476	1,743,578	2,168,034
Class	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer	7.00	0.00	7.00	0.00
	TOTAL	7.00	0.00	7.00	0.00

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT	PROGRAM
Homeland Security Grants	FUND 125
<p>Statement of Purpose</p>	
<p><i>To administer the Homeland Security Grants Program by providing logistics, project coordination, and financial oversight for the Anaheim/Santa Ana Urban Area.</i></p>	
<p>Service Program</p>	
<p>Funds for all grants are provided by the U.S. Department of Homeland Security (DHS), passed down to the California Office of Emergency Services (Cal-OES), and then awarded to the City of Santa Ana. Funds are used to purchase equipment, provide regional training, conduct multi-agency exercises, and pay for management and administrative costs. All funds are disbursed either through reimbursement or through cash advance from Cal-OES.</p>	
<p>Accomplishments FY 2017-18</p>	
<p>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</p> <p>FY16 Urban Areas Security Initiative (UASI) Grant Program *Funded maintenance agreement for OC Civic Center Video Surveillance System *Funded "If You See Something, Say Something" and ReadyOC Campaigns *Funded Regional Training & Exercise Program</p>	
<p>Action Plan for FY 2018-19</p>	
<p>FY17 Urban Areas Security Initiative (UASI) Grant Program *Fund maintenance agreement for FLIR Camera System *Fund purchase of MedEvac Armored Tactical Vehicles for Tactical Medic programs *Fund maintenance agreement for ALPR Regional Program *Fund maintenance agreement for OC Civic Center Video Surveillance System *Fund revision to the Homeland Security Strategy *Fund "If You See Something, Say Something" and ReadyOC Campaigns *Fund Regional Training & Exercise Program *Fund 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</p>	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Homeland Security Grants		125 VARIOUS			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
12514002	Federal Grants - Indirect	2,492,134	1,535,743	2,363,436	4,941,936
	TOTAL REVENUES	<u>2,492,134</u>	<u>1,535,743</u>	<u>2,363,436</u>	<u>4,941,936</u>
EXPENDITURES					
12514407	UASICAL OES SANTA ANA	322,332	3,183,391	1,492,349	4,634,000
12514491	UASICAL OES ANAHEIM	1,321,946	38,293	871,087	307,936
	TOTAL EXPENDITURES	<u>1,644,278</u>	<u>3,221,684</u>	<u>2,363,436</u>	<u>4,941,936</u>
Class Code		ADOPTED FY 17-18		ADOPTED FY 18-19	
AUTHORIZED PERSONNEL		Full Time	Part Time	Full Time	Part Time
3300	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 2015 & 2017		12514407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	71,142	192,013	122,619	296,983
61020	Salaries Part-Time	0	0	0	0
61040	Salaries Overtime	87,770	51,789	4,513	18,159
61100	Retirement-Employer Contribution	27,270	88,342	13,780	38,588
61110	Part-Time Retirement	0	0	0	0
61120	Medicare Insurance	1,208	4,432	2,066	4,299
61130	Health Insurance	10,687	28,267	14,014	39,712
61170	Retiree Health Insurance	0	708	0	2,227
61180	Worker Compensation Insurance	5,673	21,657	8,658	27,712
	SUBTOTAL PERSONNEL	203,750	387,208	165,650	427,680
		0	0	0	0
62010	Communications	1,680	2,739	1,638	2,842
62120	Training, Transportation, Meeting	4,138	2,621	20	5,000
62300	Contract Services-Professional	38,995	638,048	377,276	885,809
	SUBTOTAL CONTRACTUAL	44,813	643,407	378,934	893,651
		0	0	0	0
63001	Miscellaneous Operating Expenses	206	52	31	3,994
	SUBTOTAL COMMODITIES	206	52	31	3,994
		0	0	0	0
66400	Machinery & Equipment	0	129,831	202,225	0
	SUBTOTAL CAPITAL	0	129,831	202,225	0
		0	0	0	0
69011	Reserve Appropriations	0	0	0	1,503,497
	SUBTOTAL RESERVES	0	0	0	1,503,497
		0	0	0	0
69140	Payments to Districts	73,563	2,022,893	745,509	1,805,178
	SUBTOTAL MISCELLANEOUS	73,563	2,022,893	745,509	1,805,178
		0	0	0	0
	TOTAL EXPENDITURES	322,332	3,183,391	1,492,349	4,634,000
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3300	Police Sergeant	0.00		1.00	
3200	Police Officer	0.00	0.00	1.00	
	TOTAL	0.00	0.00	2.00	0.00

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
UASI - CAL OES ANAHEIM 2016		12514491			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	196,383	13,755	145,429	0
61020	Salaries Part-Time	5,018	0	0	0
61040	Salaries Overtime	62,329	0	30,987	28,111
61100	Retirement-Employer Contribution	73,597	6,559	16,624	0
61110	Part-Time Retirement	188	0	0	0
61120	Medicare Insurance	3,453	212	2,217	0
61130	Health Insurance	26,525	1,797	17,384	0
61170	Retiree Health Insurance	2,168	0	2,211	0
61180	Worker Compensation Insurance	15,965	1,087	10,183	0
	SUBTOTAL PERSONNEL	385,626	23,409	225,035	28,111
		0	0	0	0
62010	Communications	2,792	831	1,458	1,500
62120	Training, Transportation, Meeting	5,099	4,894	9,000	500
62300	Contract Services-Professional	736,760	9,126	634,594	277,325
62600	Parking Validation	0	0	0	0
	SUBTOTAL CONTRACTUAL	744,651	14,852	645,052	279,325
		0	0	0	0
63001	Miscellaneous Operating Expenses	191,669	31	1,000	500
	SUBTOTAL COMMODITIES	191,669	31	1,000	500
66400	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	0	0	0	0
69011	Reserve Appropriations	0	0	0	0
	SUBTOTAL RESERVES	0	0	0	0
	TOTAL EXPENDITURES	1,321,946	38,293	871,087	307,936

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3300	Police Sergeant	1.00		0.00	
3200	Police Officer	1.00	0.00	0.00	
	TOTAL	2.00	0.00	0.00	0.00

GENERAL FUND SPECIAL REVENUE

POLICE DEPARTMENT COPS Hiring Grants	PROGRAM 127-Various
Statement of Purpose	
<p><i>This Fund includes the revenue and expenditures related to the COPS Hiring Grant received from the United States Department of Justice Office of Community Oriented Policing Services (COPS Office), and the Human Options Grant received from the United States Department of Justice Office on Violence Against Women (OVW).</i></p>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>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.</p> <p>2016 Human Options Grant This program budget includes funding for detective overtime to investigate domestic violence cases.</p>	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grants		127 Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
52000	Federal Grant - Direct	932,823	679,849	0	0
52001	Federal Grant - Indirect	357,963	634,357	879,824	400,451
58000	Earnings on Investments	33	1,047	0	0
	TOTAL REVENUES	<u>1,290,819</u>	<u>1,315,254</u>	<u>879,824</u>	<u>400,451</u>
EXPENDITURES					
12714407	COPS Hiring Grant (2009,2014)	814,343	317,659	0	0
12714409	COPS Hiring Grant (2015,2016)	357,963	922,812	858,502	287,748
12714406	2016 Human Options Grant	0	2,012	21,322	112,702
		<u>1,172,306</u>	<u>1,242,483</u>	<u>879,824</u>	<u>400,451</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grant 2014		12714407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	511,804	203,265	0	0
61040	Salaries Overtime	7,782	482	0	0
61100	Retirement-Employer Contribution	126,698	49,163	0	0
61120	Medicare Insurance	7,450	2,964	0	0
61130	Health Insurance	117,381	45,115	0	0
61170	Retiree Health Benefits	1,468	0	0	0
61180	Worker Compensation Insurance	41,760	16,671	0	0
	SUBTOTAL PERSONNEL	<u>814,343</u>	<u>317,659</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>814,343</u>	<u>317,659</u>	<u>0</u>	<u>0</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
COPS Hiring Grant (2015, 2016)		12714409			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	268,961	646,369	568,795	195,330
61100	Retirement-Employer Contribution	46,948	142,439	132,475	33,483
61120	Medicare Insurance	3,848	9,277	8,213	2,805
61130	Health Insurance	22,361	84,999	108,292	37,131
61180	Worker Compensation Insurance	15,845	39,728	40,726	18,999
	SUBTOTAL PERSONNEL	<u>357,963</u>	<u>922,812</u>	<u>858,502</u>	<u>287,748</u>
69011	Reserve Appropriations	0	0	0	0
	SUBTOTAL RESERVES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>357,963</u>	<u>922,812</u>	<u>858,502</u>	<u>287,748</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.

POLICE DEPARTMENT**ACCOUNTING UNIT****2016 Human Options Grant****12714406**

Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61040	Salaries Overtime	0	2,012	21,322	89,519
	SUBTOTAL PERSONNEL	0	2,012	21,322	89,519
69011	Reserve Appropriations	0	0	0	23,184
	SUBTOTAL RESERVES	0	0	0	23,184
	TOTAL EXPENDITURES	0	2,012	21,322	112,702

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

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.

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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
52001	Federal Grant - Indirect	154,768	336,853	33,624	0
52025	State Grants - Direct	94,645	4,855	100,000	0
52026	State Grants - Indirect SLESA	615,104	689,428	722,030	841,813
52027	State Grants - Indirect	295,610	57,088	176,992	0
58000	Earnings on Investments	10,664	13,767	15,000	0
	TOTAL REVENUES	<u>1,170,791</u>	<u>1,101,991</u>	<u>1,047,646</u>	<u>841,813</u>
EXPENDITURES					
12814407	Supplemental Law Enf. Svcs. Acct.	294,613	102,957	722,030	841,813
12814409	Justice Assistance Grant (JAG)	98,808	203,048	33,624	0
12814413	BSCC Local Assistance	473,981	274,331	176,992	0
12814415	ABC Grant	100,472	0	100,000	0
		<u>967,874</u>	<u>580,336</u>	<u>1,032,646</u>	<u>841,813</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Supplemental Law Enforcement Services Account		12814407			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61040	Salaries Overtime	294,613	102,957	722,030	841,813
	SUBTOTAL PERSONNEL	<u>294,613</u>	<u>102,957</u>	<u>722,030</u>	<u>841,813</u>
	TOTAL EXPENDITURES	<u>294,613</u>	<u>102,957</u>	<u>722,030</u>	<u>841,813</u>

POLICE DEPARTMENT		ACCOUNTING UNIT			
Edward Byrne Memorial Justice Assistance Grant (JAG) Program		12814409			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61040	Salaries Overtime	98,808	203,048	33,624	0
	SUBTOTAL PERSONNEL	<u>98,808</u>	<u>203,048</u>	<u>33,624</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>98,808</u>	<u>203,048</u>	<u>33,624</u>	<u>0</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
BSCC Local Assistance		12814413			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Salaries Part-Time	12,258	0	0	0
61040	Salaries Overtime	321,768	149,190	91,843	0
61110	Part-Time Retirement	460	0	0	0
61120	Medicare Insurance	178	0	0	0
61180	Worker Compensation Insurance	1,681	0	0	0
	SUBTOTAL PERSONNEL	336,344	149,190	91,843	0
62120	Training, Transportation, Meeting	5,755	6,008	0	0
62300	Contract Services - Professional	20,799	13,398	25,000	0
	SUBTOTAL CONTRACTUAL	26,554	19,406	25,000	0
63001	Miscellaneous Operating Expenses	96,860	85,370	60,149	0
	SUBTOTAL COMMODITIES	96,860	85,370	60,149	0
66400	Machinery & Equipment	14,224	20,365	0	0
	SUBTOTAL CAPITAL	14,224	20,365	0	0
	TOTAL EXPENDITURES	473,981	274,331	176,992	0

POLICE DEPARTMENT		ACCOUNTING UNIT			
Alcoholic Beverage Control Grant		12814415			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61040	Salaries Overtime	93,357	0	92,500	0
	SUBTOTAL PERSONNEL	93,357	0	92,500	0
62120	Training, Transportation, Meeting	1,891	0	2,500	0
	SUBTOTAL CONTRACTUAL	1,891	0	2,500	0
63001	Miscellaneous Operating Expenses	5,224	0	5,000	0
	SUBTOTAL COMMODITIES	5,224	0	5,000	0
	TOTAL EXPENDITURES	100,472	0	100,000	0

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES Library Grants	PROGRAM Activity Various
Statement of Purpose	
<p style="text-align: center;"><i>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.</i></p>	
<p><u>SERVICE PROGRAM</u></p> <p>Libraries Ready to Code: an initiative of the American Library Association, sponsored by Google, which aims to ensure libraries have the resources, capacity, and inspiration to embrace activities that promote computational thinking and computer science among our nation's youth.</p>	

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Library Grants		Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
15211002-50001	Prior Year Carry Forward	0	0	17,409	10,000
15211002-52040	Grant-Other	0	0	25,000	0
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>42,409</u>	<u>10,000</u>
EXPENDITURES					
15211150	Public Library Fund	24,351	25,182	17,409	0
15211151	American Library Assoc.-Ready to Code	0	0	15,000	10,000
	TOTAL EXPENDITURES	<u>24,351</u>	<u>25,182</u>	<u>32,409</u>	<u>10,000</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
8000	Administrative Intern				3.00
9190	Library Assistant				2.00
9200	Library Clerk I				3.00
9290	Page				2.00
8410	Senior Tutor				7.00
8420	Tutor				4.00
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21.00</u>

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES
Library-Federal Programs-Direct Funding

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

Memories of Migration: A four-year project, 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 FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
Library-Federal Programs-Direct Funding		Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
15311002-50001	Prior Year Carry Forward	0	0	369	0
15311002-52000	Federal Grants-Direct	96,587	213,337	113,516	67,175
	TOTAL REVENUES	<u>96,587</u>	<u>213,337</u>	<u>113,885</u>	<u>67,175</u>
EXPENDITURES					
15311150	IMLS-National Arts and Humanities Award	2,831	66	369	0
15311160	IMLS-Memories of Migration	146,568	198,908	68,065	67,175
	TOTAL EXPENDITURES	<u>149,399</u>	<u>198,974</u>	<u>68,434</u>	<u>67,175</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
9200	Library Clerk I		1.00		1.00
9290	Library Page		12.00		12.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		1.00		1.00
	TOTAL	<u>0.00</u>	<u>15.00</u>	<u>0.00</u>	<u>15.00</u>

SPECIAL REVENUE FUND

LIBRARY		ACCOUNTING UNIT			
IMLS-National Arts and Humanities Award		15311150			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
63001	Misc. Office Expenses	2,831	66	369	0
	SUBTOTAL COMMODITIES	<u>2,831</u>	<u>66</u>	<u>369</u>	<u>0</u>
	TOTAL	<u><u>2,831</u></u>	<u><u>66</u></u>	<u><u>369</u></u>	<u><u>0</u></u>

SPECIAL REVENUE FUND

LIBRARY		ACCOUNTING UNIT			
IMLS-Memories to Migration		15311160			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Salaries Part-Time	52,466	84,006	23,573	14,125
61040	Salaries Overtime	0	1,256	583	0
61100	Retirement-Employer Contribution	0	58	57	0
61110	Part-Time Retirement	11,669	3,103	878	530
61120	Medicare Insurance	762	1,209	350	205
61180	Worker Compensation Insurance	385	644	250	430
	SUBTOTAL PERSONNEL	<u>65,282</u>	<u>90,276</u>	<u>25,691</u>	<u>15,290</u>
62120	Training, Transportation, Meeting	0	0	766	4,000
62300	Contract Services-Professional	71,610	89,603	31,805	28,110
	SUBTOTAL CONTRACTUAL	<u>71,610</u>	<u>89,603</u>	<u>32,571</u>	<u>32,110</u>
63001	Misc. Office Expenses	972	3,805	5,689	17,440
	SUBTOTAL COMMODITIES	<u>972</u>	<u>3,805</u>	<u>5,689</u>	<u>17,440</u>
65400	Indirect Costs	8,704	15,224	4,114	2,335
	SUBTOTAL FIXED CHARGES	<u>8,704</u>	<u>15,224</u>	<u>4,114</u>	<u>2,335</u>
	TOTAL EXPENDITURES	<u>146,568</u>	<u>198,908</u>	<u>68,065</u>	<u>67,175</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 16-17		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
9200	Library Clerk I		1.00		1.00
9290	Library Page		12.00		12.00
8410	Senior Tutor		1.00		1.00
8420	Tutor		1.00		1.00
	TOTAL	<u>0.00</u>	<u>15.00</u>	<u>0.00</u>	<u>15.00</u>

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES
Library-Federal Programs-Indirect Funding

PROGRAM
15411193

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

Youth Know: Teen/Young Adult Volunteers receive instruction in the following areas:

- A.) Learn about the issues from Community Experts
- B.) Learn to analyze and research media to separate fact from fiction,
- C.) Learn about local, national and global initiatives and innovations that target these issues,
- D.) Learn how to communicate with elected representatives regarding these issues ,
- E.) Learn to Communicate and inform the public about these issues via workshops
- F.) Participate in one "Good-for-Community" Service Project
- G.) Participate in one "Good-for the World" Service Project
- H.) Fieldtrip to Museum of Tolerance.

Instruction and learning will occur via a combination of program, presentation, consultation and other forms of hands-on service learning and fieldtrips.

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES				PROGRAM	
Library-Federal Programs-Indirect Funding				15411193	
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50001	Prior Year Carry Forward	0	0	0	16,320
52001	Federal Grant-Indirect	0	0	59,220	6,580
	TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>59,220</u>	<u>22,900</u>
EXPENDITURES					
61020	Salaries Part-Time	0	0	36,460	18,480
61110	Part-Time Retirement	0	0	1,365	695
61120	Medicare Insurance	0	0	530	265
61180	Worker Compensation Insurance	0	0	745	560
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>39,100</u>	<u>20,000</u>
62120	Training, Transportation, Meeting	0	0	0	400
62300	Contract Services-Professional	0	0	32	500
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>32</u>	<u>900</u>
63001	Misc. Office Expenses	0	0	3,768	2,000
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>3,768</u>	<u>2,000</u>
65400	Indirect Costs	0	0	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>42,900</u>	<u>22,900</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
9190	Library Assistant				1.00
9200	Library Clerk I				2.00
9290	Page				11.00
8410	Senior Tutor				8.00
8420	Tutor				4.00
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>26.00</u>

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT Equitable Sharing - All Funds	PROGRAM Funds 166 and 167		
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 40%; padding: 5px;">Statement of Purpose</th></tr></thead><tbody><tr><td style="padding: 10px;"><p><i>To enhance the investigation, detection and prosecution of drug-related criminal activities.</i></p><p>These programs are funded by criminal assets which are seized under existing municipal, state and federal laws.</p></td></tr></tbody></table>		Statement of Purpose	<p><i>To enhance the investigation, detection and prosecution of drug-related criminal activities.</i></p> <p>These programs are funded by criminal assets which are seized under existing municipal, state and federal laws.</p>
Statement of Purpose			
<p><i>To enhance the investigation, detection and prosecution of drug-related criminal activities.</i></p> <p>These programs are funded by criminal assets which are seized under existing municipal, state and federal laws.</p>			
<u>SERVICE PROGRAM</u>			
<p>EQUITABLE SHARING - DEPT. OF JUSTICE (Fund 166) This program is funded through "pass-thru" asset seizures processed through U.S. Dept. of Justice.</p> <p>EQUITABLE SHARING - DEPT. OF TREASURY (Fund 167) This program is funded through "pass-thru" asset seizures processed through U.S. Dept. of Treasury.</p> <p>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.</p>			

**SPECIAL REVENUE FUNDS
RESOURCE SUMMARY**

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - All		Funds 166 and 167			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
<u>REVENUES</u>					
Equitable Sharing - DOJ					
16614002 50001	Prior Year Carry-Forward	0	0	0	91,715
16614002 57405	Evidence Recoveries/DOJ	0	444,255	7,051	0
16614002 57410	Evidence Recovery/RNSP	0	569,650	0	0
16614002 58000	Earning On Investments	0	0	8,796	0
16614002 59000	Transfer From Criminal Activities Fund 026	0	2,504,790	0	0
		0	3,518,695	15,846	91,715
Equitable Sharing - Treasury					
16714002 50001	Prior Year Carry-Forward	0	0	0	617,698
16714002 57406	Evidence Recoveries/US Treasury	0	0	0	0
16614002 58000	Earning On Investments	0	0	5,708	0
16714002 59000	Transfer From Criminal Activities Fund 026	0	2,090,164	0	0
		0	2,090,164	5,708	617,698
TOTAL REVENUES		0	5,608,859	21,555	709,412
<u>EXPENDITURES</u>					
16614450	Equitable Sharing - DOJ	4,137	2,324,584	328,315	91,715
16714455	Equitable Sharing - Treasury	0	1,355,734	0	617,698
TOTAL EXPENDITURES		4,137	3,680,318	328,315	709,412
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	1.00		0.00	
	TOTAL	1.00		0.00	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - Dept. of Justice		16614450			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	129,722	0	0
61040	Salaries Overtime	0	261,122	21,000	0
61100	Retirement-Employer Contribution	0	57,851	0	0
61120	Medicare Insurance	0	2,147	0	0
61130	Health Insurance	0	19,249	0	0
61170	Retiree Health Benefits	0	876	0	0
61180	Worker Compensation Insurance	0	10,569	0	0
	SUBTOTAL PERSONNEL	<u>0</u>	<u>481,535</u>	<u>21,000</u>	<u>0</u>
62000	Utilities		26,105	0	0
62010	Communications		10,831	0	0
62120	Training, Transportation, Meeting		9,832	0	0
62300	Contract Svcs - Professional	0	1,289,116	305,345	91,715
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>1,335,884</u>	<u>305,345</u>	<u>91,715</u>
63001	Miscellaneous Office Expenses	4,137	185,308	0	0
	SUBTOTAL COMMODITIES	<u>4,137</u>	<u>185,308</u>	<u>0</u>	<u>0</u>
65400	Indirect Operating Expenses	0	1,001	1,970	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>1,001</u>	<u>1,970</u>	<u>0</u>
66400	Machinery and Equipment	0	320,856	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>320,856</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>4,137</u></u>	<u><u>2,324,584</u></u>	<u><u>328,315</u></u>	<u><u>91,715</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
3200	Police Officer - PAAL	1.00		0.00	
	TOTAL	<u>1.00</u>		<u>0.00</u>	

SPECIAL REVENUE FUNDS

POLICE DEPARTMENT		ACCOUNTING UNIT			
Equitable Sharing - Dept. of Treasury		16714455			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61040	Salaries Overtime	0	0	0	5,740
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,740</u>
62300	Contract Services-Professional	0	1,281,950	0	605,788
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>1,281,950</u>	<u>0</u>	<u>605,788</u>
63001	Miscellaneous Office Expenses	0	73,783	0	5,630
	SUBTOTAL COMMODITIES	<u>0</u>	<u>73,783</u>	<u>0</u>	<u>5,630</u>
65400	Indirect Costs	0	0	0	540
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>540</u>
	TOTAL	<u><u>0</u></u>	<u><u>1,355,734</u></u>	<u><u>0</u></u>	<u><u>617,698</u></u>

SPECIAL REVENUE FUND

PARKS, RECREATION & COMMUNITY SERVICES Recreation Grants	PROGRAM Various
Statement of Purpose <i>To provide funding for various programs and projects intended to improve the quality of life for Santa Ana residents</i>	
<p style="text-align: center;"><u>SERVICE PROGRAM</u></p> <p>Senior Mobility Program: The program will 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.</p>	

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT 16913			
Recreation Grants		Activity Various			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
52040	OCTA Sr. Mobility	184,588	190,880	195,000	198,755
52040	OCTA-Transport Vietnam Sr	89,146	0	0	0
52040	NRPA-Health Out-of-School Time	0	0	25,000	0
58000	Earnings On Investments	129	27	0	0
	TOTAL REVENUES	<u>273,863</u>	<u>190,907</u>	<u>220,000</u>	<u>198,755</u>
EXPENDITURES					
16913201	OCTA-VNCOC Sr. Mobility Program	89,146	0	0	0
16913202	OCTA Sr. Mobility Program	164,290	158,883	155,005	198,755
16913265	NRPA-Healthy Out-of-School Time	0	0	25,000	0
	TOTAL EXPENDITURES	<u>253,436</u>	<u>158,883</u>	<u>180,005</u>	<u>198,755</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
9100	Community Center Aide		1.00		
8160	Program Coordinator*		5.00		
9400	Senior Program Leader		2.00		
9360	Program Leader II		0.00		
	TOTAL	<u>0.00</u>	<u>8.00</u>	<u>0.00</u>	<u>0.00</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			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	89,146	0	0	0
	SUBTOTAL CONTRACTUAL	<u>89,146</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>89,146</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
OCTA Senior Mobility Program		16913202			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61020	Salaries Part-Time	109,281	93,559	85,974	141,185
61100	Retirement-Employer Contribution	0	0		0
61110	Part-Time Retirement	4,098	3,490	3,224	5,295
61120	Medicare Insurance	1,585	1,349	1,247	2,045
61180	Worker Compensation Insurance	3,235	2,754	3,405	7,005
	SUBTOTAL PERSONNEL	<u>118,198</u>	<u>101,152</u>	<u>93,850</u>	<u>155,530</u>
62300	Contract Services-Professional	1,784	3,837	2,463	4,630
	SUBTOTAL CONTRACTUAL	<u>1,784</u>	<u>3,837</u>	<u>2,463</u>	<u>4,630</u>
63001	Misc. Office Expenses	0	0	0	0
63300	Fuel	6,530	8,905	0	0
	SUBTOTAL COMMODITIES	<u>6,530</u>	<u>8,905</u>	<u>0</u>	<u>0</u>
65010	Rental City Equipment	37,778	26,070	36,060	16,080
65011	Equipment Replacement Charges	0	18,620	22,344	22,345
65012	Accident Repair & Replacement	0	300	288	170
	SUBTOTAL FIXED CHARGES	<u>37,778</u>	<u>44,990</u>	<u>58,692</u>	<u>38,595</u>
	TOTAL	<u><u>164,290</u></u>	<u><u>158,883</u></u>	<u><u>155,005</u></u>	<u><u>198,755</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
9100	Community Center Aide		1.00		
8160	Program Coordinator*		5.00		
9400	Senior Program Leader		2.00		
9360	Program Leader II		0.00		
	TOTAL	<u>0.00</u>	<u>8.00</u>	<u>0.00</u>	<u>0.00</u>

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

SPECIAL REVENUE FUNDS

PARKS, RECREATION & COMMUNITY SERVICES		ACCOUNT UNIT			
National Recreation and Parks Association		16913265			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62120	Training, Transportation, Meeting	0	0	1,200	0
62300	Contract Services-Professional	0	0	1,334	0
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>2,534</u>	<u>0</u>
63001	Misc. Office Expenses	0	0	22,466	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>22,466</u>	<u>0</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>25,000</u></u>	<u><u>0</u></u>

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUND PBA SUSTAINABILITY PLNG GRANT	PROGRAM 40316570								
<div style="background-color: #e0e0e0; padding: 2px;">Statement of Purpose</div> <p style="margin-top: 10px;">Southern California Association of Governments' (SCAG) Sustainability Planning Grant will be used to update the City of Santa Ana's Land Use Plan by locating and vetting key nodes for economically viable and environmentally sustainable infill development, determine land use capacity, and growth opportunities along key transit corridors. These Studies will evaluate green retrofit opportunities and present concept-level visual simulations for each land use alternative to ensure that efforts to reduce VMT & GHG rates are embraced by residents as part of a Complete Community.</p>									
<p>REVENUES</p> <p>Planning & Building Agency 40316002</p> <p style="padding-left: 20px;">50001 Prior Year Carry Forward</p>	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>PROJECTED</u></th> <th style="text-align: center;"><u>ADOPTED</u></th> </tr> <tr> <th style="text-align: center;"><u>FY 17-18</u></th> <th style="text-align: center;"><u>FY 18-19</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">325,000</td> </tr> <tr> <td style="text-align: center; border-top: 3px double black;">0</td> <td style="text-align: center; border-top: 3px double black;">325,000</td> </tr> </tbody> </table>	<u>PROJECTED</u>	<u>ADOPTED</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	0	325,000	0	325,000
<u>PROJECTED</u>	<u>ADOPTED</u>								
<u>FY 17-18</u>	<u>FY 18-19</u>								
0	325,000								
0	325,000								
<p>EXPENDITURES</p> <p>Planning & Building Agency 40316570</p> <p style="padding-left: 20px;">62300 Cotnract Services - Professional</p>	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>PROJECTED</u></th> <th style="text-align: center;"><u>ADOPTED</u></th> </tr> <tr> <th style="text-align: center;"><u>FY 17-18</u></th> <th style="text-align: center;"><u>FY 18-19</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">325,000</td> </tr> <tr> <td style="text-align: center; border-top: 3px double black;">0</td> <td style="text-align: center; border-top: 3px double black;">325,000</td> </tr> </tbody> </table>	<u>PROJECTED</u>	<u>ADOPTED</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	0	325,000	0	325,000
<u>PROJECTED</u>	<u>ADOPTED</u>								
<u>FY 17-18</u>	<u>FY 18-19</u>								
0	325,000								
0	325,000								

ENTERPRISE FUNDS SUMMARY

DEPARTMENT/ UNIT	Actual FY 15-16	Actual FY 16-17	Projected FY 17-18	ADOPTED FY 18-19	FY 17-18 Positions	FY 18-19 Positions	% of FY 18-19 Total	Increase (Decrease) Over Prior Year (Estimate)	
								17-18 to 18-19 in \$	in %
REVENUES									
27 Parking Enterprise	4,551,776	4,219,942	4,875,197	9,231,819			8.3%	4,356,622	89.4%
56 Sanitary Sewer Services	4,904,149	5,373,594	6,434,740	7,133,200			6.4%	698,460	10.9%
57 Federal Clean Water Protection	2,809,281	4,091,790	5,211,667	4,713,415			4.3%	(498,252)	-9.6%
60 Water Enterprise	45,358,608	48,323,801	49,826,716	56,587,625			51.1%	6,760,909	13.6%
66 Water Utility Capital Construction	3,376,756	3,303,985	4,427,622	3,000,000			2.7%	(1,427,622)	-32.2%
67 The Depot	592,665	601,888	549,373	400,365			0.4%	(149,008)	-27.1%
68 Sanitation Enterprise	8,009,780	7,431,875	7,640,300	7,681,485			6.9%	41,185	0.5%
69 Refuse Collection Enterprise	18,292,316	19,068,492	19,165,557	22,067,965			19.9%	2,902,408	15.1%
Revenue Grand Total	87,895,332	92,415,367	98,131,172	110,815,874			100.0%	12,684,702	12.9%
EXPENDITURES BY DEPARTMENT									
Public Works Agency									
<i>Sanitary Sewer Services</i>									
05617019 Interfund Transfer	210,342	229,703	245,000	249,965	0.00	0.00	0.2%	4,965	2.0%
05617640 Sewer Services	4,992,223	4,335,640	6,502,383	6,883,235	16.95	16.95	6.1%	380,852	5.9%
<i>Sub-Total</i>	<i>5,202,565</i>	<i>4,565,343</i>	<i>6,747,383</i>	<i>7,133,200</i>	<i>16.95</i>	<i>16.95</i>	<i>6.4%</i>	<i>385,817</i>	<i>5.7%</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	2,880,513	3,098,417	3,319,457	4,513,415	8.00	8.00	4.0%	1,193,958	36.0%
05717660 Delhi Conversion	0	1,246,603	1,271,430	0	0.00	0.00	0.0%	(1,271,430)	-100.0%
<i>Sub-Total</i>	<i>2,880,513</i>	<i>4,345,020</i>	<i>4,790,887</i>	<i>4,713,415</i>	<i>8.00</i>	<i>8.00</i>	<i>4.2%</i>	<i>(77,472)</i>	<i>-1.6%</i>
<i>Water Enterprise</i>									
06017019 Water - Interfund Transfer	1,206,288	1,268,283	1,280,780	1,280,780	0.00	0.00	1.1%	0	0.0%
06017020 Water Utility Loan Repayment	676,436	610,362	1,465,456	1,360,575	0.00	0.00	1.2%	(104,881)	-7.2%
06017640 Water Production & Supply	21,435,623	25,238,245	27,911,189	31,978,070	9.15	12.15	28.5%	4,066,881	14.6%
06017641 Water Systems Maintenance	3,719,889	4,106,422	5,441,379	6,243,875	14.75	15.75	5.6%	802,496	14.7%
06017642 Water - Miscellaneous Expenses	9,178,970	6,871,969	6,808,182	6,820,055	0.00	0.00	6.1%	11,873	0.2%
06017644 Water Quality & Measurement	2,221,884	2,314,598	3,003,400	1,690,710	9.25	3.75	1.5%	(1,312,690)	-43.7%
06017645 Water Administration & Engineering	3,258,612	3,759,969	3,943,952	4,868,195	6.50	6.50	4.3%	924,243	23.4%
06017646 Water Meter Services	0	0	0	1,979,320	0.00	5.00	1.8%	1,979,320	n/a
06017647 Recycled Water	0	0	0	366,045	0.00	0.50	0.3%	366,045	n/a
06617647 Water Bond Capital Projects	929,851	4,013,073	149,617	0	0.00	0.00	0.0%	(149,617)	-100.0%
06617647 Water Utility Capital Construction	3,467,441	4,422,758	4,864,577	3,000,000	0.00	0.00	2.7%	(1,864,577)	-38.3%
<i>Sub-Total</i>	<i>46,094,993</i>	<i>52,605,679</i>	<i>54,868,532</i>	<i>59,587,625</i>	<i>39.65</i>	<i>43.65</i>	<i>53.1%</i>	<i>4,719,093</i>	<i>8.6%</i>
<i>The Depot</i>									
06717650 Depot Operations	814,185	766,858	1,459,282	1,839,680	0.70	0.70	1.6%	380,398	26.1%
<i>Sub-Total</i>	<i>814,185</i>	<i>766,858</i>	<i>1,459,282</i>	<i>1,839,680</i>	<i>0.70</i>	<i>0.70</i>	<i>1.6%</i>	<i>380,398</i>	<i>26.1%</i>
<i>Sanitation Enterprise</i>									
06817640 Environmental Sanitation	1,878,285	1,318,231	1,475,430	1,583,605	4.98	4.98	1.4%	108,175	7.3%
06817641 Roadway Cleaning	1,198,311	2,578,821	2,965,546	3,418,995	9.34	9.34	3.0%	453,449	15.3%
06817642 Graffiti Abatement	1,326,569	176,613	0	0	0.00	0.00	0.0%	0	n/a
06817643 Street Trees	2,523,436	2,679,809	3,019,324	2,678,885	14.03	14.03	2.4%	(340,439)	-11.3%
<i>Sub-Total</i>	<i>6,926,600</i>	<i>6,753,474</i>	<i>7,460,300</i>	<i>7,681,485</i>	<i>28.35</i>	<i>28.35</i>	<i>6.8%</i>	<i>221,185</i>	<i>3.0%</i>
<i>Refuse Collection Enterprise</i>									
06917019 Refuse - Interfund Transfer	971,027	789,179	925,000	1,010,000	0.00	0.00	0.9%	85,000	9.2%
06917640 Refuse Collection Service	16,587,387	16,860,537	17,675,854	21,057,965	5.35	5.35	18.8%	3,382,111	19.1%
<i>Sub-Total</i>	<i>17,558,414</i>	<i>17,649,716</i>	<i>18,600,854</i>	<i>22,067,965</i>	<i>5.35</i>	<i>5.35</i>	<i>19.7%</i>	<i>3,467,111</i>	<i>18.6%</i>
Public Works Total	79,372,099	86,571,238	93,927,238	103,023,370	99.00	103.00	91.8%	9,096,132	9.7%
Finance & Management Services									
02710131 Parking Meter Fund	1,155,375	1,332,277	1,365,913	1,745,039	8.20	8.20	1.6%	379,125	27.8%
02710132 Downtown Parking Facilities	1,885,428	1,873,676	1,444,238	1,909,640	1.00	1.00	1.7%	465,402	32.2%
02710133 Downtown Enhancements	899,170	1,993,290	1,827,377	5,577,140	4.00	4.00	5.0%	3,749,763	205.2%
02710020 Debt Service	67,727	0	0	0	0.00	0.00	0.0%	0	n/a
Finance & Mgmt. Services Total	4,007,701	5,199,243	4,637,529	9,231,819	13.20	13.20	8.2%	4,594,290	99.1%
Expenditure Grand Total	83,379,799	91,770,482	98,564,766	112,255,189	112.20	116.20	100.0%	13,690,422	13.9%
<i>Note: Includes Interfund Transfers</i>									
ENTERPRISE FUNDS PERSONNEL									
Number of Positions	97.85	104.80	112.20	116.20				4.00	3.6%
as % of Total City Workforce	8.8%	9.3%	9.8%	9.9%					

**ENTERPRISE FUNDS
RESOURCE SUMMARY**

PARKING ENTERPRISES - FINANCE & MANAGEMENT SERVICES AGENCY

ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES				
50001 Prior Year Carry Forward	0	0	1,125,425	5,925,834
53800 Parking Fees	1,675,032	1,742,063	0	0
53804 Parking Meter & Facilities Revenue	1,714,495	1,865,177	1,815,332	1,297,125
53903 Broadway Structure	0	0	418,743	293,372
53904 Spurgeon Structure	0	0	361,706	293,372
53905 Birch Structure	0	0	340,106	293,372
53906 Main Structure	0	0	256,794	293,372
53907 Bush Parking Lot	0	0	23,988	293,372
55000 Parking Fines	455,678	371,761	465,395	515,000
SUBTOTAL CHARGES FOR SERVICES	3,845,205	3,979,001	4,807,487	9,204,819
57000 Expense Reimbursement	0	0	0	0
57990 Miscellaneous Income	627,174	169,884	13,449	2,000
58000 Earning on Investments	79,397	71,057	54,261	25,000
SUBTOTAL MISCELLANEOUS	706,571	240,941	67,710	27,000
TOTAL	4,551,776	4,219,942	4,875,197	9,231,819
EXPENDITURES				
02710131 Parking Meter Fund	1,155,375	1,332,277	1,365,913	1,745,039
02710132 Downtown Parking Facilities	1,885,428	1,873,676	1,444,238	1,909,640
02710133 Downtown Enhancements*	899,170	1,993,290	1,827,377	5,577,140
02710020 Debt Service	67,727	0	0	0
TOTAL	4,007,701	5,199,243	4,637,529	9,231,819
<i>*Downtown Enhancements Plan Adopted in December 2015</i>				
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000 Personnel	1,585,711	2,221,447	2,201,825	2,319,560
62000 Contractual	2,012,048	2,426,075	2,102,815	3,207,756
63000 Commodities	20,716	25,084	24,975	70,385
65000 Fixed Charges	204,996	266,897	256,681	272,972
66000 Capital	118,834	259,290	51,233	3,360,695
67000 Debt Service/Transfer	65,395	451	0	451
TOTAL	4,007,701	5,199,243	4,637,529	9,231,819
Job Code	ADOPTED FY 17-18		ADOPTED FY 18-19	
	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		0.00	
0550 Economic Development Specialist II	0.00		1.00	
7160 Parking Meter Technician I	1.00		1.00	
0080 Parking Meter Technician II	3.00		3.00	
1720 Management Analyst	1.00		1.00	
3900 Parking Control Officer *	3.00		3.00	
3200 Police Officer*	4.00		4.00	
TOTAL	13.20		13.20	
<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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62401	Trustee Fees	2,332	0	0	0
	SUBTOTAL CONTRACTUAL	<u>2,332</u>	<u>0</u>	<u>0</u>	<u>0</u>
67300	Bond Principal	0	0	0	0
67310	Bond Interest	20,350	0	0	0
67400	Amortization of Bond Discount & ISS Costs	45,045	0	0	0
	SUBTOTAL DEBT SERVICE	<u>65,395</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>67,727</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA	PROGRAM			
Parking Meter & Facilities	02710131			
Statement of Purpose				
<p><i>To effectively control the availability, rates, and duration of use of public on-street and off-street parking in the Downtown, Midtown and Willard Zones.</i></p> <p>The City's off-street parking inventory consists of approximately 2,000 spaces comprised of four parking garages and one surface lot operating in the Downtown. The on-street parking inventory consists of approximately 1,200 parking meters throughout the City. The cost of the program is funded from parking meter revenue, parking fees (garages), and parking fines (citations).</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * 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. * Increased the footprint of holiday decorations in the Downtown. * Increased service levels with creation of Downtown Merchants Fund and increased funding to Clean & Safe program. * Updated policies and procedures regarding rental of public parking facilities and appropriate fees for non-parking related use (private & City sponsored events). * Explored options regarding the Duncan Solutions meters (coin only) that are approaching end of expected life cycle. * Continued to develop 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 to enhance on-street and off-street parking operations enhance on-street 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. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * 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. * Continue with funding of key Downtown programs: Merchants Fund, Clean & Safe program and SAPD Downtown Unit. * Continue to provide administrative support for 3rd & Broadway redevelopment project. * 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. * Install EV charging stations in Downtown parking structures with grant funding from AQMD. * Reconfiguration of 3rd & Bush lot to a metered parking lot using IPS Group Inc. Smart Meters. * Expansion of Smart Meters throughout the existing Meter District to off-set revenue reduction related to OC Street Car project along Fourth Street. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of parking meters maintained (smart meter)	512	512	512	538
# of parking meters maintained (digital meter)	755	755	755	755
# of meters maintained per parking technician	422	422	317	323
Efficiency				
Annual revenue collected per meter	\$1,353	\$1,452	\$1,485	\$1,477
Meter revenue collected per technician	\$571,498	\$613,286	\$627,324	\$636,734
Effectiveness				
Annual meter revenue collection	\$1,714,494	\$1,839,859	\$1,881,971 ¹	\$1,910,201
Annual violation revenue generated	\$455,678	\$455,678	\$492,309 ²	\$499,694
<p>¹ estimate based on \$1.41m actuals received thru Mar. 2018</p> <p>² estimate based on \$369k actuals received thru Mar. 2018</p>				

ENTERPRISE FUNDS

PARKING ENTERPRISE - FMSA		ACCOUNTING UNIT			
Parking Meter		02710131			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	516,260	595,609	560,968	635,035
61020	Salaries Part-Time	0	0	23,872	0
61040	Salaries Overtime	10,539	6,324	4,579	15,000
61100	Retirement-Employer Contribution	101,786	141,419	160,189	192,170
61120	Medicare Insurance	6,302	7,272	7,130	8,710
61130	Health Insurance	130,783	137,140	128,471	128,700
61170	Retiree Health Benefits	(33,992)	11,574	0	1,490
61180	Worker Compensation Insurance	13,121	15,172	18,843	29,935
	SUBTOTAL PERSONNEL	744,799	914,510	904,052	1,011,040
62000	Utilities	3,273	1,836	1,397	2,500
62010	Communications	10,239	5,931	6,764	3,000
62012	Cellular Phone Charges	130	0	0	4,000
62120	Training, Transportation, Meeting	176	686	0	1,000
62140	Membership, Subscription and Dues	595	0	0	1,000
62200	Advertising	0	0	0	1,000
62251	Other Agency Services	663	0	0	5,000
62300	Contract Services-Professional	234,535	228,246	282,000	365,256
62322	M & R Machinery & Equipment	0	0	0	6,300
62700	Auto Expense	600	600	600	600
	SUBTOTAL CONTRACTUAL	250,211	237,298	290,761	389,656
63001	Miscellaneous Operating Expenses	17,687	15,384	13,768	62,930
63300	Gas & Diesel	1,042	1,110	2,172	2,850
	SUBTOTAL COMMODITIES	18,730	16,494	15,941	65,780
65010	Rental City Equipment	7,952	9,464	9,114	10,404
65011	Equipment Replacement Charges	9,900	13,152	11,970	14,196
65012	Accident Repair & Replacement Charges	612	762	725	612
65020	City Yard Rental	11,826	12,515	13,715	24,515
65040	Computer Services	250	250	250	0
65050	Info Tech Charges	35,615	35,615	35,615	35,865
65100	Liability Charges	12,551	13,945	13,945	13,945
65220	Treasury/Accounting Charges	12,685	12,685	12,685	12,685
65230	Hearing Officer Charges	6,040	0	0	6,040
65400	Indirect Costs	44,204	58,775	57,141	59,850
	SUBTOTAL FIXED CHARGES	141,635	157,163	155,159	178,112
66400	Machinery & Equipment	0	6,360	0	100,000
	SUBTOTAL CAPITAL	0	6,360	0	100,000
67200	Lease Payment	0	0	0	451
	SUBTOTAL DEBT SERVICE	0	0	0	451
68000	Transfer to Fund 051	0	451	0	0
	SUBTOTAL TRANSFER	0	451	0	0
	TOTAL EXPENDITURES	1,155,375	1,332,277	1,365,913	1,745,039

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1190	Exec. Director of Finance & Mgt Svs	0.10		0.10	
1720	Management Analyst	0.50		0.50	
1200	Management Aide	0.00		0.00	
2653	Downtown Development Liason	0.50		0.00	
0550	Economic Development Specialist II	0.00		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	83,061	125,705	70,575	96,445
61020	Salaries Part-Time	0	0	23,872	0
61040	Salaries Overtime	2,220	2,063	362	15,000
61100	Retirement-Employer Contribution	17,350	31,949	19,790	26,960
61120	Medicare Insurance	1,227	1,834	1,385	1,275
61130	Health Insurance	14,755	17,974	11,509	4,695
61170	Retiree Health Benefits	2,861	3,194	0	0
61180	Worker Compensation Insurance	981	2,048	2,209	3,485
	SUBTOTAL PERSONNEL	<u>122,455</u>	<u>184,766</u>	<u>129,702</u>	<u>147,860</u>
62251	Other Agency Services	966	981	745	3,000
62300	Contract Services - Professional	1,751,111	1,664,970	1,293,692	1,482,000
	SUBTOTAL CONTRACTUAL	<u>1,752,077</u>	<u>1,665,951</u>	<u>1,294,436</u>	<u>1,485,000</u>
63001	Miscellaneous Operating Expenses	1,986	8,589	9,034	4,605
	SUBTOTAL COMMODITIES	<u>1,986</u>	<u>8,589</u>	<u>9,034</u>	<u>4,605</u>
65040	Computer Services	20	20	20	0
65050	Info Tech Charges	700	700	700	720
65100	Liability Charges	1,160	1,160	1,160	1,160
65400	Indirect Costs	7,029	12,490	9,186	9,600
	SUBTOTAL FIXED CHARGES	<u>8,909</u>	<u>14,370</u>	<u>11,066</u>	<u>11,480</u>
66200	Building Improvement	0	0	0	260,695
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>260,695</u>
	TOTAL EXPENDITURES	<u><u>1,885,428</u></u>	<u><u>1,873,676</u></u>	<u><u>1,444,238</u></u>	<u><u>1,909,640</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
1720	Management Analyst	0.50		0.50	
1200	Management Aide	0.00		0.00	
2653	Downtown Development Liason	0.50		0.00	
0550	Economic Development Specialist	0.00		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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	210,074	512,036	661,631	537,105
61040	Salaries Overtime	381,805	254,180	271,663	422,690
61100	Retirement-Employer Contribution	74,657	223,725	74,676	53,250
61120	Medicare Insurance	4,146	10,326	12,183	7,790
61130	Health Insurance	30,985	76,994	89,096	81,010
61170	Retiree Health Benefits	0	3,253	0	4,030
61180	Worker Compensation Insurance	16,791	41,656	58,821	54,785
	SUBTOTAL PERSONNEL	<u>718,457</u>	<u>1,122,171</u>	<u>1,168,070</u>	<u>1,160,660</u>
62000	Utilities	0	9,200	9,549	5,000
62300	Contract Services - Professional	7,428	513,625	508,068	1,328,100
	SUBTOTAL CONTRACTUAL	<u>7,428</u>	<u>522,826</u>	<u>517,617</u>	<u>1,333,100</u>
65205	Internal Charges to Departments	34,272	20,419	0	0
65400	Indirect Costs	20,179	74,944	90,456	83,380
	SUBTOTAL FIXED CHARGES	<u>54,452</u>	<u>95,363</u>	<u>90,456</u>	<u>83,380</u>
66200	Building Improvement	118,834	204,311	51,233	3,000,000
66220	Improvements Other Than Building	0	48,619	0	0
	SUBTOTAL CAPITAL	<u>118,834</u>	<u>252,930</u>	<u>51,233</u>	<u>3,000,000</u>
	TOTAL EXPENDITURES	<u><u>899,170</u></u>	<u><u>1,993,290</u></u>	<u><u>1,827,377</u></u>	<u><u>5,577,140</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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 FUND
RESOURCE SUMMARY**

SANITARY SEWER SERVICES - PWA

ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES				
50001 Prior Year Carry Forward	0	0	800,667	136,830
53721 NPDES Sewer	210,342	229,703	245,000	249,965
53733 Lateral Repair	395,119	446,479	460,262	524,000
53734 FOG Program	198,377	218,361	225,184	292,500
53902 Misc Service Charge	4,034,424	4,413,987	4,649,335	5,889,405
57010 Miscellaneous Recoveries	5,131	0	3,907	500
57993 Write Off Collections	(3,745)	(5,871)	0	0
58000 Earning On Investments	64,499	70,935	50,385	40,000
TOTAL REVENUES	<u>4,904,149</u>	<u>5,373,594</u>	<u>6,434,740</u>	<u>7,133,200</u>
EXPENDITURES				
05617019 Sewer Interfund Transfer	210,342	229,703	245,000	249,965
05617640 Sanitary Sewer Service	4,992,223	4,335,640	6,502,383	6,883,235
TOTAL EXPENDITURES	<u>5,202,565</u>	<u>4,565,343</u>	<u>6,747,383</u>	<u>7,133,200</u>
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000 Personnel	1,682,399	1,775,754	1,968,665	2,443,175
62000 Contractual	1,167,078	1,136,750	2,771,216	2,620,850
63000 Commodities	364,774	312,182	360,111	407,960
65000 Fixed Charges	728,030	747,197	776,668	705,095
66000 Capital	1,049,941	363,757	594,568	675,000
68000 Transfers	210,342	229,703	276,155	281,120
TOTAL	<u>5,202,565</u>	<u>4,565,343</u>	<u>6,747,383</u>	<u>7,133,200</u>
Job Code	ADOPTED FY 17-18		ADOPTED FY 18-19	
AUTHORIZED PERSONNEL	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	
07776 Senior Water Services Supervisor	0.50		0.50	
07750 Water Services Crew Leader	0.75		0.75	
07765 Water Services Quality Inspector	2.00		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	
09260 Sr. Maintenance Worker, P/T		3.00		3.00
TOTAL	<u>16.95</u>	<u>3.00</u>	<u>16.95</u>	<u>3.00</u>

ENTERPRISE FUND

SANITARY SEWER SERVICES		ACCOUNTING UNIT			
Sewer Interfund Transfer		05617019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
68000-057	Transfer to Fund 057	210,342	229,703	245,000	249,965
	SUBTOTAL TRANSFERS	<u>210,342</u>	<u>229,703</u>	<u>245,000</u>	<u>249,965</u>
	TOTAL	<u><u>210,342</u></u>	<u><u>229,703</u></u>	<u><u>245,000</u></u>	<u><u>249,965</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 2017-18				
<ul style="list-style-type: none"> * Cleaned 488 miles of sewer * Inspected 450,000 feet of sewer main via CCTV * Responded to and corrected all clogages of City sewer infrastructure * Responded to 5 Sanitary Sewer Overflows (Public and private) * Replaced and repaired 100 sewer laterals * Rehabilitated 12,885 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 				
Action Plan for FY 2018-19				
<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 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of miles of sewer mains cleaned	142	488	285	380
# of sewer mains TV-inspected (in linear feet)	339,906	242,690	450,000	300,000
# of sewer main blockages cleared	7	5	4	0
# of sewer main laterals repaired/replaced	226	152	100	160
# of sewer main trouble spots cleaned	1,200	1,200	1,200	1,200
Linear feet of sewer mains rehabilitated	9,990	7,055	12,885	16,500
# of FOG Program Inspections Performed	242	394	450	600
% of sewer laterals repaired/rehabilitated within	75	75	80	100
% of sewer inquiries responded to customer within	100	100	100	100
% of emergency sewer lateral repairs completed within	100	100	100	100

ENTERPRISE FUND

SANITARY SEWER SERVICES		ACCOUNTING UNIT			
Sanitary Sewer Service		05617640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	1,048,949	1,054,516	1,147,898	1,334,975
61020	Salaries Part-Time	42,677	20,106	25,521	54,100
61040	Salaries Overtime	172,425	83,820	86,580	135,600
61100	Retirement-Employer Contribution	198,916	231,980	302,387	409,105
61110	Part-Time Retirement	1,593	733	957	0
61120	Medicare Insurance	17,993	16,644	18,212	20,140
61130	Health Insurance	219,256	228,695	253,325	300,685
61170	Retiree Health Benefits	(129,100)	28,482	0	0
61180	Worker Compensation Insurance	109,690	110,778	133,783	188,570
	SUBTOTAL PERSONNEL	1,682,399	1,775,754	1,968,665	2,443,175
62010	Communications	1,551	1,802	2,121	5,500
62120	Training, Transportation, Meeting	7,908	14,919	17,714	9,000
62140	Membership, Subscription & Dues	26,612	18,247	27,038	46,500
62300	Contract Services-Professional	1,123,562	1,101,781	2,724,343	2,558,850
62322	Maintenance & Repair Machinery & Equipment	7,446	0	0	1,000
	SUBTOTAL CONTRACTUAL	1,167,078	1,136,750	2,771,216	2,620,850
63001	Miscellaneous Operating Expenses	338,925	285,736	331,576	375,500
63300	Gas & Diesel	25,849	26,446	28,535	32,460
	SUBTOTAL COMMODITIES	364,774	312,182	360,111	407,960
65010	Rental City Equipment	159,063	144,488	152,150	125,150
65011	Equipment Replacement Charges	50,952	83,538	95,040	95,760
65012	Accident Repair & Replacement Charge	2,556	2,466	2,615	19,330
65240	Public Works Administrative Charges	418,816	418,815	418,815	331,295
65400	Indirect Costs	96,643	97,890	108,048	133,560
	SUBTOTAL FIXED CHARGES	728,030	747,197	776,668	705,095
66220	Improvements Other Than Building	558,701	224,500	0	0
66400	Machinery & Equipment	491,240	139,257	594,568	675,000
	SUBTOTAL CAPITAL	1,049,941	363,757	594,568	675,000
68000-059	Transfer to Fund 059	0	0	31,155	31,155
	SUBTOTAL TRANSFERS	0	0	31,155	31,155
	TOTAL	4,992,223	4,335,640	6,502,383	6,883,235

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	
07776	Senior Water Services Supervisor	0.50		0.50	
07750	Water Services Crew Leader	0.75		0.75	
07765	Water Services Quality Inspector	2.00		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	
09260	Sr. Maintenance Worker, P/T		3.00		3.00
	TOTAL	16.95	3.00	16.95	3.00

**ENTERPRISE FUND
RESOURCE SUMMARY**

FEDERAL CLEAN WATER PROTECTION ENTERPRISE - PWA					
ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
REVENUES					
50001 Prior Year Carry Forward	0	0	476,067	1,826,170	
50002 Prior Year Carry Forward-ENC	0	0	274,664	0	
53604 NPDES Public Improvement Plan Check	112,731	196,428	200,000	125,000	
53621 NPDES Building Permit	37,439	45,294	60,000	40,000	
53622 NPDES Plumbing Permit	35,507	40,380	30,000	20,000	
53623 NPDES Grading Permit	13,755	15,598	20,000	10,000	
53708 NPDES Sewer Lateral	6,721	7,841	1,500	1,500	
53711 NPDES Street Work Permit	155,498	191,127	200,000	125,000	
57000 Expense Reimbursement	3,034	10,100	0	0	
57010 Miscellaneous Recoveries	500	1,200	0	0	
57014 OC Flood Contribution	0	603,612	715,796	0	
57016 IRWD Contribution	0	73,674	87,493	0	
57017 City of Newport Beach Contribution	0	540,201	695,367	0	
58000 Earning On Investments	56,439	79,171	0	25,000	
59000-056 Transfer from Fund 056	210,342	229,703	245,000	249,965	
59000-060 Transfer from Fund 060	1,206,288	1,268,283	1,280,780	1,280,780	
59000-069 Transfer from Fund 069	971,027	789,179	925,000	1,010,000	
TOTAL REVENUES	<u>2,809,281</u>	<u>4,091,790</u>	<u>5,211,667</u>	<u>4,713,415</u>	
EXPENDITURES					
05717019 Fed Clean Water Interfund Transfer	0	0	200,000	200,000	
05717640 Fed Clean Water Protection Ent	2,880,513	3,098,417	3,319,457	4,513,415	
05717660 Delhi Conversion Project	0	1,246,603	1,271,430	0	
TOTAL EXPENDITURES	<u>2,880,513</u>	<u>4,345,020</u>	<u>4,790,887</u>	<u>4,713,415</u>	
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
61000 Personnel	734,456	773,704	929,771	1,436,775	
62000 Contractual	1,808,921	1,268,305	1,306,500	1,896,510	
63000 Commodities	6,695	3,838	4,750	46,910	
65000 Fixed Charges	294,771	294,234	318,435	288,220	
66000 Capital	35,670	2,004,939	2,031,430	845,000	
68000 Transfers	0	0	200,000	200,000	
TOTAL	<u>2,880,513</u>	<u>4,345,020</u>	<u>4,790,887</u>	<u>4,713,415</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		2.60		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	
00115 Stormwater Coordinator		1.00		1.00	
07795 Water Services Production Supervisor		0.05		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>8.00</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
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 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 inspections of public works and private construction projects during dry and wet season per NPDES permit * Conduct municipal inspections of City-owned facilities 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. * 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 NPDES Program. * Determine future course of action for compliance with new Statewide Trash Provision regulations. * Install 547 Connector Pipe Screen (CPS) units in stormwater catch basins to capture trash as required by the new Statewide Trash Provisions. * Develop web-based Commercial and Industrial Facility Inspection Database * Conduct municipal inspections to verify structural stormwater Best Management Practices (BMPs) are built and maintained properly per NPDES permit requirements. * Pursue grant opportunities for stormwater projects. 				
Action Plan for FY 2018-19				
<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 inspections of public works and private construction projects during dry and wet season per NPDES permit requirements. * Conduct municipal inspections of City-owned facilities 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. * Complete Santa Ana-Delhi Channel Diversion project. * Continue NPDES permit public outreach and education. * Assist in the development of a multi-agency trash pilot study in the Santa Ana-Delhi subwatershed * Implement NPDES Fee Study to analyze future NPDES compliance requirements and potential funding sources for NPDES NPDES Program. * Continue work plan to comply with new Statewide Trash Provision regulations. * Conduct municipal inspections to verify structural stormwater Best Management Practices (BMPs) are built and maintained properly per NPDES permit requirements. * Pursue grant opportunities for stormwater projects. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
Miles of channels cleaned	8	8	8	8
# of catch basins inspected	1,500	1,500	1,500	1,500
# of catch basins cleaned	2,000	1,500	1,500	1,500
# Illegal discharge incidents investigated/remediated	50	33	65	50
# of industrial sites inspected	500	314	325	400
# of commercial sites inspected	400	608	630	680
# of meetings attended as co-permittee	30	36	45	45
# of capital improvement projects inspected	20	13	14	15
# of private construction projects inspected	50	44	66	70
# of (re)development sites inspected for WQMP verification	21	11	23	30

ENTERPRISE FUND

FEDERAL CLEAN WATER PROTECTION ENTERPRISE		ACCOUNTING UNIT			
Fed Clean Water Protection Ent		05717640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	517,537	503,490	603,007	898,590
61020	Salaries Part-Time	15,242	9,259	16,111	16,165
61040	Salaries Overtime	37,794	20,749	14,060	50,000
61100	Retirement-Employer Contribution	102,060	118,822	176,575	274,615
61110	Part-Time Retirement	572	344	604	0
61120	Medicare Insurance	7,739	7,620	9,238	13,265
61130	Health Insurance	90,340	84,989	92,485	147,735
61170	Retiree Health Benefits	(52,180)	12,705	0	0
61180	Worker Compensation Insurance	15,353	15,725	17,692	36,405
	SUBTOTAL PERSONNEL	734,456	773,704	929,771	1,436,775
62010	Communications	1,838	1,959	2,000	4,000
62120	Training, Transportation, Meeting	517	3,047	3,000	15,000
62140	Membership, Subscription & Dues	1,123	1,360	1,500	0
62300	Contract Services-Professional	1,805,444	1,261,939	1,300,000	1,877,510
	SUBTOTAL CONTRACTUAL	1,808,921	1,268,305	1,306,500	1,896,510
63001	Miscellaneous Operating Expenses	5,103	2,334	2,500	44,500
63300	Gas & Diesel	1,592	1,504	2,250	2,410
	SUBTOTAL COMMODITIES	6,695	3,838	4,750	46,910
65010	Rental City Equipment	18,732	19,284	27,660	19,285
65011	Equipment Replacement Charges	0	0	7,800	0
65012	Accident Repair & Replacement Charge	1,440	1,440	2,160	1,010
65100	Liability Charges	26,419	28,890	28,885	29,355
65205	Internal Departments Personnel Charges	8,261	525	0	0
65240	Public Works Administrative Charges	199,013	199,015	199,015	154,060
65400	Indirect Costs	40,906	45,080	52,915	84,510
	SUBTOTAL FIXED CHARGES	294,771	294,234	318,435	288,220
66220	Improvements Other Than Building	35,670	758,336	760,000	745,000
66400	Machinery & Equipment	0	0	0	100,000
	SUBTOTAL CAPITAL	35,670	758,336	760,000	845,000
	TOTAL	2,880,513	3,098,417	3,319,457	4,513,415

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	2.60		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	
00115	Stormwater Coordinator	1.00		1.00	
07795	Water Services Production Supervisor	0.05		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	8.00	1.00	8.00	1.00

ENTERPRISE FUND

FEDERAL CLEAN WATER PROTECTION ENTERPRISE		ACCOUNTING UNIT			
Delhi Conversion Project		05717660			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
66220	Improvements Other Than Building	0	1,246,603	1,271,430	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>1,246,603</u>	<u>1,271,430</u>	<u>0</u>
	TOTAL	<u><u>0</u></u>	<u><u>1,246,603</u></u>	<u><u>1,271,430</u></u>	<u><u>0</u></u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

WATER ENTERPRISE - PWA

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50001	Prior Year Carry Forward	0	0	86,452	3,121,590
50002	Prior Year Carry Forward-ENC	0	0	665,837	0
53709	Connection Charge	88,829	90,378	91,429	0
53712	Water Sales - Regular	39,223,040	41,218,078	41,441,975	44,422,890
53713	Fireline Service Charge	337,530	359,852	370,498	378,480
53714	Basic Service Charge	5,968,614	7,157,958	8,124,260	8,647,110
53715	Re-Connection Charge	78,656	41,360	110,307	75,000
53716	After Hours Service Charge	8,361	7,613	10,219	7,450
53717	Tag Fee	158,085	107,712	166,953	150,000
53720	Penalties & Service Charge	956,468	1,179,256	949,940	720,000
53722	NPDES Water	1,206,288	1,268,283	1,358,855	1,280,780
53725	Water Sales - Miscellaneous	425	25,776	7,235	53,500
53735	Water Sales - Recycled Water	0	0	0	251,400
53736	Basic Service Charge - Recycled Water	0	0	0	73,500
57006	Expense Reimbursement-Condemn Deposit	2,738	3,979	4,249	0
57010	Miscellaneous Recoveries	4,927	164,590	21,564	0
57011	Miscellaneous Cost Refunds	5,153	1,625	0	0
57363	Cell Tower Lease Agreement	57,054	17,324	18,898	18,800
57960	Rental of Property	187,500	0	362,347	237,125
57993	Write Off Collections	(6,367)	(33,359)	120,244	0
58000	Earning On Investments	237,821	396,225	343,076	150,000
58001	Stale Dated Checks	4,789	18,451	0	0
58002	Net Increase (Decrease) In Fair Value of Investment	215,454	(397,363)	0	0
58003	Investment Income-Debt Service	0	50	0	0
	TOTAL REVENUES	<u>48,735,363</u>	<u>51,627,786</u>	<u>54,254,338</u>	<u>59,587,625</u>
EXPENDITURES					
06017019	Water Interfund Transfer	4,445,198	4,704,064	5,680,780	4,280,780
06017020	Water Debt Service	676,436	610,362	1,465,456	1,360,575
06017640	Water Uty Wtr Prod & Supply	21,435,623	25,238,245	27,911,189	31,978,070
06017641	Water System Maint	3,719,889	4,106,422	5,441,379	6,243,875
06017642	Water-Misc Expenses	9,178,970	6,871,969	6,808,182	6,820,055
06017644	Water Quality	2,221,884	2,314,598	3,003,400	1,690,710
06017645	Water Admin/Engineering	3,258,612	3,759,969	3,943,952	4,868,195
06017646	Water Meter Services	0	0	0	1,979,320
06017647	Recycled Water	0	0	0	366,045
	TOTAL EXPENDITURES	<u>44,936,611</u>	<u>47,605,629</u>	<u>54,254,338</u>	<u>59,587,625</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	4,359,998	4,992,832	5,225,788	7,365,920
62000	Contractual	12,716,181	15,830,132	17,825,263	21,559,315
63000	Commodities	9,404,672	10,235,028	10,828,979	12,417,995
65000	Fixed Charges	13,055,407	10,832,905	10,846,735	10,711,660
66000	Capital	283,516	381,944	2,334,958	1,845,000
67000	Debt Service	671,640	607,998	1,480,681	1,375,800
68000	Transfers	4,445,198	4,724,791	5,711,935	4,311,935
69000	Reserve for Appropriations				0
	TOTAL	<u>44,936,611</u>	<u>47,605,629</u>	<u>54,254,338</u>	<u>59,587,625</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

WATER ENTERPRISE - PWA					
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
02100	Assistant Engineer II	0.50		0.50	
04125	Assistant Instrument Technician	1.00		2.00	
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	
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	2.00		2.00	
07770	Water Services Quality Supervisor	1.00		1.00	
07775	Water Services Supervisor	2.25		2.25	
07795	Water Services Production Supervisor	0.95		0.95	
07780	Water Services Utility Inspector	1.00		2.00	
07790	Water Services Worker II	6.00		6.00	
TBD3	Water Systems Electrician	0.00		2.00	
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>39.65</u>	<u>18.00</u>	<u>43.65</u>	<u>18.00</u>

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Interfund Transfer		06017019			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
68000-057	Transfer to Fund 057	1,206,288	1,268,283	1,280,780	1,280,780
68000-066	Transfer to Fund 066	3,238,910	3,435,781	4,400,000	3,000,000
	SUBTOTAL TRANSFERS	<u>4,445,198</u>	<u>4,704,064</u>	<u>5,680,780</u>	<u>4,280,780</u>
	TOTAL	<u><u>4,445,198</u></u>	<u><u>4,704,064</u></u>	<u><u>5,680,780</u></u>	<u><u>4,280,780</u></u>

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Debt Service		06017020			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62300	Contract Services-Professional	2,250	0	2,500	2,500
62401	Trustee Fee	<u>2,546</u>	<u>2,364</u>	<u>3,000</u>	<u>3,000</u>
	SUBTOTAL CONTRACTUAL	4,796	2,364	5,500	5,500
67000	Loan Payment OCWD	0	0	99,935	0
67110	Interest-Debt Services	13,116	6,522	(1,504)	0
67300	Bond Principal	0	0	685,000	710,000
67310	Bond Interest	<u>658,524</u>	<u>601,476</u>	<u>676,525</u>	<u>645,075</u>
	SUBTOTAL DEBT SERVICE	671,640	607,998	1,459,956	1,355,075
	TOTAL	<u>676,436</u>	<u>610,362</u>	<u>1,465,456</u>	<u>1,360,575</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 2017-18				
<ul style="list-style-type: none"> * Completed construction of Walnut Pump Station * Completed functional specifications for Well 40 * Completed Well 22, 30, 32, 37 & 40 casing evaluation * Rehabilitated Wells 30, 37 & 40 * Replaced pumps & motors at Wells 29, 30, 37, Maxine sewer lift station, Walnut Pump Station and Garthe Pump Station boosters 4 & 5 * Replaced chlorine generation units at Wells 27, 28, 31, 34, 35, 36, 37, 39 & Walnut Pump Station * Completed motor control center upgrades at Well 40 * Upgraded communication & control panels at Wells 27, 28, 29, 31 and MET Connection SA-2 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Complete functional specifications for Well 16, 29, 33 & Walnut Pump Station * Perform Well 18, 24 & 36 casing evaluations * Rehabilitate Wells 18, 22, 24, 32 & 36 * Replaced pumps & motors at Wells 18, 21, 24 and Segerstrom sewer lift station * Replace chlorine generation units at West Pump Station, Walnut Pump Station, Cambridge Pump Station and Well 38 * Perform motor control center upgrades at Well 16, 24, 29, 39, Crooke Pump Station and Cambridge Pump Station * Upgrade communication & control panels at Well 16, 24, 29, Crooke Pump Station and Cambridge Pump Station 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of gallons produced per day from wells	26.1	22.4	22.8	23.3
# of gallons imported per day (in millions)	7	7.3	7.6	7.8
# of water system stations monitored (RTU)	40	40	40	40
Effectiveness				
# of in-service reservoir inspections performed	10	10	10	10
# of customer water service interruptions due to	0	0	0	0
% of adherence to the Orange County Basin	100	100	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Uty Wtr Prod & Supply		06017640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	764,249	718,894	628,851	1,116,730
61020	Salaries Part-Time	45,033	56,762	60,743	73,950
61040	Salaries Overtime	94,183	92,754	170,244	90,000
61100	Retirement-Employer Contribution	146,433	137,660	162,071	329,030
61110	Part-Time Retirement	1,685	2,123	2,278	0
61120	Medicare Insurance	12,671	11,781	11,780	16,585
61130	Health Insurance	137,887	113,879	98,153	210,670
61170	Retiree Health Benefits	(53,561)	12,042	0	0
61180	Worker Compensation Insurance	70,883	67,394	58,662	121,135
	SUBTOTAL PERSONNEL	<u>1,219,464</u>	<u>1,213,288</u>	<u>1,192,781</u>	<u>1,958,100</u>
62000	Utilities	2,211,567	1,880,297	1,257,480	1,975,250
62010	Communications	41,545	44,795	46,508	45,000
62120	Training, Transportation, Meeting	29,031	19,970	23,538	41,160
62140	Membership, Subscription & Dues	109,733	125,022	173,895	192,010
62300	Contract Services-Professional	8,430,061	11,574,654	13,528,885	15,143,485
62320	Maintenance & Repair Buildings & Ground	17,851	2,884	36,724	50,000
62321	Maintenance & Repair Improvement	0	0	0	25,000
62322	Maintenance & Repair Machinery & Equipment	1,837	0	991	31,000
62500	Rent Payments	0	0	0	232,380
	SUBTOTAL CONTRACTUAL	<u>10,841,624</u>	<u>13,647,622</u>	<u>15,068,021</u>	<u>17,735,285</u>
63001	Miscellaneous Operating Expenses	8,361,951	9,170,489	9,681,187	10,409,395
63300	Gas & Diesel	15,489	13,592	17,519	21,280
	SUBTOTAL COMMODITIES	<u>8,377,440</u>	<u>9,184,081</u>	<u>9,698,706</u>	<u>10,430,675</u>
65010	Rental City Equipment	40,584	45,292	42,480	58,405
65011	Equipment Replacement Charges	0	24,696	24,430	38,830
65012	Accident Repair & Replacement Charge	3,060	3,315	3,060	2,400
65050	Info Tech Charges	517,480	517,480	517,480	517,480
65100	Liability Charges	367,272	402,305	401,550	408,080
65400	Indirect Costs	68,699	73,144	71,956	108,090
	SUBTOTAL FIXED CHARGES	<u>997,095</u>	<u>1,066,232</u>	<u>1,060,956</u>	<u>1,133,285</u>
66400	Machinery & Equipment	0	106,294	870,000	700,000
	SUBTOTAL CAPITAL	<u>0</u>	<u>106,294</u>	<u>870,000</u>	<u>700,000</u>
67200	Principal-Capital Lease	0	0	20,725	20,725
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>20,725</u>	<u>20,725</u>
68000-051	Transfer to Fund 051	0	20,726	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>20,726</u>	<u>0</u>	<u>0</u>
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>21,435,623</u></u>	<u><u>25,238,245</u></u>	<u><u>27,911,189</u></u>	<u><u>31,978,070</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
04125	Assistant Instrument Technician	1.00		2.00	
04130	Instrument Technician	1.00		1.00	
02129	Principal Civil Engineer (MM)	0.20		0.20	
04410	Water Resources Manager (MM)	0.50		0.50	
07795	Water Services Production Supervisor	0.95		0.95	
TBD3	Water Systems Electrician	0.00		2.00	
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	<u>9.15</u>	<u>4.00</u>	<u>12.15</u>	<u>4.00</u>

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 2017-18				
<ul style="list-style-type: none"> * Repaired 111 main breaks/leaks with minimal disruption to customers * Exercised 1,244 gate valves * Performed maintenance on 1,992 fire hydrants * Renewed/Replaced 97 service lines * Repaired or replaced 35 gate valves * Repaired or replaced 71 fire hydrants 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Respond to and repair main breaks and leaks within 8 hours as required. * Continue replacement of two-inch and smaller water services. * Continue gate valve and fire hydrant maintenance programs. * Provide several neighborhood block water main replacements. * Continue assisting contractors and City forces with water main shutdowns. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of main breaks repaired	19	33	14	25
# of gate valves operated and checked	2,770	368	1,244	4,000
# of fire hydrants operated	3,214	2,780	1,992	4,850
# of fire hydrants painted	1,507	1,316	412	4,850
# of services repaired/replaced	247	180	97	200
# of fire hydrants repaired	127	71	71	200
# of gate valves repaired or replaced	41	6	35	55
Assist contractor/City forces with main shut-downs (in hours)	267	392	300	315
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 Water System Maint		ACCOUNTING UNIT 06017641			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	826,952	931,255	946,020	1,371,175
61020	Salaries Part-Time	20,867	33,292	21,288	56,770
61040	Salaries Overtime	198,701	169,234	154,135	135,000
61100	Retirement-Employer Contribution	166,470	212,345	267,516	384,570
61110	Part-Time Retirement	172	645	166	0
61120	Medicare Insurance	15,209	15,881	16,298	19,010
61130	Health Insurance	174,809	217,938	228,779	325,695
61170	Retiree Health Benefits	(95,382)	21,872	0	0
61180	Worker Compensation Insurance	95,699	106,653	107,100	179,395
	SUBTOTAL PERSONNEL	1,403,495	1,709,113	1,741,302	2,471,615
62010	Communications	12,682	12,665	17,709	20,000
62120	Training, Transportation, Meeting	15,396	16,690	23,407	20,000
62140	Membership, Subscription & Dues	2,842	1,913	4,805	41,055
62251	Other Agency Services	322	327	0	0
62300	Contract Services-Professional	656,725	536,452	822,782	765,260
62320	Maintenance & Repair Buildings & Ground	0	0	0	100,000
62322	Maintenance & Repair Machinery & Equipment	3,792	0	2,020	2,030
	SUBTOTAL CONTRACTUAL	691,759	568,047	870,722	948,345
63001	Miscellaneous Operating Expenses	432,481	482,772	570,646	651,875
63300	Gas & Diesel	52,673	52,869	50,816	71,140
	SUBTOTAL COMMODITIES	485,154	535,640	621,463	723,015
65010	Rental City Equipment	271,870	270,508	259,290	263,310
65011	Equipment Replacement Charges	74,648	98,071	114,625	137,760
65012	Accident Repair & Replacement Charge	5,076	4,701	5,255	4,825
65020	City Yard Rental	196,540	208,015	208,015	208,015
65050	Info Tech Charges	129,200	129,200	129,200	129,200
65100	Liability Charges	193,474	211,505	211,530	214,970
65400	Indirect Costs	80,044	95,972	93,865	126,665
	SUBTOTAL FIXED CHARGES	950,852	1,017,972	1,021,780	1,084,745
66400	Machinery & Equipment	188,630	275,650	1,154,958	985,000
	SUBTOTAL CAPITAL	188,630	275,650	1,154,958	985,000
	SUBTOTAL DEBT SERVICE	0	0	0	0
68000-059	Transfer to Fund 059	0	0	31,155	31,155
	SUBTOTAL TRANSFERS	0	0	31,155	31,155
	SUBTOTAL MISCELLANEOUS	0	0	0	0
	TOTAL	3,719,889	4,106,422	5,441,379	6,243,875

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	2.25		1.25	
07780	Water Services Utility Inspector	0.00		2.00	
07790	Water Services Worker II	6.00		6.00	
09260	Sr. Maintenance Worker, P/T		3.00		3.00
	TOTAL	14.75	3.00	15.75	3.00

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water-Misc Expenses		06017642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
62000	Utilities	0	3,138	2,175	0
62251	Other Agency Services	0	77,943	15,117	29,165
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>81,081</u>	<u>17,292</u>	<u>29,165</u>
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
65040	Computer Services Charge	298,425	298,425	298,425	0
65050	Info Tech Charges	0	0	0	298,425
65220	Treasury/Accounting Charges	1,954,545	1,954,545	1,954,545	1,954,545
65500	General Fund Overhead	6,926,000	4,537,918	4,537,920	4,537,920
	SUBTOTAL FIXED CHARGES	<u>9,178,970</u>	<u>6,790,888</u>	<u>6,790,890</u>	<u>6,790,890</u>
	TOTAL	<u><u>9,178,970</u></u>	<u><u>6,871,969</u></u>	<u><u>6,808,182</u></u>	<u><u>6,820,055</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA Water Quality	PROGRAM 06017644			
Statement of Purpose				
<p style="text-align: center;"><i>Provide a safe and reliable water supply, protection of the water and sewer infrastructure, and water use efficiency and education</i></p> <p>The water quality monitoring program includes achieving 100% compliance with the regulations and monitoring schedules established by</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Won Best Tasting Municipal Water in USA at annual Berkley Springs International Water Tasting * Coordinated and implemented Student Poster Contest * Expanded Water Resources Community Outreach Program * Completed MWD Turf Removal Study 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Perform lead sampling for all public k-12 schools in service area * Continue providing water use efficiency materials and educational information via the Water Resources Community Outreach Program * Promote awareness of the high quality and award winning tap water to our customers * Enhance the "Fill it From the Tap" campaign * Expand cross connection inspection programs * Incorporate the fire hydrant construction water meter program within the cross connection program 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of water samples performed	11,000	12,849	11,000	13,000
# of water quality reports mailed	15	15	15	15
# of backflow tests reviewed	5,300	5,400	5,500	6,000
# of students educated	11,000	11,867	13,000	14,000
# of water conservation calls responded to	450	250	250	300
# of water audits performed	100	250	250	250
# of WRCOP events participated in	100	62	65	80
Efficiency				
% of water quality-related calls responded to in less than 4 hours	100	100	100	100
% of initial passing backflow tests completed per year	100	100	100	100
% of water conservation calls responded to in less than 4 hours	90	90	90	90

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Quality		06017644			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	707,784	719,838	676,868	374,560
61020	Salaries Part-Time	31,543	40,023	67,987	64,525
61040	Salaries Overtime	121,643	93,904	103,037	200,000
61100	Retirement-Employer Contribution	135,754	150,829	185,162	116,635
61110	Part-Time Retirement	588	1,271	2,550	0
61120	Medicare Insurance	10,905	10,208	10,525	6,365
61130	Health Insurance	127,128	117,920	123,338	68,140
61170	Retiree Health Benefits	(72,664)	15,467	0	0
61180	Worker Compensation Insurance	86,246	87,223	88,035	52,365
	SUBTOTAL PERSONNEL	<u>1,148,925</u>	<u>1,236,683</u>	<u>1,257,500</u>	<u>882,590</u>
62010	Communications	6,753	7,505	8,587	4,500
62120	Training, Transportation, Meeting	6,976	8,103	13,810	3,275
62140	Membership, Subscription & Dues	22,427	21,267	20,941	18,915
62300	Contract Services-Professional	220,238	319,830	816,726	310,590
62322	Maintenance & Repair Machinery & Equipment	7,003	0	0	3,020
	SUBTOTAL CONTRACTUAL	<u>263,398</u>	<u>356,704</u>	<u>860,065</u>	<u>340,300</u>
63001	Miscellaneous Operating Expenses	474,116	468,950	424,440	201,900
63300	Gas & Diesel	13,797	14,229	14,255	3,565
	SUBTOTAL COMMODITIES	<u>487,913</u>	<u>483,179</u>	<u>438,695</u>	<u>205,465</u>
65010	Rental City Equipment	40,336	34,248	34,250	12,685
65011	Equipment Replacement Charges	22,707	30,096	30,095	13,510
65012	Accident Repair & Replacement Charge	3,864	3,024	3,025	730
65050	Info Tech Charges	45,675	45,675	45,675	45,675
65100	Liability Charges	48,393	52,845	52,910	53,770
65400	Indirect Costs	65,786	72,143	71,186	55,985
	SUBTOTAL FIXED CHARGES	<u>226,761</u>	<u>238,031</u>	<u>237,141</u>	<u>182,355</u>
66400	Machinery & Equipment	94,887	0	210,000	80,000
	SUBTOTAL CAPITAL	<u>94,887</u>	<u>0</u>	<u>210,000</u>	<u>80,000</u>
	TOTAL	<u><u>2,221,884</u></u>	<u><u>2,314,598</u></u>	<u><u>3,003,400</u></u>	<u><u>1,690,710</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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		0.00	
07760	Water Services Quality Coordinator	1.00		1.00	
07765	Water Services Quality Inspector	2.00		1.50	
07770	Water Services Quality Supervisor	1.00		1.00	
07780	Water Services Utility Inspector	1.00		0.00	
09260	Sr. Maintenance Worker, P/T		3.00		0.00
09960	Water Conservation Representative, P/T		4.00		4.00
	TOTAL	<u>9.25</u>	<u>7.00</u>	<u>3.75</u>	<u>4.00</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA	PROGRAM			
Water Administration & Engineering	06017645			
Statement of Purpose				
<p><i>Ensure proper maintenance of the City's water facilities, and provide for the planned expansion of the water and wastewater systems to keep pace with anticipated growth and redevelopment.</i></p> <p>Administration and Engineering are responsible for developing and effectively managing the City's water resources and sewer programs. This activity is also responsible for developing and planning new capital projects, coordinating the water and sewer system replacement priorities, protecting water quality and supply, managing deferred maintenance systems, updating and managing the digital map records of all water and sewer system infrastructure components, and promoting customer awareness of conservation methods and the City's water goals for a first-rate infrastructure.</p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Planned 16 water and sewer main replacement projects * Supported installation of 9 sodium hypochlorite onsite generation unit replacements * Completed unidirectional flushing program development * Completed Water System Master Plan * Applied for recycled water, potable water and wastewater grants * Completed State Mandated Water Loss Audit for FY 2016-2017 * Began implementation of a comprehensive safety program for Water Resources Staff. * Procured 10 maintenance vehicles for water maintenance, sewer maintenance, production and quality sections * Completed Sewer System Management Plan Audit * Completed purchase of 651 E. Washington Lot for a future well site * Completed purchase of 202 S. Flower Lot for a future well site 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Plan water and sewer main replacement projects * Continue Sodium Hypochlorite Onsite Generation Unit Replacements * Complete Water Loss Audit FY 2017-2018 analysis * Plan implementation of Unidirectional Flushing Program * Continue to integrate the water and sewer maintenance programs into CMMS * Complete Recycled Water Master Plan * Complete Alternative Energy Feasibility Study * Plan pilot Water Main Lining Project * Begin development of Electrical Safety Program 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
Footage of newly constructed water & sewer main mapped in GIS	7,020	43,312	20,000	20,000
Capital Improvement Projects Planned	17	9	16	10
# of maintenance staff supported	50	60	60	63
# of maintenance program contracts administered	32	39	43	53
# of Requests for Proposals and Invitation for Bids issued	12	25	20	15
# of maintenance development training exercised performed	6	22	20	20
Efficiency				
% of staff assistance requests addressed within 48 hours	100	100	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Admin/Engineering		06017645			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	424,497	538,120	655,598	753,870
61020	Salaries Part-Time	54,101	50,864	46,981	68,860
61040	Salaries Overtime	14,030	9,816	13,739	15,130
61100	Retirement-Employer Contribution	84,319	129,983	195,645	232,460
61110	Part-Time Retirement	2,029	1,907	1,762	0
61120	Medicare Insurance	7,046	8,553	10,208	11,930
61130	Health Insurance	52,442	73,145	96,700	117,435
61170	Retiree Health Benefits	(56,615)	13,925	0	0
61180	Worker Compensation Insurance	6,267	7,433	13,572	26,590
	SUBTOTAL PERSONNEL	588,114	833,747	1,034,205	1,226,275
62010	Communications	6,653	7,399	9,067	6,555
62120	Training, Transportation, Meeting	5,180	7,181	1,911	8,070
62140	Membership, Subscription & Dues	5,182	12,596	20,396	15,635
62251	Other Agency Services	264	268	0	0
62300	Contract Services-Professional	894,402	1,143,952	972,289	1,942,910
62322	Maintenance & Repair Machinery & Equipment	2,760	2,861	0	5,050
62600	Parking Validation	164	57	0	0
	SUBTOTAL CONTRACTUAL	914,604	1,174,314	1,003,664	1,978,220
63001	Miscellaneous Operating Expenses	51,773	28,387	65,824	141,965
63300	Gas & Diesel	2,392	3,739	4,291	4,205
	SUBTOTAL COMMODITIES	54,165	32,126	70,115	146,170
65010	Rental City Equipment	15,996	14,640	17,125	13,990
65011	Equipment Replacement Charges	8,472	8,472	12,370	13,190
65012	Accident Repair & Replacement Charge	1,368	1,296	1,630	1,105
65050	Info Tech Charges	81,780	81,780	81,780	81,780
65100	Liability Charges	71,536	78,100	78,215	79,485
65240	Public Works Administrative Charges	1,484,894	1,484,895	1,484,895	1,174,585
65400	Indirect Costs	37,683	50,599	59,953	73,395
	SUBTOTAL FIXED CHARGES	1,701,729	1,719,782	1,735,968	1,437,530
66400	Machinery & Equipment	0	0	100,000	80,000
	SUBTOTAL CAPITAL	0	0	100,000	80,000
	TOTAL	<u>3,258,612</u>	<u>3,759,969</u>	<u>3,943,952</u>	<u>4,868,195</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		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	<u>6.50</u>	<u>4.00</u>	<u>6.50</u>	<u>4.00</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA	PROGRAM			
Water Meter Services	06017646			
Statement of Purpose				
<p><i>Provide a safe and reliable water supply through the accurate measurement of water supplied to the</i></p> <p>The water meter services program provides for the selection, installation, testing, repair and maintainamce of the</p> <p><i>Previously part of the Water Quality & Measurement Program 06017644.</i></p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Replaced 12 water meter vaults * Completed AMI Feasibility Study * Replaced 1,580 meters 2" and smaller * Replaced 15 large meters 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continue to evaluate AMI program development * Continue small meter replacement program * Continue meter vault replacement program * Impliment large meter testing program * Expand use of field data acquisition technology 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
% of difference between production and sales	5	4	4.4	4
# of 1" and smaller meters replaced	1,527	1,476	1,520	2,000
# of 1-1/2" and 2" meters replaced	54	51	60	190
# of 3" and larger meters replaced	15	12	15	30
# of registers replaced	22	20	25	25
# of curb stops (valves) replaced	585	546	520	600
# of lids, covers, boxes replaced	750	829	845	950
Efficiency				
% of meter related calls responded to in less than 4 hours	100	100	100	100

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Water Meter Services		06017646			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	0	415,225
61020	Salaries Part-Time	0	0	0	54,095
61100	Retirement-Employer Contribution	0	0	0	128,645
61120	Medicare Insurance	0	0	0	6,805
61130	Health Insurance	0	0	0	83,915
61180	Worker Compensation Insurance	0	0	0	68,540
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>757,225</u>
62010	Communications	0	0	0	4,500
62120	Training, Transportation, Meeting	0	0	0	3,275
62140	Membership, Subscription & Dues	0	0	0	3,000
62300	Contract Services-Professional	0	0	0	458,705
62322	Maintenance & Repair Machinery & Equipment	0	0	0	3,020
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>472,500</u>
63001	Miscellaneous Operating Expenses	0	0	0	658,525
63300	Gas & Diesel	0	0	0	12,305
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>670,830</u>
65010	Rental City Equipment	0	0	0	20,315
65011	Equipment Replacement Charges	0	0	0	16,080
65012	Accident Repair & Replacement Charge	0	0	0	1,260
65400	Indirect Costs	0	0	0	41,110
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>78,765</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,979,320</u></u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
07756	Water Services Meter Repairer II	0.00		4.00	
07775	Water Services Supervisor	0.00		1.00	
09260	Sr. Maintenance Worker, P/T		0.00		3.00
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>5.00</u>	<u>3.00</u>

ENTERPRISE FUNDS

WATER ENTERPRISE - PWA		PROGRAM			
Recycled Water		06017647			
Statement of Purpose					
<p><i>Provide a safe and reliable water supply through the proper administration, inspection, and testing, and expansion of</i></p> <p>The new Recycled Water Program will provide for approval, inspection, testing, administration and expansion of the City's recycled water users. The recycled water program includes achieving compliance with the regulations established by the State of California Department of Water Resources, the Orange County Health Care Agency and the Orange County Water District regarding the administration, quantification and reporting of recycled water use. The program promotes public health, water conservation and customer service through the identification of proper use of recycled water and potential future users of recycled water.</p>					
Accomplishments in FY 2017-18					
<ul style="list-style-type: none"> * Zero Notice of Violations from the State * Began Recycled Water Master Plan * Participated in County-wide recycled water guideline committee * Continued to perform recycled water site surveys at multiple facilities * Completed database of all recycled water premises within service area 					
Action Plan for FY 2018-19					
<ul style="list-style-type: none"> * Expand recycled water inspection programs * Expand use of field data acquisition technology * Begin to implement recommendations of Recycled Water Master Plan * Identify and work with potential recycled water conversion customers * Maintain 100% compliance with State and local regulations 					
PERFORMANCE MEASURES		Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level					
# of gallons of recycled water consumed (in millions)		55.7	106.9	97.8	100.0
# of recycled water site plans reviewed		No Data	No Data	No Data	0
# of recycled water users maintained in compliance		26	26	26	26
# of site activation inspections performed		0	0	0	0
# of site inspections performed		No Data	No Data	No Data	26
# of cross-connection tests performed		No Data	No Data	No Data	26
# of site supervisor trainings performed		No Data	No Data	No Data	26
Efficiency					
% of recycled water users maintained in compliance		100	100	100	100
% of irrigation accounts utilizing recycled water		2	2	2	5

ENTERPRISE FUND

WATER ENTERPRISE		ACCOUNTING UNIT			
Recycled Water		06017647			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	0	46,695
61100	Retirement-Employer Contribution	0	0	0	14,240
61120	Medicare Insurance	0	0	0	675
61130	Health Insurance	0	0	0	1,755
61180	Worker Compensation Insurance	0	0	0	6,750
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>70,115</u>
62300	Contract Services-Professional	0	0	0	50,000
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
63001	Miscellaneous Operating Expenses	0	0	0	241,840
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>241,840</u>
65400	Indirect Costs	0	0	0	4,090
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,090</u>
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>366,045</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
07765	Water Services Quality Inspector	0.00		0.50	
	TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.00</u>

CAPITAL FUNDS

Water Capital Construction	PROGRAM	Fund 066			
<p>PURPOSE: <i>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.</i></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>					
		<u>ACTUAL</u> <u>FY 15-16</u>	<u>ACTUAL</u> <u>FY 16-17</u>	<u>PROJECTED</u> <u>FY 17-18</u>	<u>ADOPTED</u> <u>FY 18-19</u>
REVENUES					
06617002 Water Utility Capital Expense					
50001	Prior Year Carry Forward	0	0	0	0
57011	Miscellaneous Cost Refunds	0	0	0	0
57701	Service Inst Cost Refunds	7,080	28,731	27,622	0
58002	Net Increase (Decrease) In Fair Value of Investment	124,215	(174,004)	0	0
58005	Investment Income-Trustee	6,551	13,477	0	0
59000-060	Transfer from Fund 060	3,238,910	3,435,781	4,400,000	3,000,000
TOTAL WATER CAPITAL CONSTRUCTION REVENUES		<u>3,376,756</u>	<u>3,303,985</u>	<u>4,427,622</u>	<u>3,000,000</u>
EXPENDITURES					
06617620 Water Bond Capital Projects					
66301	Water Capital Project	929,851	4,013,073	149,617	0
Subtotal Water Bond Capital Projects		<u>929,851</u>	<u>4,013,073</u>	<u>149,617</u>	<u>0</u>
06617647 Water Utility Capital Projects					
65205	Internal Departments Personnel Charges	237,906	370,299	669,171	0
62000	Land	0	0	1,086,497	0
66220	Improvements Other than Buildings	359,256	154,132	0	0
66301	Water Capital Project	2,870,279	3,898,326	3,108,910	2,450,000
69011	Reserve Appropriation	0	0	0	550,000
Subtotal Water Utility Capital Projects		<u>3,467,441</u>	<u>4,422,758</u>	<u>4,864,577</u>	<u>3,000,000</u>
TOTAL WATER CAPITAL CONSTRUCTION EXPENDITURES		<u>4,397,293</u>	<u>8,435,830</u>	<u>5,014,194</u>	<u>3,000,000</u>
PROJECTS					FY 18-19
Water Improvements					
Bristol Street Water Main Improvements Phase 4 - Warner to Saint Andrew					1,600,000
Cambridge Pump Station Entry Improvements					250,000
Washington Well Site Improvements					250,000
Subtotal Water Improvements					<u>2,100,000</u>
Facility Improvements					
East Station Security Fencing Improvements					250,000
SA-2 Vault Improvements					100,000
Subtotal Facility Improvements					<u>350,000</u>
TOTAL WATER CAPITAL CONSTRUCTION PROJECTS					<u>2,450,000</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANTA ANA REGIONAL TRANSPORTATION CENTER - PWA				
ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES				
53801 Common Area Maintenance (CAM) Costs	0	0	49,432	112,000
53802 S A WORK Center User Fee	138,770	146,556	146,556	0
53803 Rental-Conference Room	0	550	0	1,500
53805 Rental-Tres Estrellas De Oro	51,167	98,039	82,630	84,825
53808 Rental-Amtrak	34,843	34,930	34,843	43,540
53809 Rental-Lee Gift Shop	13,077	16,086	12,442	12,885
53810 Rental-Greyhound	85,768	83,636	78,652	79,020
53812 Rental-County of Orange	143,017	122,898	0	0
53813 Rental-EDD/State of CA	89,388	81,939	89,388	0
53815 Concession-Taxi Stand	26,175	5,550	6,156	6,155
53818 Concession-Vending Machines	4,369	651	900	900
53819 OCTA Rental	1,796	2,282	2,324	2,405
53821 Rental - International Bus Lines	0	0	44,050	55,525
57000 Expense Reimbursement	153	3,360	0	0
57990 Miscellaneous Income	4,078	5,410	2,000	1,500
58000 Earning On Investments	65	0	0	110
TOTAL REVENUES	<u>592,665</u>	<u>601,888</u>	<u>549,373</u>	<u>400,365</u>
EXPENDITURES				
06717650 PWA - SARTC Operations	814,184	766,858	1,459,282	1,839,680
TOTAL EXPENDITURES	<u>814,185</u>	<u>766,858</u>	<u>1,459,282</u>	<u>1,839,680</u>
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000 Personnel	0	0	137,839	143,655
62000 Contractual	744,234	689,608	1,160,017	1,552,735
63000 Commodities	6,193	10,001	10,201	180
65000 Fixed Charges	63,758	67,249	138,860	130,745
67000 Debt Service	0	0	12,365	12,365
TOTAL	<u>814,185</u>	<u>766,858</u>	<u>1,459,282</u>	<u>1,839,680</u>
Job Code	ADOPTED FY 17-18		ADOPTED FY 18-19	
AUTHORIZED PERSONNEL	Full Time	Part Time	Full Time	Part Time
00190 Administrative Services Manager (MM)	0.10		0.10	
02170 Executive Dir of Public Works (EM)	0.10		0.10	
06140 Projects Manager	0.10		0.10	
04340 Public Works Projects Specialist	0.40		0.40	
TOTAL	<u>0.70</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 2017-18				
<ul style="list-style-type: none"> * Complete air handler project * Market facility to attract new tenants * Research alternative funding sources * Prepare facility for Streetcar Project * Began construction on public restroom renovations 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Secure a property management firm to manage SARTC * Attract new tenants * Complete public restroom renovation project * Research alternative funding sources * Continue preparing facility for Streetcar Project * Provide new amenities (bike share, zip cars, etc.) * Continue making ADA improvements to common area * Pursue SARTC Master Plan 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Efficiency				
Annual cost for facility and landscape maintenance (\$)	682,075	526,417	1,244,971	1,590,654
Annual cost for security services (\$)	241,625	240,442	300,000	265,141
Effectiveness				
Annual lease revenue (\$)	726,835	595,687	240,866	1,736,740
Annual concession revenue (\$)	73,350	6,201	7,030	7,055
Annual CAM revenue (\$)		0	115,415	112,000

ENTERPRISE FUND

SANTA ANA REGIONAL TRANSPORTATION CENTER		ACCOUNTING UNIT			
PWA - SARTC Operations		06717650			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	0	0	95,668	95,445
61040	Salaries Overtime	0	0	96	0
61100	Retirement-Employer Contribution	0	0	24,946	29,105
61120	Medicare Insurance	0	0	1,344	1,385
61130	Health Insurance	0	0	13,509	14,360
61180	Worker Compensation Insurance	0	0	2,276	3,360
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>137,839</u>	<u>143,655</u>
62000	Utilities	183,428	168,785	156,390	156,390
62010	Communications	12,616	13,145	10,000	10,000
62120	Training, Transportation, Meeting	0	56	0	500
62300	Contract Services-Professional	307,680	366,310	629,090	522,000
62310	Janitorial & Housekeeping	122,385	19,818	178,571	184,890
62320	Maintenance & Repair Buildings & Ground	118,125	119,044	173,966	666,955
62322	Maintenance & Repair Machinery & Equipment	0	2,450	12,000	12,000
	SUBTOTAL CONTRACTUAL	<u>744,234</u>	<u>689,608</u>	<u>1,160,017</u>	<u>1,552,735</u>
63001	Miscellaneous Operating Expenses	6,193	10,001	7,500	180
63200	Operating Materials & Supplies Buildings/Grounds	0	0	2,701	0
	SUBTOTAL COMMODITIES	<u>6,193</u>	<u>10,001</u>	<u>10,201</u>	<u>180</u>
65000	Building Rental	0	0	75,000	75,000
65050	Info Tech Charges	10,080	10,080	10,080	10,080
65100	Liability Charges	1,068	955	1,170	1,185
65205	Internal Departments Personnel Charges	13,850	17,454	13,850	13,850
65240	Public Works Administrative Charges	38,760	38,760	38,760	30,630
	SUBTOTAL FIXED CHARGES	<u>63,758</u>	<u>67,249</u>	<u>138,860</u>	<u>130,745</u>
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
67003	Loan Payment OBF	0	0	12,365	12,365
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>12,365</u>	<u>12,365</u>
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>814,185</u>	<u>766,858</u>	<u>1,459,282</u>	<u>1,839,680</u>

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.10		0.10	
02170	Executive Dir of Public Works (EM)	0.10		0.10	
06140	Projects Manager	0.10		0.10	
04340	Public Works Projects Specialist	0.40		0.40	
	TOTAL	<u>0.70</u>	<u>0.00</u>	<u>0.70</u>	<u>0.00</u>

**ENTERPRISE FUND
RESOURCE SUMMARY**

SANITATION ENTERPRISE - PWA					
ACTIVITIES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
REVENUES					
50001 Prior Year Carry Forward	0	0	203,131	1,949,485	
50002 Prior Year Carry Forward-ENC	0	0	183,169	0	
53702 Graffiti Restitution-Courts	12,896	18,498	10,000	10,000	
53710 Abatement Control Charge	14,023	12,261	10,000	10,000	
53719 Sanitation Charge	7,926,650	7,344,347	7,000,000	5,500,000	
57010 Miscellaneous Recoveries	24,765	14,658	4,000	2,000	
57993 Write Off Collections	(5,381)	(5,639)	0	0	
58000 Earning On Investments	36,828	47,749	30,000	10,000	
59000-057 Transfer from Fund 057	0	0	200,000	200,000	
TOTAL REVENUES	<u>8,009,780</u>	<u>7,431,875</u>	<u>7,640,300</u>	<u>7,681,485</u>	
EXPENDITURES					
06817640 Pub Wks-Environment/Sanitation	1,878,285	1,318,231	1,475,430	1,583,605	
06817641 Pub Wks-Roadway Cleaning	1,198,311	2,578,821	2,965,546	3,418,995	
06817642 Graffiti Removal/Street Cleaning	1,326,569	176,613	0	0	
06817643 Pub Wks-Street Trees	2,523,436	2,679,809	3,019,324	2,678,885	
TOTAL EXPENDITURES	<u>6,926,600</u>	<u>6,753,474</u>	<u>7,460,300</u>	<u>7,681,485</u>	
OPERATING EXPENSE	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
61000 Personnel	2,116,382	2,579,878	2,521,275	3,454,257	
62000 Contractual	2,651,632	1,947,066	2,379,179	1,852,095	
63000 Commodities	125,359	143,606	194,645	206,807	
65000 Fixed Charges	2,033,228	2,077,517	2,064,306	1,768,164	
66000 Capital	0	0	100,000	200,000	
67000 Debt Service	0	0	5,410	4,677	
68000 Transfers	0	5,407	195,485	195,485	
TOTAL	<u>6,926,600</u>	<u>6,753,474</u>	<u>7,460,300</u>	<u>7,681,485</u>	
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01772 Assistant Public Works Maintenance Manager (AM)		1.00		1.00	
01850 Contracts Administrator		0.50		0.50	
04200 Data Entry Office Asst		1.00		1.00	
00440 Equipment Operator		3.00		3.00	
04060 Maintenance Worker II		9.00		9.00	
01200 Management Aide (UC)		1.00		1.00	
06140 Projects Manager		1.00		1.00	
04040 Public Works Crew Leader		2.35		2.35	
04519 Public Works Dispatcher		0.50		0.50	
04430 Public Works Maintenance Manager (MM)		1.00		1.00	
02210 Sanitation Inspector II		2.50		2.50	
04360 Street Maintenance Supervisor		1.50		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			2.00		2.00
09240 Sr. Maintenance Aide I, P/T			7.75		0.00
09260 Sr. Maintenance Worker, P/T			0.00		7.75
TOTAL		<u>28.35</u>	<u>9.75</u>	<u>28.35</u>	<u>9.75</u>

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA		PROGRAM		
Environmental Sanitation		06817640		
Statement of Purpose				
<p><i>Ensure that all properties are in compliance with the Weed and Rubbish Code, that all rights of way are unobstructed, and free of illegal advertising, and oversee weed abatement and fencing contractors.</i></p>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Maximized 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. * Addressed increases in abandoned homeless encampment debris collection efforts on rights-of-way by tracking services and working with other City Agencies to address citizens request. * Transferred Fats, Oils and Grease (FOG) Program duties to the Sewer Services Program (05617640) 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Established a vacancy attrition plan to address 14 vacant positions and establish a training program for new employees. * Continue to address increases 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	Estimated	Objective
	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Service Level				
# of parcel abatement postings	702	240	300	200
# of abatement incidents				
Cleaned by property owner	699	238	295	200
Cleaned by City contractor	3	2	5	2
City-owned vacant lots cleaned by contractors	281	336	340	425
# of FOG and NPDES inspections	102	90	NA	NA
# of inspections for residential trash cart inspection program	12	60	80	20
# of inspections for parkway rubbish/obstruction	1,106	1,900	2,000	1,600
# of illegal signs removed from public right of way	17,500	7,600	7,500	10,000

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Pub Wks-Environment/Sanitation		06817640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	754,285	298,753	418,924	476,230
61020	Salaries Part-Time	33,378	971	0	0
61040	Salaries Overtime	5,303	5,936	867	5,000
61100	Retirement-Employer Contribution	139,948	73,980	118,813	145,220
61110	Part-Time Retirement	1,186	4	0	0
61120	Medicare Insurance	8,684	4,240	6,052	6,905
61130	Health Insurance	167,553	65,747	67,528	76,930
61170	Retiree Health Benefits	(63,750)	7,965	0	0
61180	Worker Compensation Insurance	73,206	9,016	17,069	24,100
	SUBTOTAL PERSONNEL	1,119,792	466,612	629,253	734,385
62010	Communications	10,244	11,720	15,000	9,300
62120	Training, Transportation, Meeting	501	1,567	2,500	5,045
62140	Membership, Subscription & Dues	213	238	300	300
62300	Contract Services-Professional	109,018	128,025	112,560	198,255
62322	Maintenance & Repair Machinery & Equipment	0	0	500	500
62600	Parking Validation	344	712	500	0
	SUBTOTAL CONTRACTUAL	120,319	142,262	131,360	213,400
63001	Miscellaneous Operating Expenses	32,068	34,717	41,710	41,710
63300	Gas & Diesel	36,106	30,058	29,915	34,600
63301	Alternative Fuel-CNG	0	0	105	0
	SUBTOTAL COMMODITIES	68,174	64,775	71,730	76,310
65010	Rental City Equipment	124,434	123,520	108,530	105,430
65011	Equipment Replacement Charges	5,895	7,860	11,760	7,860
65012	Accident Repair & Replacement Charge	3,807	4,296	4,415	4,130
65040	Computer Services Charge	0	4,840	4,840	0
65050	Info Tech Charges	0	19,200	19,200	24,040
65100	Liability Charges	0	27,442	27,440	27,905
65220	Treasury/Accounting Charges	0	24,110	24,110	24,110
65240	Public Works Administrative Charges	375,206	406,472	406,475	322,865
65400	Indirect Costs	60,658	25,828	35,301	42,155
	SUBTOTAL FIXED CHARGES	570,000	643,568	642,071	558,495
67200	Principal-Capital Lease	0	0	1,015	1,015
	SUBTOTAL DEBT SERVICE	0	0	1,015	1,015
68000-051	Transfer to Fund 051	0	1,014	0	0
	SUBTOTAL TRANSFERS	0	1,014	0	0
	TOTAL	1,878,285	1,318,231	1,475,430	1,583,605

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (0.33		0.33	
04200	Data Entry Office Asst	0.50		0.50	
01200	Management Aide (UC)	0.33		0.33	
06140	Projects Manager	0.33		0.33	
04519	Public Works Dispatcher	0.16		0.16	
04430	Public Works Maintenance Manager (MM)	0.33		0.33	
02210	Sanitation Inspector II	2.50		2.50	
04360	Street Maintenance Supervisor	0.50		0.50	
	TOTAL	4.98	0.00	4.98	0.00

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Pub Wks-Roadway Cleaning		06817641			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	41,482	709,006	578,979	803,725
61010	Salaries Cash Out/Separation	0	0	0	33,150
61020	Salaries Part-Time	0	16,669	41,527	82,150
61040	Salaries Overtime	0	12,230	4,592	20,000
61100	Retirement-Employer Contribution	7,179	143,532	156,149	241,760
61110	Part-Time Retirement	0	936	982	0
61120	Medicare Insurance	536	9,311	8,637	12,540
61130	Health Insurance	5,396	161,512	128,371	177,115
61170	Retiree Health Benefits	(99,070)	17,058	0	0
61180	Worker Compensation Insurance	1,024	75,000	57,106	97,990
	SUBTOTAL PERSONNEL	(43,453)	1,145,254	976,343	1,468,430
62010	Communications	5,983	6,184	6,500	3,500
62120	Training, Transportation, Meeting	0	290	500	1,000
62140	Membership, Subscription & Dues	19	38	100	100
62300	Contract Services-Professional	761,494	752,946	970,559	913,445
	SUBTOTAL CONTRACTUAL	767,496	759,458	977,659	918,045
63001	Miscellaneous Operating Expenses	4,293	20,708	65,000	85,000
63100	Uniforms & Tools	0	0	1,000	1,500
63300	Gas & Diesel	1,072	3,080	3,075	2,550
	SUBTOTAL COMMODITIES	5,364	23,788	69,075	89,050
65010	Rental City Equipment	6,684	10,128	11,210	11,210
65012	Accident Repair & Replacement Charge	720	990	1,080	1,010
65020	City Yard Rental	92,403	97,800	97,800	97,800
65040	Computer Services Charge	30,995	35,835	35,835	0
65050	Info Tech Charges	135,330	154,530	154,530	190,365
65100	Liability Charges	90,210	126,057	126,070	128,135
65220	Treasury/Accounting Charges	0	24,110	24,110	24,110
65230	Hearing Officer Charges	5,000	0	5,000	5,000
65240	Public Works Administrative Charges	104,702	135,967	135,970	109,910
65400	Indirect Costs	2,860	62,422	52,449	77,515
	SUBTOTAL FIXED CHARGES	468,904	647,838	644,054	645,055
66400	Machinery & Equipment	0	0	100,000	100,000
	SUBTOTAL CAPITAL	0	0	100,000	100,000
67200	Principal-Capital Lease	0	0	2,930	2,930
	SUBTOTAL DEBT SERVICE	0	0	2,930	2,930
68000-051	Transfer to Fund 051	0	2,483	0	0
68000-059	Transfer to Fund 059	0	0	195,485	195,485
	SUBTOTAL TRANSFERS	0	2,483	195,485	195,485
	TOTAL	1,198,311	2,578,821	2,965,546	3,418,995

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (A	0.33		0.33	
01850	Contracts Administrator	0.50		0.50	
00440	Equipment Operator	1.00		1.00	
04060	Maintenance Worker II	3.00		3.00	
01200	Management Aide (UC)	0.33		0.33	
06140	Projects Manager	0.33		0.33	
04040	Public Works Crew Leader	1.35		1.35	
04519	Public Works Dispatcher	0.17		0.17	
04430	Public Works Maintenance Manager (MM)	0.33		0.33	
04360	Street Maintenance Supervisor	1.00		1.00	
04160	Street Painter	1.00		1.00	
09070	Senior Clerical Aide, P/T		1.00		1.00
09240	Sr. Maintenance Aide I, P/T		3.75		0.00
09260	Sr. Maintenance Worker, P/T		0.00		3.75
	TOTAL	9.34	4.75	9.34	4.75

ENTERPRISE FUND

SANITATION ENTERPRISE Graffiti Removal/Street Cleaning		ACCOUNTING UNIT 06817642			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	98,266	56,691	0	0
61020	Salaries Part-Time	33,037	7,143	0	0
61040	Salaries Overtime	3,886	833	0	0
61100	Retirement-Employer Contribution	18,850	12,161	0	0
61110	Part-Time Retirement	1,239	255	0	0
61120	Medicare Insurance	1,949	922	0	0
61130	Health Insurance	14,921	10,523	0	0
61170	Retiree Health Benefits	(53,962)	0	0	0
61180	Worker Compensation Insurance	1,952	4,458	0	0
	SUBTOTAL PERSONNEL	<u>120,138</u>	<u>92,986</u>	<u>0</u>	<u>0</u>
62010	Communications	6,040	943	0	0
62140	Membership, Subscription & Dues	44	38	0	0
62300	Contract Services-Professional	868,247	75,000	0	0
	SUBTOTAL CONTRACTUAL	<u>874,331</u>	<u>75,980</u>	<u>0</u>	<u>0</u>
63001	Miscellaneous Operating Expenses	1,227	408	0	0
63300	Gas & Diesel	1,781	160	0	0
	SUBTOTAL COMMODITIES	<u>3,008</u>	<u>568</u>	<u>0</u>	<u>0</u>
65010	Rental City Equipment	4,188	1,080	0	0
65012	Accident Repair & Replacement Charge	969	90	0	0
65040	Computer Services Charge	14,520	0	0	0
65050	Info Tech Charges	57,600	0	0	0
65100	Liability Charges	75,342	0	0	0
65220	Treasury/Accounting Charges	72,330	0	0	0
65240	Public Works Administrative Charges	93,801	0	0	0
65400	Indirect Costs	10,342	5,463	0	0
	SUBTOTAL FIXED CHARGES	<u>329,092</u>	<u>6,633</u>	<u>0</u>	<u>0</u>
68000-051	Transfer to Fund 051	0	446	0	0
	SUBTOTAL TRANSFERS	<u>0</u>	<u>446</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>1,326,569</u></u>	<u><u>176,613</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ENTERPRISE FUND

SANITATION ENTERPRISE - PWA			PROGRAM	
Street Trees			06817643	
Statement of Purpose				
<i>Maintain and upgrade the City's urban forest of 50,000 trees.</i>				
Accomplishments in FY 2017-18				
<ul style="list-style-type: none"> * Maximized service delivery and response by filling vacant tree maintenance supervisor/arborist, tree trimmer, and tree maintenance worker positions. * Increased service response to citizens for street tree request by utilizing work order enterprise (mySantaAna) to provide updates on their service requests. 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continue to 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 FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of trees trimmed	16,788	18,973	15,000	15,000
# of trees planted	54	4	25	50
# of trees removed	288	522	400	250
# of trees watered	25,000	25,000	25,000	25,000
# of trees sprayed	87	47	100	100
# of tree removal petition requests	20	12	20	20
# of liability claims processed	30	24	30	30

ENTERPRISE FUND

SANITATION ENTERPRISE		ACCOUNTING UNIT			
Pub Wks-Street Trees		06817643			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	632,154	521,466	485,826	714,637
61020	Salaries Part-Time	36,624	47,736	71,638	43,015
61040	Salaries Overtime	10,427	16,140	17,827	22,500
61100	Retirement-Employer Contribution	110,595	116,957	149,015	218,919
61110	Part-Time Retirement	1,290	1,745	1,910	-
61120	Medicare Insurance	9,546	7,995	8,224	10,957
61130	Health Insurance	128,917	101,986	122,738	166,987
61170	Retiree Health Benefits	(82,856)	8,481	0	-
61180	Worker Compensation Insurance	73,208	52,520	58,502	74,427
	SUBTOTAL PERSONNEL	919,904	875,025	915,679	1,251,442
62010	Communications	14,568	18,935	20,000	10,000
62120	Training, Transportation, Meeting	1,002	710	2,000	1,250
62140	Membership, Subscription & Dues	238	238	1,000	1,252
62300	Contract Services-Professional	871,740	939,695	1,196,160	681,898
62321	Maintenance & Repair Improvement	0	8,882	50,000	25,000
62322	Maintenance & Repair Machinery & Equipment	1,940	907	1,000	1,250
	SUBTOTAL CONTRACTUAL	889,487	969,366	1,270,160	720,650
63001	Miscellaneous Operating Expenses	25,510	33,797	26,420	25,000
63100	Uniforms & Tools	106	204	1,000	0
63300	Gas & Diesel	23,196	20,475	26,420	16,447
	SUBTOTAL COMMODITIES	48,812	54,476	53,840	41,447
65010	Rental City Equipment	190,368	196,092	196,090	98,045
65011	Equipment Replacement Charges	20,676	20,676	20,675	10,337
65012	Accident Repair & Replacement Charge	3,072	3,072	3,075	1,740
65020	City Yard Rental	22,008	23,295	23,295	11,647
65040	Computer Services Charge	10,580	15,420	15,420	0
65050	Info Tech Charges	55,510	74,710	74,710	45,065
65100	Liability Charges	29,695	59,972	59,910	30,450
65220	Treasury/Accounting Charges	0	24,110	24,110	12,055
65240	Public Works Administrative Charges	281,404	312,672	312,670	254,170
65400	Indirect Costs	51,919	49,460	48,226	101,105
	SUBTOTAL FIXED CHARGES	665,232	779,478	778,181	564,614
66400	Machinery & Equipment	0	0	0	100,000
	SUBTOTAL CAPITAL	0	0	0	100,000
67200	Principal-Capital Lease	0	0	1,465	732
	SUBTOTAL DEBT SERVICE	0	0	1,465	732
68000-051	Transfer to Fund 051	0	1,464	0	0
	SUBTOTAL TRANSFERS	0	1,464	0	0
	SUBTOTAL MISCELLANEOUS	0	0	0	0
	TOTAL	2,523,436	2,679,809	3,019,324	2,678,885

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
01772	Assistant Public Works Maintenance Manager (0.34		0.34	
04200	Data Entry Office Asst	0.50		0.50	
00440	Equipment Operator	2.00		2.00	
04060	Maintenance Worker II	6.00		6.00	
01200	Management Aide (UC)	0.34		0.34	
06140	Projects Manager	0.34		0.34	
04040	Public Works Crew Leader	1.00		1.00	
04519	Public Works Dispatcher	0.17		0.17	
04430	Public Works Maintenance Manager (MM)	0.34		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		0.00
09260	Sr. Maintenance Worker, P/T		0.00		4.00
	TOTAL	14.03	5.00	14.03	5.00

**ENTERPRISE FUND
RESOURCE SUMMARY**

REFUSE COLLECTION ENTERPRISE - PWA

ACTIVITIES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
50001	Prior Year Carry Forward	0	0	0	1,922,695
50002	Prior Year Carry Forward-ENC	0	0	76,117	0
50052	Refuse Contract Program Surcharge	5,729,244	5,454,427	6,050,000	6,167,180
52025	State Grants-Direct	(95,501)	317,308	177,000	177,300
53718	Refuse Collection Charge	10,279,486	10,367,627	10,507,440	10,576,390
53723	NPDES Refuse Residential	162,551	163,804	180,000	180,000
53724	NPDES Refuse Non-Residential	808,477	763,888	745,000	830,000
57010	Miscellaneous Recoveries	1,357,642	1,356,898	1,350,000	1,350,000
57702	County Waste Importation	0	572,184	0	849,400
57993	Write Off Collections	(11,735)	(11,423)	0	0
58000	Earning On Investments	62,154	83,779	80,000	15,000
	TOTAL REVENUES	<u>18,292,316</u>	<u>19,068,492</u>	<u>19,165,557</u>	<u>22,067,965</u>
EXPENDITURES					
06917019	Refuse Interfund Transfer	971,027	789,179	925,000	1,010,000
06917640	Refuse Collection Service	16,587,387	16,860,537	17,675,854	21,057,965
	TOTAL EXPENDITURES	<u>17,558,414</u>	<u>17,649,716</u>	<u>18,600,854</u>	<u>22,067,965</u>
OPERATING EXPENSE		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Personnel	233,632	247,032	760,532	866,310
62000	Contractual	8,408,274	8,664,883	9,192,397	11,874,915
63000	Commodities	2,085	3,230	5,852	8,415
65000	Fixed Charges	7,916,403	7,942,551	7,717,073	8,298,325
66000	Capital	26,992	2,841	0	10,000
68000	Transfers	971,027	789,179	925,000	1,010,000
	TOTAL	<u>17,558,414</u>	<u>17,649,716</u>	<u>18,600,854</u>	<u>22,067,965</u>
Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.20		0.20	
00440	Equipment Operator	1.00		1.00	
02170	Executive Dir of Public Works (EM)	0.20		0.20	
04060	Maintenance Worker II	1.00		1.00	
01200	Management Aide (UC)	0.15		0.15	
06140	Projects Manager	0.80		0.80	
02210	Sanitation Inspector II	1.50		1.50	
04360	Street Maintenance Supervisor	0.50		0.50	
09770	Administrative Aide, P/T		0.50		0.50
09240	Sr. Maintenance Aide I, P/T		0.25		0.00
09260	Sr. Maintenance Worker, P/T		0.00		0.25
	TOTAL	<u>5.35</u>	<u>0.75</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 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
68000-057	Transfer to Fund 057	971,027	789,179	925,000	1,010,000
	SUBTOTAL TRANSFERS	<u>971,027</u>	<u>789,179</u>	<u>925,000</u>	<u>1,010,000</u>
	TOTAL	<u><u>971,027</u></u>	<u><u>789,179</u></u>	<u><u>925,000</u></u>	<u><u>1,010,000</u></u>

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE - PWA Refuse Collection	PROGRAM 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 2017-18				
<ul style="list-style-type: none"> * Continued 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. * Completed development of draft scope for new solid waste services agreement. * Held a Household Hazardous Waste Collection Event 				
Action Plan for FY 2018-19				
<ul style="list-style-type: none"> * Continue outreach and education for mandatory commercial organics (incl. food waste) recycling required by AB1826 * Continue outreach and education for mandatory commercial recycling required by AB341. * Continue to promote recycling programs and provide educational information on the City's green programs. * 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 final scope and Request for Proposals for new solid waste services agreement. 				
PERFORMANCE MEASURES	Actual FY 15-16	Actual FY 16-17	Estimated FY 17-18	Objective FY 18-19
Service Level				
# of curbside customers	42,004	42,025	42,025	42,025
# of refuse cans collected weekly on arterials	750	750	750	750
# of multifamily/commercial and industrial customers	4,660	4,656	4,650	4,650
Efficiency	<u>CY 2014</u>	<u>CY 2015</u>	<u>CY 2016</u>	<u>CY 2017</u>
Tons of trash disposed	293,830	297,323	320,880	320,880
Diversion goal: lbs./person	<7.5	<7.5	<7.5	<7.5
Diversion actual: lbs./person	4.8	4.9	5.2	5.2
Gallons of used motor oil recycled	1,758	1,651	1,458	1,303
Used motor oil filters recycled	1,719	2,156	1,850	2,988

ENTERPRISE FUND

REFUSE COLLECTION ENTERPRISE		ACCOUNTING UNIT			
Refuse Collection Service		06917640			
Account Code	LINE ITEM RESOURCES	ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
61000	Salaries Regular	171,513	148,623	475,014	519,010
61010	Salaries Cash Out/Separation	0	0	0	31,540
61020	Salaries Part-Time	11,283	15,102	18,912	16,640
61040	Salaries Overtime	226	2,168	3,293	0
61100	Retirement-Employer Contribution	33,010	37,160	131,135	158,890
61110	Part-Time Retirement	423	571	709	0
61120	Medicare Insurance	2,335	2,403	24,784	7,765
61130	Health Insurance	21,649	23,569	73,197	89,950
61170	Retiree Health Benefits	(19,835)	5,098	0	0
61180	Worker Compensation Insurance	13,029	12,337	33,488	42,515
	SUBTOTAL PERSONNEL	233,632	247,032	760,532	866,310
62120	Training, Transportation, Meeting	0	1,349	5,000	10,000
62300	Contract Services-Professional	8,408,274	8,663,534	9,187,397	11,864,915
	SUBTOTAL CONTRACTUAL	8,408,274	8,664,883	9,192,397	11,874,915
63001	Miscellaneous Operating Expenses	1,049	1,133	1,500	5,000
63300	Gas & Diesel	1,036	2,097	4,352	3,415
	SUBTOTAL COMMODITIES	2,085	3,230	5,852	8,415
65010	Rental City Equipment	10,224	14,168	27,815	35,100
65011	Equipment Replacement Charges	0	2,640	0	3,960
65012	Accident Repair & Replacement Charge	720	932	635	1,105
65040	Computer Services Charge	63,565	63,565	63,565	0
65050	Info Tech Charges	305,895	305,895	305,895	369,460
65100	Liability Charges	207,100	226,415	226,430	230,110
65220	Treasury/Accounting Charges	53,020	53,020	53,020	53,020
65240	Public Works Administrative Charges	938,015	938,015	676,775	540,550
65300	Contract Program Surcharge	4,972,000	4,972,000	4,972,000	5,667,180
65310	Program Savings Recovery	1,352,000	1,352,000	1,352,000	1,352,000
65400	Indirect Costs	13,864	13,901	38,938	45,840
	SUBTOTAL FIXED CHARGES	7,916,403	7,942,551	7,717,073	8,298,325
66400	Machinery & Equipment	26,992	2,841	0	10,000
	SUBTOTAL CAPITAL	26,992	2,841	0	10,000
	TOTAL	16,587,387	16,860,537	17,675,854	21,057,965

Job Code	AUTHORIZED PERSONNEL	ADOPTED FY 17-18		ADOPTED FY 18-19	
		Full Time	Part Time	Full Time	Part Time
00190	Administrative Services Manager (MM)	0.20		0.20	
00440	Equipment Operator	1.00		1.00	
02170	Executive Dir of Public Works (EM)	0.20		0.20	
04060	Maintenance Worker II	1.00		1.00	
01200	Management Aide (UC)	0.15		0.15	
06140	Projects Manager	0.80		0.80	
02210	Sanitation Inspector II	1.50		1.50	
04360	Street Maintenance Supervisor	0.50		0.50	
09770	Administrative Aide, P/T		0.50		0.50
09240	Sr. Maintenance Aide I, P/T		0.25		0.00
09260	Sr. Maintenance Worker, P/T		0.00		0.25
	TOTAL	5.35	0.75	5.35	0.75

CAPITAL FUND SUMMARY

DEPARTMENT/ AGENCY	Actual FY 15-16	Actual FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	% of FY 18-19 Total	Increase (Decrease) Over Prior Year FY 17-18 to 18-19	
						In \$	In %
REVENUES							
30 Prop. 1B Infrastructure Bond	0	726,890	1,143	0	N/A	(1,143)	0.0%
32 Measure M	8,221,279	15,921,973	0	4,846,984	9.9%	4,846,984	n/a
33 - 49 Transportation Area Funds	889,510	1,362,809	1,559,154	200,000	0.4%	(1,359,154)	-87.2%
54 Sewer Capital Recovery	697,596	981,406	344,450	375,000	0.8%	30,550	8.9%
55 Sewer Connection Project	1,737,477	1,121,096	1,433,740	575,000	1.2%	(858,740)	-59.9%
58 Residential Street Improvement	4,760,708	650,370	365,315	313,000	0.6%	(52,315)	-14.3%
59 Select Street Construction	8,191,813	17,038,865	11,176,419	6,988,325	14.3%	(4,188,094)	-37.5%
147 Federal Aid Safety Program	80,969	999,383	974,209	0	n/a	(974,209)	-100.0%
148 Traffic System Management Grant	255,482	1,863,851	170,504	13,237,000	27.1%	13,066,496	7663.4%
161 State Capital Grants Fund	1,030,800	0	4,101,806	2,544,990	5.2%	(1,556,816)	-38.0%
169 Habitat Conservation Fund	36,448	0	0	0	N/A	0	N/A
172 State Recreation Trails Program	110,050	165	0	0	N/A	0	N/A
201 Local Drainage Area Fees	211,976	275,192	129,703	488,000	1.0%	358,297	276.2%
301 Park Acquisition & Dev.	2,917,611	2,346,175	1,984,696	9,461,875	19.4%	7,477,179	376.7%
400 Police Building Debt Service	4,635,975	0	4,622,660	4,622,660	9.5%	0	0.0%
404 COSA 2014 Lease Financing Debt Service	5,166,871	5,169,830	5,168,480	5,162,748	10.6%	(5,732)	-0.1%
	38,944,565	48,458,005	32,032,280	48,815,582	100.0%	16,783,302	52.4%
EXPENDITURES BY DEPARTMENT							
Public Works Agency							
30 Prop. 1B Infrastructure Bond	(366,744)	0	0	0	N/A	0	N/A
32 Measure M	8,046,428	15,512,868	0	4,846,984	n/a	4,846,984	N/A
33 to 49 Transportation Area Funds	20,648	9,421	1,329,231	200,000	2.7%	(1,129,231)	-85.0%
54 Sewer Capital Recovery	85,442	69,566	50,456	375,000	0.1%	324,544	643.2%
55-532 Sewer Connection Project	49,469	1,680,083	70,631	575,000	0.1%	504,369	714.1%
58-Var Residential Street Improvement	4,594,933	252,559	6,195	313,000	0.0%	306,805	4952.4%
59-551 Select Street Construction	8,650,000	17,302,501	7,640,143	6,988,325	15.7%	(651,818)	-8.5%
147 Federal Aid Safety Program	309,726	1,723,608	564,580	0	1.2%	(564,580)	-100.0%
148 Traffic System Management Grant	463,450	2,421,529	2,011,777	13,237,000	4.1%	11,225,223	558.0%
201 to 226 Drainage Assessment	31,431	104,980	390,375	488,000	1.0%	97,625	25.0%
Public Works Agency Total	21,884,784	39,077,116	12,063,388	27,023,309	55.4%	14,959,921	124.0%
Non-Departmental							
400 Police Building Debt Service	4,618,716	0	4,622,660	4,622,660	9.5%	0	0.0%
404 COSA 2014 Lease Financing Debt Service	5,155,867	5,169,826	5,168,480	5,162,748	10.6%	(5,732)	-0.1%
Non-Departmental Total	9,774,583	5,169,826	9,791,140	9,785,408	20.0%	4,621,313	47.2%
Parks, Recreation & Community Services							
161-Var State Capital Grants Fund	1,164,444	18,459	4,101,806	2,544,990	8.4%	(1,556,816)	-38.0%
169 Habitat Conservation Fund	19,240	0	0	0	N/A	0	N/A
172 State Recreation Trails Program	0	0	0	0	N/A	0	N/A
301 Park Acquisition & Dev.	1,302,904	1,003,958	446,038	9,461,875	19.4%	9,015,837	2021.3%
Parks, Rec & Community Services Total	2,486,588	1,022,416	4,547,844	12,006,865	24.6%	7,459,021	164.0%
GRAND TOTAL	34,145,954	45,269,358	26,402,372	48,815,582	100.0%	22,413,210	84.9%

CAPITAL FUNDS

Highway Safety & Traffic Reduction	PROGRAM	Fund 30			
<p>PURPOSE: <i>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.</i></p>					
		<u>ACTUAL</u> <u>FY 15-16</u>	<u>ACTUAL</u> <u>FY 16-17</u>	<u>PROJECTED</u> <u>FY 17-18</u>	<u>ADOPTED</u> <u>FY 18-19</u>
REVENUES					
03017002 PROP 1B INFRASTRUCTURE BOND					
52363 State Local Partnership Program (SLPP)	0	725,569	0	0	0
58000 Earning On Investments	0	1,322	1,143	0	0
TOTAL PROP 1B INFRASTRUCTURE BOND FUND	<u>0</u>	<u>726,890</u>	<u>1,143</u>	<u>0</u>	<u>0</u>
EXPENDITURES					
03017660 PROP 1B INFRASTRUCTURE BOND					
66220 Improvements Other than Buildings	(366,744)	0	0	0	0
TOTAL PROP 1B INFRASTRUCTURE BOND FUND	<u>(366,744)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CAPITAL FUNDS

Measure M	PROGRAM			Fund 32	
PURPOSE: <i>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.</i>					
<p>In November 1990, Orange County voters approved the 20-year Measure M Transportation Funding Plan – a one-half-cent sales tax for Freeway, Transit, and Streets and Roads programs throughout the County. In November 2006, voters approved the renewal of the Measure M half-cent sales tax (Measure M2), extending the program over a 30-year period beginning in 2011. This generation of Measure M expanded the funding programs to include Environmental Cleanup and Taxpayer Safeguards and Audits. To receive revenues from the one-half-cent sales tax, cities and the County of Orange must coordinate their land use and transportation decisions, establish cooperative transportation planning programs with neighboring jurisdictions, develop Growth Management programs, and guarantee that transportation funds are used for transportation purposes only.</p>					
		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
03217002 Measure M					
52040	Grant-Other		0		0
52330	Measure M Competitive	(1,135,997.03)	0		0
52331	Measure M Turnback	88,184.49	0		0
52332	Measure M2 Competitive	4,623,466.47	11,096,017		0
52333	Measure M2 Fairshare	4,439,514.44	4,619,182		4,846,984
57000	Expense Reimbursement	107,733.07	149,385		0
57004	Expense Reimbursement-OCTA	0.00	0		0
57960	Rental Of Property	0.00	12,315		0
58000	Earnings on Investment	98,377.46	135,413		0
58002	Net Increase (Decrease) in Fair Value of Investment	0.00	(90,338)		0
TOTAL MEASURE M REVENUES		<u>8,221,279</u>	<u>15,921,973</u>	<u>0</u>	<u>4,846,984</u>
EXPENDITURES					
03217660 Measure M Street Construction					
66220	Improvements Other than Buildings	<u>(166,410)</u>	0	0	0
		(166,410)	0	0	0
03217661 OCTA Transitway Projects - MOS3					
66220	Improvements Other than Buildings	<u>239,513</u>	0	0	0
		239,513	0	0	0
03217662 Measure M2 Local Fairshare					
66100	Land	625,063	649,641	0	0
66200	Building Improvement	0	20,080		
66220	Improvements Other than Buildings	<u>3,302,423</u>	<u>5,791,439</u>	0	<u>4,846,984</u>
		3,927,486	6,461,160	0	4,846,984
03217663 Measure M2 Competitive Street					
66100	Land	3,145,349	5,863,005	0	0
66220	Improvements Other than Buildings	<u>900,490</u>	<u>3,039,770</u>		0
		4,045,839	8,902,776	0	0
03217664 OCTA OC STREETCAR ACCOUNT					
66220	Improvements Other than Buildings	0	148,932	0	0
		0	148,932	0	0
TOTAL MEASURE M EXPENDITURES		<u>8,046,428</u>	<u>15,512,868</u>	<u>0</u>	<u>4,846,984</u>

CAPITAL FUNDS

Measure M	PROGRAM				Fund 32
PURPOSE:					
To account for the Measure M sales tax apportionment and competitive grant funding to the City of Santa Ana, and eligible expenditures for street maintenance and street improvements.					
<p>In November 1990, Orange County voters approved the 20-year Measure M Transportation Funding Plan – a one-half-cent sales tax for Freeway, Transit, and Streets and Roads programs throughout the County. In November 2006, voters approved the renewal of the Measure M half-cent sales tax (Measure M2), extending the program over a 30-year period beginning in 2011. This generation of Measure M expanded the funding programs to include Environmental Cleanup and Taxpayer Safeguards and Audits. To receive revenues from the one-half-cent sales tax, cities and the County of Orange must coordinate their land use and transportation decisions, establish cooperative transportation planning programs with neighboring jurisdictions, develop Growth Management programs, and guarantee that transportation funds are used for transportation purposes only.</p>					
	ACTUAL	ACTUAL	PROJECTED	ADOPTED	
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	
REVENUES					
03217002 Measure M					
50001 Prior Year Balance	0		0		
52030 County Civic Center PED	0		0		
52040 SA Vision & Go Local	233,645		0		
52040 OCTA Transitway Project - MOS 3	(1,135,997)		0		
52040 Grant-Other	88,184		0		
52330 Measure M Competitive	4,623,466		10,692,456		
52331 Measure M Turnback	4,439,514		4,723,145		
52332 Measure M2 Competitive	107,733		0		
52333 Measure M2 Fairshare			0		
57000 Expense Reimbursement	0		0		
58000 Earnings on Investment	98,377		0		
58002 Net Increase (Decrease) in Fair Value of Investment	0		0		
TOTAL MEASURE M REVENUES	8,454,924	0	15,415,601	0	
EXPENDITURES					
03217660 Measure M Street Construction					
66220 Improvements Other than Buildings	(166,410)	0	0	0	
	(166,410)	0	0	0	
03217661 OCTA Transitway Projects - MOS3					
66220 Improvements Other than Buildings	239,513		0		
	239,513	0	0	0	
03217662 Measure M2 Local Fairshare					
65205 Internal Departments Personnel Charges	0		0		
66100 Land	625,063		0		
66220 Improvements Other than Buildings	3,302,423		4,723,145		
	3,927,486	0	4,723,145	0	
03217663 Measure M2 Competitive Street					
66220 Improvements Other than Buildings	4,045,839		10,692,456		
	4,045,839	0	10,692,456	0	
TOTAL MEASURE M EXPENDITURES	8,046,428	0	15,415,601	0	

CAPITAL FUNDS

Measure M	PROJECT DETAIL		Fund 32
PROJECTS	FUNDING SOURCES		APPROVED TOTAL
	Fairshare	Competitive	
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	<u>400,000</u>	<u>0</u>	<u>400,000</u>
Alley Rehabilitation			
Alley Improvement Program	150,000	0	150,000
Subtotal Alley Rehabilitation	<u>150,000</u>	<u>0</u>	<u>150,000</u>
Local Street Rehabilitation			
Local Street Preventative Maintenance	2,000,000	0	2,000,000
Subtotal Local Street Rehabilitation	<u>2,000,000</u>	<u>0</u>	<u>2,000,000</u>
Arterial Street Rehabilitation			
McFadden Avenue Rehabilitation: Fairview to Raitt	1,004,536	0	1,004,536
Subtotal Arterial Street Rehabilitation	<u>1,004,536</u>	<u>0</u>	<u>1,004,536</u>
Street/Bridge Improvements & Widening			
Bristol Street/Memory Lane Intersection Widening	0		0
Grand Avenue Widening: Phase 1 - First to Fourth	0		0
Warner Avenue Improvements: Phase 1 - Main to Oak	0		0
Warner Avenue Improvements: Phase 2 - Oak to Grand	0		0
Subtotal Street/Bridge Improvements & Widening	<u>0</u>	<u>0</u>	<u>0</u>
SUBTOTAL STREET IMPROVEMENTS	<u>3,554,536</u>	<u>0</u>	<u>3,554,536</u>
TRAFFIC IMPROVEMENTS			
Planning			
Bike Lane Project Development	80,000	0	80,000
Traffic Management Plans	50,000	0	50,000
Traffic Safety Project Development	50,000	0	50,000
Subtotal Planning	<u>180,000</u>	<u>0</u>	<u>180,000</u>
Traffic Improvements			
Garden Grove Blvd/Memory Traffic Signal Synchronization	15,000	0	15,000
Main Street Traffic Signal Synchronization	350,000		350,000
Traffic Signal Equipment Replacement	100,000		100,000
Subtotal Traffic Improvements	<u>465,000</u>	<u>0</u>	<u>465,000</u>
Traffic Safety/Mobility			
Bristol Street and Edinger Avenue Class II Bike Lanes	93,560	0	93,560
Bristol Street Protected Bike Lanes: Edinger to 1st	287,000		287,000
Citywide Bike Racks and SARTC Bicycle Center	138,888		138,888
Hazard Avenue Protected Bike Lanes: Euclid to Harbor	128,000	0	128,000
Subtotal Traffic Safety/Mobility	<u>647,448</u>	<u>0</u>	<u>647,448</u>
TOTAL TRAFFIC IMPROVEMENTS	<u>1,292,448</u>	<u>0</u>	<u>1,292,448</u>
TOTAL MEASURE M PROJECTS	<u>4,846,984</u>	<u>0</u>	<u>4,846,984</u>
<u>PRIOR YEAR PROJECTS</u>			
TRAFFIC IMPROVEMENTS			
Planning			
OC Streetcar	0	493,469	493,469
TOTAL PRIOR YEAR MEASURE M PROJECTS	<u>0</u>	<u>493,469</u>	<u>493,469</u>

CAPITAL FUNDS

Transportation Area Funds			PROGRAM		Funds 33 - 49	
PURPOSE:						
<p><i>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.</i></p>						
			ACTUAL	ACTUAL	PROJECTED	ADOPTED
			FY 15-16	FY 16-17	FY 17-18	FY 18-19
REVENUES						
TRANSPORATION SYSTEM IMPROVEMENT						
03317002	50300	Area B - Transportation System Improver	0	914	0	0
03317002	58000	Area B - Earning on Investments	3,833	3,695	2,869	0
03417002	50300	Area E - Transportation System Improver	28,677	15,145	231,966	0
03417002	58000	Area E - Earning on Investments	27,238	26,253	20,412	0
03517002	50001	Area F - Prior Year Carry Forward	0	0	1,156,497	100,000
03517002	50300	Area F - Transportation System Improver	571,016	1,287,249	122,415	100,000
03517002	58000	Area F - Earning on Investments	11,015	20,048	20,598	0
04117002	50301	Area A-2 - TSIA From City of Santa Ana	242,239	3,863	0	0
04117002	58000	Area A-2 - Earning on Investments	2,286	2,554	2,002	0
04217002	58000	Area B - Earning on Investments	95	92	71	0
04817002	58000	Area C-2 - Earning on Investments	2,130	2,051	1,591	0
04917002	58000	Area G - Earning on Investments	982	945	733	0
TOTAL			<u>889,510</u>	<u>1,362,809</u>	<u>1,559,154</u>	<u>200,000</u>
EXPENDITURES						
TRANSPORATION SYSTEM IMPROVEMENT						
03417660	66220	TSIA Area E - Improvements Other Than	569	0	29,721	0
03517660	66100	TSIA Area F - Land	0	0	543,916	0
03517660	66220	TSIA Area F - Improvements Other Than	20,078	9,421	755,594	200,000
TOTAL			<u>20,648</u>	<u>9,421</u>	<u>1,329,231</u>	<u>200,000</u>
PROJECTS						FY 18-19
03517660 TSIA Area F						
STREET IMPROVEMENTS						
Street/Bridge Improvements & Widening						
Bristol Street Improvements: Phase 3a - Civic Center to Washington						<u>200,000</u>
TOTAL TSIA FUND - Area F						<u>200,000</u>
PRIOR YEAR PROJECTS						FY 18-19
03517660 TSIA Area F						
STREET IMPROVEMENTS						
Street/Bridge Improvements & Widening						
Bristol Street Improvements: Phase 4 - Warner to St. Andrew						<u>1,000,000</u>
TOTAL PRIOR YEAR TSIA FUND - Area F						<u>1,000,000</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 FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
05417002					
50001	Prior Year Carry Forward	0	0	0	0
53732	Capital Recovery Charges	285,366	317,382	332,000	375,000
58000	Earning On Investments	1,731	3,124	12,450	0
59000-056	Transfer From Fund 056	410,500	660,900	0	0
TOTAL SEWER CAPITAL REVENUES		697,596	981,406	344,450	375,000
EXPENDITURES					
05417647	CAPITAL RECOVERY CHARGES	85,442			
66220	Improvements Other Than Building	85,442	69,566	50,456	375,000
TOTAL SEWER CAPITAL EXPENDITURES		85,442	69,566	50,456	375,000
PROJECTS					FY 18-19
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS					
Sewer Improvements					
Bristol Street Sewer Main Improvements Phase 3A - Civic Center to Washington					150,000
Santa Ana Memorial Neighborhood Sewer Main Improvements					175,000
Willard Neighborhood Sewer Main Improvements					50,000
TOTAL SEWER CAPITAL RECOVERY PROJECTS					375,000

CAPITAL FUNDS

Sewer Connection Projects	PROGRAM	Fund 55		
<p>PURPOSE: <i>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.</i></p>				
	ACTUAL	ACTUAL	PROJECTED	ADOPTED
	FY 15-16	FY 16-17	FY 16-17	FY 18-19
REVENUES				
05517002 SEWER CONNECTION FEE FUND				
50001 Prior Year Carry Forward	0	0	0	0
53701 Sewer Connection Fee	1,586,552	1,091,308	1,363,334	500,000
57000 Expense Reimbursement	0	0	0	0
58000 Earning on Investments	89,357	91,356	70,407	75,000
58002 Net Inc (Dec) in Fair Value of Investment	61,568	(61,568)	0	0
TOTAL SEWER CONNECTION FEE FUND	1,737,477	1,121,096	1,433,740	575,000
EXPENDITURES				
05517660 SEWER CONNECTION PROJECTS				
66220 Improvements Other than Buildings	49,469	1,680,083	70,631	200,000
69011 Reserve Appropriation	0	0	0	375,000
TOTAL SEWER CONNECTION EXPENDITURES	49,469	1,680,083	70,631	575,000
PROJECTS				FY 18-19
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS				
Sewer Improvements				
Warner Garnsey Sewer Main Diversion Improvements				200,000
TOTAL SEWER CONNECTION PROJECTS				200,000

CAPITAL FUNDS

Residential Street Improvement		PROGRAM			Fund 058
PURPOSE: <i>Local bond funding to repair and rehabilitate neighborhood streets Citywide. Revenue from selected permit fees are also used to fund this program.</i>					
		<u>ACTUAL</u> <u>FY 15-16</u>	<u>ACTUAL</u> <u>FY 16-17</u>	<u>PROJECTED</u> <u>FY 17-18</u>	<u>ADOPTED</u> <u>FY 18-19</u>
REVENUES					
05817002 Residential Street Improvement					
51701	Transportation/Oversize Permits	13,940	18,196	13,175	13,000
53704	Trench Cut Fee/Arterial	31,408	63,499	29,918	25,000
53705	Trench Cut Fee	62,559	27,416	12,297	10,000
53706	Street Construction Fee	232,101	311,692	291,260	250,000
53708	NPDES Sewer Lateral	0	0	0	0
53730	HOST Fee	9,422	17,205	18,664	15,000
59000-029	Transfer from Special Gas Tax Fund 29	4,411,279	212,361	0	0
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>4,760,708</u>	<u>650,370</u>	<u>365,315</u>	<u>313,000</u>
EXPENDITURES					
05817660 Residential Street Improvement					
66220	Improvements Other than Buildings	313,608	40,197	6,195	0
69011	Reserve Appropriation	0	0	0	313,000
		<u>313,608</u>	<u>40,197</u>	<u>6,195</u>	<u>313,000</u>
05817661 Gas Tax Residential Street Improvement					
61000	Salaries Regular	1,305	0	0	0
61100	Retirement-Employer Contribution	268	0	0	0
61120	Medicare Insurance	23	0	0	0
61130	Health Insurance	256	0	0	0
61180	Workers' Compensation Insurance	36	0	0	0
65205	Internal Departments Personnel Charges	202,546	76,111	0	0
66220	Improvements Other than Buildings	4,076,891	136,251	0	0
		<u>4,281,325</u>	<u>212,361</u>	<u>0</u>	<u>0</u>
	TOTAL RESIDENTIAL STREET IMPROVEMENT	<u>4,594,933</u>	<u>252,559</u>	<u>6,195</u>	<u>313,000</u>

CAPITAL FUNDS

Select Street Construction	PROGRAM	Fund 059			
PURPOSE: <i>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:</i>					
A. State Gas Tax funds transferred from Fund 29.					
B. County Gas Tax funds administered by the Orange County Transportation Authority.					
		ACTUAL	ACTUAL	PROJECTED	ADOPTED
		FY 15-16	FY 16-17	FY 17-18	FY 18-19
REVENUES					
05917002 Select Street Construction					
52001	Federal Grants - Indirect	1,060,602	2,498,023	3,220,601	935,000
52341	OCTA Gas Tax Subvention	4,884,990	13,861,450	5,305,636	
57071	Sale of Land	0	6,000	0	0
57080	Developer Contribution	113,149	570,663	2,141,755	
57960	Rental of Property	180,133	71,832	70,000	70,000
58000	Earnings on Investment	135,626	105,490	102,726	100,000
58002	Net Increase (Decrease) in Fair Value	153,034	(268,506)	0	0
58006	Interest Earned on Advanced Received	47,311	52,496	21,695	15,000
59000-029	Transfer from Fund 29	1,616,968	141,417	314,006	5,868,325
TOTAL SELECT STREET REVENUES		<u>8,191,813</u>	<u>17,038,865</u>	<u>11,176,419</u>	<u>6,988,325</u>
EXPENDITURES					
05917660 SELECT STREET CONSTRUCTION					
66100	Land	326,572	2,962,970	556,614	0
66220	Improvements Other than Buildings	757,937	385,230	1,124,512	935,000
69011	Reserve Appropriation	0	0	0	185,000
		<u>1,084,509</u>	<u>3,348,200</u>	<u>1,681,126</u>	<u>1,120,000</u>
05917661 OCTA BRISTOL STREET CORRIDOR					
66100	Land	3,198,548	10,426,995	4,318,215	0
66220	Improvements Other than Buildings	1,747,088	3,385,890	1,132,219	0
		<u>4,945,636</u>	<u>13,812,884</u>	<u>5,450,434</u>	<u>0</u>
05917663 HUTA 2103 GAS TAX					
66220	Improvements Other than Buildings	2,619,855	141,417	451,638	200,000
		<u>2,619,855</u>	<u>141,417</u>	<u>451,638</u>	<u>200,000</u>
05917665 HUTA GAS TAX - RMRA					
66220	Improvements Other than Buildings	0	0	56,945	5,668,325
		<u>0</u>	<u>0</u>	<u>56,945</u>	<u>5,668,325</u>
05917667 HUTA GAS TAX - SB1 STATE LOAN REPAYMENT					
66220	Improvements Other than Buildings	0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SELECT STREET EXPENDITURES		<u>8,650,000</u>	<u>17,302,501</u>	<u>7,640,143</u>	<u>6,988,325</u>

CAPITAL FUNDS

Select Street Construction	PROGRAM	Fund 059
PROJECTS		FY 18-19
05917660 SELECT STREET CONSTRUCTION - Congestion Mitigation & Air Quality Improvement Program (CMAQ)		
TRAFFIC IMPROVEMENTS		
Traffic Safety/Mobility		
Hazard Avenue Protected Bike Lanes: Euclid to Harbor		935,000
SUBTOTAL SELECT STREET CONSTRUCTION - CMAQ PROJECTS		935,000
05917663 HUTA GAS TAX - Sec. 2103		
STREET IMPROVEMENTS		
Planning		
Pavement Management		50,000
Project Development		50,000
Right-of-Way Management		50,000
Curb, Gutter, Sidewalk Improvements		
Omnibus Concrete		50,000
SUBTOTAL HUTA GAS TAX - SEC. 2103 PROJECTS		200,000
05917665 HUTA GAS TAX - RMRA (Road Maintenance & Rehabilitation Account)		
Arterial Street Rehabilitation		
Main Street Rehabilitation: Dyer to Warner		600,000
Main Street Slurry Resurfacing: 1st to Civic Center		376,000
Raitt Street Slurry Resurfacing: Edinger to McFadden		300,000
Raitt Street Rehabilitation: McFadden to Civic Center		980,000
Edinger Avenue Rehabilitation: Raitt to Bristol		900,000
Bristol Street Rehabilitation: MacArthur to Railroad (N/O Alton)		700,000
Alton Avenue Rehabilitation: Raitt to Bristol		1,035,000
McFadden Avenue Rehabilitation: Fairview to Raitt		90,325
1st Street Slurry Resurfacing: City Limit to Newhope		687,000
SUBTOTAL HUTA GAS TAX - RMRA PROJECTS		5,668,325
TOTAL SELECT STREET CONSTRUCTION PROJECTS		6,803,325

CAPITAL FUNDS

Federal Aid Safety Program	PROGRAM	Fund 147			
PURPOSE:					
<p><i>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.</i></p>					
REVENUES					
14717002 Street Safety Projects					
52001	Federal Grants - Indirect	80,969	999,383	974,209	0
TOTAL STREET SAFETY PROJECTS REVENUE		80,969	999,383	974,209	0
EXPENDITURES					
14717611 Street Safety Projects					
61110	Part-Time Retirement	57	0	99	0
65205	Internal Depts. Personnel Charges	25,914	108,152	44,477	0
66220	Improvements Other than Buildings	283,755	1,615,456	520,003	0
TOTAL STREET SAFETY PROJECTS EXPENDITURES		309,726	1,723,608	564,580	0

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>PROJECTED</u>	<u>ADOPTED</u>
		<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>
REVENUES					
14817002 Traffic System Management					
52001	Federal Grants - Indirect	38,433	0	0	0
52025	State Grants-Direct	217,049	1,863,851	170,504	13,237,000
TOTAL TRAFFIC SYSTEM MANAGEMENT		<u>255,482</u>	<u>1,863,851</u>	<u>170,504</u>	<u>13,237,000</u>
EXPENDITURES					
14817611 TRAFFIC SYSTEM MANAGEMENT					
66220	Improvements Other than Buildings	3,840	0	0	0
TOTAL TRAFFIC SYSTEM MANAGEMENT GRANTS		<u>3,840</u>	<u>0</u>	<u>0</u>	<u>0</u>
14817613 ATP					
66220	Improvements Other than Buildings	459,610	2,421,529	2,011,777	11,282,000
14817614 ATP - SB1 AUGMENTATION					
66220	Improvements Other than Buildings	0	0	0	1,955,000
TOTAL ACTIVE TRANSPORTATION PROGRAM GRANTS		<u>459,610</u>	<u>2,421,529</u>	<u>2,011,777</u>	<u>13,237,000</u>
TOTAL TRAFFIC SYSTEM MANAGEMENT		<u>463,450</u>	<u>2,421,529</u>	<u>2,011,777</u>	<u>13,237,000</u>
PROJECTS					FY 18-19
14817613 Active Transportation Program (ATP)					
TRAFFIC IMPROVEMENTS					
Traffic Safety/Mobility					
Civic Center Drive Bike Boulevard: Broadway to Santiago					3,469,000
Edinger Avenue Protected Bikes Lanes: Santa Ana River to Bristol					1,924,000
Lincoln Pedestrian Trail: Park Lane to Santiago Creek					1,150,000
Santa Ana and 5th Street Protected Bike Lanes					4,484,000
Sepulveda Safe Routes to School Project					255,000
SUBTOTAL ACTIVE TRANSPORTATION PROGRAM (ATP) PROJECTS					<u>11,282,000</u>
14817614 Active Transportation Program (ATP) - Augmentation Funds					
STREET IMPROVEMENTS					
Curb, Gutter, Sidewalk Improvements					
First Street Pedestrian Improvements					540,000
TRAFFIC IMPROVEMENTS					
Traffic Safety/Mobility					
West Willits Street Protected Bicycle Lanes					495,000
Davis Elementary SRTS					920,000
SUBTOTAL ACTIVE TRANSPORTATION PROGRAM (ATP) AUGMENTATION FUND PROJECTS					<u>1,955,000</u>
TOTAL TRANSPORTATION SYSTEM MANAGEMENT GRANT PROJECTS					<u>13,237,000</u>

CAPITAL FUNDS

State Capital Grants		Fund 161			
PURPOSE:		The City funds a variety of capital projects with the use of state grants. Current projects are listed below.			
		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
REVENUES					
161 STATE CAPITAL GRANTS					
50001	Balance From Prior Year	0	0	4,101,806	1,544,990
52025	State Grants - Direct	1,030,800	0	0	1,000,000
TOTAL STATE CAPITAL GRANTS REVENUES		<u>1,030,800</u>	<u>0</u>	<u>4,101,806</u>	<u>2,544,990</u>
EXPENDITURES					
16113262	<i>State Resources Agency Grant</i>				
	66220 Improvements Other Than Buildings	0	326	0	539,390
		0	326	0	539,390
16113266	<i>Prop 84 Park Project</i>				
	66220 Improvements Other Than Buildings	15,492	(3,948)	41,779	0
	69135 Payment to Subagent	118,153	22,081	4,060,027	487,490
		133,644	18,133	4,101,806	487,490
16113267	<i>Housing Related Parks Program</i>				
	66220 Improvements Other Than Buildings	1,030,800	0	0	518,110
		1,030,800	0	0	518,110
16113268	<i>Ca. Youth Soccer and Recreation Dev. Prog.</i>				
	66220 Improvements Other Than Buildings	0	0	0	1,000,000
		0	0	0	1,000,000
TOTAL STATE CAPITAL GRANTS EXPENDITURES		<u>1,164,444</u>	<u>18,459</u>	<u>4,101,806</u>	<u>2,544,990</u>
PROJECTS					
Center Street-Urban Greening-State Resources Agency					539,390
Roosevelt/Walker Center-Prop 84					487,490
Sixth Street and Lacy Street Park Site-Housing Related Parks					518,110
Santa Anita Synthetic Turf Soccer Field-California Youth Soccer and Recreation Development					1,000,000
TOTAL PROJECTS					<u>2,544,990</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 provided funds for acquisition, enhancement, and restoration of wildlife areas, including programs and trails that bring urban residents into parks and wildlife areas. The grant required a 50 percent match from a non-state source.</p>				
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>ADOPTED</u>
	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>
REVENUES				
16913002 RECREATION GRANTS REVENUE				
52025 State Grants-Direct	36,448	0	0	0
52040 Grant-Other	0	0	0	0
58000 Earning On Investments	0	0	0	0
TOTAL RECREATION GRANTS REVENUES	<u>36,448</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENDITURES				
16913262 HABITAT CONSERVATION FUND				
66220 Improvements Other Than Building	19,240	0	0	0
TOTAL RECREATION GRANTS CAPITAL EXPENDITURES	<u>19,240</u>	<u>0</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 15-16</th> <th style="text-align: center; border-bottom: 1px solid black;">ACTUAL FY 16-17</th> <th style="text-align: center; border-bottom: 1px solid black;">PROJECTED FY 17-18</th> <th style="text-align: center; border-bottom: 1px solid black;">ADOPTED FY 18-19</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;">1,000</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 style="padding-left: 20px;">52025 State Grants-Direct</td> <td style="text-align: right;">109,000</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 style="padding-left: 20px;">58000 Earning on Investments</td> <td style="text-align: right;">50</td> <td style="text-align: right;">165</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;">110,050</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">165</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;">0</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;">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> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> </tbody> </table>						ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	REVENUES					17213002 NATIONAL RECREATION TRAILS FUND ACT					52001 Federal Grant-Indirect	1,000	0	0	0	52025 State Grants-Direct	109,000	0	0	0	58000 Earning on Investments	50	165	0	0	TOTAL RECREATION GRANTS REVENUES	110,050	165	0	0	 EXPENDITURES					17213240 NATIONAL RECREATION TRAILS FUND ACT					66220 Improvements Other Than Building	0	0	0	0	TOTAL RECREATION GRANTS EXPENDITURES	0	0	0	0
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CAPITAL FUNDS

Local Drainage Area Fees	PROGRAM			Funds 201 - 226
<p>PURPOSE: <i>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.</i></p>				
	<u>ACTUAL</u> <u>FY 15-16</u>	<u>ACTUAL</u> <u>FY 16-17</u>	<u>PROJECTED</u> <u>FY 17-18</u>	<u>ADOPTED</u> <u>FY 18-19</u>
REVENUES				
20117002 LOCAL DRAINAGE AREA NO. 2 58000 Earning on Investments	0	1	1	0
20217002 LOCAL DRAINAGE AREA NO. 2 58000 Earning on Investments	15	14	11	0
20317002 LOCAL DRAINAGE AREA NO. 3 58000 Earning on Investments	7,552	7,255	5,629	0
20417002 LOCAL Local Drainage Area No. 4 58000 Earning on Investments	22	10	8	0
20517002 LOCAL DRAINAGE AREA NO. 5 58000 Earning on Investments	13	6	4	0
20617002 LOCAL DRAINAGE AREA NO. 6 58000 Earning on Investments	9	8	7	0
20717002 LOCAL DRAINAGE AREA NO. 7 58000 Earning on Investments	3,491	3,357	2,414	0
20917002 LOCAL DRAINAGE AREA NO. 9 58000 Earning on Investments	0	8	5	0
21017002 LOCAL DRAINAGE AREA NO. 10 58000 Earning on Investments	171	165	128	0
21117002 LOCAL DRAINAGE AREA NO. 11 58000 Earning on Investments	23	1	2	0
21217002 LOCAL DRAINAGE AREA NO. 12 58000 Earning on Investments	1	0	0	0
21317002 LOCAL DRAINAGE AREA NO. 13 58000 Earning on Investments	52	26	20	0
22117002 LOCAL DRAINAGE AREA I 50500 Drainage Fee	91,484	65,377	8,456	0
58000 Earning on Investments	7,474	7,782	6,258	0
22217002 LOCAL DRAINAGE AREA II 50001 Prior Year Carry Forward	0	0	0	388,000
50500 Drainage Fee	26,620	15,932	6,622	0
58000 Earning on Investments	9,581	9,172	6,796	0

CAPITAL FUNDS

Local Drainage Area Fees		PROGRAM			Funds 201 - 226	
		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19	
22317002	LOCAL DRAINAGE AREA III					
50001	Prior Year Carry Forward	0	0	0	100,000	
50500	Drainage Fee	11,788	0	0	0	
58000	Earning on Investments	5,213	5,073	3,568	0	
22417002	LOCAL DRAINAGE AREA IV					
50500	Drainage Fee	42,019	132,830	38,991	0	
58000	Earning on Investments	1,503	1,931	2,689	0	
22517002	LOCAL DRAINAGE AREA V					
50500	Drainage Fee	1,627	22,329	45,863	0	
58000	Earning on Investments	1,029	1,210	1,062	0	
22617002	LOCAL DRAINAGE AREA VI					
50500	Drainage Fee	810	1,201	0	0	
58000	Earning on Investments	1,479	1,503	1,169	0	
TOTAL LOCAL DRAINAGE AREA FUND REVENUES		<u>211,976</u>	<u>275,192</u>	<u>129,703</u>	<u>488,000</u>	
EXPENDITURES						
20117660	LOCAL DRAINAGE AREA NO. 1					
66220	Improvements Other than Buildings	(242)	0	0	0	
20217660	LOCAL DRAINAGE AREA NO. 2					
66220	Improvements Other than Buildings	50	0	0	0	
20317660	LOCAL DRAINAGE AREA NO. 3					
66220	Improvements Other than Buildings	1,321	0	0	0	
20417660	LOCAL DRAINAGE AREA NO. 4					
66220	Improvements Other than Buildings	1,401	0	0	0	
20517660	LOCAL DRAINAGE AREA NO. 5					
66220	Improvements Other than Buildings	854	0	0	0	
20717660	LOCAL DRAINAGE AREA NO. 7					
66220	Improvements Other than Buildings	611	0	95,798	0	
20917660	LOCAL DRAINAGE AREA NO. 9					
66220	Improvements Other than Buildings	(3,499)	0	0	0	
21117660	LOCAL DRAINAGE AREA NO. 11					
66220	Improvements Other than Buildings	2,237	0	0	0	
21217660	LOCAL DRAINAGE AREA NO. 12					
66220	Improvements Other than Buildings	240	0	0	0	
21317660	LOCAL DRAINAGE AREA NO. 13					
66220	Improvements Other than Buildings	6,173	0	0	0	
22117660	LOCAL DRAINAGE AREA I					
66220	Improvements Other than Buildings	12,548	23,777	0	0	
22217660	LOCAL DRAINAGE AREA II					
66220	Improvements Other than Buildings	46	69,796	176,873	388,000	

CAPITAL FUNDS

Local Drainage Area Fees		PROGRAM			Funds 201 - 226
		<u>ACTUAL FY 15-16</u>	<u>ACTUAL FY 16-17</u>	<u>PROJECTED FY 17-18</u>	<u>ADOPTED FY 18-19</u>
22317660	LOCAL DRAINAGE AREA III				
66220	Improvements Other than Buildings	0	11,408	37,704	100,000
22417660	LOCAL DRAINAGE AREA IV				
66220	Improvements Other than Buildings	7,585	0	0	0
22517660	LOCAL DRAINAGE AREA V				
66220	Improvements Other than Buildings	1,505	0	80,000	0
22617660	LOCAL DRAINAGE AREA VI				
66220	Improvements Other than Buildings	601	0	0	0
TOTAL LOCAL DRAINAGE AREA EXPENDITURES		<u>31,431</u>	<u>104,980</u>	<u>390,375</u>	<u>488,000</u>
 PROJECTS					 <u>FY 18-19</u>
 22217660 LOCAL DRAINAGE AREA II					
STREET IMPROVEMENTS					
Street/Bridge Improvements & Widening					
Bristol Street Improvements and Widening: Phase 3B - Washington to 17th					388,000
 22317660 LOCAL DRAINAGE AREA III					
UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS					
Storm Drain/Water Quality					
D-03 Channel Improvements at Alton Avenue					<u>100,000</u>
TOTAL LOCAL DRAINAGE AREA FEES PROJECTS					<u><u>488,000</u></u>

CAPITAL FUNDS

Park Acquisition & Development		PROGRAM			Fund 301-314
PURPOSE: Park Acquisition and Development fees are charged to developers for all residential development in order to allow the City to maintain adequate green space and recreational facilities for the City's population as it increases as a result of such residential development. These fees are the primary source of funding for development, enhancement, and renovation of the City's parklands.					
REVENUES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
30113002 REC/COM SVCS ACQ & DEV					
57304	Rancho Santiago Reimbursement/PR	0	0	0	0
58000	Earnings on Investments	0	37,840	20,234	275,930
		0	37,840	20,234	275,930
31113002 RESIDENTIAL DEVELOPMENT DISTRICT 1					
50001	Prior Year Carry Forward	0	0	0	2,452,965
57991	Miscellaneous	835,269	1,419,945	165,062	0
58000	Earnings on Investments	8,547	13,808	28,250	28,250
		843,816	1,433,753	193,312	2,481,215
31213002 RESIDENTIAL DEVELOPMENT DISTRICT 2					
50001	Prior Year Carry Forward	0	0	0	3,780,230
57000	Expense Reimbursement	0	0	10,106	0
57991	Miscellaneous	1,561,417	550,274	260,079	0
58000	Earnings on Investments	43,353	40,077	43,095	43,000
		1,604,770	590,351	313,280	3,823,230
31313002 RESIDENTIAL DEVELOPMENT DISTRICT 3					
50001	Prior Year Carry Forward	0	0	222,122	1,945,655
57991	Miscellaneous	13,688	15,941	1,191,451	0
58000	Earnings on Investments	25,740	23,144	23,675	23,675
		39,427	39,085	1,437,248	1,969,330
31413002 RESIDENTIAL DEVELOPMENT DISTRICT 4					
50001	Prior Year Carry Forward	0	0	0	902,170
57000	Expense Reimbursement	0	0	561	0
57991	Miscellaneous	424,346	236,266	10,006	0
58000	Earnings on Investments	5,252	8,880	10,055	10,000
		429,598	245,146	20,622	912,170
TOTAL PARK ACQUISITION AND DEVELOPMENT		<u>2,917,611</u>	<u>2,346,175</u>	<u>1,984,696</u>	<u>9,461,875</u>
EXPENDITURES		ACTUAL FY 15-16	ACTUAL FY 16-17	PROJECTED FY 17-18	ADOPTED FY 18-19
30113260 RESIDENTIAL DEVELOPMENT DISTRICT 1					
62300	Contract Services - Professional	0	37,340	20,234	275,930
66220	Improvements Other than Buildings	500	0	0	0
		500	37,340	20,234	275,930
31113260 RESIDENTIAL DEVELOPMENT DISTRICT 1					
66220	Improvements Other than Buildings	96,963	19,625	4,786	2,481,215
		96,963	19,625	4,786	2,481,215
31213260 RESIDENTIAL DEVELOPMENT DISTRICT 2					
66220	Improvements Other than Buildings	1,727	116,218	58,985	2,540,355
69135	Payment to Subagent	0	0	0	500,670
		1,727	116,218	58,985	3,041,025
31213261 RES. DEV. DISTRICT 2 - IN LIEU					
66220	Improvements Other than Buildings	592,751	489,531	75,464	782,205
68000	Transfer to Fund 417	555,000	0	0	0
		1,147,751	489,531	75,464	782,205
31313260 RESIDENTIAL DEVELOPMENT DISTRICT 3					
65205	Internal Departments	18,909	23,352	572	0
66200	Building Improvement	0	185,023	1,152	0
66220	Improvements Other than Buildings	20,920	103,451	0	420,665
69135	Payment to Subagent	0	0	222,122	175,460
		39,829	311,826	223,846	596,125
31313261 RES. DEV. DISTRICT 3- IN LIEU					
66220	Improvements Other than Buildings	0	0	31,338	1,373,205
		0	0	31,338	1,373,205
31413260 RESIDENTIAL DEVELOPMENT DISTRICT 4					
65205	Internal Departments	0	0	1,631	0
66220	Improvements Other than Buildings	16,134	29,418	29,754	912,170
		16,134	29,418	31,385	912,170
TOTAL PARK ACQUISITION AND DEVELOPMENT		<u>1,302,904</u>	<u>1,003,958</u>	<u>446,038</u>	<u>9,461,875</u>

CAPITAL FUNDS

Police Building Debt Service		PROGRAM			Fund 400
PURPOSE:					
<p>The Police Administration and Holding Facility Lease Revenue Bonds, Series 1994A were issued in March 1994 for \$107,399,438.50 at a 5.80% yield. In February 2004, the City issued a Lease Revenue Refunding Bonds Series 2004A to defease a portion of the \$107,399,438.50 in the aggregate principal amount of \$38,830,000 at an average yield of 3.0455 %. The refunding gave the City a net present value savings of \$ 3,282,010. This program shows the debt service payment schedule to defease the balance of the 1994 Lease Revenue Bonds and the Refunding Lease Revenue Bonds Series 2004A.</p>					
		<u>ACTUAL</u> <u>FY 15-16</u>	<u>ACTUAL</u> <u>FY 16-17</u>	<u>PROJECTED</u> <u>FY 17-18</u>	<u>ADOPTED</u> <u>FY 18-19</u>
<u>REVENUES</u>					
40019002	POLICE BUILDING DEBT SERVICE				
58000	Earnings on Investments	23,781		0	
58005	Investment Income -Trustee	4		0	
59000-11	Transfer From General Fund 11	<u>4,612,190</u>		<u>4,622,660</u>	<u>4,622,660</u>
TOTAL	POLICE BUILDING DEBT SERVICE FUND	<u><u>4,635,975</u></u>	<u><u>0</u></u>	<u><u>4,622,660</u></u>	<u><u>4,622,660</u></u>
		<u>ACTUAL</u> <u>FY 15-16</u>	<u>ACTUAL</u> <u>FY 16-17</u>	<u>PROJECTED</u> <u>FY 17-18</u>	<u>ADOPTED</u> <u>FY 18-19</u>
<u>EXPENDITURES</u>					
40019020	POLICE BUILDING DEBT SERVICE				
62300	Other Contractual Services	6,528		10,000	10,000
67300	Bond Principal	2,672,500		3,017,500	3,017,500
67310	Bond Interest	1,939,688		1,595,160	1,595,160
TOTAL	POLICE BUILDING DEBT SERVICE FUND	<u><u>4,618,716</u></u>	<u><u>0</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

**CITY OF SANTA ANA
POLICE BUILDING DEBT SERVICE FUND
REFUNDING LEASE REVENUE BONDS SERIES 2004A
SCHEDULE OF ANNUAL DEBT SERVICE**

<u>Fiscal Year</u>	<u>Principal Repayment</u>	<u>Interest Payments</u>	<u>Total Annual Interest & Principal Payments</u>
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>22,505,000</u>	<u>5,171,251</u>	<u>27,676,251</u>

*Fiscal Year begins July 1st and ends June 30th.
The annual debt service is due in two installments, 7/1 and 1/1.
July's payment is processed in June of the prior fiscal-year.*

* Debt Service Reserve Fund (DSRF)

CAPITAL FUNDS

COSA 2014 Lease Financing Debt Service		PROGRAM			Fund 404
PURPOSE:					
<p>In June 2014, the Santa Ana Financing Authority executed the 2014 Private Lease Financing in the amount of \$45.1 million with three private placement providers: TPB Investment, Inc. (\$22.0 million), Compass Mortgage Corporation (\$10.0 million), and Capital One Public Funding, LLC (\$13.1 million). Of the proceeds received, the City used \$8.0 million to refinance the outstanding 1998 Certificate of Participation (City Hall Expansion Project). These issues will mature serially beginning on January 1, 2015 through 2028. The remaining \$37.0 million of the proceeds was used to partially advance refund the 1994 Police Administration and Holding Facility Lease Revenue bonds. These issues will mature serially beginning on July 1, 2015 through 2024. The advance refunding resulted in a cash flow difference of \$2.6 million and an economic gain of \$2.1 million.</p>					
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>ADOPTED</u>
		<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>
REVENUES					
40419002	2014 LEASE FINANCING				
	59000-11 Transfer From Fund 11	4,954,510	4,956,840	4,956,475	4,950,743
	59000-86 Transfer From Fund 86	115,765	116,105	115,570	115,570
	59000-101 Transfer From Fund 101	96,596	96,885	96,435	96,435
	59301 Financing Proceeds	0	0	0	0
	TOTAL LEASE FINANCING DEBT SERVICE FUND	<u>5,166,871</u>	<u>5,169,830</u>	<u>5,168,480</u>	<u>5,162,748</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>ADOPTED</u>
		<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>
EXPENDITURES					
40419020	2014 LEASE FINANCING				
	62300 Contract Services - Professional	0	11,000	11,000	11,000
	67300 Bond Principal	3,755,000	3,885,000	4,015,000	4,145,000
	67310 Bond Interest	1,400,867	1,273,826	1,142,480	1,006,748
	67401 Insurance Cost	0	0	0	0
	67403 Payment to Bond Escrow Agent	0	0	0	0
	TOTAL LEASE FINANCING DEBT SERVICE FUND	<u>5,155,867</u>	<u>5,169,826</u>	<u>5,168,480</u>	<u>5,162,748</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>
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>29,820,000</u></u>	<u><u>4,046,761</u></u>	<u><u>33,866,761</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 FUNDS

**Community Development
AHSC Program**

PROGRAM

Fund 418

PURPOSE:

<u>PRIOR YEAR PROJECTS</u>	<u>FY 17-18</u>
41818832 Affordable Housing Sustainable Communities Program	
TRAFFIC IMPROVEMENTS	
Traffic Safety / Mobility	
Bush Street Bicycle Boulevard	<u>1,288,000</u>
TOTAL PRIOR YEAR AHSC PROGRAM PROJECTS	<u><u>1,288,000</u></u>

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 2018/2019 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
I. STREET IMPROVEMENTS	
Alley Rehabilitation	
Alley Improvement Program	\$150,000
Subtotal Alley Rehabilitation	\$150,000
Arterial Street Rehabilitation	
1st Street Slurry and Resurfacing: City Limit to Newhope	\$687,000
Alton Avenue Rehabilitation: Raitt to Bristol	\$1,035,000
Bristol Street Rehabilitation: MacArthur to Railroad (N/O Alton)	\$700,000
Edinger Avenue Rehabilitation: Raitt to Bristol	\$900,000
Main Street Rehabilitation: Dyer to Warner	\$600,000
Main Street Slurry Seal and Resurfacing: 1st to Civic Center	\$376,000
McFadden Avenue Rehabilitation: Fairview to Raitt	\$1,094,861
Raitt Street Rehabilitation: McFadden to Civic Center	\$980,000
Raitt Street Slurry Seal and Resurfacing: Edinger to McFadden	\$300,000
Subtotal Arterial Street Rehabilitation	\$6,672,861
Curb, Gutter, Sidewalk Improvements	
First Street Pedestrian Improvements	\$540,000
Omnibus Concrete	\$50,000
Subtotal Curb, Gutter, Sidewalk Improvements	\$590,000
Local Street Resurfacing	
Local Street Preventative Maintenance	\$2,000,000
Subtotal Local Street Resurfacing	\$2,000,000
Neighborhood Street Resurfacing	
Residential Street Repair Program	\$748,784
Subtotal Neighborhood Street Resurfacing	\$748,784
Planning	
Pavement Management	\$250,000
Project Development	\$150,000
Right-of Way Management	\$150,000
Subtotal Planning	\$550,000
Street/Bridge Improvements & Widening	
Bristol Street Improvements and Widening: Phase 3a - Civic Center to Washington	\$200,000
Bristol Street Improvements and Widening: Phase 3B - Washington to 17th	\$388,000
Bristol Street Improvements and Widening: Phase 4 - Warner to St. Andrew	(PY) \$1,000,000
Warner Avenue Improvements: Phase 2 - Oak Street to Grand Avenue	\$485,635
Subtotal Street/Bridge Improvements & Widening	\$2,073,635
TOTAL STREET IMPROVEMENTS	\$12,785,280

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 2018/2019 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
II. <u>TRAFFIC IMPROVEMENTS</u>	
Planning	
Bike Lane Project Development	\$80,000
OC Streetcar	(PY) \$493,469
Traffic Management Plans	\$50,000
Traffic Safety Project Development	\$50,000
Subtotal Planning	\$673,469
Traffic Improvements	
Garden Grove Blvd/ Memory Traffic Signal Synchronization	\$15,000
Main Street Traffic Signal Synchronization	\$350,000
Traffic Signal Equipment Replacement	\$100,000
Subtotal Traffic Improvements	\$465,000
Traffic Safety / Mobility	
Bristol Street and Edinger Avenue Class II Bike Lanes	\$93,560
Bristol Street Protected Bike Lanes: Edinger to 1st	\$287,000
Bush Street Bicycle Boulevard	\$1,288,000
Citywide Bike Racks and SARTC Bicycle Center	\$138,888
Civic Center Drive Bike Boulevard: Broadway to Santiago	\$3,469,000
Davis Elementary SRTS	\$920,000
Edinger Avenue Protected Bikes Lanes: Santa Ana River to Bristol	\$1,924,000
Hazard Avenue Protected Bike Lanes: Euclid to Harbor	\$1,063,000
Lincoln Pedestrian Trail: Park Lane to Santiago Creek	\$1,150,000
Santa Ana and 5th Street Protected Bike Lanes	\$4,484,000
Sepulveda Safe Routes to School Project	\$255,000
West Willits Street Protected Bicycle Lanes: Fairview to Raitt	\$495,000
Subtotal Traffic Safety / Mobility	\$15,567,448
TOTAL TRAFFIC IMPROVEMENTS	\$16,705,917
III. <u>UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS</u>	
Facility Improvements	
East Station Security Fencing Improvements	\$250,000
SA-2 Vault Improvements	\$100,000
Subtotal Facility Improvements	\$350,000
Sewer Improvements	
Bristol Street Sewer Main Improvements Phase 3A - Civic Center to Washington	\$150,000
Santa Ana Memorial Neighborhood Sewer Main Improvements	\$175,000
Warner Garnsey Sewer Main Diversion Improvements	\$200,000
Willard Neighborhood Sewer Main Improvements	\$50,000
Subtotal Sewer Improvements	\$575,000
Storm Drain/Water Quality	
D-03 Channel Improvements at Alton Avenue	\$100,000
First Street Undercrossing Storm Drain Lift Station	\$650,000
Mabury Park Stormwater Capture Project	\$95,000
Subtotal Storm Drain/Water Quality	\$845,000

**CITY OF SANTA ANA
CAPITAL IMPROVEMENT PROGRAM (CIP)
FY 2018/2019 CIP PROJECTS BY CATEGORY**

<u>PROJECTS</u>	<u>TOTAL</u>
Street Light Improvements	
Street Light Re-wiring and Repairs	\$130,000
Subtotal Street Light Improvements	\$130,000
Water Improvements	
Bristol Street Water Main Improvements Phase 4 - Warner to Saint Andrew	\$1,600,000
Cambridge Pump Station Entry Improvements	\$250,000
Washington Well Site Improvements	\$250,000
Subtotal Water Improvements	\$2,100,000
TOTAL UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS	\$4,000,000
IV. CITY FACILITY IMPROVEMENTS	
Park Facility Improvements	
6th and Lacy Park Improvement	(PY) \$415,066
Chepa's Park Playground-CPRS Supported	(PY) \$75,000
Chepa's Park Storage Bins	\$20,000
El Salvador-Replace Swimming Pool Filter	\$20,000
Memorial Swimming Pool Replastering	\$100,000
Roosevelt / Walker Park Improvements	(PY) \$400,000
Rosita Park Ballfield Lighting Renovation	\$350,000
Salgado Swimming Pool Replastering	\$80,000
Sandpointe Paseo Security Lighting	(PY) \$61,000
Santa Anita Center Expansion-Substation	\$100,000
Santa Anita Park Synthetic Turf	\$3,648,784
Santa Anita Swimming Pool Replastering	\$80,000
Santa Anita-Replace Swimming Pool Filter	\$20,000
Santiago Park Gas House Area Improvements	\$400,000
Thornton Park (Kiwans Barrier Free Park) Electrical/Restroom	(PY) \$142,700
Thornton Park Security Lighting	(PY) \$91,750
Subtotal Park Facility Improvements	\$6,004,300
Zoo Facility Improvements	
Santa Ana Zoo Amazon's Edge Giant River Otter Habitat	(PY) \$134,760
Santa Ana Zoo AZA Improvements	(PY) \$365,243
Santa Ana Zoo Master Plan	(PY) \$78,038
Subtotal Zoo Facility Improvements	\$578,041
TOTAL CITY FACILITY IMPROVEMENTS	\$6,582,341
GRAND TOTAL	\$40,073,538

PY = Funding approved in Prior Fiscal Year(s)

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FY 18-19 THROUGH FY 24-25

	<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>FY 24/25</u>	<u>TOTAL</u>
I. <u>STREET IMPROVEMENTS</u>								
Alley Rehabilitation	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,050,000
Arterial Street Rehabilitation	6,672,861	0	0	0	0	0	0	6,672,861
Curb, Gutter, Sidewalk Improvement	590,000	4,082,000	50,000	50,000	50,000	50,000	50,000	4,922,000
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	748,784	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,748,784
Planning	550,000	550,000	550,000	550,000	550,000	550,000	550,000	3,850,000
Street/Bridge Improvements & Widening	2,073,635	0	0	0	0	0	0	2,073,635
Total	12,785,280	7,782,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	39,317,280
II. <u>TRAFFIC IMPROVEMENTS</u>								
Planning	673,469	180,000	180,000	180,000	180,000	180,000	180,000	1,753,469
Traffic Improvements	465,000	100,000	100,000	100,000	100,000	100,000	100,000	1,065,000
Traffic Safety / Mobility Improve	15,567,448	7,309,000	0	0	0	0	0	22,876,448
Total	16,705,917	7,589,000	280,000	280,000	280,000	280,000	280,000	25,694,917
III. <u>UTILITY/DRAINAGE/LIGHTING IMPROVEMENTS</u>								
Sewer Improvements	575,000	4,000,000	3,500,000	0	0	0	0	8,075,000
Storm Drain/Water Quality Improve.	845,000	-	0	0	0	0	0	845,000
Street Lighting Improvements	130,000	200,000	200,000	200,000	200,000	200,000	200,000	1,330,000
Water Improvements	2,100,000	3,500,000	0	0	0	0	0	5,600,000
Water/Sewer Facility Improvement	350,000	5,200,000	2,000,000	0	0	0	0	7,550,000
Total	4,000,000	12,900,000	5,700,000	200,000	200,000	200,000	200,000	23,400,000
IV. <u>CITY FACILITY IMPROVEMENTS</u>								
Park Facility Improvements	6,004,300	0	0	0	0	0	0	6,004,300
Zoo Facility Improvements	578,041	0	0	0	0	0	0	578,041
Total	6,582,341	0	0	0	0	0	0	6,582,341
GRAND TOTAL	40,073,538	28,271,000	9,730,000	4,230,000	4,230,000	4,230,000	4,230,000	94,994,538