



Twilight at the Diamond Bar Center

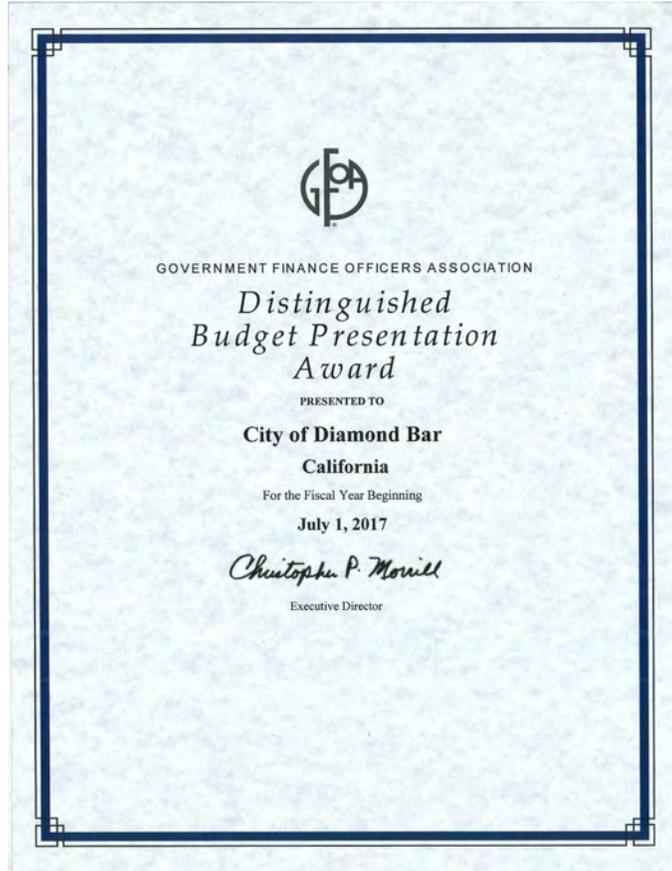
City of Diamond Bar

ANNUAL BUDGET

Fiscal Year 2018 - 2019

BUDGET AWARDS

GOVERNMENT FINANCE OFFICERS ASSOCIATION



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Diamond Bar, California, for its Annual Budget for the fiscal year beginning July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

The California Society of Municipal Finance Officers (CSMFO), presented its Operating Budget Meritorious Award to the City of Diamond Bar, California for its Fiscal Year 2017 -2018 Budget. The City of Diamond Bar is confident that the Fiscal Year 2018-2019 Budget will continue to conform to award requirements.

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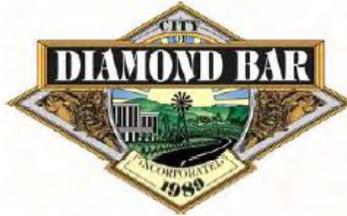
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INTRODUCTION

CITY LEADERSHIP



Ruth M. Low
Mayor



Carol Herrera
Mayor Pro Tem



Jimmy Lin
Council Member



Nancy A. Lyons
Council Member



Steve Tye
Council Member

City Manager - Daniel Fox

Assistant City Manager - Ryan McLean

City Clerk - Tommye Cribbins

Community Development Director - Greg Gubman

Finance Director - Dianna Honeywell

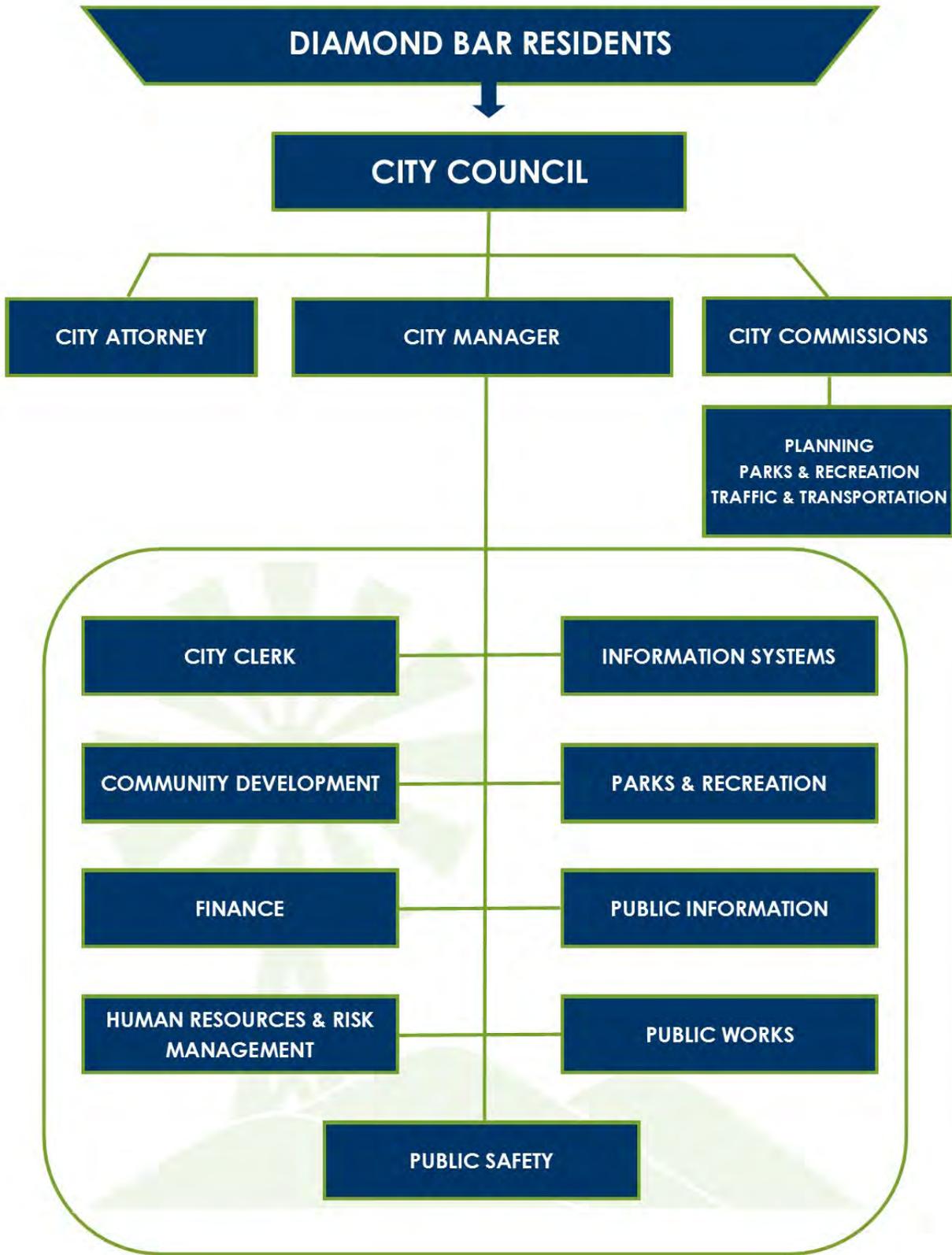
Human Resources and Risk Manager - Amy Haug

Information Systems Director - Ken Desforjes

Public Information Manager - Marsha Roa

Public Works Director - David Liu

ORGANIZATIONAL STRUCTURE



CITY MANAGER'S BUDGET MESSAGE

June 5, 2018

Honorable Mayor and City Council Members
City of Diamond Bar

RE: City Manager's Recommended Budget for Fiscal Year 2018-2019

Presented for your consideration, discussion and approval, is the City's Annual Budget and Capital Improvement Program for FY 2018-2019. The proposed budget implements the City Council's priorities and strategic goals, provides a financial plan that continues the delivery of first-rate services to the community and is responsive to the needs of our residents. The allocation of resources is guided by the three overarching goals found in the City's adopted 2017-2020 Strategic Plan which includes:

- Responsible Stewardship of Public Resources
- Open, Engaged & Responsive Government
- Safe, Sustainable & Healthy Community

The proposed FY 2018-2019 budget is a comprehensive funding package that is conservative in revenue and expenditure growth while providing the desired services, programs and projects that benefit the residents and businesses of Diamond Bar. Estimated General Fund resources are approximately \$29.5 million including the use of approximately \$3.8 million in reserves for several Capital Improvement carryover projects and for new appropriations (itemized in detail below). The proposed General Fund Operating Budget expenditures total an estimated \$29.4 million and the Capital Improvement Program totals approximately \$10.2 million.

FY 2017-2018 ACCOMPLISHMENTS

2017-2020 Strategic Plan

The City Council adopted the 2017-2020 Strategic Plan as a new way to establish priorities through a forward-thinking blueprint for Diamond Bar with One Vision - Three Goals - Six Priorities.



CITY MANAGER'S BUDGET MESSAGE

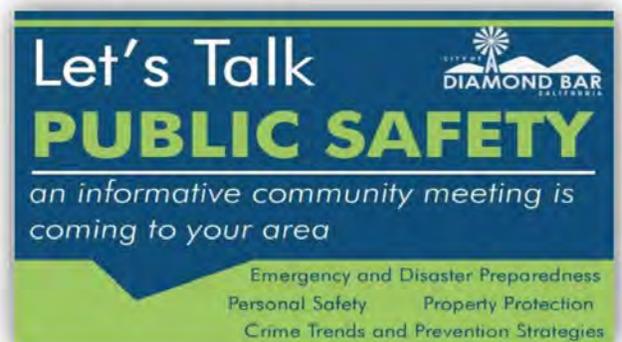
The Strategic Plan also created a framework to identify measurable Action Items consistent with the Vision, Goals, and Priorities. The Action Items are assigned to specific departments and given implementation timeframes within the three-year horizon. The 2017-2020 Strategic Plan was incorporated into the FY 2017-2018 Budget for the first time.

The 2017-2020 Strategic Plan is extremely ambitious and included a total of 79 Action Items as originally adopted. Over the past year, Staff has been extremely focused and done an exemplary job in implementing the Strategic Plan. By June 30, 2018, it is anticipated that 36 Action Items will have been completed, with an additional 39 Action Items in progress, representing 95% of the Strategic Plan.

As part of the FY 2018-2019 budget preparation process, the City Council reviewed the accomplishments over the past year, consider various updates or refinements to the remaining Action Items, and established 15 additional new Action Items that are appropriate and feasible to accomplish. Based on this review, a "Year 2 Update" to the 2017-2020 Strategic Plan has been incorporated into the FY 2018-2019 Budget which now provides for a three-year cumulative total of 94 Actions Items.

Public Safety

Public Safety continues to be the City's top priority. The City has taken a proactive approach to addressing the increases in property crimes being experienced throughout the region as a result of changes in state law. The City, along with our Los Angeles County Sheriff and Fire partners, completed a successful Let's Talk



Public Safety program which included a series of neighborhood meetings throughout the community. The program was met with enthusiasm and support from over 1,000 attendees who were provided with enhanced educational information related to reducing property crimes, fires prevention tips and emergency preparedness strategies. The number of neighborhood watch groups more than double to 84. These efforts are appearing successful. The Let's Talk Public Safety Program, combined with strategic suppression patrols and undercover operations, has resulted in a year-to-date reduction in crime rate by

CITY MANAGER'S BUDGET MESSAGE

approximately 21.5%. Efforts are already underway to continue and expand the program in FY 2018-2019 with new content and additional public outreach opportunities.

Comprehensive General Plan Update

The Comprehensive Update to the Diamond Bar General Plan is a multi-year effort that commenced in the fall of 2016. A number of milestones were reached during FY 2017-2018 with the selection of a preferred Land Use Plan that will define the planning principles and guiding policies to form the General Plan document. There was a community outreach meeting, three General Plan Advisory Committee Meetings and a Joint Planning Commission/City Council meeting held in FY 2017-2018. The process is expected to continue in FY 2018-2019 with additional public meetings and the drafting of the General Plan document and related Environmental Impact Report.



Economic Development

Continued efforts were made to attract and retain quality small businesses that diversify and increase the City's tax base. During FY 2017-2018, the City welcomed a number of new businesses to the fully renovated K-Mart site with the opening of Sprouts, Ross, Chipotle, and Coffee Bean & Tea Leaf. McDonald's completed a full rebuilding of their store in the center and Habit Burger commenced construction of their new store. During FY 2018-2019, additional new businesses are anticipated to fill the remaining vacancies within this center. Entitlement work is also underway for a new Hotel, retail and office development at the Brea Canyon RV Storage lot near the SR 60 Freeway which is anticipated to be completed in FY 2018-2019.



CITY MANAGER'S BUDGET MESSAGE

Construction continues at the new 99-unit South Pointe residential project. All permits were issued during FY 2017-2018. Larkstone Park which is part of the South Pointe development was completed and opened to the public. Construction of the final phases will continue into FY 2018-2019.

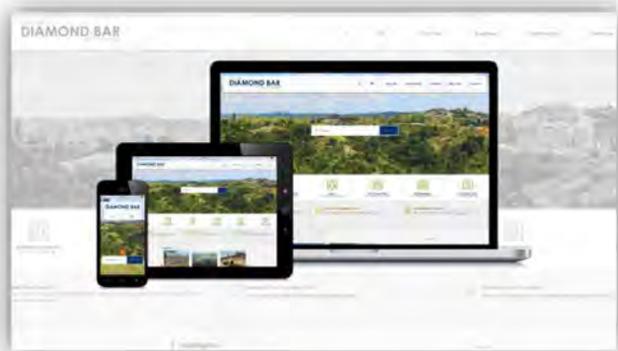
Public Works

A number of Capital Improvement Projects totaling approximately \$4.1 million were completed in FY 2017-2018. In addition, the new Lemon Avenue interchange at SR 60, and the westbound ramps at Grand and SR 57/60 were opened. Advocacy efforts continued related to the 57/60 Confluence project which was awarded \$22 million in SB-1 funds under the Trade Corridor Enhancement Program to commence engineering design for the mainline improvements.



Public Information

A number of Public Information initiatives have been completed, including the creation of a new City logo and the redesign of the City's website. The new website includes improved content and navigation, enhanced public access and engagement, and incorporates more visual elements. Among the site's new features are blogs, text message notifications, and smart maps to find street sweeping and trash pickup days.



ESTIMATED GENERAL FUND RESOURCES - \$29,496,111

The following highlighted items have been incorporated into the revenue estimates:

CITY MANAGER'S BUDGET MESSAGE

- **Property Taxes** - The assessed valuation of parcels in the City increased by 4.35% during FY 2017-2018. It is anticipated that there will be an increase in the assessed valuation of 3.83% in FY 2018-2019. This will result in an overall increase to property tax revenue of 2.7% over the anticipated FY 2017-2018 amount of \$5.2 million. Property Tax In Lieu of Vehicle License Fees (VLF) is anticipated to increase 3.83% to \$6.2 million during FY 2018-2019.
- **Sales Tax** - Sales tax revenue is projected to increase by 2.2% over the expected FY 2017-2018 amount to \$5.2 million.
- **From Other Agencies** – The proposed budget includes the sale of \$1.2 million in Proposition A funds in exchange for \$840,000 in General Fund funds. This is an estimated exchange rate of \$0.70. Proposition A funds are very restrictive transit funds for which the City has limited ability to use on current projects. It is proposed that these funds be exchanged for General Fund funds which can be used for park improvement projects.
- **Current Service Charges** - With the remainder of the South Pointe housing development permits being issued by the end of FY 2017-2018, it is anticipated that FY 2018-2019 building activity will return to pre-development levels which means significantly lower revenue than the City has seen during the last few budget cycles. Revenue from all sources of service charges (which include Building, Planning, Engineering and Recreation fees) are estimated to be down 40.1% or a total of \$1.4 million.

ESTIMATED GENERAL FUND APPROPRIATIONS - \$29,412,106

The following highlights have been incorporated into the expenditure estimates:

- **Public Safety** - The annual increase to the FY 2018-2019 law enforcement contract rate is 2.57% which represents \$149,087. The law enforcement contract amount based on the current service levels is proposed to be \$5,950,164. The Liability Trust Fund rate for FY 2018-2019 is 10.5% which represents a total of \$613,739. An additional \$100,000 is proposed from the Law Enforcement Reserve Fund for special assignments and suppression patrols which have proven to be a cost effective approach to reducing crime

CITY MANAGER'S BUDGET MESSAGE

and responding to specific public safety issues throughout the year. The FY 2018-2019 LA Sheriff Contract Budget totals \$6,563,903, or approximately 22.2% of the operating budget expenditures.

In addition, \$150,000 is included in the Engineering Division operating budget for Safe Routes to School Updates consistent with the new Strategic Plan Item. Safe Route to School Grants would be sought to off-set this expense. The City currently provides Crossing Guards at 10 elementary and middle schools. Two additional crossing guards have been requested at Walnut and Maple Hill Elementary schools. The total budget for crossing guard services is \$174,000 which is a \$24,000 increase over the previous year.

- **Cost of Living/Benefit Allotment** - Each year, the City Council adopts the Compensation and Benefits Plan for the upcoming fiscal year which includes employee positions, associated salary ranges and benefits. The City's Personnel Rules and Regulations specify that the City Manager may request that the City Council authorize a Cost of Living Adjustment (COLA) for employees based on the March to March rates of the federal Consumer Price Index (CPI) for Wage Earners and Clerical Workers in Los Angeles/Orange Counties. This year's CPI for the established period is 3.88%. Although CPI is 3.88% during the established measurement period, the proposed budget includes a 2.50% COLA for all benefitted classifications of employment including all executive positions such as Department Heads, Assistant City Manager and the City Manager position. In addition, it is recommended that a \$50 per month increase to the Benefit Allotment be approved for all benefitted classifications of employment including the executive positions and the members of the City Council to keep up with corresponding health premium rate increases. With the monthly Benefit Allotment increase, full-time non-exempt staff will receive \$1,320 and full-time exempt staff and City Council Members will receive \$1,350 to be used towards health benefits. The approximate annual cost to implement both of these actions is \$194,330.
- **Personnel** - The City Council has made the development and maintenance of a professional and effective workforce to serve the public a priority. It is the duty and responsibility of the City Manager to periodically review departmental operations and staffing structures for efficient, cost effective, and economical delivery of services to the public and to conduct long-term organizational and succession planning. Based on such review, the following recommendations are included in the proposed budget:

CITY MANAGER'S BUDGET MESSAGE

- o Creation of a Flexible Staffing Program - A Flexible Staffing Program would authorize the City Manager to hire or promote qualified individuals from an entry-level position to a professional level classification where a job series exists. This program would provide a merit-based flexible staffing policy to allow for movement of employees within a designated series to more effectively staff the organization and serve the public in an efficient and cost-effective manner where budgetary authorization is available without increasing head count. This program would also allow a vacancy to be filled at the lowest level possible providing potential salary savings, as well as professional growth opportunities.

The applicable job classifications are proposed as follows:

Part-time Non-Benefitted Positions

Entry Level	Higher Level	Highest Level
Recreation Leader I	Recreation Leader II	Recreation Leader III
Maintenance Worker I	Maintenance Worker II	

Full-time Benefitted Positions

Entry Level	Higher Level
Maintenance Worker	Senior Maintenance Worker
Assistant Engineer	Associate Engineer
Assistant Planner	Associate Planner
Neighborhood Improvement Officer	Senior Neighborhood Improvement Officer
Management Analyst	Senior Management Analyst

Hiring and/or promotional decisions would be based on Council-approved personnel head counts and within adopted budgetary appropriations. A promotional opportunity between the Entry and Higher Level positions would typically range between \$5,000 and \$7,000 annually.

- o Parks & Recreation Administration - As a result of the previous year's consolidation of the maintenance operations under the Public Works umbrella, the Parks & Recreation Administration division has been combined with the Diamond Bar Center and Recreation division. The new Parks & Recreation Director salary is proposed to be split between the Diamond Bar Center and Recreation divisions.

CITY MANAGER'S BUDGET MESSAGE

- **Economic Development** - Economic Development activities has been incorporated into overall operating expenses (not reserves). The amount included in the FY 2018-19 budget is down \$32,100 from FY 2017-18 based on estimated as-needed services. The proposed budget includes \$25,000 for the Restaurant Week program.
- **Community Displays** - The City has traditionally displayed various banners throughout the community in recognition of various holidays. The proposed budget includes \$40,000 for the purchase of additional American Flags and new mounting hardware bringing the total to 250 flags. American Flags are currently randomly hung along Diamond Bar Blvd three times per year around President's Day, Memorial Day to Independence Day, and Veteran's Day. With the additional flag purchase, all American Flags could now be installed along the full length of Grand Avenue rather than dispersed along Diamond Bar Blvd. The military recognition banners would remain on Diamond Bar Blvd. In addition, the proposed budget also includes \$50,000 for new holiday street banners, along with additional garland and decorations at the Grand/Diamond Bar Blvd intersection, City Hall and the Diamond Bar Center.
- **Use of General Fund Reserves** – The proposed FY 2018-19 General Fund budget includes the following use of reserves to fund the following expenditures:
 - **Capital Improvement Projects (CIP) \$2,184,699** – There are several CIP projects that are anticipated to be in progress but not complete by June 30, 2018. Appropriated funds for these projects will need to be “carried over” into FY 2018-2019. These carry over projects total \$1.9 million. These projects include a street improvement project, a transportation infrastructure improvement project, a groundwater drainage improvement project, a City entry monument project, two park projects and an HVAC replacement at City Hall. A total of \$322,000 in General Fund reserves will be used to fund new projects in FY 2018-2019. These projects include two park design projects.
 - **Lighting & Landscape Assessment Districts \$490,981** – As in previous years, the General Fund has subsidized the LLAD's. Every effort was made to keep costs down but with rising costs and a fixed amount of property tax assessment revenue available, General Fund reserves are required to fund the deficit in each district. The table below summarizes the level of subsidy

CITY MANAGER'S BUDGET MESSAGE

required in each area. As the Council is aware, staff is exploring options to return LLAD #41 to the respective Homeowners Associations and property owners.

LLAD District	Proposed Expenditures	Est. Assessment Resources	Est. General Fund Resources
#38	\$375,565	\$274,170	\$101,395
#39	\$540,352	\$294,764	\$245,588
#41	<u>\$266,155</u>	<u>\$122,157</u>	<u>\$143,998</u>
Total	<u>\$1,182,072</u>	<u>\$691,091</u>	<u>\$490,981</u>

- **Special Legal Counsel \$500,000** – This appropriation is for continued as-needed special legal services.
- **New Finance System \$591,095** – This is a carryover project from FY 2017-2018. The project is a multi-year effort due to the scope and magnitude of the set-up, testing and implementation required. Currently it is estimated that the total cost of this project will be \$850,000 which will be funded by General Fund reserves and money previously set aside in the Technology Reserve Fund.
- **New Land Management System (RFP Development) \$30,000** – The process of procuring a new Land Management System will commence in FY 2018-2019.
- **Professional Services – Ballot Measure \$30,000** – This is a carryover of the funds previously approved for survey work related to a ballot measure for the Transient Occupancy Tax (TOT) rate.
- **Special Funds** – Special Funds are generally used to set aside General Fund revenue from one year for a specific purpose over more than one budget cycle. This ensures that the funds will not go into General Fund reserves at the end of the year and get reprogrammed for other purposes in future years. The proposed budget increases the amount set aside for community groups from \$15,000 to \$20,000. As previously mentioned, up to \$100,000 will be transferred from the Law Enforcement Reserve Fund to the General Fund to pay for as-needed additional special assignments and suppression patrols throughout the City.

CITY MANAGER'S BUDGET MESSAGE

- **Special Revenue Funds** - The City has several special revenue funds which account for and report proceeds for specific revenue sources that are restricted for specified purposes. Some examples of special revenue funds utilized by the City of Diamond Bar include Measure R Fund, Prop A & C Funds and the Lighting and Landscape District Funds. Each of these funds has a specific revenue source and strict guidelines as to how those resources may be spent. The City uses these restricted resources to pay for things such as slurry seal projects, transit related programs, park projects and solid waste reduction programs.
- **Internal Service Funds** – These funds are used to track the City's shared costs such as liability and worker's compensation insurance, vehicle maintenance and replacement, equipment maintenance and replacement and building and facility maintenance. These internal service funds generally receive their funds from a transfer in from the General Fund.
- **Capital Improvement Fund** - The FY 2018-2019 Capital Improvement Projects (CIP) list includes projects that total \$10.2 million of which \$6.9 million are project carryovers from FY 2017-2018 with the balance of \$3.3 million are new projects. Included in the new projects for FY 2018-2019 is a new street improvement project, a traffic management project, a new groundwater drainage improvement project, an electric charging station at City Hall, a sign replacement project at the previous Library location and two park projects. The CIP was reviewed for consistency with the City's General Plan at the May 22, 2018 Planning Commission Meeting.

Maintenance and operation costs related to capital improvement projects completed during the fiscal year are programmed in the Public Works Operating Budget and may include additional contract maintenance services, additional engineering support services and supplies needed to maintain various capital investment projects. Such projects include the completion of Larkstone Park and the median landscape improvements as part of the City entry Monument Projects that will be completed. The installation of hardscape improvements at various intersections will necessitate additional maintenance and supply costs to maintain the improvements which include the pavers in the crosswalks and along the sidewalks. Finally, the implementation of the Adaptive Traffic Control System will necessitate additional contract traffic engineering services in the next fiscal year to ensure

CITY MANAGER'S BUDGET MESSAGE

all corridors are properly coordinated with timing. Contract engineering services have been appropriately budgeted with necessary increases to support the capital investment projects.

CONCLUSION

Through the City Council's forward-thinking leadership, Diamond Bar continues to maintain a strong fiscal position and reputation for excellence. The proposed 2018-2019 City Budget and Capital Improvement Program represents a responsible and practical spending program for the current economic conditions, while positioning the City toward the future.

I would like to thank the Executive Management Team, especially Finance Director Dianna Honeywell and Management Analyst Dannette Allen, along with all of our talented and dedicated staff, for their efforts in preparing this proposed budget.

I would also like to thank the City Council for their effective policy and fiscal leadership and their commitment to service excellence as we work together to achieve our vision ***"Celebrating Our Roots, Building a Thriving Future."***

Respectfully submitted,



Daniel Fox
City Manager

CITY COUNCIL'S BUDGET RESOLUTION

RESOLUTION NO. 2018- 19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE CITY OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF DIAMOND BAR FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019 AND APPROPRIATING FUNDS NECESSARY TO MEET THE EXPENDITURES SET FORTH THEREIN

WHEREAS, the City Manager has submitted for the consideration of the City Council a proposed City Operating Budget and City Capital Improvement Program for FY 2018-2019;

WHEREAS, the proposed Operating Budget and City Capital Improvement Program for FY 2018-2019 was reviewed and considered in two public budget study sessions and in a public City Council meeting;

WHEREAS, the Planning Commission of the City of Diamond Bar has publicly reviewed the proposed Capital Improvement Program for FY 2018-2019 and found it to be in conformity with the City's General Plan as required by California Government Code Section 65401;

WHEREAS, copies of the City Operating Budget and Capital Improvement Program for FY 2018-2019 are on file in the office of the City Clerk labeled "City of Diamond Bar FY 2018-2019 Budget" and said Budget is made a part of this Resolution and incorporated herein by reference.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DIAMOND BAR DOES HEREBY RESOLVE AS FOLLOWS:

1. The City Council has reviewed the proposed Operating Budget and Capital Improvement Program and the funds included therein for the fiscal year (FY) commencing July 1, 2018 through June 30, 2019 and hereby finds that such budgets, as revised, are sound plans for the financing during FY 2018-2019 of required City operations, services and capital improvements. Such budgets are hereby adopted and appropriated as follows:



COMMUNITY PROFILE

DIAMOND BAR AT A GLANCE



About

Set against a scenic mountain backdrop on almost 15 square miles of rolling hills and valleys in the East San Gabriel Valley region of Los Angeles County, the city of Diamond Bar is a predominantly middle- to upper-class community that is home to nearly 57,000 residents.

Among the amenities that contribute to the high quality of life that is valued by residents are the family-friendly atmosphere; the well-maintained parks, trails and roads; top-rated school districts; and public safety services which contribute to keeping the Diamond Bar among the safest communities in the region.



Government

Diamond Bar is a general law city and is governed by the City Council/City Manager form of government. A five-member City Council is elected by the residents, and a mayor is elected annually by the council to serve a one-year term. The City Manager is appointed by the council to oversee the daily activities of the City.



Location

The city of Diamond Bar is centrally located between three major business market areas, Los Angeles, Orange, and Riverside counties; and is easily accessible from the Pomona (60) and Orange (57) freeways. It is also within a short distance from three major airports, two shipping ports, and a variety of commercial/commuter rail facilities.



COMMUNITY SNAPSHOT



1989
Year of Incorporation

Demographics

56,519
Population

2.15%
Projected Growth 2018 - 2023

43
Median Age

\$117k
Average Income

Asian - **58%**
White - **28%**
Other - **14%**

51% Female
49% Male

Housing

19,022
Total Housing Units

16,359
Single-Family

2,633
Multi-Family

14,913
Owner Occupied

3,489
Renter Occupied

\$680k
Median Home Price

3.06
Average Household Size

Education

48%
Bachelor's Degree or Higher

27%
Associate Degree/Some College

Schools



Walnut Valley Unified School District
Pomona Unified School District

7 High schools • 3 middle schools • 9 elementary schools

12,000

Enrollment | Grades K - 12

Employment



28,682
Total Employed

17,700
Labor Force

Occupation Classification

80% White Collar
12% Blue Collar

39
Minutes

Average Commute

89% Car
3% Bus

Method of Travel

Land Use Mix



15 square miles

Industrial **0.9%**

Retail/Office/Commercial **3.5%**

Parks/Public Facilities **19%**

Residential **54.6%**

Undeveloped Open Space **22.2%**

Source: Environics Analytics, Esri Claritas, Data Quest and Census-American Fact Finder. Based on 2016 - 2018 data.



CITY OF DIAMOND BAR

Strategic Plan: 2017-2020

ONE VISION - THREE GOALS - SIX PRIORITIES

Year 2 Update

Introduction

This Strategic Plan is a dynamic roadmap to help realize our community's future and will provide us with the tools to identify and evaluate City goals and align our strategic priorities into our vision -

"Celebrating our Roots, Building a Thriving Future."

This document is intended to be a concise tool for implementing the strategic priorities of the Diamond Bar City Council. The framework for this Strategic Plan was achieved by defining the City's vision statement and identifying board overarching goals, all of which can be aligned with categorized strategic priorities.



Adopted: April 4, 2017

Updated: June 5, 2018

Year 2 Update

Vision

Celebrating our Roots, Building a Thriving Future

Goals

Our vision is supported by three overarching goals.

- Responsible Stewardship of Public Resources
- Open, Engaged & Responsive Government
- Safe, Sustainable & Healthy Community

Together, the goals and priorities are intended to take initiatives, programs, and projects from vision to action. Specific and measurable departmental objectives will be incorporated in the Strategic Plan and each objective will have a target "Implementation Timeframe". Implementation strategies will be developed based on the City Council's adopted budget and in conjunction with departmental business plans.

Priorities

Our goals are aligned with six strategic priorities.

Community

Livability

Transparency

Accountability

Mobility

Service

Year 2 Update



Action Items	FY 17/18	FY 18/19	FY 19/20	Total
Completed	26	7	3	36
In Progress	4	20	15	39
Future Items	0	15	4	19
Total	30	42	22	94



Year 2 Update

RESPONSIBLE STEWARDSHIP OF PUBLIC RESOURCES

			Timeframe			Priorities					
			FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
CITY MANAGER'S OFFICE											
1	Develop and consider options to increase the City's Transient Occupancy Tax (TOT or "hotel room tax") rate.		■	■		✓	✓	✓	✓		
2	Complete a long-term fiscal sustainability report with strategies to meet future community needs and associated maintenance, renovation, and improvement costs.		■					✓	✓		✓
3	Explore and consider alternative senior transportation models in conjunction with the Diamond Ride Program.			■			✓		✓	✓	✓
✓ 4	Develop quarterly financial reports to monitor budgetary performance. COMPLETE FY 17/18 Q2		■					✓	✓		✓
FINANCE											
5	Refine and update Finance policies to mirror the Government Finance Officers Association (GFOA) recommended best practices.			■					✓		
6	Create a new Popular Annual Financial Report (PAFR) to compliment the Comprehensive Annual Financial Report (CAFR).			■							
✓ 7	Implement a new budget development tool that will create efficiencies in the budget preparation process. COMPLETE FY 17/18 Q1		■						✓		✓
✓ 8	Create a new municipal budget document to modernize the formal presentation of the budget. COMPLETE FY 17/18 Q1		■					✓	✓		✓
✓ 9	Complete the California Municipal Treasurers Investment Policy Certification program to demonstrate due diligence was performed on the City's Investment Policy. COMPLETE FY 17/18 Q3		■						✓		

Year 2 Update

RESPONSIBLE STEWARDSHIP OF PUBLIC RESOURCES

		Timeframe			Priorities					
		FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
INFORMATION SYSTEMS										
	10		■		✓					
	11			■				✓		✓
	12			■				✓		✓
	13			■				✓		✓
✓	14	■			✓					✓
PARKS & RECREATION										
✓	15	■			✓					✓
✓	16	■			✓					✓
PUBLIC WORKS										
	17	■	■	■	✓			✓		
✓	18	■			✓			✓		✓
✓	19	■			✓			✓		✓

Year 2 Update

OPEN, ENGAGED AND RESPONSIVE GOVERNMENT

			Timeframe			Priorities					
			FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
CITY MANAGER'S OFFICE											
	1	Develop a Diamond Bar Day of Service event.		■		✓	✓				✓
	2	Expand the scope of Mayor's Business Meetings offered to the community.	■			✓	✓				✓
✓	3	Expand Restaurant Week to take place across multiple weekends. COMPLETE FY 17/18 Q2	■	■		✓					✓
✓	4	Revise City e-newsletters and the Mayor's Corner to enhance the manner in which information is being presented. COMPLETE FY 17/18 Q3	■			✓	✓	✓			✓
✓	5	Complete the "Let's Talk Public Safety" meeting series, with invitations reaching all residential addresses. COMPLETE FY 17/18 Q3	■			✓	✓				✓
✓	6	Develop plans for the next phase of public safety community meetings/events. COMPLETE FY 17/18 Q4	■			✓	✓				✓
CITY CLERK'S OFFICE											
	7	Prepare for, coordinate, and work cooperatively with the Los Angeles County Registrar of Voters on the General Municipal Election to be held on November 6, 2018.		■				✓	✓		✓
	8	Complete a comprehensive update to the City's Records Retention Schedule.		■				✓	✓		✓
✓	9	Develop a records management plan that includes measurable goals for digitizing records across all City departments. COMPLETE FY 17/18 Q4	■						✓		✓
✓	10	Establish and expand online public document database to make commonly requested public documents more accessible (Council & Commission documents, building permits, etc.). COMPLETE FY 17/18 Q4	■			✓		✓	✓		✓

Year 2 Update

OPEN, ENGAGED AND RESPONSIVE GOVERNMENT

Timeframe			Priorities					
FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service

HUMAN RESOURCES AND RISK MANAGEMENT

11	Implement an employee performance management system that includes a revised evaluation process, form, tracking of employee evaluations, training, and other improvements.		■				✓	✓
✓ 12	Roll out an employee health and wellness initiative. COMPLETE FY 17/18 Q2	■						✓
✓ 13	Expand employee training, leadership, and customer service training opportunities. COMPLETE FY 17/18 Q3	■	■	■				✓
✓ 14	Develop a City-wide volunteer program. COMPLETE FY 17/18 Q3		■		✓	✓		✓
✓ 15	Conduct succession planning efforts to prepare for a transitioning workforce. COMPLETE FY 17/18 Q4	■					✓	✓

INFORMATION SYSTEMS

16	Develop an updated e-Government Strategic Plan that focuses on public service delivery through technology avenues.	■	■		✓			✓
✓ 17	Develop a new Geographic Information System (GIS) Strategic Plan that will aide in effectively and methodically managing the City's geospatial capabilities and tools. COMPLETE FY 17/18 Q2	■			✓			✓

PARKS & RECREATION

18	In conjunction with the new Recreation software system, expand and streamline online registration capabilities and increase overall online registrations.			■	✓			✓
19	Develop a marketing plan to attract and increase weekday corporate/non-profit rentals.		■		✓			✓

Year 2 Update

OPEN, ENGAGED AND RESPONSIVE GOVERNMENT

		Timeframe			Priorities					
		FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
	20	■	■	■	✓	✓				✓
	21	■	■	■	✓	✓				✓
PUBLIC INFORMATION										
	22	■					✓	✓		✓
	23	■	■					✓		✓
	24		■		✓					✓
	25		■				✓			✓
	26		■		✓	✓			✓	✓
	27		■		✓					✓
	28		■		✓					
	29		■					✓		✓
	30	■					✓	✓		✓

Year 2 Update

OPEN, ENGAGED AND RESPONSIVE GOVERNMENT

		Timeframe			Priorities					
		FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
	31	Leverage technological tools such as subscription-based text messaging and email or electronic newsletters in order to widen the reach of communication efforts and drive more visitors to the City website. COMPLETE FY 17/18 Q3		■		✓				✓
	32	Expand and improve the City's online presence by participating in various social media platforms and messaging in popular multimedia methods. COMPLETE FY 17/18 Q3		■		✓				✓

Year 2 Update

SAFE, SUSTAINABLE AND HEALTHY COMMUNITY

			Timeframe			Priorities				
	FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service	
CITY MANAGER'S OFFICE										
1	■	■	■	✓	✓	✓			✓	
2		■		✓	✓		✓		✓	
3	■	■		✓					✓	
4		■		✓					✓	
5		■		✓	✓				✓	
6	■	■		✓	✓				✓	
7	■			✓	✓				✓	
COMMUNITY DEVELOPMENT										
8		■		✓						
9		■							✓	
10		■		✓	✓				✓	
11			■	✓	✓		✓			

Year 2 Update

SAFE, SUSTAINABLE AND HEALTHY COMMUNITY

Update and Adopt the City's General Plan - Creating a Vision and Blueprint for Development through 2040

- 12 Prepare an administrative/public draft of the General Plan for review via community workshops.
- 13 Prepare final draft of the General Plan and Environmental Impact Report for public review.
- 14 Adopt the City's updated General Plan.
- 15 Draft recommended preferred plan and identify key goals. COMPLETE FY 17/18 Q3



PARKS & RECREATION

- 16 Develop a parks facility inventory and maintenance plan.
- 17 Implement a "Healthy/Active Diamond Bar" program to encourage community health through an active lifestyle.
- 18 Collaborate with PUSD & WVUSD to update existing Joint Use Agreements.
- 19 Complete the design process and develop funding alternatives for renovations to Heritage Park.
- 20 Complete the design process and develop funding alternatives for the new YMCA/Sunset Crossing Park.
- 21 Develop uniform design guidelines for City park features.
- 22 Working with Walnut Valley Unified School District and Pomona Unified School District, expand access to athletic facilities, including gymnasiums and fields. COMPLETE FY 17/18 Q2



	Timeframe			Priorities					
	FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
12 Prepare an administrative/public draft of the General Plan for review via community workshops.		■		✓	✓		✓		
13 Prepare final draft of the General Plan and Environmental Impact Report for public review.		■		✓	✓		✓		
14 Adopt the City's updated General Plan.			■	✓	✓		✓		
15 Draft recommended preferred plan and identify key goals. COMPLETE FY 17/18 Q3	■			✓	✓		✓		
PARKS & RECREATION									
16 Develop a parks facility inventory and maintenance plan.		■		✓			✓		
17 Implement a "Healthy/Active Diamond Bar" program to encourage community health through an active lifestyle.		■		✓	✓			✓	
18 Collaborate with PUSD & WVUSD to update existing Joint Use Agreements.		■		✓	✓				✓
19 Complete the design process and develop funding alternatives for renovations to Heritage Park.		■							
20 Complete the design process and develop funding alternatives for the new YMCA/Sunset Crossing Park.		■							
21 Develop uniform design guidelines for City park features.			■	✓					
22 Working with Walnut Valley Unified School District and Pomona Unified School District, expand access to athletic facilities, including gymnasiums and fields. COMPLETE FY 17/18 Q2	■			✓	✓				✓

Year 2 Update

SAFE, SUSTAINABLE AND HEALTHY COMMUNITY



23 Complete construction of Larkstone Park and open facility to the public. COMPLETE FY 17/18 Q4

	Timeframe			Priorities					
	FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
23 Complete construction of Larkstone Park and open facility to the public. COMPLETE FY 17/18 Q4	■			✓	✓				
PUBLIC WORKS									
24 Develop a strategy for addressing the sewer system ownership issue.	■				✓		✓		✓
25 Develop a City Active Transportation Program to be implemented in coordination with surrounding jurisdictions.		■		✓	✓			✓	
26 Update the Safe Routes to School Program and explore options to help relieve school related traffic.		■			✓			✓	
27 Develop plans to incorporate the design features of the City-wide Streetscape Design Guidelines at other arterial intersections and City entry points.	■	■	■	✓	✓				
28 Secure funding partners/sponsors to fund a "Quiet Zone" on the MetroLink train line at Lemon Avenue.	■	■	■	✓	✓				
29 Evaluate alternative methods of transportation to enhance mobility throughout the City.	■	■	■	✓	✓			✓	
57/60 Confluence Project									
30 Complete construction of the westbound SR-60 on-ramp from Grand Avenue (Phase I).		■		✓	✓			✓	
31 Complete design and begin construction of local improvements and streetscape enhancements at Grand/Golden Springs Intersection and Diamond Bar Golf Course frontage (Phase IIA).		■		✓	✓			✓	
32 Complete local improvements at Grand/Golden Springs Intersection and Diamond Bar Golf Course frontage (Phase IIA).			■	✓	✓			✓	

Year 2 Update

SAFE, SUSTAINABLE AND HEALTHY COMMUNITY

	Timeframe			Priorities						
	FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service	
33	■	■	■	✓	✓			✓		
34			■	✓	✓			✓		
35			■	✓	✓			✓		
✓ 36		■		✓	✓			✓		
57/60 "Big Fix" Project										
37	■			✓	✓			✓		
38	■	■	■	✓	✓			✓		
Traffic Congestion Mitigation Strategies - City Arterial Streets										
39	■			✓	✓			✓	✓	
40		■			✓			✓		
41	■	■	■	✓	✓			✓	✓	
42	■	■	■	✓	✓			✓	✓	

Year 2 Update

SAFE, SUSTAINABLE AND HEALTHY COMMUNITY

		Timeframe			Priorities					
		FY 17/18	FY 18/19	FY 19/20+	Community	Livability	Transparency	Accountability	Mobility	Service
	43 Actively promote the Neighborhood Traffic Management Program (NTMP). COMPLETE FY 17/18 Q1	■			✓	✓			✓	✓
	44 Advocate for regional transportation solutions that are equitable in the distribution of goods movement traffic. COMPLETE FY 17/18 Q4	■	■	■	✓	✓			✓	✓
	45 Actively oppose proposals that include a freight corridor on SR-60 or the San Jose Creek wash. COMPLETE FY 17/18 Q4	■	■	■	✓	✓			✓	✓

Year 2 Update



GUIDE TO THE BUDGET

WHAT IS THE BUDGET?

The budget is an annual financial plan for the City of Diamond Bar. It specifies the level of municipal services to be provided in the coming year and reflects strategic priorities set by the City Council.

The City of Diamond Bar's budget is designed to serve five major purposes:

1. Definition of **policy** in compliance with legal requirements for General Law cities in the State of California, Governmental Accounting Standards Board (GASB) financial reporting requirements and audit standards, and fiscal directions of the City Council.
2. Prepare the budget in **conformity** with Generally Accepted Accounting Principles using the modified accrual basis of accounting.
3. Utilization as an **operations guide** for administrative staff in the management and control of fiscal resources.
4. Presentation of the City's **financial plan** for the ensuing fiscal year, itemizing projected revenues and estimated expenditures.
5. Illustration as a **communications** document for citizens who wish to understand the operations and costs of City services.



BASIS OF BUDGETING

The City of Diamond Bar's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP), using the modified accrual basis of accounting. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current fiscal period while expenditures are recognized in the accounting period in which the liability is incurred.

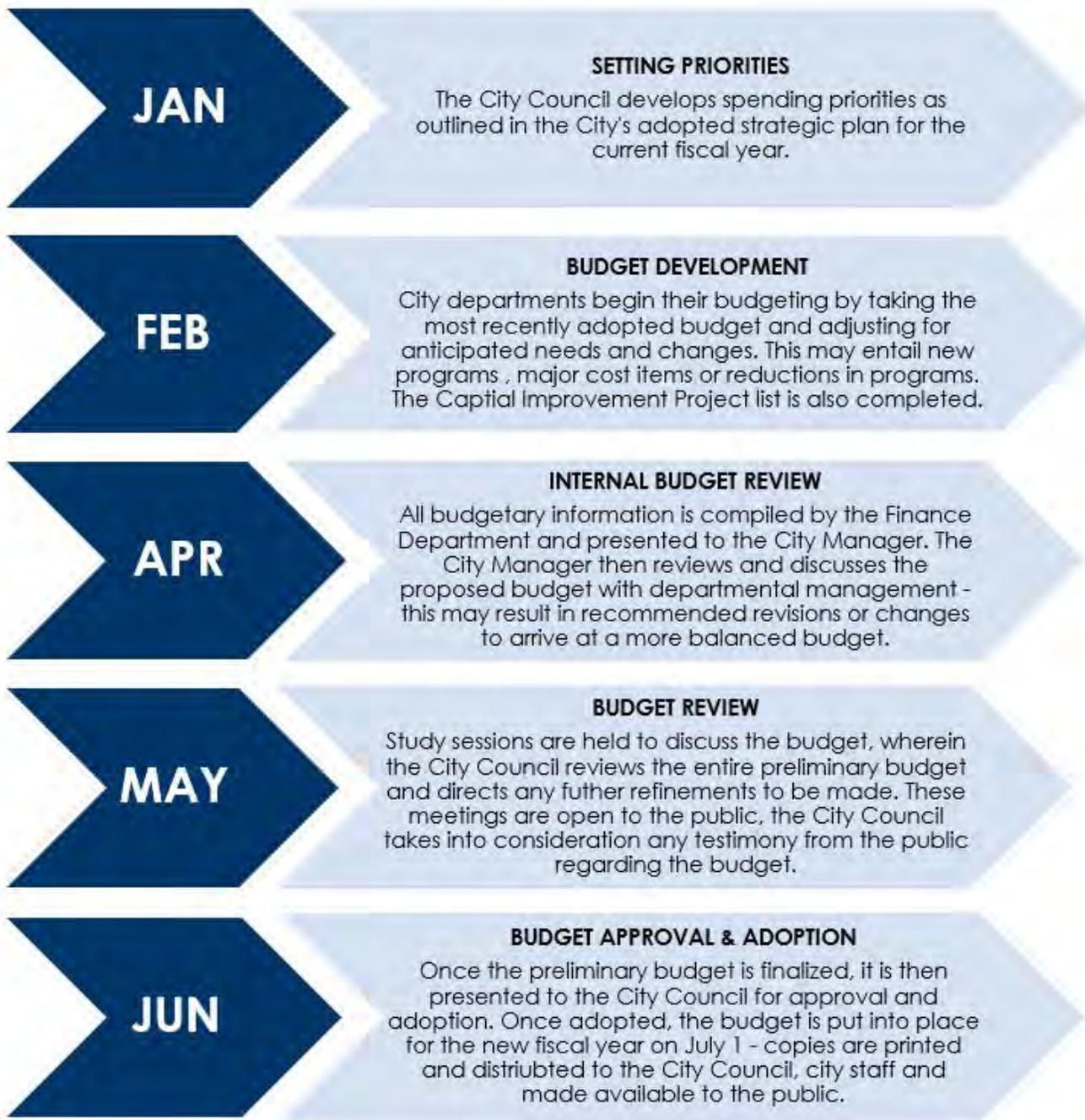
Each of the City's funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenue and expenditures. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The General Fund accounts for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to rendering the general services provided by the City. The City of Diamond Bar has twenty-nine Special Revenue Funds that are used to account for specific revenues that are legally restricted to expenditure for particular purposes. The Capital Project Fund is used to account for the purchase or construction of major capital facilities. The Debt Service Fund is used to account for principal and interest payments on outstanding fixed rate bonds. Internal Service Funds are used to account for goods and services provided to other departments within the City such as liability insurance and equipment replacement.

The budget is prepared on a line item basis by fund and department. The six major General Fund divisions are:

- Legislative
- Administration & Support
- Public Safety
- Community Development
- Parks & Recreation
- Public Works

BUDGET PROCESS

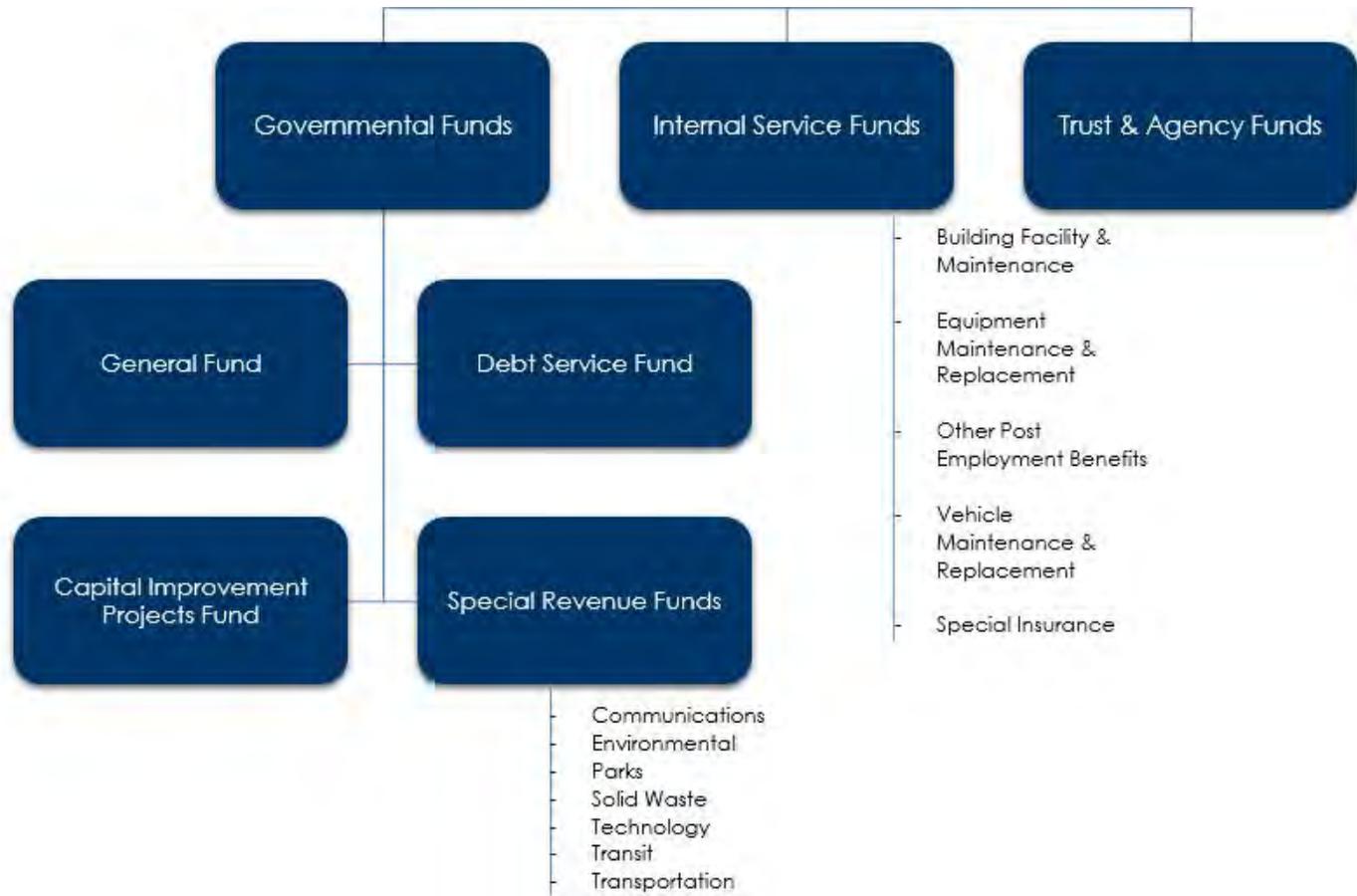


BUDGET AMENDMENT PROCESS

The City Manager is responsible to the City Council for the faithful execution of the City Budget. In order to ensure authorized expenditures are managed in the most efficient and economical manner possible, the City Council authorizes the City Manager to increase or transfer appropriations within the General Fund, Special Revenue Fund or any other unrestricted Fund. The City's budget may be amended in the following ways:

- If a fund has an Undesignated Fund Balance during the Fiscal Year, the City Manager may approve requests for budget increases with Council approval.
- Budget adjustments between a department's line items with a null effect on the overall department budget may be made with the City Manager's approval.
- During the fiscal year, the City Council may modify approved programs and activities or implement new activities that may require budget amendments. On such occasions when the Council approves a project without amending the budget, that approval will constitute authority for the Finance Director to amend the budget subject to the City Manager's approval.

FUND STRUCTURE



DESCRIPTIONS

General Fund is the most versatile fund and is used to account for any legal budgetary purpose not accounted for elsewhere in the budget.

Debt Service Funds are used to account for debt payments owed by the City.

Capital Improvement Project Funds are used to account for the purchase or construction of major capital projects, which are not financed by proprietary, special assessment or trust funds.

Special Revenue Funds are used to account for certain funds, which are legally restricted to certain purposes.

Internal Service Funds account for a department of a governmental agency, which provides services to other departments of the agency. The costs of all or a part of the operations and the provision of services are recovered through fees charged to the user departments.

Fiduciary (Trust And Agency) Funds account for assets held by the City in a trustee capacity or as agency for individuals, private organizations, other governments, and/or other funds.

FINANCIAL POLICIES

The City's budget development is shaped by several financial and operational policies. These policies promote and ensure organizational continuity, consistency, transparency, and responsibility from year to year. This section identifies some of the major short and long-term planning documents, financial and operational policies, and fiscal management tools that the City of Diamond Bar employs in order to guarantee fiscal and programmatic integrity and to guide the development of the City's budget.

Annual Budget and Financial Reporting Policy

The purpose of this policy is to ensure a balanced annual operating budget and reporting procedures to safeguard public funds and maximize resources available for use by the City in delivering programs and services.

CAL Card Use Policy

The City of Diamond Bar has joined the CAL Card program which is administered through the State General Services Division and US Bank. This program provides a mechanism for government agencies to provide purchasing cards to their employees to expedite purchases of goods and services. This policy sets forth policies and procedures for CAL Card usage.

Compensation for City Commissioners/Committee Members

The purpose of this policy is to establish compensation for attendance at Commission/Committee Meetings for City Commissioners/Committee Members.

Drawing Warrants and Checks Upon City Funds

California State law requires the Mayor and City Clerk to execute and countersign all warrants and checks issued for payment from City funds. Government Code Section 37203 provides that the City Council may prescribe an alternative method for drawing warrants and checks. Through adoption of this Policy, the City Council established an alternative method to insure the timely drawing of warrants and checks upon City funds.

Travel, Expense and Reimbursement Policy

The City of Diamond Bar recognizes the value of attendance by City officials and employees at professional conferences, seminars, meetings with other government officials, professional organizations, community organizations, and constituents and ceremonial events and activities that promote or benefit the City. This policy establishes travel authorization, expense, reimbursement, and reporting standards consistent with the provisions of this policy and in compliance with California Government Code Sections 53232.2 and 53232.3.

Fixed Asset Capitalization and Inventory Control Policy

The purpose of this policy is to ensure adequate control and appropriate use of City fixed assets. The procedures are intended to define fixed assets and to establish guidelines for budgeting, purchasing and disposing fixed assets. This policy does not apply to infrastructure assets.

FINANCIAL POLICIES

Anti-Fraud Policy

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

Cash Handling Policy

The purpose of this policy is to safeguard public funds and also to maximize resources available for use by the City in delivering programs and services. These policies recognize the decentralized nature of the receipting and depositing process, while providing for standardized procedures.

Fund Balance and Reserves Policy

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur for unforeseen revenue fluctuations, unanticipated expenditures, and other unexpected circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

Capital Financing and Debt Management Policy

The purpose of this policy is to provide guidelines for the City's utilization of capital financing and debt for capital improvement projects, property acquisition, and projects whose useful life will exceed the term of the financing.

Unclaimed Funds Policy

The purpose of this policy is to establish the proper disposition and accounting for unclaimed money in accordance with Government Code Sections 50050 through 50056.



FINANCIAL SUMMARIES

CONSOLIDATED FINANCIAL SCHEDULE

SUMMARY OF ESTIMATED FINANCIAL SOURCES & USES - ALL FUNDS

	General Fund	Special Funds	Special Revenue Funds	Capital Projects Fund	Debt Service Fund	Internal Service Funds	Fiduciary Funds	Total
EST. FUND BAL @ 6/30/2018	\$ 21,133,665	\$ 2,183,512	\$ 5,499,954	\$ (290,141)	\$ 80	\$ 2,284,042	\$ 242,069	\$ 31,053,181
Estimated Revenues								
Property Taxes	5,329,169	—	791,091	—	—	—	—	6,120,260
Other Taxes	7,831,000	—	6,019,819	—	—	—	—	13,850,819
State Subventions	6,240,720	—	—	—	—	—	—	6,240,720
From Other Agencies	840,000	—	2,287,525	377,713	—	—	—	3,505,238
Fines & Forfeitures	407,500	—	—	—	—	—	—	407,500
Current Service Charges	2,111,710	—	1,610,000	—	—	—	—	3,721,710
Use Of Money & Property	1,524,860	29,500	57,750	—	100	28,800	10,000	1,651,010
Cost Reimbursements	125,000	15,500	92,000	—	—	—	—	232,500
Transfers In	1,259,377	20,000	490,981	9,806,055	858,307	1,697,865	86,600	14,219,185
Use of Reserves	3,826,775	928,505	2,628,186	—	—	575,700	—	7,959,166
Total Revenue	\$ 29,496,111	\$ 993,505	\$ 13,977,352	\$ 10,183,768	\$ 858,407	\$ 2,302,365	\$ 96,600	\$ 57,908,108
Expenditures by Function								
City Administration	\$ 2,608,099	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 2,628,099
Administration & Support	4,059,161	15,500	1,235,000	—	—	—	—	5,309,661
Public Safety	7,307,703	—	30,000	—	—	—	—	7,337,703
Community Development	1,627,770	432,500	726,860	—	—	—	—	2,787,130
Parks & Recreation	3,496,499	—	78,750	—	—	—	—	3,575,249
Public Works	5,399,927	—	3,226,009	—	—	—	—	8,625,936
Capital Projects	—	—	—	10,183,768	—	—	—	10,183,768
Debt Service	—	—	—	—	858,407	—	—	858,407
Internal Service	—	—	—	—	—	2,202,365	—	2,202,365
Transfers Out	4,912,947	525,505	8,680,733	—	—	100,000	—	14,219,185
Total Expenditures	\$ 29,412,106	\$ 993,505	\$ 13,977,352	\$ 10,183,768	\$ 858,407	\$ 2,302,365	\$ —	\$ 57,727,503
Use of Reserves	\$ 3,826,775	\$ 928,505	\$ 2,628,186	\$ —	\$ —	\$ 575,700	\$ —	\$ 7,959,166
EST. FUND BAL @ 6/30/2019	\$ 17,390,895	\$ 1,255,007	\$ 2,871,768	\$ (290,141)	\$ 80	\$ 1,708,342	\$ 338,669	\$ 23,274,620
Net Change In Fund Balance	\$ (3,742,770)	\$ (928,505)	\$ (2,628,186)	\$ —	\$ —	\$ (575,700)	\$ 96,600	\$ (7,778,561)
Percentage of Change	-17.7%	-42.5%	-47.8%	—%	—%	-25.2%	39.9%	-25.0%

THREE YEAR CONSOLIDATED AND FUND FINANCIAL SCHEDULE

SUMMARY OF ESTIMATED FINANCIAL SOURCES & USES - ALL FUNDS (in Thousands of Dollars)

	Governmental Funds									Proprietary Funds			Fiduciary Funds			Total		
	General Fund			CIP Fund			Non-Major Funds			Internal Service Funds			OPEB Trust Fund			All Funds		
	2017 Actual	2018 Est Actual	2019 Budget	2017 Actual	2018 Est Actual	2019 Budget	2017 Actual	2018 Est Actual	2019 Budget	2017 Actual	2018 Est Actual	2019 Budget	2017 Actual	2018 Est Actual	2019 Budget	2017 Actual	2018 Est Actual	2019 Budget
Financial Sources																		
Property Taxes	\$ 4,921	\$ 5,193	\$ 5,329	\$ —	\$ —	\$ —	\$ 769	\$ 790	\$ 791	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 5,690	\$ 5,983	\$ 6,120
Other Taxes	7,748	7,807	7,831	—	—	—	3,859	4,937	6,020	—	—	—	—	—	—	11,607	12,744	13,851
State Subventions	5,788	6,041	6,241	—	—	—	—	—	—	—	—	—	—	—	—	5,788	6,041	6,241
From Other Agencies	450	—	840	174	352	378	1,544	615	2,288	—	—	—	—	—	—	2,168	967	3,506
Fines & Forfeitures	460	405	407	—	—	—	—	—	—	—	—	—	—	—	—	460	405	407
Current Service Charges	2,831	3,526	2,112	—	—	—	1,491	1,894	1,610	—	—	—	—	—	—	4,322	5,420	3,722
Use Of Money & Property	918	1,489	1,525	—	—	—	131	97	103	30	29	28	2	8	10	1,081	1,623	1,666
Cost Reimbursements	271	121	125	—	—	—	88	—	92	10	—	—	—	—	—	369	121	217
Transfers In	1,155	1,127	1,259	4,285	4,630	9,806	1,094	1,415	1,369	589	903	1,698	85	85	87	7,208	8,160	14,219
Use of Reserves	579	2,994	3,827	—	—	—	795	360	3,556	295	410	576	—	—	—	1,669	3,764	7,959
Total Financial Sources	\$ 25,121	\$ 28,703	\$ 29,496	\$ 4,459	\$ 4,982	\$ 10,184	\$ 9,771	\$ 10,108	\$ 15,829	\$ 924	\$ 1,342	\$ 2,302	\$ 87	\$ 93	\$ 97	\$ 40,362	\$ 45,228	\$ 57,908
Financial Uses																		
City Administration	\$ 1,825	\$ 2,698	\$ 2,608	\$ —	\$ —	\$ —	\$ 14	\$ 15	\$ 20	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,839	\$ 2,713	\$ 2,628
Administration & Support	3,229	3,633	4,059	—	—	—	695	15	1,251	—	—	—	13	—	—	3,937	3,648	5,310
Public Safety	6,567	6,902	7,308	—	—	—	10	5	30	—	—	—	—	—	—	6,577	6,907	7,338
Community Development	1,747	1,734	1,628	—	—	—	1,050	901	1,159	—	—	—	—	—	—	2,797	2,635	2,787
Parks & Recreation	2,736	3,164	3,496	—	—	—	61	73	79	—	—	—	—	—	—	2,797	3,237	3,575
Public Works	4,789	5,896	5,400	—	—	—	2,343	3,049	3,226	—	—	—	—	—	—	7,132	8,945	8,626
Capital Projects	—	—	—	4,767	4,982	10,184	21	98	—	—	—	—	—	—	—	4,788	5,080	10,184
Debt Service	—	—	—	—	—	—	859	859	858	—	—	—	—	—	—	859	859	858
Internal Service	—	—	—	—	—	—	—	—	—	771	1,342	2,202	—	—	—	771	1,342	2,202
Transfers Out	1,977	3,018	4,913	—	—	—	4,993	5,093	9,206	153	—	100	—	—	—	7,123	8,111	14,219
Total Financial Uses	\$ 22,870	\$ 27,045	\$ 29,412	\$ 4,767	\$ 4,982	\$ 10,184	\$ 10,046	\$ 10,108	\$ 15,829	\$ 924	\$ 1,342	\$ 2,302	\$ 13	\$ —	\$ —	\$ 38,620	\$ 43,477	\$ 57,727
Surplus (Deficit)	\$ 2,251	\$ 1,658	\$ 84	\$ (308)	\$ —	\$ —	\$ (275)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 74	\$ 93	\$ 97	\$ 1,742	\$ 1,751	\$ 181
Fund Balance																		
Beginning Balance	\$ 20,797	\$ 22,469	\$ 21,133	\$ 18	\$ (290)	\$ (290)	\$ 9,113	\$ 8,043	\$ 7,683	\$ 2,989	\$ 2,694	\$ 2,284	\$ 75	\$ 149	\$ 242	\$ 32,992	\$ 33,065	\$ 31,052
Surplus (Deficit)	2,251	1,658	84	(308)	—	—	(275)	—	—	—	—	—	74	93	97	1,742	1,751	181
Use of Reserves	(579)	(2,994)	(3,827)	—	—	—	(795)	(360)	(3,556)	(295)	(410)	(576)	—	—	—	(1,669)	(3,764)	(7,959)
Ending Balance	22,469	21,133	17,390	(290)	(290)	(290)	8,043	7,683	4,127	2,694	2,284	1,708	149	242	339	33,065	31,052	23,274
Change in Balance	\$ 1,672	\$ (1,336)	(3,743)	\$ (308)	\$ —	\$ —	\$ (1,070)	\$ (360)	(3,556)	\$ (295)	\$ (410)	(576)	\$ 74	\$ 93	\$ 97	\$ 73	\$ (2,013)	(7,778)
% Change	8.0%	-5.9%	-17.71%	-1,711%	—%	—%	-11.7%	-4.5%	-46.3%	-9.9%	-15.2%	-25.2%	98.7%	62.4%	40.1%	0.2%	-6.1%	-25.0%

FUND BALANCE

WHAT IS FUND BALANCE?

Fund balance reflects the net financial resources of a fund - in other words, assets minus liabilities - in simpler terms, dollars available to spend. If some of the funds' resources are not available to spend, this would be indicated by "restricting" or "reserving" a portion of fund balance.

The Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions, is effective for fiscal years beginning after June 15, 2010. The objective of the statement is to improve the usefulness and understandability of governmental fund balance information. The statement provides clearly defined categories of fund balance to make the nature and extent of the constraints placed on a government's fund balance more transparent.

GASB 54 classifications of fund balance are as follows:

- **Nonspendable** - The net current financial resources that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. Generally, not in spendable form means that an item is not expected to be converted to cash. Examples include inventory, prepaid amounts, long-term amounts of loans and notes receivable and property acquired for resale.
- **Restricted** - The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions or enabling legislation.
- **Committed** - The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority i.e. the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same action it employed to previously commit the amounts.
- **Assigned** - The portion of fund balance that is intended to be used for specific purposes, but is neither restricted nor committed. Such intent needs to be established at either the highest level of decision-making i.e. City Council or by an official designated for that purpose i.e. City Manager and/or Finance Director.
- **Unassigned** - The portion of fund balance that represents amounts that are not nonspendable, restricted, committed or assigned to specific purposes. The General Fund is the only fund that should report this category of fund balance. The City will strive to maintain an unassigned fund balance of 3 months of the budgeted operational expenditures in the City's General Fund. The purpose of this unassigned balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services to citizens.

GASB 54 classification is only required for governmental funds. Therefore, no presentation is included on Internal Service Funds or Agency Funds - those balances are restricted by their individual purposes 100%.

FUND BALANCE

Fund #	Fund Title	Resources			Uses		FB Reserves @ 06/30/19	% Change in FB Reserves	Explanation of Change in FB Reserves Greater Than 10%	
		FB Reserves @ 06/30/18	Revenues	Transfers In	Total Resources	Expenditures				Transfers Out
001	General Fund	\$ 21,133,665	\$24,409,959	\$ 1,259,377	\$ 46,803,001	\$ 24,499,159	\$ 4,912,947	\$ 17,390,895	-17.7%	GF Reserves are being used primarily for CIP projects and other Council approved uses of reserves
011	Com Organization Support Fund	—	—	20,000	\$ 20,000	20,000	—	\$ —	—%	
012	Law Enforcement Reserve Fund	1,030,944	13,000	—	\$ 1,043,944	—	100,000	\$ 943,944	-8.4%	
015	General Plan Revision Fund	449,538	8,000	—	\$ 457,538	432,500	—	\$ 25,038	-94.4%	Money set aside for GP will be expended
018	Technology Reserve Fund	335,905	3,000	—	\$ 338,905	—	338,905	\$ —	-100.0%	Money set aside for new systems will be expended
020	OPEB Reserve Fund	367,125	21,000	—	\$ 388,125	15,500	86,600	\$ 286,025	-22.1%	Reserves are being invested into OPEB Trust
108	Road Maintenance & Rehab (RMRA)	253,141	952,641	—	\$ 1,205,782	—	1,200,282	\$ 5,500	-97.8%	Reserves are being used for CIP projects
109	Measure M Fund	228,641	788,501	—	\$ 1,017,142	—	937,691	\$ 79,451	-65.3%	Reserves are being used for CIP projects
110	Measure R Fund	212,057	699,368	—	\$ 911,425	—	844,868	\$ 66,557	-68.6%	Reserves are being used for CIP projects
111	Gas Tax Fund	77,822	1,443,773	—	\$ 1,521,595	—	1,521,595	\$ —	-100.0%	Reserves are being used for CIP projects
112	Prop A - Transit Fund	1,062,777	2,051,939	—	\$ 3,114,716	2,657,002	331,200	\$ 126,514	-88.1%	Prop A funds are being exchanged for Gen Fund funds
113	Prop C - Transit Fund	596,161	936,971	—	\$ 1,533,132	562,140	864,319	\$ 106,673	-82.1%	Reserves are being used for CIP projects
114	MAP-21 Fund	363	—	—	\$ 363	—	—	\$ 363	—%	
115	Integrated Waste Mgmt Fund	1,196,880	639,000	—	\$ 1,835,880	566,706	10,000	\$ 1,259,174	5.2%	
116	Traffic Mitigation Fund	392,322	8,000	—	\$ 400,322	—	254,460	\$ 145,862	-62.8%	Reserves are being used for CIP projects
117	Sewer Mitigation Fund	112,097	1,000	—	\$ 113,097	—	64,551	\$ 48,546	-56.7%	Reserves are being used for CIP projects
118	Air Quality Improvement Fund	137,369	73,000	—	\$ 210,369	103,545	74,195	\$ 32,629	-76.2%	Reserves are being used to purchase a low emissions vehicle and to install a electric car charging station at City Hall
119	SB821 Trails (TDA)	—	157,338	—	\$ 157,338	—	157,338	\$ —	—%	
120	MTA Grants Fund	33	1,278,800	—	\$ 1,278,833	—	1,278,800	\$ 33	—%	
121	Waste Hauler Fund	68,544	131,000	—	\$ 199,544	—	128,000	\$ 71,544	4.4%	
122	Park Fees (Quimby) Fund	223,225	3,000	—	\$ 226,225	—	202,997	\$ 23,228	-89.6%	Reserves are being used for CIP projects
123	Prop A - Safe Neighborhood Pks Fd	—	50,000	—	\$ 50,000	—	50,000	\$ —	—%	
124	Park & Facility Development Fund	46,804	1,000	—	\$ 47,804	—	45,804	\$ 2,000	-95.7%	Reserves are being used for CIP projects
125	Community Dev Block Grant Fd	—	468,734	—	\$ 468,734	130,044	338,690	\$ —	—%	
126	Citizens Option for Public Sfty Fund	205,122	103,000	—	\$ 308,122	20,000	110,226	\$ 177,896	-13.3%	The expense for the Law Enforcement Technician is higher than the annual allocation therefore reserves are being used to bridge the gap
128	CA Law Enforcement Equip Fund	12,937	250	—	\$ 13,187	10,000	—	\$ 3,187	-75.4%	We no longer receive this funding source
131	Street Beautification Fund	318,197	—	—	\$ 318,197	—	—	\$ 318,197	—%	
132	Measure A Neighborhood Parks Act	—	236,770	—	\$ 236,770	—	190,717	\$ 46,053	—%	
133	CASP (SB1186) Fund	8,000	8,000	—	\$ 16,000	—	—	\$ 16,000	100.0%	The City will continue to save each year's allocation until such time that there is enough to fund an appropriate accessibility project
135	PEG Fees Fund	276,471	104,000	—	\$ 380,471	35,000	75,000	\$ 270,471	-2.2%	
138	Landscape Maintenance Dist - 38	—	274,170	101,395	\$ 375,565	375,565	—	\$ —	—%	
139	Landscape Maintenance Dist - 39	—	294,764	245,588	\$ 540,352	540,352	—	\$ —	—%	
141	Landscape Maintenance Dist - 41	—	122,157	143,998	\$ 266,155	266,155	—	\$ —	—%	
160	Used Oil Grant	19,405	16,000	—	\$ 35,405	15,700	—	\$ 19,705	1.5%	
161	Beverage Recycling Grant	51,586	15,009	—	\$ 66,595	14,410	—	\$ 52,185	1.2%	

FUND BALANCE

Fund #	Fund Title	FB Reserves @ Resources			Uses		FB Reserves @ 06/30/19	% Change in FB Reserves	Explanation of Change in FB Reserves Greater Than 10%
		FB Reserves @ 06/30/18	Revenues	Transfers In	Total Resources	Expenditures			
250	Capital Improvement Project Fund	(290,141)	377,713	9,806,055	\$ 9,893,627	10,183,768	—	\$ (290,141)	—%
370	Debt Service Fund	80	100	858,307	\$ 858,487	858,407	—	\$ 80	—%
510	Self Insurance Fund	921,506	8,500	369,065	\$ 1,299,071	377,565	—	\$ 921,506	—%
520	Vehicle Maint & Replacement Fund	393,458	7,500	—	\$ 400,958	198,000	—	\$ 202,958	-48.4% No transfer in this FY so expenses are funded w/reserves
530	Equipment Maint & Replace Fund	526,500	5,800	1,328,800	\$ 1,861,100	1,478,800	—	\$ 382,300	-27.4% Reduction in reserves is due to depreciation expense
540	Building Facility & Maint Fund	442,578	7,000	—	\$ 449,578	148,000	100,000	\$ 201,578	-54.5% No transfer in this FY so expenses are funded w/reserves
620	OPEB Trust Fund	242,069	10,000	86,600	\$ 338,669	—	—	\$ 338,669	39.9% Contribution being made from OPEB Reserve Fund
Grand Totals		\$ 31,053,181	\$35,729,757	\$ 14,219,185	\$ 81,002,123	\$ 43,508,318	\$ 14,219,185	\$ 23,274,620	



REVENUE OVERVIEW

REVENUE DESCRIPTIONS

All revenues which, by law, do not have to be placed in a separate fund are deposited in the General Fund. All general operations of the City are charged to this fund. All expenditures must be made pursuant to appropriations, which lapse annually and at the end of the fiscal year. Unexpended balances are transferred to the unappropriated reserve.

PROPERTY TAXES

Secured - Current Year

Tax levied on secured property pursuant to the revenue and taxation code.

Unsecured - Current Year

Tax levied on all personal property not secured by real property held in title by the same owner. Due to the transitory nature of unsecured property, a tax is levied immediately after assessed values are determined.

Supplemental Roll

Taxes levied when secured property is sold to a new owner. It is calculated as the difference between what the seller paid for property tax and what the new owner is expected to pay prorated from the time of closing escrow until the next property tax bill is prepared by the Assessor.

Prior Year Uncollected

Taxes paid in the current year, which were due in a prior year.

Interest and Penalties

Interest and penalties charged for the late payment of property taxes.

Consultant HdL & Companies provides annual estimates for Secured and Unsecured Property Taxes. Supplemental and Delinquent Property Taxes are based on the latest 3 year average trend.

OTHER TAXES

Sales and Use Tax

As a result of the Bradley-Burns Local Sales and Use Tax law, 1% of the Sales & Use Tax is to be distributed to the City.

Consultant HdL & Companies provides annual estimates.

Transient Occupancy Tax

These revenues are received on a monthly basis from the hotels in the City. The hotels are required to pay a 10% tax based on the amount of their room rental revenues.

Estimate based on historical trends.

REVENUE DESCRIPTIONS

Franchise Fees

Companies are granted special privileges for the continued use of public property, such as city streets. Such companies usually involve elements of monopoly and may require regulation. The Franchise Fees are the amounts required for the continued granting of these privileges. Franchises currently granted within the City are Electric, Gas, Cable TV, Bus Benches and Waste Hauler.

Estimate based on franchise agreements with each franchisee.

FINES AND FORFEITURES

Vehicle Code Fines

Amounts derived from traffic citations and fines for violations occurring within the city limits.

Court Fines and Forfeitures

Fines collected by the county courts for city code violations other than traffic, which are shared with Los Angeles County.

Impound Fees

Fines collected upon the release of vehicles, which have been impounded and stored by the Sheriff's Department.

Miscellaneous

Other fines and forfeitures not included above.

Estimate based on historical trends and changes to the City and/or County Fee Schedule.

LICENSES AND PERMITS

Building Fees

Building Fees are collected in accordance with the Uniform Building Code. The revenues from these fees are used to cover the cost of providing building inspections to insure compliance with building codes.

Estimate based on anticipated building activity and any changes to the City's Fee Schedule.

Encroachment Permit Fees

These fees are levied to cover costs of inspections for work within the public right-of-way for the construction of new or repair of existing utility facilities and other public improvements such as sidewalks, curb, gutter, asphalt roadway, etc.

Estimate based on anticipated building activity and any changes to the City's Fee Schedule.

REVENUE DESCRIPTIONS

Certified Access Specialist Program (CASP) Fees

SB 1186 requires that a \$4 additional fee is to be paid by any applicant seeking a local business license when it is initially issued or renewed. From January 1, 2018 through December 31, 2023, the City will retain 90% of the fees collected. The purpose of the fee is to increase disability access and compliance with construction related accessibility.

Estimate based on historical business license volume and the State's Fee Schedule.

CURRENT SERVICE CHARGES

Planning and Engineering Fees

These fees are levied to cover costs of plan checks, inspections, etc. which maybe necessary in conjunction with new construction or improvements being made by contractors.

Estimate based on anticipated building activity and any changes to the City's Fee Schedule.

Recreation Fees

These fees are levied to cover the cost of providing recreation programs such as fee classes, Tiny Tot programs, excursions, summer day camp, youth and adult athletics, senior activities and community events.

Estimate based on trending program participation and any changes to the City's Fee Schedule.

Public, Educational and Governmental (PEG) Fees

Fees totaling 1% of gross revenues are remitted to the City by all video service providers with a valid state franchise. These funds may only be used for capital improvements related to the City's operations of its PEG channels.

Estimate based on historical trends.

INTERGOVERNMENTAL REVENUE

Vehicle License Fee (VLF) - Property In-Lieu Tax

The Motor Vehicle In-Lieu fee is a tax on the ownership of a vehicle in place of taxing vehicles as personal property. The tax rate used to be 2%, and then the rate was cut by 67.5% which greatly affected the revenue allocated to the City by the State. VLF has now been totally eliminated. To fill the gap created by the cut the State instituted a property tax swap where the City receives additional property tax to offset the loss of VLF. These funds are included in the budget as VLF Property Tax in Lieu revenue.

Projection prepared by consultant HdL Companies, LLC.

REVENUE DESCRIPTIONS

AB2766 - Air Quality Improvement/Pollution Reduction Fees

These fees are derived from the imposition of an additional motor vehicle registration fee which shall be used to fund the implementation of air quality management compliance and provisions of the California Clean Air Act of 1988.

Estimate based on historical trends.

Gas Tax Section 2105

This Section of the Streets and Highways Code provides for the collection and distribution of special gas tax to fund improvements for regional transportation needs.

Gas Tax Section 2106

Section 2106(a) of the Streets and Highways Code provides that each city shall receive a fixed monthly apportionment of \$400; Section 2106(c) provides for distribution on a per capita basis.

Gas Tax Section 2107

This section provides monthly allocations of 1.315 cents per gallon of gasoline, 1.8 cents per gallon of diesel and 2.59 cents per liquefied petroleum gas (LPG) based on population.

Gas Tax Section 2107.5

This account represents a fixed amount of revenue received from the state based on population.

Highway Users Tax Act (HUTA)

This revenue source replaces the Proposition 42 sales tax on gasoline with a franchise tax. It is intended to be revenue neutral to Cities and allow greater flexibility at the State level.

Road Maintenance & Rehabilitation Act of 2017 (SB-1)

This source of revenue was signed into law in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide. A fuel tax increase began on November 1, 2017. The value-based transportation fee began on January 1, 2018. The price-based excise tax will be reset on July 1, 2019 and the new zero emissions vehicle fee will begin on July 1, 2020.

Gas Tax, HUTA and SB-1 estimates are provided by California Local Government Finance Almanac which bases their estimates on State Department of Finance statewide revenue projections.

Measure M

Approved by the voters on November 6, 2016, this half-cent sales tax increase will fund projects that will improve local streets, repair potholes and improve traffic flow/safety. The City received its first allocation of Measure M funds during FY 2017-18.

REVENUE DESCRIPTIONS

Prop A - Transit Tax

The City receives twenty-five percent of the 1/2% Prop A Sales tax (approved by voters in 1980). These funds are distributed by the L.A. County Metropolitan Transportation Authority (MTA), and are distributed to Los Angeles County cities on a proportional population basis. The funds are to be used for the development of transit programs within the guidelines established by the MTA.

Prop C - Transit Tax

The City receives twenty percent of the 1/2% Prop C sales tax (approved by voters in 1990). These funds are distributed by the L.A. County Metropolitan Transportation Authority (MTA), and are distributed to Los Angeles County cities on a proportional population basis. The funds are to be used the improving, expanding and maintaining public transit services. These expenditures must be consistent with the County's Congestion Management Program.

Measure R - Local Return Funds

Measure R is funded with 1/2 cent sales tax revenues that LA County voters approved in November 2008 to meet the transportation needs of the County. Fifteen percent of this tax is designated for the Local Return program to be used by cities. These funds are to be used for local transportation projects.

Measure M, Prop A, Prop C and Measure R estimates come from L.A. County Metropolitan Transportation Authority (MTA).

Prop A - Safe Parks Program

Funds transferred to the City as a result of the 1992 and 1996 L.A. County Safe Neighborhood Parks Act. These funds are to be used to improve, preserve and restore parks and to employ at-risk youth. Projects utilizing the California Conservation Corps are funded through the at-risk youth element of this program. This program ended in FY 2017-18.

Measure A Neighborhood Parks Act

Approved by the voters in November 2016, this new source of revenue in FY 2018-19 provides funds to improve the quality of life throughout Los Angeles County by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces and water conservation. Measure A funds provide local funding for parks, recreation, trails, cultural facilities, open space and Veteran and youth programs.

Annual estimates are received from the Los Angeles County Regional Park and Open Space District.

STATE GRANTS

State TDA

The Transportation Development Act provides this source of funding. Derived from statewide sales tax, and allocated by formula to the County Transportation

REVENUE DESCRIPTIONS

Commission, allocations are deposited in each regional entity's State Transit Assistance Fund.

Estimate based on historical trends.

SB821 - Bike and Pedestrian Paths

SB821 allows the City to request specifically allocated monies for the purpose of constructing bike and pedestrian paths.

Estimate based on historical trends.

Habitat Conservation Fund (HFC)

Established by the California Wildlife Protection Act of 1990 (Proposition 117), the HCF provides funding to local agencies to protect threatened species, to address wildlife corridors, to create trails and to provide for nature interpretation programs which bring urban residents into park and wildlife areas.

Grant awards vary from year to year so this is based on individual grant criteria.

COUNTY GRANTS

County TDA

The Transportation Development Act provides this source of funding. Derived from state sales tax and allocated by formula to the County Local Transportation Fund, allocations are available to operators for the support of public transportation systems.

Based on estimates from Los Angeles County.

FEDERAL GRANTS

Community Development Block Grant (CDBG)

The federal government provides funds for metropolitan areas whose population exceeds 50,000. The funds are based upon a federal formula and are to be used only within low and moderate-income census tracts and/or to benefit low and moderate-income persons.

Based on estimates received from the Community Development Commission of the County of Los Angeles.

Moving Ahead For Progress In The 21st Century (MAP-21)

The Federal Government has created a Federal Surface Transportation Program that allocates funds for various improvements to the nation's streets and roads. This two year legislation has annual allocations funded primarily by the Highway Account.

Estimate based on historical trends.

REVENUE DESCRIPTIONS

Land & Water Conservation Fund (LWCF)

LWCF is a Federal program that conserves irreplaceable lands and improves outdoor recreation opportunities. Funds are administered by the State of California and are allocated to local agencies through competitive grants.

Grant awards vary from year to year so this is based on individual grant criteria.

Recreational Trails Program (RTP)

RTP is a Federal program that provides financial assistance to local agencies for the development of recreational trails, trailheads and trailside facilities. Funds are administered by the State of California and are allocated to local agencies through competitive grants.

Grant awards vary from year to year so this is based on individual grant criteria.

OTHER FINANCING SOURCES

Proceeds from Sale of General Fixed Assets

This includes proceeds from the sale of fixed assets (used by governmental funds only).

Damage to City Property

These funds include reimbursement to the City for repairing willful or accidental damage to city property. Generally these are associated with automobile accidents.

Cost Reimbursements

Reimbursements to the City for various expenditures incurred that are reimbursable i.e. legal expenses.

All three of these revenue source estimates are based on historical trends.

Street Beautification - Developer Paid

Funds received from development projects to be used toward the Diamond Bar Complete Streets improvements as well as other identified capital improvement streetscape or complete streets projects as conditioned by the development projects entitlements.

Estimate based on anticipated development projects and the associated fees.

OPERATING TRANSFERS IN

Operating Transfers In

Includes monies transferred from one fund to another. Transfers are income to recipient fund.

REVENUE DESCRIPTIONS

USE OF MONEY AND PROPERTY

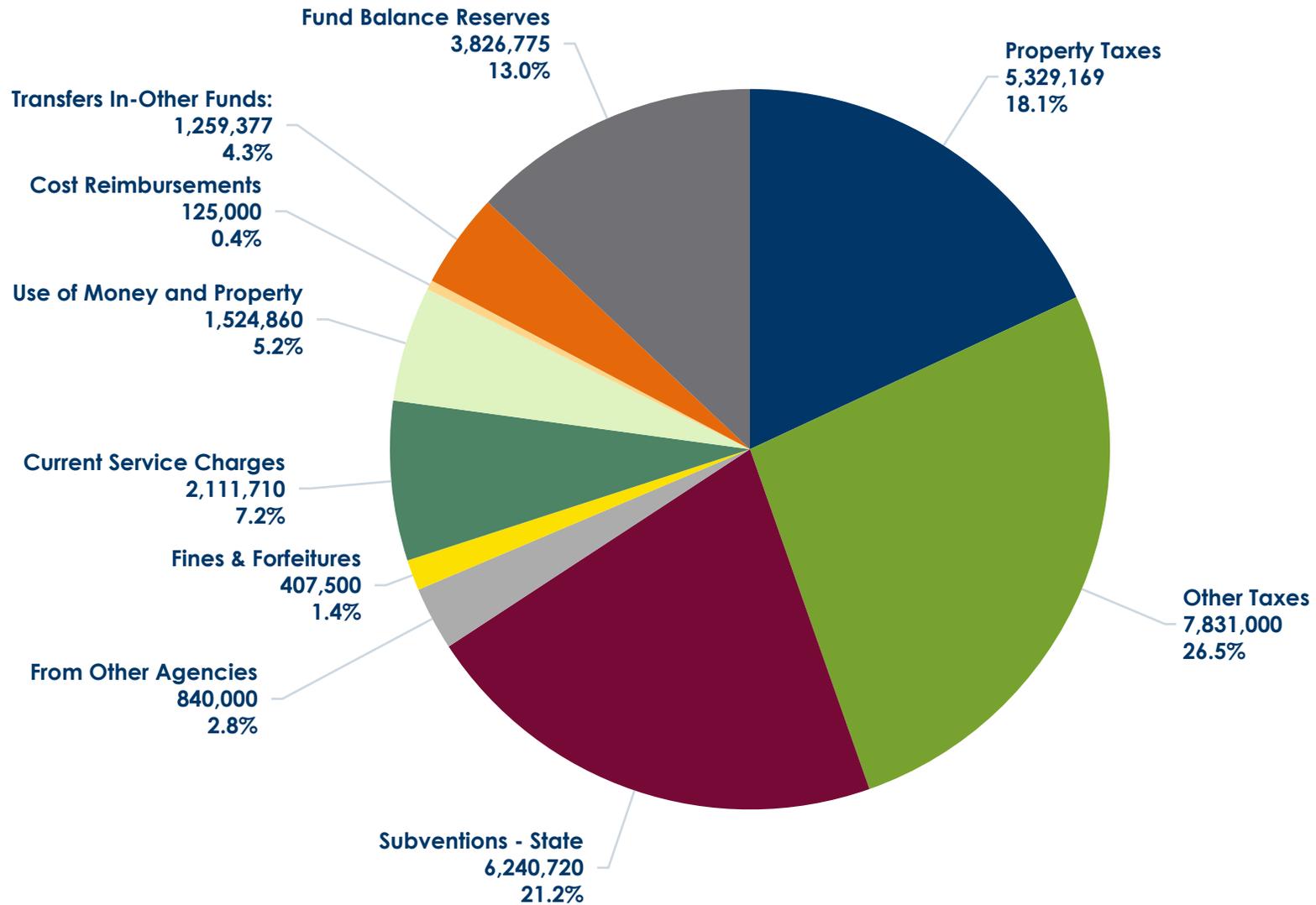
Interest Earnings

Investments

Inactive City funds are pooled and invested on a continuing basis in certain types of investments that are state approved such as time certificate of deposits, money market accounts, Local Agency Investment Fund, and Federal Agency notes.

The City's investment software produces a projection based on the holdings in the portfolio.

FY 2018/19 GENERAL FUND REVENUE



Total Revenue: \$29,496,111

GENERAL FUND REVENUE OVERVIEW

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
Property Taxes					
30010	Current Secured	\$ 4,599,738	\$ 4,802,000	\$ 4,875,000	\$ 5,006,469
30020	Current Unsecured	183,756	185,000	185,000	188,000
30050	Supplemental Roll	128,189	122,000	123,000	124,700
30100	Prior Year Property Tax	(7,146)	(10,000)	(10,000)	(10,000)
30200	Misc. Property Taxes	—	1,000	—	—
30250	Interest Penalties & Delinquencies	16,078	22,000	20,000	20,000
Total Property Taxes		\$ 4,920,614	\$ 5,122,000	\$ 5,193,000	\$ 5,329,169
Other Taxes					
31010	Sales Tax	\$ 5,191,608	\$ 5,162,100	\$ 5,082,700	\$ 5,196,000
31200	Transient Occupancy Tax	923,527	950,000	1,050,000	1,050,000
31210	Franchise Tax	1,320,617	1,349,000	1,299,180	1,285,000
31250	Property Transfer Tax	311,810	300,000	375,000	300,000
Total Other Taxes		\$ 7,747,562	\$ 7,761,100	\$ 7,806,880	\$ 7,831,000
Subventions - State					
31340	Homeowners Exemption	\$ 30,418	\$ 30,500	\$ 30,500	\$ 30,500
31700	Motor Vehicle in Lieu (VLF)	25,571	—	30,039	—
31701	VLF - Property Tax in Lieu	5,731,852	5,981,138	5,981,138	6,210,220
Total Subventions - State		\$ 5,787,841	\$ 6,011,638	\$ 6,041,677	\$ 6,240,720
From Other Agencies					
31900	Intergovernmental Revenue - Other	\$ 450,000	\$ 225,000	\$ —	\$ 840,000
Total From Other Agencies		\$ 450,000	\$ 225,000	\$ —	\$ 840,000
Fines & Forfeitures					
32150	Vehicle Code Fines	\$ 209,737	\$ 185,000	\$ 185,000	\$ 185,000
32200	General Fines	14,334	18,000	15,000	15,000
32210	Municipal Code Fines	4,727	5,000	5,500	5,000
32230	Parking Fines	203,502	185,000	185,000	185,000
32250	Vehicle Impound Fees	10,400	7,500	7,500	7,500
32270	False Alarm Fees	17,625	15,000	7,000	10,000
Total Fines & Forfeitures		\$ 460,325	\$ 415,500	\$ 405,000	\$ 407,500
Current Service Charges					
Building Fees:					
34110	Building Permits	\$ 574,605	\$ 479,119	\$ 531,587	\$ 277,520
34120	Plumbing Permits	121,403	63,187	129,191	36,600
34130	Electrical Permits	88,443	69,200	69,200	40,090
34140	Mechanical Permits	59,786	36,556	45,425	21,175
34200	Permit Issuance Fee	89,125	93,343	83,552	54,070
34250	Inspection Fees	15,899	8,835	2,576	5,120
34300	Plan Check Fees	559,203	609,962	498,211	353,300
34310	Plan Retention Fee	24,639	31,171	31,171	18,055
34350	SMIP Fees	7,873	5,381	6,011	3,120
34355	Building Standards Admin Fee	2,472	2,129	1,959	1,235
34415	Waste Reduction Fees	900	—	1,500	1,560
Sub-Total		\$ 1,544,348	\$ 1,398,883	\$ 1,400,383	\$ 811,845

GENERAL FUND REVENUE OVERVIEW

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
Planning Fees:					
34430	Current Planning Fees	\$ 129,671	\$ 200,000	\$ 200,000	\$ 192,000
34435	Planning Administration Fees	173	—	—	—
34550	Developer Fees	98,000	—	—	—
34554	Willow Heights Park Improvement Fees	136,500	—	—	—
34556	South Pointe Developer Fees	—	500,000	890,000	—
34560	Business License Fees	21,219	20,000	20,000	20,000
34561	Business License Late Fees	2,500	2,000	2,500	2,500
	Sub-Total	<u>\$ 388,063</u>	<u>\$ 722,000</u>	<u>\$ 1,112,500</u>	<u>\$ 214,500</u>
Engineering Fees:					
34610	Engineering - Plan Check Fees	\$ 39,781	\$ 40,000	\$ 30,000	\$ 30,000
34620	Engineering - Address Change Fee	2,588	5,000	5,000	4,000
34630	Engineering - Encroachment Fees	62,822	50,000	45,000	50,000
34640	Engineering - Inspections Fees	8,398	30,000	25,000	30,000
34650	Soils/Traffic/Misc Engineering Fees	35,950	35,000	35,000	45,000
34660	Traffic Mitigation - Engineering	8,513	—	—	—
34662	Waste Hauler Fees	92,780	190,000	190,000	195,000
34665	Industrial Waste Fees	37,329	30,000	35,000	40,000
	Sub-Total	<u>\$ 288,162</u>	<u>\$ 380,000</u>	<u>\$ 365,000</u>	<u>\$ 394,000</u>
Recreation Fees:					
34720	Community Activities	\$ 48,732	\$ 55,117	\$ 60,239	\$ 64,550
34730	Senior Activities	40,520	50,100	45,500	47,350
34740	Athletics	63,799	82,400	51,600	63,750
34760	Fee Programs	225,505	242,020	235,500	260,715
34780	Contract Classes	231,635	260,000	255,000	255,000
34800	Special Event Fees	1,410	—	—	—
	Sub-Total	<u>\$ 611,601</u>	<u>\$ 689,637</u>	<u>\$ 647,839</u>	<u>\$ 691,365</u>
	Total Current Service Charges	<u>\$ 2,832,173</u>	<u>\$ 3,190,520</u>	<u>\$ 3,525,722</u>	<u>\$ 2,111,710</u>
Use of Money and Property					
Misc Use of Money & Property					
36600	Returned Check Charges	\$ 105	\$ 150	\$ 200	\$ 460
36630	Sale of Fixed Assets	270	—	—	—
36637	Film Permits	—	2,500	2,500	3,000
36660	Donations	3,650	4,000	—	500
36900	Miscellaneous Revenue	8,052	10,000	10,000	10,000
	Sub-Total	<u>\$ 12,077</u>	<u>\$ 16,650</u>	<u>\$ 12,700</u>	<u>\$ 13,960</u>
Investments					
36100	Investment Earnings	\$ 301,672	\$ 325,000	\$ 420,000	\$ 420,900
36110	Unrealized Gain/(Loss) on Invests	(404,133)	—	—	—
36120	Gain/Loss On Sale of Investments	10,466	7,500	7,500	7,500
	Sub-Total	<u>\$ (91,995)</u>	<u>\$ 332,500</u>	<u>\$ 427,500</u>	<u>\$ 428,400</u>

GENERAL FUND REVENUE OVERVIEW

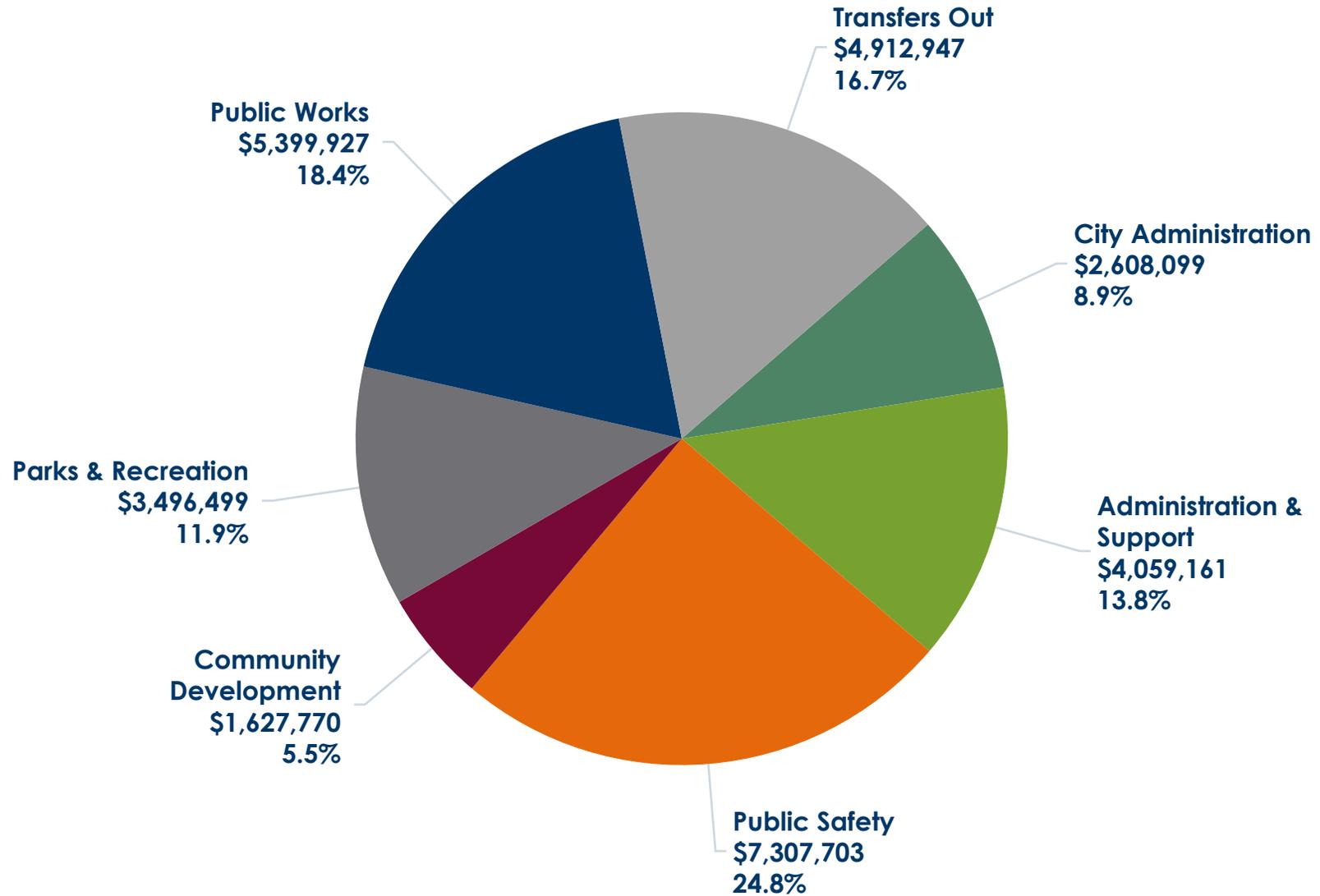
	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
Rents & Concessions				
36610 Rents & Concessions	\$ 158,095	\$ 147,000	\$ 147,000	\$ 150,000
36615 Diamond Bar Center Rental	703,157	800,000	800,000	825,000
36618 Facility Security	31,380	40,000	39,000	39,000
36620 Heritage Park Building Rental	23,058	25,000	22,000	25,000
36625 Parks & Fields Rental	16,711	16,000	12,000	15,000
Sub-Total	<u>\$ 932,401</u>	<u>\$ 1,028,000</u>	<u>\$ 1,020,000</u>	<u>\$ 1,054,000</u>
Taxable Sales				
36640 City Store Sales	\$ 30	\$ —	\$ —	\$ —
36650 Sale of Printed Material	1,288	2,500	1,500	2,500
Sub-Total	<u>\$ 1,318</u>	<u>\$ 2,500</u>	<u>\$ 1,500</u>	<u>\$ 2,500</u>
Property Damage				
36800 Property Damage - Public Works	\$ 53,598	\$ 22,500	\$ 27,000	\$ 24,000
36810 Property Damage - Parks	8,917	3,000	43	2,000
Sub-Total	<u>\$ 62,515</u>	<u>\$ 25,500</u>	<u>\$ 27,043</u>	<u>\$ 26,000</u>
Total Use of Money and Property	<u>\$ 916,317</u>	<u>\$ 1,405,150</u>	<u>\$ 1,488,743</u>	<u>\$ 1,524,860</u>
Cost Reimbursements				
36950 Cost Reimbursements	\$ 271,453	\$ 108,400	\$ 121,063	\$ 125,000
Total Cost Reimbursements	<u>\$ 271,453</u>	<u>\$ 108,400</u>	<u>\$ 121,063</u>	<u>\$ 125,000</u>
Transfers In-Other Funds:				
39012 Transfer In - Law Enforcement Fund	\$ —	\$ —	\$ —	\$ 100,000
39111 Transfer In - Gas Tax Fund	903,433	992,362	978,852	989,151
39115 Transfer In - Integrated Waste Mgmt.	112,220	30,000	8,050	10,000
39123 Transfer In - Prop A Safe Parks Fund	40,900	35,000	35,000	50,000
39126 Transfer In - COPS Fund	98,958	102,934	105,434	110,226
Total Transfers In-Other Funds	<u>\$ 1,155,511</u>	<u>\$ 1,160,296</u>	<u>\$ 1,127,336</u>	<u>\$ 1,259,377</u>
Fund Balance Reserves				
Use of Fund Balance Reserves	\$ 579,083	\$ 5,699,471	\$ 2,993,845	\$ 3,826,775
GENERAL FUND TOTAL	<u><u>\$ 25,120,878</u></u>	<u><u>\$ 31,099,075</u></u>	<u><u>\$ 28,703,266</u></u>	<u><u>\$ 29,496,111</u></u>



EXPENDITURE OVERVIEW

FY 2018/19 GENERAL FUND APPROPRIATIONS

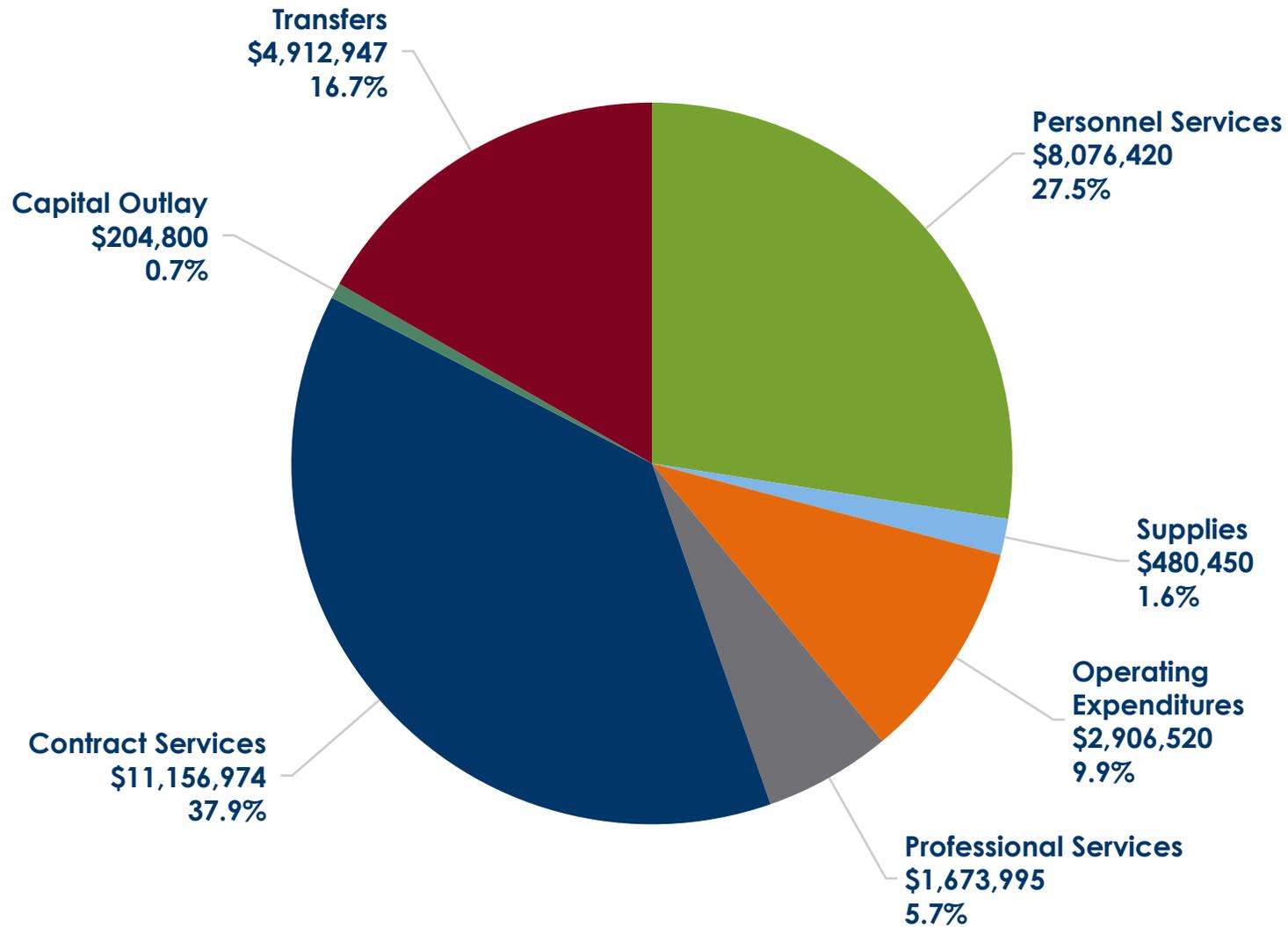
By Department



Total Appropriations: \$29,412,106

FY 2018/19 GENERAL FUND APPROPRIATIONS

By Category



Total Appropriations: \$29,412,106

FY 2018/19 GENERAL FUND APPROPRIATIONS

Department	Personnel Services	Supplies	Operating Expenditures	Professional Services	Contract Services	Capital Outlay	Transfers	Total	Percentage
Community Administration									
City Council	\$ 139,127	\$ 250	\$ 45,850	\$ —	\$ —	\$ —	\$ —	\$ 185,227	0.63%
City Attorney	—	—	—	695,000	—	—	—	695,000	2.36%
City Manager/Clerk	1,063,957	31,000	431,415	201,500	—	—	—	1,727,872	5.87%
Finance	586,233	3,000	39,800	156,395	—	—	—	785,428	2.67%
Human Resources	377,005	3,000	49,010	2,000	—	—	—	431,015	1.47%
Health & Safety Program	—	13,000	5,300	9,000	—	—	—	27,300	0.09%
Information Systems	577,616	32,500	464,950	101,500	32,000	25,300	—	1,233,866	4.20%
Civic Center	122,849	44,000	416,175	2,500	—	2,000	—	587,524	2.00%
Public Information	367,729	35,250	194,315	88,650	12,500	—	—	698,444	2.37%
Economic Development	142,334	—	11,250	130,000	12,000	—	—	295,584	1.00%
Law Enforcement	—	6,000	18,500	—	7,009,003	—	—	7,033,503	23.91%
Community Volunteer Patrol	—	1,000	5,000	—	—	—	—	6,000	0.02%
Fire	—	—	—	—	7,500	5,000	—	12,500	0.04%
Animal Control	—	—	—	—	183,500	—	—	183,500	0.62%
Emergency Preparedness	—	20,000	22,200	30,000	—	—	—	72,200	0.25%
Transfers Out	—	—	—	—	—	—	1,616,172	1,616,172	5.49%
Use of General Fund Reserves	—	—	—	—	—	—	3,296,775	3,296,775	11.21%
Community Development									
Planning	636,684	1,200	21,400	11,000	—	—	—	670,284	2.28%
Building and Safety	129,637	2,500	3,000	—	520,000	—	—	655,137	2.23%
Neighborhood Improvement	253,899	400	7,050	—	41,000	—	—	302,349	1.03%
Parks & Recreation - Admin	—	—	—	—	—	—	—	—	—%
Diamond Bar Center	871,367	37,150	279,095	20,250	164,880	15,000	—	1,387,742	4.72%
Recreation Services	1,330,272	125,200	241,585	3,700	408,000	—	—	2,108,757	7.17%
Public Works - Admin	413,471	5,000	53,800	222,500	30,000	—	—	724,771	2.46%
Engineering	272,095	—	4,750	—	875,000	—	—	1,151,845	3.92%
Road Maintenance	410,542	75,500	95,000	—	1,110,000	80,000	—	1,771,042	6.02%
Parks & Facilities Maintenance	381,603	44,500	497,075	—	447,278	77,500	—	1,447,956	4.92%
Landscape Maintenance	—	—	—	—	304,313	—	—	304,313	1.03%
GENERAL FUND TOTAL	\$ 8,076,420	\$ 480,450	\$ 2,906,520	\$ 1,673,995	\$11,156,974	\$ 204,800	\$ 4,912,947	\$29,412,106	100.00%
Percentage of Total	27.46%	1.63%	9.88%	5.69%	37.93%	0.70%	16.70%	100.00%	

CITY ADMINISTRATION

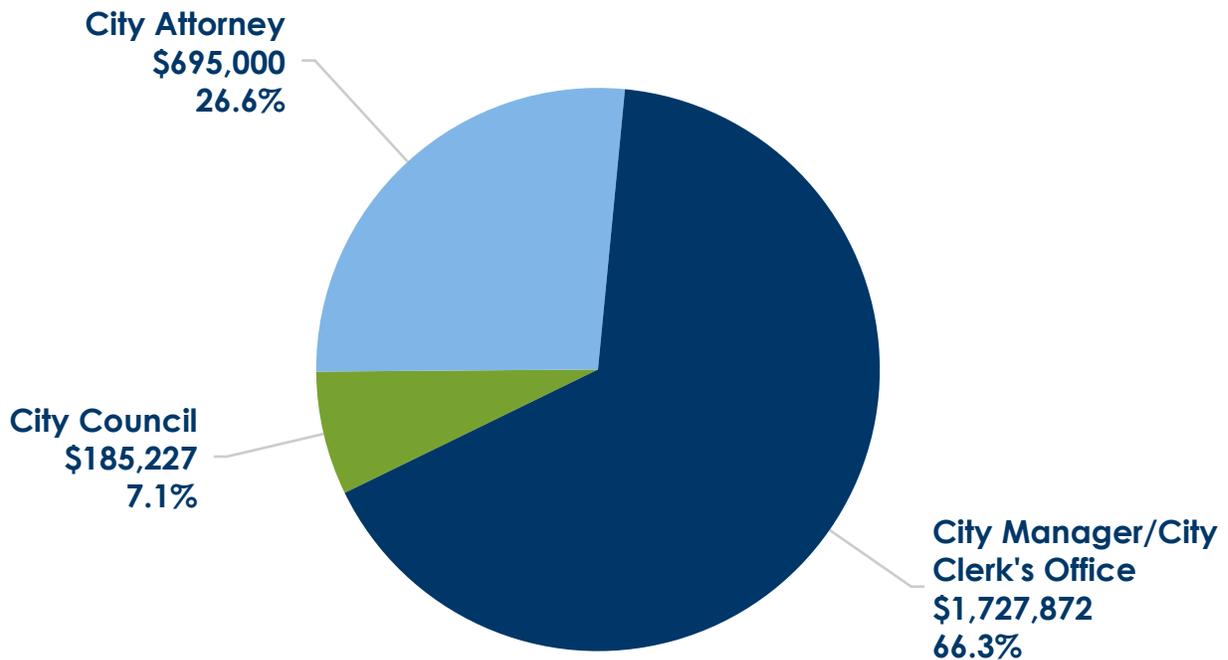
ESTIMATED EXPENDITURES SUMMARY

Organization #: 001-4010 through 001-4030

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES	\$ 1,061,011	\$ 1,122,234	\$ 1,110,549	\$ 1,203,084
SUPPLIES	26,115	24,000	23,950	31,250
OPERATING EXPENDITURES	226,397	263,370	241,665	477,265
PROFESSIONAL SERVICES	322,280	1,071,409	994,000	896,500
DEPARTMENT TOTAL	\$ 1,635,802	\$ 2,482,013	\$ 2,371,164	\$ 2,608,099

DEPARTMENT INCLUDES:

4010	City Council	\$ 185,227
4020	City Attorney	695,000
4020	City Manager/City Clerk's Office	1,727,872
	Total Department Expenditures	<u>\$ 2,608,099</u>



CITY COUNCIL

DIVISION NO. 4010

The City Council is the legislative and policy-making body for the City of Diamond Bar. Five Council Members are elected at-large for four-year, overlapping terms of office. The Council annually elects one of its members to serve as Mayor. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions.

As Diamond Bar's elected representatives, the City Council sets policy and establishes quality of municipal services for the community by determining service levels and revenue obligations through the adoption of an annual budget, authorizing City contracts and expenditures, and adopting necessary regulatory measures.

Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation and advocate for programs that are consistent with the needs of the community.



CITY COUNCIL

DEPARTMENT:	City Administration
DIVISION:	City Council
ORGANIZATION #:	001-4010

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 48,382	\$ 44,760	\$ 44,760	\$ 44,760
40070 City Paid Benefits	3,036	6,010	6,010	5,684
40080 Retirement	5,711	5,318	5,318	2,828
40081 Classic Mbr - Pmt Amrt Base	—	—	—	1,003
40082 PEPRM Member Retirement	—	—	—	2,167
40083 Worker's Comp. Expense	—	358	358	358
40085 Medicare	3,231	1,301	1,301	1,327
40090 Benefit Allotment	74,904	78,000	78,000	81,000
TOTAL PERSONNEL	\$ 135,265	\$ 135,747	\$ 135,747	\$ 139,127
SUPPLIES				
41200 Operating Supplies	\$ 19	\$ 500	\$ 250	\$ 250
TOTAL SUPPLIES	\$ 19	\$ 500	\$ 250	\$ 250
OPERATING EXPENDITURES				
42112 Photography	\$ 22	\$ 750	\$ 750	\$ 1,000
42125 Telephone	2,595	2,700	2,700	2,700
42130 Rental/Lease of Equipment	—	2,000	—	—
42315 Membership & Dues	—	500	500	500
42320 Publications	—	200	—	—
42325 Meetings	815	1,000	1,000	1,000
42330 Travel-Conferences	12,676	16,000	12,000	22,650
42335 Travel-Mileage & Auto Allow	14,767	18,000	18,000	18,000
TOTAL OPERATING EXP	\$ 30,875	\$ 41,150	\$ 34,950	\$ 45,850
DIVISION TOTAL	\$ 166,159	\$ 177,397	\$ 170,947	\$ 185,227

CITY ATTORNEY

DIVISION NO. 4020

The City Attorney serves as the City's legal counsel, reviews resolutions, ordinances and agreements, and advises the City Council and staff on all legal matters relating to the operation of the municipal government. This service is provided through a contract with the law offices of Woodruff, Spradlin & Smart, APC.

In addition to the general legal services provided by Woodruff, Spradlin & Smart, the City periodically has the need for legal services related to code enforcement prosecution which is also provided for within this Division.

The City may also enlist the services of additional legal experts as needed to address personnel issues and to assist with other matters important to the community.



CITY ATTORNEY

DEPARTMENT:	City Administration
DIVISION:	City Attorney
ORGANIZATION #:	001-4020

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PROFESSIONAL SERVICES				
44020 Prof Svcs - General Legal	\$ 153,639	\$ 140,000	\$ 146,000	\$ 155,000
44021 Prof Svcs - Special Legal	16,965	555,000	555,000	500,000
44023 Prof Svcs - Sp Lgl Code Enf	41,520	75,000	25,000	40,000
TOTAL PROFESSIONAL SVCS	\$ 212,124	\$ 770,000	\$ 726,000	\$ 695,000
DIVISION TOTAL	\$ 212,124	\$ 770,000	\$ 726,000	\$ 695,000

CITY MANAGER / CITY CLERK

DIVISION NO. 4030

The City Manager/City Clerk's Office budget provides administrative direction to all operating divisions in compliance with the City's Municipal Code. This division is responsible for the execution of Council policy and the enforcement of all laws and ordinances.

The City Manager, in concert with the City Council, establishes policy, provides leadership and implements efficient and effective services. The City Manager is the director of all City personnel and establishes and maintains appropriate controls to ensure that all operating departments adhere to Council and legally mandated policies and regulations. Additionally, the City Manager is responsible for the preparation and administration of the annual budget.

The City Clerk has the statutory duty to record the official minutes of all City Council meetings. The division maintains original resolutions and ordinances, is responsible for the management of all City records, public hearing notices and for the maintenance of the municipal code. This position also acts as the chief election officer for municipal elections.

Administrative and clerical support to the Council Members is also provided through the City Manager/City Clerk's office.



CITY MANAGER / CITY CLERK

DEPARTMENT:	City Administration
DIVISION:	City Manager/ Clerk
ORGANIZATION #:	001-4030

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 674,838	\$ 702,500	\$ 702,500	\$ 730,223
40020 Over-Time Wages	263	1,000	500	500
40030 Part Time Wages	21,006	36,875	20,000	36,875
40070 City Paid Benefits	6,216	7,592	7,592	7,800
40080 Retirement	117,953	126,500	126,500	111,670
40081 Classic Mbr - Pmt Amrt Base	—	—	—	39,594
40083 Worker's Comp. Expense	5,943	10,360	10,510	12,310
40084 Short/Long Term Disability	3,204	3,890	3,890	4,292
40085 Medicare	12,034	13,530	13,830	12,168
40087 Social Security	—	—	1,240	2,286
40090 Benefit Allotment	84,288	84,240	88,240	106,239
TOTAL PERSONNEL	\$ 925,745	\$ 986,487	\$ 974,802	\$ 1,063,957
SUPPLIES				
41200 Operating Supplies	\$ 19,296	\$ 18,000	\$ 18,000	\$ 21,500
41300 Small Tools & Equipment	—	500	1,700	2,000
41400 Promotional Supplies	6,800	5,000	4,000	7,500
TOTAL SUPPLIES	\$ 26,096	\$ 23,500	\$ 23,700	\$ 31,000
OPERATING EXPENDITURES				
42110 Printing	\$ 7,458	\$ 11,000	\$ 8,000	\$ 8,000
42113 Engraving Services	532	2,500	1,500	2,500
42115 Advertising	13,596	17,500	5,000	15,000
42120 Postage	17,670	25,000	25,000	25,000
42124 Technology	3,000	4,500	4,200	4,200
42125 Telephone	1,035	1,100	1,100	1,100
42130 Rental/Lease of Equipment	3,443	500	750	750
42140 Rental/Lease of Real	50,692	52,680	52,700	54,000
42200 Equipment Maintenance	302	5,500	2,800	2,800
42315 Membership & Dues	35,650	40,000	43,225	44,675
42320 Publications	9,507	9,000	9,000	9,750
42325 Meetings	9,300	5,000	7,000	7,000
42330 Travel-Conferences	17,109	13,500	12,000	14,950
42335 Travel-Mileage & Auto Allow	10,611	10,440	10,940	6,440
42340 Education & Training	1,881	2,000	1,500	1,500
42390 Elections	13,736	22,000	22,000	233,750
TOTAL OPERATING EXP	\$ 195,521	\$ 222,220	\$ 206,715	\$ 431,415
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 110,156	\$ 301,409	\$ 268,000	\$ 201,500
TOTAL PROFESSIONAL SVCS	\$ 110,156	\$ 301,409	\$ 268,000	\$ 201,500
CAPITAL OUTLAY				
46220 Furniture	\$ —	\$ 1,000	\$ 1,000	\$ —
TOTAL CAPITAL OUTLAY	\$ —	\$ 1,000	\$ 1,000	\$ —
DIVISION TOTAL	\$ 1,257,519	\$ 1,534,616	\$ 1,474,217	\$ 1,727,872

ADMINISTRATION & SUPPORT

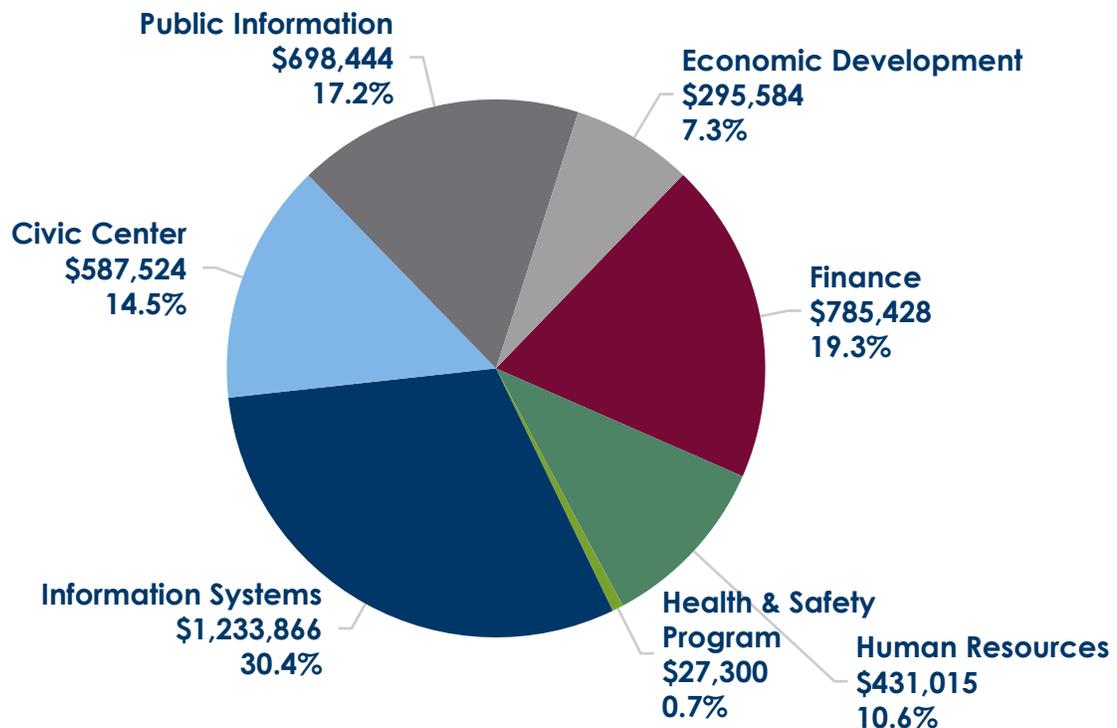
ESTIMATED EXPENDITURES SUMMARY

Organization #: 001-4050 through 001-4096

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES	\$ 1,758,470	\$ 1,997,050	\$ 1,906,850	\$ 2,173,766
SUPPLIES	84,658	130,975	119,950	130,750
OPERATING EXPENDITURES	960,839	1,175,254	1,160,753	1,180,800
PROFESSIONAL SERVICES	522,138	705,643	651,391	490,045
CONTRACT SERVICES	39,699	76,719	70,000	56,500
CAPITAL OUTLAY	51,480	55,408	51,300	27,300
DEPARTMENT TOTAL	\$ 3,417,285	\$ 4,141,048	\$ 3,960,244	\$ 4,059,161

DEPARTMENT INCLUDES:

4050	Finance	\$ 785,428
4060	Human Resources & Risk Management	431,015
4065	Health & Safety Program	27,300
4070	Information Systems	1,233,866
4093	Civic Center	587,524
4095	Public Information	698,444
4096	Economic Development	295,584
	Total Department Expenditures	\$ 4,059,161



FINANCE

DIVISION NO. 4050

The Finance Division administers the financial affairs of the City of Diamond Bar. The department manages the City's revenues, expenditures, budget, investments, purchasing, accounting and transit activities.

The Finance Division processes all financial transactions of the City. Specific activities include accounts payable, cash receipts, payroll, fixed assets, banking services, issuance of Metrolink train and Foothill Transit bus passes, budget preparation, audits, financial reporting, issuance and management of City debt and financial administration of grants.

The Finance Division is also responsible for the safety, liquidity and maximization of the yields of the City's financial resources.



FINANCE

DEPARTMENT:	Administration & Support
DIVISION:	Finance
ORGANIZATION #:	001-4050

		<u>FY 16/17 Actual</u>		<u>FY 17/18 Adjusted</u>		<u>FY 17/18 Projected</u>		<u>FY 18/19 Adopted</u>
PERSONNEL SERVICES								
40010	Salaries	\$ 407,544	\$	400,900	\$	400,900	\$	415,056
40020	Over-Time Wages	104		1,000		1,000		1,000
40070	City Paid Benefits	5,034		5,380		5,380		5,142
40080	Retirement	74,310		78,560		78,560		64,716
40081	Classic Mbr - Pmt Amrt Base	—		—		—		22,946
40083	Worker's Comp. Expense	3,248		3,170		3,170		3,278
40084	Short/Long Term Disability	2,213		2,415		2,415		2,499
40085	Medicare	6,407		6,390		6,390		6,602
40090	Benefit Allotment	64,873		62,390		62,390		64,994
	TOTAL PERSONNEL	\$ 563,734	\$	560,205	\$	560,205	\$	586,233
SUPPLIES								
41200	Operating Supplies	\$ 1,446	\$	3,000	\$	1,500	\$	2,000
41300	Small Tools & Equipment	245		1,000		500		1,000
	TOTAL SUPPLIES	\$ 1,692	\$	4,000	\$	2,000	\$	3,000
OPERATING EXPENDITURES								
42110	Printing	\$ 3,395	\$	4,600	\$	4,974	\$	5,250
42124	Technology	1,200		1,200		1,200		1,200
42128	Banking Charges	16,640		21,000		18,600		18,600
42200	Equipment Maintenance	417		950		500		1,000
42315	Membership & Dues	1,504		1,400		1,185		1,250
42320	Publications	418		500		—		500
42325	Meetings	204		500		350		500
42330	Travel-Conferences	1,021		4,000		3,200		5,200
42335	Travel-Mileage & Auto Allow	3,404		3,500		3,500		3,500
42340	Education & Training	2,198		2,900		2,000		2,800
	TOTAL OPERATING EXP	\$ 30,401	\$	40,550	\$	35,509	\$	39,800
PROFESSIONAL SERVICES								
44000	Professional Services	\$ 85,366	\$	77,200	\$	77,640	\$	79,145
44010	Prof Svcs-Acctg & Auditing	67,101		77,500		77,450		77,250
	TOTAL PROFESSIONAL SVCS	\$ 152,467	\$	154,700	\$	155,090	\$	156,395
	DIVISION TOTAL	\$ 748,293	\$	759,455	\$	752,804	\$	785,428

HUMAN RESOURCES & RISK MANAGEMENT

DIVISION NO. 4060

The Human Resources and Risk Management Division provides for the management of personnel services and risk management. Primary functions include the development, modification and management of all employee recruitment, classifications, compensation, education/training, employee relations, employee safety, worker's compensation and general liability claims. The Human Resources and Risk Management staff also act in an advisory capacity to the City Executive team on administrative matters that impact the workforce.



HUMAN RESOURCES & RISK MANAGEMENT

DEPARTMENT:	Administration & Support
DIVISION:	Human Resources & Risk Management
ORGANIZATION #:	001-4060

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 187,446	\$ 265,950	\$ 192,240	\$ 276,577
40070 City Paid Benefits	1,983	2,705	2,705	2,574
40080 Retirement	37,360	52,575	37,950	43,396
40081 Classic Mbr - Pmt Amrt Base	—	—	—	15,387
40083 Worker's Comp. Expense	1,499	2,120	2,120	1,618
40084 Short/Long Term Disability	1,125	1,170	1,170	1,234
40085 Medicare	2,840	4,025	2,960	4,179
40090 Benefit Allotment	29,642	30,840	30,840	32,040
40093 Benefits Administration	6,228	—	—	—
TOTAL PERSONNEL	\$ 268,122	\$ 359,385	\$ 269,985	\$ 377,005
SUPPLIES				
41200 Operating Supplies	\$ 917	\$ 1,600	\$ 1,600	\$ 1,500
41400 Promotional Supplies	484	2,000	2,000	1,500
TOTAL SUPPLIES	\$ 1,401	\$ 3,600	\$ 3,600	\$ 3,000
OPERATING EXPENDITURES				
42110 Printing	\$ 527	\$ 250	\$ 250	\$ 1,500
42115 Advertising	4,060	1,500	1,000	2,000
42124 Technology	1,200	1,200	1,200	1,200
42315 Membership & Dues	4,279	4,950	4,595	5,220
42320 Publications	288	900	100	600
42325 Meetings	2,225	3,500	3,000	3,500
42330 Travel-Conferences	2,175	900	600	2,500
42335 Travel-Mileage/Auto Allow	1,542	1,740	1,740	1,740
42340 Education & Training	5,370	18,500	18,500	15,000
42341 Employee Tuition Reimb	—	6,500	6,300	3,500
42345 Pre-Employment Screening	12,482	7,500	9,000	7,500
42346 Misc Employee Benefits	2,190	1,500	1,500	1,500
42347 Employee Recognition Prgm.	4,443	3,250	1,500	3,250
TOTAL OPERATING EXP	\$ 40,781	\$ 52,190	\$ 49,285	\$ 49,010
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 1,254	\$ 2,000	\$ 100	\$ 2,000
TOTAL PROFESSIONAL SVCS	\$ 1,254	\$ 2,000	\$ 100	\$ 2,000
DIVISION TOTAL	\$ 311,559	\$ 417,175	\$ 322,970	\$ 431,015

HEALTH & SAFETY PROGRAM

DIVISION NO. 4065

The goal of the Health and Safety Program is to integrate wellness elements into all work practices and conditions. In order to promote employee safety and reduce the number of workplace injuries or illness, a Safety Committee was established as part of the Injury Illness Prevention Program (IIPP). The Human Resources Manager is the designated Safety Officer to oversee and implement the IIPP and the designated departmental Safety Committee members are responsible for conducting worksite inspections, employee training and recommending policy as well as solutions to correct safety deficiencies in the workplace. It is the mission of the Employee Relations Committee and the Wellness Initiative to promote a healthy work environment for the employees of the City of Diamond Bar by creating and supporting a calendar of educational, social, and community building events to better connect employees within the civic community and the wider community, to nurture positive relations between all employees, and to stimulate continuous growth in the sense of well-being of the City of Diamond Bar work force.



HEALTH & SAFETY PROGRAM

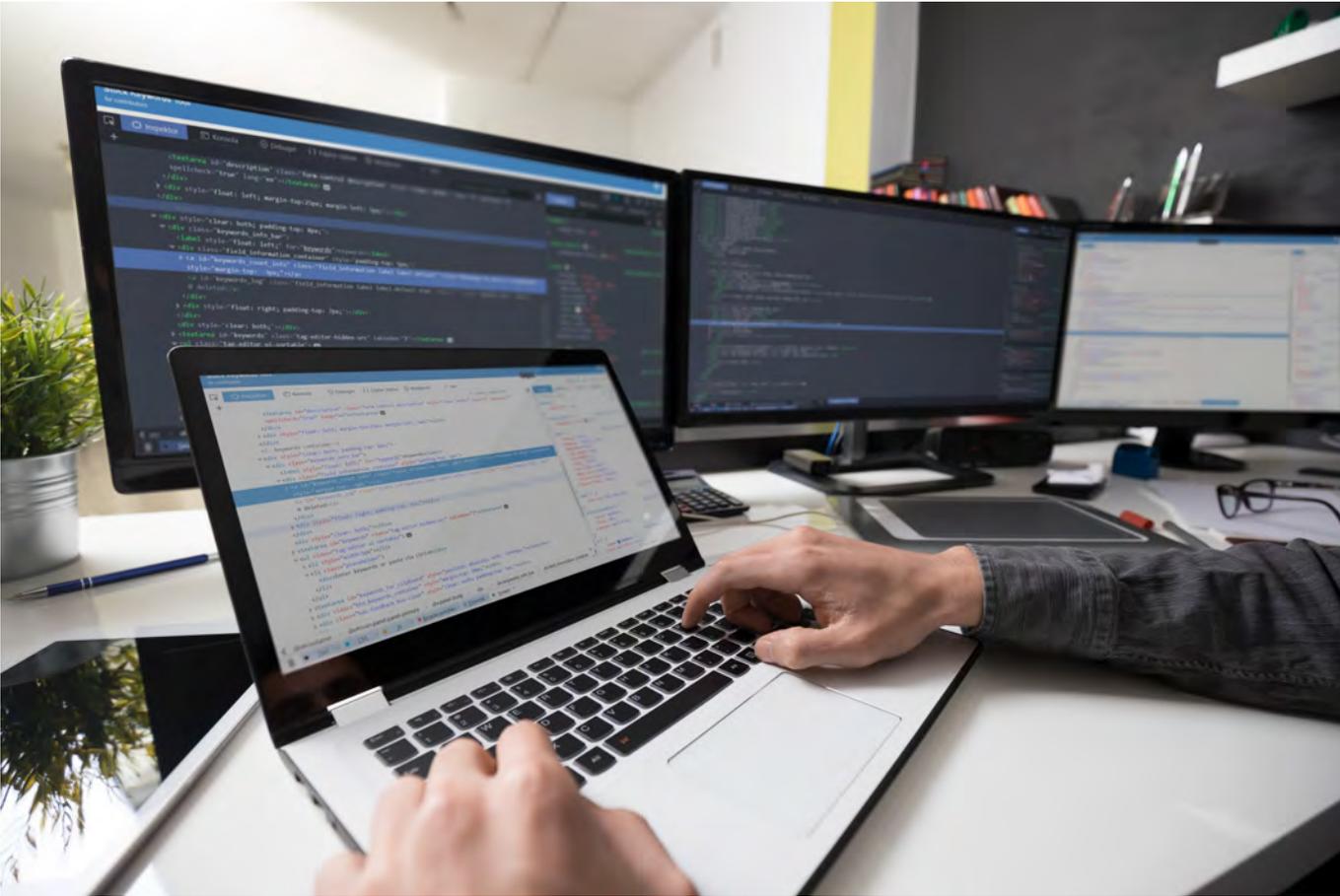
DEPARTMENT:	Administration & Support
DIVISION:	HR - Safety Prog
ORGANIZATION #:	001-4065

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
SUPPLIES				
41200 Operating Supplies	\$ 186	\$ 1,000	\$ 850	\$ 1,000
41300 Small Tools & Equipment	2,812	1,500	1,000	10,000
41400 Promotional Supplies	—	2,000	2,000	2,000
TOTAL SUPPLIES	\$ 2,997	\$ 4,500	\$ 3,850	\$ 13,000
OPERATING EXPENDITURES				
42315 Membership & Dues	\$ 135	\$ 500	\$ 300	\$ 300
42320 Publications	—	500	—	500
42325 Meetings	—	1,500	1,000	1,500
42340 Education & Training	228	2,500	1,500	2,500
42347 Employee Recognition Program	1,516	500	500	500
TOTAL OPERATING EXP	\$ 1,879	\$ 5,500	\$ 3,300	\$ 5,300
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 316	\$ 9,000	\$ 1,000	\$ 9,000
TOTAL PROFESSIONAL SVCS	\$ 316	\$ 9,000	\$ 1,000	\$ 9,000
DIVISION TOTAL	\$ 5,192	\$ 19,000	\$ 8,150	\$ 27,300

INFORMATION SYSTEMS

DIVISION NO. 4070

The Information Systems Division is responsible for the management and enhancement of the City's information technology including the evaluation, procurement, implementation, and maintenance of computer/network systems and software; including ongoing technical and software support/training to all the departments of the City. The service areas consist of: telephone & mobile systems, network services, application services, desktop services, digital access controls/cameras, and e-government.



INFORMATION SYSTEMS

DEPARTMENT:	Administration & Support
DIVISION:	Info Systems
ORGANIZATION #:	001-4070

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
PERSONNEL SERVICES					
40010	Salaries	\$ 276,642	\$ 373,500	\$ 373,500	\$ 417,868
40020	Over-Time Wages	381	2,000	1,200	1,500
40070	City Paid Benefits	2,647	4,800	4,800	4,777
40080	Retirement	52,988	65,950	65,950	55,860
40081	Classic Mbr - Pmt Amrt Base	—	—	—	19,806
40082	PEPRA Member Retirement	—	—	—	4,012
40083	Worker's Comp. Expense	3,966	4,450	4,450	4,848
40084	Short/Long Term Disability	1,471	2,225	2,225	2,461
40085	Medicare	3,904	5,425	5,425	6,067
40090	Benefit Allotment	37,079	55,840	55,840	60,417
	TOTAL PERSONNEL	\$ 379,079	\$ 514,190	\$ 513,390	\$ 577,616
SUPPLIES					
41200	Operating Supplies	\$ 26,379	\$ 35,325	\$ 30,000	\$ 30,000
41300	Small Tools & Equipment	2,210	4,300	2,500	2,500
	TOTAL SUPPLIES	\$ 28,589	\$ 39,625	\$ 32,500	\$ 32,500
OPERATING EXPENDITURES					
42100	Photocopying	\$ 16,015	\$ 16,000	\$ 19,000	\$ 16,000
42124	Technology	2,000	2,400	2,400	2,400
42125	Telephone	51,702	71,800	71,800	64,800
42200	Equipment Maintenance	1,111	3,500	2,700	3,500
42205	Computer Maintenance	263,881	330,750	329,100	365,100
42315	Membership & Dues	1,269	1,900	1,550	1,550
42320	Publications	—	200	200	200
42325	Meetings	288	1,000	100	1,000
42330	Travel-Conferences	837	4,200	4,200	4,200
42335	Travel-Mileage & Auto Allow	3,234	3,200	3,200	3,200
42340	Education & Training	2,490	2,600	2,600	3,000
	TOTAL OPERATING EXP	\$ 342,826	\$ 437,550	\$ 436,850	\$ 464,950
PROFESSIONAL SERVICES					
44000	Professional Services	\$ 141,999	\$ 66,500	\$ 66,500	\$ 54,500
44030	Prof Svcs-Data Processing	68,352	105,742	62,500	47,000
	TOTAL PROFESSIONAL SVCS	\$ 210,351	\$ 172,242	\$ 129,000	\$ 101,500
CONTRACT SERVICES					
45000	Contract Services	\$ 24,363	\$ 28,000	\$ 22,000	\$ 32,000
	TOTAL CONTRACT SERVICES	\$ 24,363	\$ 28,000	\$ 22,000	\$ 32,000
CAPITAL OUTLAY					
46230	Computer Equip-Hardware	\$ 5,760	\$ 23,300	\$ 23,300	\$ 20,300
46235	Computer Equip-Software	38,721	20,000	17,000	5,000
	TOTAL CAPITAL OUTLAY	\$ 44,480	\$ 43,300	\$ 40,300	\$ 25,300
	DIVISION TOTAL	\$ 1,029,688	\$ 1,234,907	\$ 1,174,040	\$ 1,233,866

CIVIC CENTER

DIVISION NO. 4093

The Civic Center Division has been established to account for expenditures related to the operation of the City Hall building. This includes the budget for the utilities, maintenance and salaries related to both City Hall and the County Library.



CIVIC CENTER

DEPARTMENT:	Administration & Support
DIVISION:	Civic Center
ORGANIZATION #:	001-4093

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 66,967	\$ 61,500	\$ 61,500	\$ 84,299
40020 Over-Time Wages	3,194	2,500	2,500	2,500
40070 City Paid Benefits	1,000	1,010	1,010	1,216
40080 Retirement	11,908	9,100	9,100	9,668
40081 Classic Mbr - Pmt Amrt Base	—	—	—	3,428
40082 PEPRa Member Retirement	—	—	—	1,609
40083 Worker's Comp. Expense	2,084	1,780	1,780	2,340
40084 Short/Long Term Disability	393	365	365	495
40085 Medicare	1,073	1,030	1,030	1,274
40090 Benefit Allotment	13,246	12,340	12,340	16,020
TOTAL PERSONNEL	\$ 99,865	\$ 89,625	\$ 89,625	\$ 122,849
SUPPLIES				
41200 Operating Supplies	\$ 21,961	\$ 39,500	\$ 39,500	\$ 42,500
41300 Small Tools & Equipment	—	2,000	1,500	1,500
TOTAL SUPPLIES	\$ 21,961	\$ 41,500	\$ 41,000	\$ 44,000
OPERATING EXPENDITURES				
42125 Telephone	\$ 2,090	\$ 2,000	\$ 2,000	\$ —
42126 Utilities	168,654	202,500	202,500	212,700
42130 Rental/Lease of Equipment	379	4,500	2,000	2,000
42210 Maint. of Grounds/Buildings	189,325	206,419	206,419	201,475
42310 Fuel	343	—	—	—
TOTAL OPERATING EXP	\$ 360,790	\$ 415,419	\$ 412,919	\$ 416,175
PROFESSIONAL SERVICES				
44000 Professional Services	\$ —	\$ 1,500	\$ —	\$ 2,500
TOTAL PROFESSIONAL SVCS	\$ —	\$ 1,500	\$ —	\$ 2,500
CAPITAL OUTLAY				
46220 Furniture/Fixtures	\$ 1,364	\$ 2,000	\$ 1,000	\$ 2,000
46410 Capital Improvements	4,440	—	—	—
TOTAL CAPITAL OUTLAY	\$ 5,804	\$ 2,000	\$ 1,000	\$ 2,000
DIVISION TOTAL	\$ 488,419	\$ 550,044	\$ 544,544	\$ 587,524

PUBLIC INFORMATION

DIVISION NO. 4095

The Public Information Division provides an ongoing program of public information, which is designed to inform and educate community residents and business owners about the City's activities, programs, and policies. A variety of methods and materials are utilized to disseminate information including the City's monthly Community Newsletter, which provides current news and information; the City's web site; the local government access cable channel; local advertising; media releases and advisories; special publications; and community events.

The Public Information Division is also responsible for the general marketing and promotion of the City at the local, regional and national levels, and provides assistance in support of economic development activities. The Division is also engaged in the facilitation of programs that recognize the efforts of individuals and organizations that contribute to the enhancement and general well being of the community



PUBLIC INFORMATION

DEPARTMENT:	Administration & Support
DIVISION:	Public Information
ORGANIZATION #:	001-4095

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 237,767	\$ 248,970	\$ 248,970	\$ 255,180
40020 Overtime Wages	4,606	6,900	5,400	6,000
40070 City Paid Benefits	3,044	3,320	3,320	3,158
40080 Retirement	44,380	47,790	47,790	38,982
40081 Classic Mbr - Pmt Amrt Base	—	—	—	13,822
40083 Worker's Comp. Expense	4,782	4,820	4,820	4,936
40084 Short/Long Term Disability	1,413	1,470	1,470	1,506
40085 Medicare	3,789	3,860	3,860	3,969
40090 Benefit Allotment	37,378	38,680	38,680	40,176
TOTAL PERSONNEL	\$ 337,160	\$ 355,810	\$ 354,310	\$ 367,729
SUPPLIES				
41200 Operating Supplies	\$ 5,030	\$ 5,500	\$ 5,500	\$ 5,000
41300 Small Tools & Equipment	4,987	4,750	4,000	5,750
41400 Promotional Supplies	18,002	27,500	27,500	24,500
TOTAL SUPPLIES	\$ 28,019	\$ 37,750	\$ 37,000	\$ 35,250
OPERATING EXPENDITURES				
42110 Printing	\$ 80,823	\$ 99,500	\$ 99,500	\$ 95,000
42112 Photography	3,087	8,500	7,500	8,500
42115 Advertising	31,520	42,000	42,000	19,500
42120 Postage	58,351	58,500	58,500	58,650
42124 Technology	1,200	1,200	1,200	1,200
42315 Membership & Dues	1,495	2,655	1,400	3,875
42320 Publications	—	350	350	500
42325 Meetings	—	150	150	150
42330 Travel-Conferences	923	5,950	4,500	4,900
42335 Travel-Mileage & Auto Allow	1,708	1,790	1,790	1,540
42340 Education & Training	151	450	250	500
TOTAL OPERATING EXP	\$ 179,258	\$ 221,045	\$ 217,140	\$ 194,315
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 96,792	\$ 176,202	\$ 176,201	\$ 88,650
TOTAL PROFESSIONAL SVCS	\$ 96,792	\$ 176,202	\$ 176,201	\$ 88,650
CONTRACT SERVICES				
45000 Contract Services	\$ 3,336	\$ 36,719	\$ 36,000	\$ 12,500
TOTAL CONTRACT SERVICES	\$ 3,336	\$ 36,719	\$ 36,000	\$ 12,500
CAPITAL OUTLAY				
46250 Misc Equipment	\$ 1,196	\$ 10,108	\$ 10,000	\$ —
TOTAL CAPITAL OUTLAY	\$ 1,196	\$ 10,108	\$ 10,000	\$ —
DIVISION TOTAL	\$ 645,760	\$ 837,633	\$ 830,651	\$ 698,444

ECONOMIC DEVELOPMENT

DIVISION NO. 4096

The Economic Development division assists in the development and advancement of the local business community, and in the general promotion and marketing of the City of Diamond Bar.

Among the functions of this division is the facilitation of programs and activities that are designed to enhance business retention and business attraction efforts, and provide business resource assistance for existing and potential businesses.



ECONOMIC DEVELOPMENT

DEPARTMENT:	Administration & Support
DIVISION:	Econ Development
ORGANIZATION #:	001-4096

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 87,049	\$ 91,950	\$ 91,950	\$ 103,588
40020 Over Time Wages	306	—	—	—
40070 City Paid Benefits	555	625	625	841
40080 Retirement	14,473	15,625	15,625	15,842
40081 Classic Mbr - Pmt Amrt Base	—	—	—	5,617
40083 Worker's Comp. Expense	725	1,575	1,575	2,006
40084 Short/Long Term Disability	300	480	480	612
40085 Medicare	1,289	1,340	1,340	1,513
40090 Benefit Allotment	5,814	6,240	7,740	12,315
TOTAL PERSONNEL	\$ 110,510	\$ 117,835	\$ 119,335	\$ 142,334
OPERATING EXPENDITURES				
42315 Membership & Dues	\$ 5,250	\$ 2,000	\$ 5,750	\$ 5,750
42325 Meetings	\$ —	\$ —	\$ —	\$ 2,500
42330 Travel - Conferences	\$ —	\$ —	\$ —	\$ 3,000
TOTAL OPERATING EXP	\$ 5,250	\$ 2,000	\$ 5,750	\$ 11,250
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 60,958	\$ 190,000	\$ 190,000	\$ 130,000
TOTAL PROFESSIONAL SVCS	\$ 60,958	\$ 190,000	\$ 190,000	\$ 130,000
CONTRACT SERVICES				
45000 Contract Services	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL CONTRACT SERVICES	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
DIVISION TOTAL	\$ 188,719	\$ 321,835	\$ 327,085	\$ 295,584

PUBLIC SAFETY

ESTIMATED EXPENDITURES SUMMARY

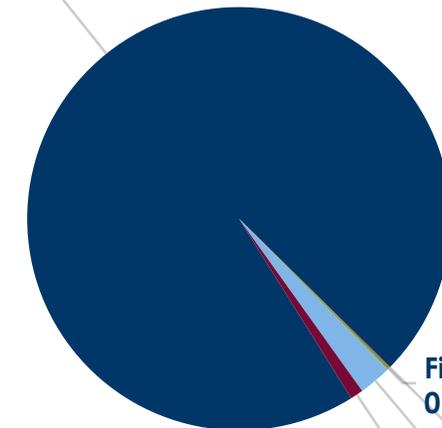
Organization #: 001-4411 through 001-4440

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
SUPPLIES	\$ 21,274	\$ 26,000	\$ 21,500	\$ 27,000
OPERATING EXPENDITURES	18,774	46,200	41,200	45,700
PROFESSIONAL SERVICES	31,583	32,000	32,000	30,000
CONTRACT SERVICES	6,509,340	6,850,093	6,801,760	7,200,003
CAPITAL OUTLAY	—	7,500	5,000	5,000
DEPARTMENT TOTAL	\$ 6,580,971	\$ 6,961,793	\$ 6,901,460	\$ 7,307,703

DEPARTMENT INCLUDES:

4411	Law Enforcement	\$ 7,033,503
4415	Volunteer Patrol	6,000
4421	Fire Protection	12,500
4431	Animal Control	183,500
4440	Emergency Preparedness	72,200
	Total Department Expenditures	<u>\$ 7,307,703</u>

Law Enforcement
\$7,033,503 96.2%



Fire Protection \$12,500
0.2%

Volunteer Patrol \$6,000
0.1%

Animal Control \$183,500
2.5%

Emergency Preparedness
\$72,200 1.0%

LAW ENFORCEMENT

DIVISION NO. 4411

The City of Diamond Bar contracts with the Los Angeles County Sheriff's Department for law enforcement services.

General law enforcement provides an assortment of deputies to provide law enforcement services including crime prevention and traffic enforcement, specialized suppression patrols and undercover operations, neighborhood watch and community relations, and the general enforcement of laws. Additionally, the law enforcement budget includes funds for additional as-needed special operations, as-needed aero bureau patrols, the City's fingerprint program, and funding for the City's Report for Reward program.

This division also includes contract services for crossing guards and the administration of the City's parking citations. With the passage of AB408, Cities are now required to issue and collect their own parking citations. The City is currently under contract with DataTicket, Inc. for the administration of parking citations.

The following is a breakdown of the proposed contracted sheriff's service levels:

<u>TYPE OF SERVICE</u>	<u>NUMBER</u>
General Law Units:	
One-Man 56 Hour	10
One-Man 40 Hour	1
One-Man 40 Hour Non-Relief (Special Problems)	5
Community Service Assistant w/vehicle	1
Law Enforcement Technician	1
Narcotics Deputy (STAR)	1
Special Investigations	As Requested
Helicopter Patrol	4 hours per month
DB Fingerprint Program	As Required



LAW ENFORCEMENT

DEPARTMENT:	Public Safety
DIVISION:	Law Enforcement
ORGANIZATION #:	001-4411

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
SUPPLIES				
41200 Operating Supplies	\$ 4,960	\$ 4,000	\$ 1,000	\$ 5,000
41300 Small Tools & Equipment	—	1,000	—	1,000
TOTAL SUPPLIES	\$ 4,960	\$ 5,000	\$ 1,000	\$ 6,000
OPERATING EXPENDITURES				
42200 Equipment Maintenance	\$ 75	\$ 1,000	\$ 500	\$ 1,000
42325 Meetings	681	2,500	2,500	2,500
42361 Criminal Apprehension	—	5,000	1,000	5,000
42363 Public Safety Outreach	4,454	10,000	10,000	10,000
TOTAL OPERATING EXP	\$ 5,210	\$ 18,500	\$ 14,000	\$ 18,500
CONTRACT SERVICES				
45401 CS-Sheriff Department	\$ 6,022,661	\$ 6,321,593	\$ 6,282,000	\$ 6,563,903
45402 CS-Sheriff /Special Events	136,445	166,500	154,963	241,100
45405 CS-Parking Citation Admin	24,932	30,000	30,000	30,000
45410 CS-Crossing Guard Services	142,163	150,000	150,000	174,000
TOTAL CONTRACT SERVICES	\$ 6,326,201	\$ 6,668,093	\$ 6,616,963	\$ 7,009,003
DIVISION TOTAL	\$ 6,336,371	\$ 6,691,593	\$ 6,631,963	\$ 7,033,503

VOLUNTEER PATROL

DIVISION NO. 4415

The Community Volunteer Patrol Program was established in FY 94/95. This program is coordinated by the Los Angeles County Sheriff's Department and provides general support to law enforcement personnel. Diamond Bar Community Volunteer Patrol members routinely patrol the community and are responsible for reporting any suspicious activity and/or problems to the Sheriff's Department. In addition to their patrol activities, other assignments performed by the Community Volunteer Patrol include vacation and business security checks, park and special event security, graffiti watch, community relations, and other non-hazardous duties.



VOLUNTEER PATROL

DEPARTMENT:	Public Safety
DIVISION:	Volunteer Patrol
ORGANIZATION #:	001-4415

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
SUPPLIES				
41200 Operating Supplies	\$ 573	\$ 1,000	\$ 500	\$ 1,000
TOTAL SUPPLIES	\$ 573	\$ 1,000	\$ 500	\$ 1,000
OPERATING EXPENDITURES				
42325 Meetings	\$ 4,366	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL OPERATING EXP	\$ 4,366	\$ 5,000	\$ 5,000	\$ 5,000
DIVISION TOTAL	\$ 4,939	\$ 6,000	\$ 5,500	\$ 6,000

FIRE PROTECTION

DIVISION NO. 4421

The City is a part of the Consolidated Fire Protection District. The district provides fire and emergency medical services. Upon incorporation, the City became responsible for fire protection within the City boundaries, therefore the City assumed wildland fire protection. This has required additional resources to be used by the Consolidated Fire Protection District. It is a responsibility of the City to pay annually for these added costs.



FIRE PROTECTION

DEPARTMENT:	Public Safety
DIVISION:	Fire Protection
ORGANIZATION #:	001-4421

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
CONTRACT SERVICES				
45404 Contract Services-Fire Dept	\$ 7,359	\$ 7,500	\$ 7,359	\$ 7,500
TOTAL CONTRACT SERVICES	\$ 7,359	\$ 7,500	\$ 7,359	\$ 7,500
CAPITAL OUTLAY				
46250 Misc Equipment	\$ —	\$ 7,500	\$ 5,000	\$ 5,000
TOTAL CAPITAL OUTLAY	\$ —	\$ 7,500	\$ 5,000	\$ 5,000
DIVISION TOTAL	\$ 7,359	\$ 15,000	\$ 12,359	\$ 12,500

ANIMAL CONTROL

DIVISION NO. 4431

Animal Control provides for the care, protection, and control of animals that stray from their homes or are abused by their owners. This service, currently under contract with the Inland Valley Humane Society, includes enforcement of leash laws and the provision of a shelter for homeless animals.

In addition to the services rendered by the Humane Society, the City has been called upon to assist in the control of coyotes within the City. Additional funding has been included to fund these activities.



ANIMAL CONTROL

DEPARTMENT:	Public Safety
DIVISION:	Animal Control
ORGANIZATION #:	001-4431

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
CONTRACT SERVICES				
45403 CS - Animal Control	\$ 160,000	\$ 167,000	\$ 169,938	\$ 176,000
45406 CS - Wild Animal Control	1,896	7,500	7,500	7,500
TOTAL CONTRACT SERVICES	\$ 161,896	\$ 174,500	\$ 177,438	\$ 183,500
 DIVISION TOTAL	\$ 161,896	\$ 174,500	\$ 177,438	\$ 183,500

EMERGENCY PREPAREDNESS

DIVISION NO. 4440

The preservation of life and property is an inherent responsibility of local, state and federal governments. The City of Diamond Bar has prepared several planning and response documents, which serve as the basis for the City's emergency organization and emergency operations.

The primary objective is to enhance the overall capability of government to respond to emergencies. This is accomplished by incorporating the policies, principles, concepts and procedures contained within the City's emergency plans into an efficient organization capable of responding adequately in the face of any disaster.



EMERGENCY PREPAREDNESS

DEPARTMENT:	Public Safety
DIVISION:	Emergency Prep
ORGANIZATION #:	001-4440

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
SUPPLIES				
41200 Operating Supplies	\$ 15,741	\$ 20,000	\$ 20,000	\$ 20,000
41300 Small Tools & Equipment	—	—	—	—
TOTAL SUPPLIES	\$ 15,741	\$ 20,000	\$ 20,000	\$ 20,000
OPERATING EXPENDITURES				
42125 Telephone	\$ 4,421	\$ 6,000	\$ 6,000	\$ 6,000
42126 Utilities	250	4,350	4,350	4,350
42130 Rental/Lease - Equipment	945	1,000	1,000	1,000
42140 Rental/Lease - Real Property	150	150	150	150
42200 Equipment Maintenance	241	6,000	5,500	5,500
42315 Membership & Dues	2,866	3,200	3,200	3,200
42340 Education & Training	325	2,000	2,000	2,000
TOTAL OPERATING EXP	\$ 9,198	\$ 22,700	\$ 22,200	\$ 22,200
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 31,583	\$ 32,000	\$ 32,000	\$ 30,000
TOTAL PROFESSIONAL SVCS	\$ 31,583	\$ 32,000	\$ 32,000	\$ 30,000
DIVISION TOTAL	\$ 56,522	\$ 74,700	\$ 74,200	\$ 72,200

COMMUNITY DEVELOPMENT

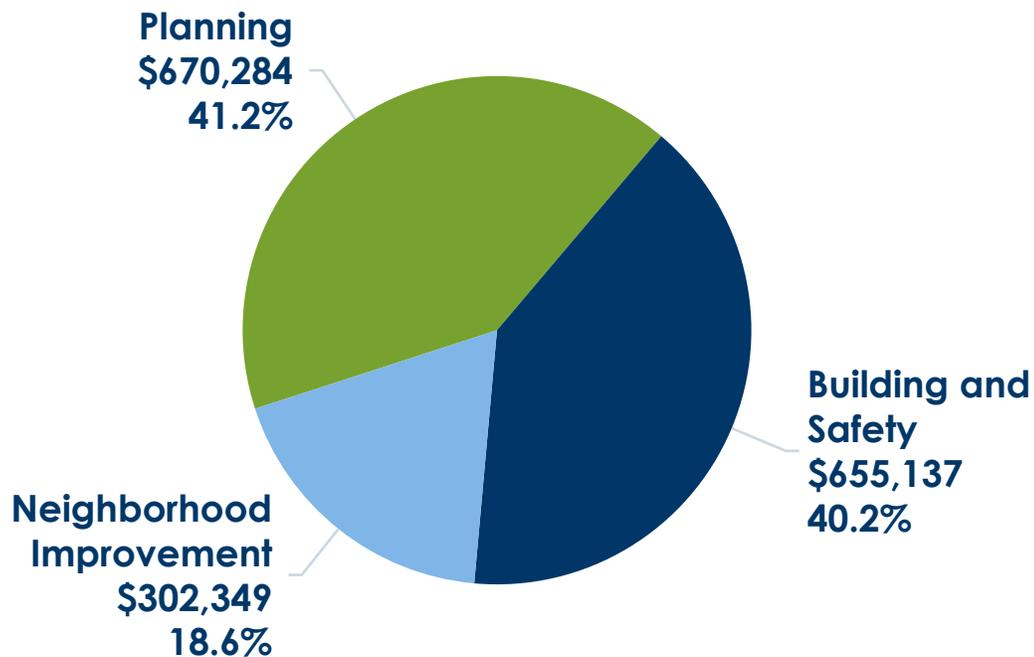
ESTIMATED EXPENDITURES SUMMARY

Organization #: 001-5210 through 001-5230

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES	\$ 958,672	\$ 1,016,945	\$ 981,336	\$ 1,020,220
SUPPLIES	2,491	8,850	3,800	4,100
OPERATING EXPENDITURES	23,449	38,500	22,014	31,450
PROFESSIONAL SERVICES	22,067	35,500	8,200	11,000
CONTRACT SERVICES	740,413	801,600	719,100	561,000
CAPITAL OUTLAY	—	1,000	—	—
DEPARTMENT TOTAL	\$ 1,747,092	\$ 1,902,395	\$ 1,734,450	\$ 1,627,770

DEPARTMENT INCLUDES:

5210	Planning	\$ 670,284
5220	Building & Safety	655,137
5230	Neighborhood Improvement	302,349
	Total Department Expenditures	<u>\$ 1,627,770</u>



PLANNING

DIVISION NO. 5210

The Planning Division is responsible for the functions related to current and long-term (“advance”) planning, and economic development.

The Planning Division prepares and updates the City's General Plan to guide Diamond Bar's long-term growth and preservation of the community's quality of life. The Division administers and updates the zoning and subdivision ordinances, which are the primary tools used to implement the General Plans land use and development goals, objectives and policies. The planners provide information and assistance to the public by explaining the City's zoning regulations, and reviewing all land use, development and business license applications, and performing inspections to ensure compliance with regulations and conditions of approval. For projects requiring Planning Commission and City Council review, the Planning Division serves as those bodies' technical staff, and provides recommendations based on analysis of environmental, land use compatibility and design factors.

The Planning Division is also responsible for the development and administration of economic development. It updates and maintains records for the general public and coordinates projects and programs with other governmental agencies.



PLANNING

DEPARTMENT:	Community Development
DIVISION:	Planning
ORGANIZATION #:	001-5210

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 414,234	\$ 428,635	\$ 428,635	\$ 445,563
40020 Over-Time Wages	4,720	4,500	4,500	5,000
40070 City Paid Benefits	5,424	5,710	5,710	5,400
40080 Retirement	76,348	84,160	84,160	69,035
40081 Classic Mbr - Pmt Amrt Base	—	—	—	24,477
40083 Worker's Comp. Expense	7,471	7,685	7,685	7,947
40084 Short/Long Term Disability	2,346	2,590	2,590	2,666
40085 Medicare	6,278	6,495	6,495	6,756
40090 Benefit Allotment	65,632	67,600	67,600	69,840
TOTAL PERSONNEL	\$ 582,452	\$ 607,375	\$ 607,375	\$ 636,684
SUPPLIES				
41200 Operating Supplies	\$ 2,361	\$ 3,000	\$ 1,100	\$ 1,200
TOTAL SUPPLIES	\$ 2,361	\$ 3,000	\$ 1,100	\$ 1,200
OPERATING EXPENDITURES				
42110 Printing	\$ —	\$ 2,000	\$ 800	\$ 1,000
42115 Advertising	2,070	1,500	2,400	2,400
42120 Postage	327	1,000	1,000	1,000
42124 Technology	1,200	1,200	1,200	1,200
42315 Membership & Dues	1,355	2,000	2,000	2,000
42320 Publications	582	1,000	600	800
42325 Meetings	1,694	1,200	800	1,000
42330 Travel-Conferences	6,896	8,000	3,121	8,000
42335 Travel-Mileage & Auto Allow	4,223	3,500	3,200	3,500
42340 Education & Training	—	500	400	500
TOTAL OPERATING EXP	\$ 18,346	\$ 21,900	\$ 15,521	\$ 21,400
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 17,565	\$ 18,500	\$ 1,500	\$ 3,000
44100 Commission Compensation	4,160	5,000	4,700	5,000
44220 Planning - General Plan	342	—	—	—
44240 Prof Services - Environmental	—	12,000	2,000	3,000
TOTAL PROFESSIONAL SVCS	\$ 22,067	\$ 35,500	\$ 8,200	\$ 11,000
CAPITAL OUTLAY				
46200 Office Equipment	\$ —	\$ 1,000	\$ —	\$ —
TOTAL CAPITAL OUTLAY	\$ —	\$ 1,000	\$ —	\$ —
DIVISION TOTAL	\$ 625,226	\$ 668,775	\$ 632,196	\$ 670,284

BUILDING & SAFETY

DIVISION NO. 5220

The Building and Safety Division is responsible for the protection of public health and safety through the enforcement of Building Codes and other related codes. This Division provides for Building and Safety plan check, permit issuance, and inspection services. Much of the plan check and inspections are provided through contract services.



BUILDING & SAFETY

DEPARTMENT:	Community Development
DIVISION:	Building & Safety
ORGANIZATION #:	001-5220

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 88,834	\$ 95,390	\$ 95,390	\$ 90,129
40020 Over-Time Wages	—	500	500	200
40070 City Paid Benefits	865	1,500	1,500	1,305
40080 Retirement	16,293	18,660	18,660	13,640
40081 Classic Mbr - Pmt Amrt Base	—	—	—	4,836
40083 Worker's Comp. Expense	1,020	1,060	1,060	1,007
40084 Short/Long Term Disability	482	575	575	527
40085 Medicare	1,191	1,385	1,385	1,307
40090 Benefit Allotment	16,778	17,580	17,580	16,686
TOTAL PERSONNEL	\$ 125,463	\$ 136,650	\$ 136,650	\$ 129,637
SUPPLIES				
41200 Operating Supplies	\$ —	\$ 5,200	\$ 2,500	\$ 2,500
TOTAL SUPPLIES	\$ —	\$ 5,200	\$ 2,500	\$ 2,500
OPERATING EXPENDITURES				
42110 Printing	\$ 891	\$ 2,500	\$ 1,000	\$ 1,000
42128 Banking Charges	510	1,000	1,000	1,000
42200 Equipment Maintenance	—	1,200	—	—
42340 Education & Training	—	1,000	1,000	1,000
TOTAL OPERATING EXP	\$ 1,401	\$ 5,700	\$ 3,000	\$ 3,000
CONTRACT SERVICES				
45201 CS-Building & Safety	\$ 703,752	\$ 761,000	\$ 680,000	\$ 520,000
TOTAL CONTRACT SERVICES	\$ 703,752	\$ 761,000	\$ 680,000	\$ 520,000
DIVISION TOTAL	\$ 830,616	\$ 908,550	\$ 822,150	\$ 655,137

NEIGHBORHOOD IMPROVEMENT

DIVISION NO. 5230

The City's Neighborhood Improvement Officers work proactively to investigate Municipal Code violations and in response to complaints filed by concerned residents, business operators or property owners. The Diamond Bar Municipal Code is based on high standards set by the residents and business owners to ensure an attractive and well-maintained community. It is the responsibility of the Neighborhood Improvement Officers to make sure the community conforms to the standards set by the code.



NEIGHBORHOOD IMPROVEMENT

DEPARTMENT:	Community Development
DIVISION:	Neighborhood Improvement
ORGANIZATION #:	001-5230

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 173,714	\$ 186,600	\$ 160,000	\$ 169,590
40020 Over-Time Wages	612	1,500	1,500	8,500
40070 City Paid Benefits	2,352	3,140	3,140	2,867
40080 Retirement	32,672	36,710	33,000	18,277
40081 Classic Mbr - Pmt Amrt Base	—	—	—	6,481
40082 PEPRM Member Retirement	—	—	—	4,202
40083 Worker's Comp. Expense	3,262	3,415	3,047	3,063
40084 Short/Long Term Disability	1,013	1,130	1,019	1,024
40085 Medicare	2,854	3,025	2,605	2,617
40090 Benefit Allotment	34,280	37,400	33,000	37,278
TOTAL PERSONNEL	\$ 250,757	\$ 272,920	\$ 237,311	\$ 253,899
SUPPLIES				
41200 Operating Supplies	\$ 130	\$ 650	\$ 200	\$ 400
TOTAL SUPPLIES	\$ 130	\$ 650	\$ 200	\$ 400
OPERATING EXPENDITURES				
42110 Printing	\$ —	\$ 2,000	\$ 2,000	\$ 2,000
42200 Equipment Maintenance	—	2,000	—	—
42315 Membership & Dues	420	300	300	600
42325 Meetings	52	100	100	100
42330 Travel-Conferences	3,129	4,000	1,093	4,000
42335 Travel-Mileage and Auto	—	500	—	50
42340 Education & Training	102	2,000	—	300
TOTAL OPERATING EXP	\$ 3,702	\$ 10,900	\$ 3,493	\$ 7,050
CONTRACT SERVICES				
45213 CS-Code Enforcement	\$ 1,717	\$ 2,000	\$ 2,600	\$ 1,000
45214 CS - Property Abatement	—	3,600	1,500	3,000
45520 CS-Graffiti Removal	34,944	35,000	35,000	37,000
TOTAL CONTRACT SERVICES	\$ 36,661	\$ 40,600	\$ 39,100	\$ 41,000
DIVISION TOTAL	\$ 291,250	\$ 325,070	\$ 280,104	\$ 302,349

PARKS & RECREATION

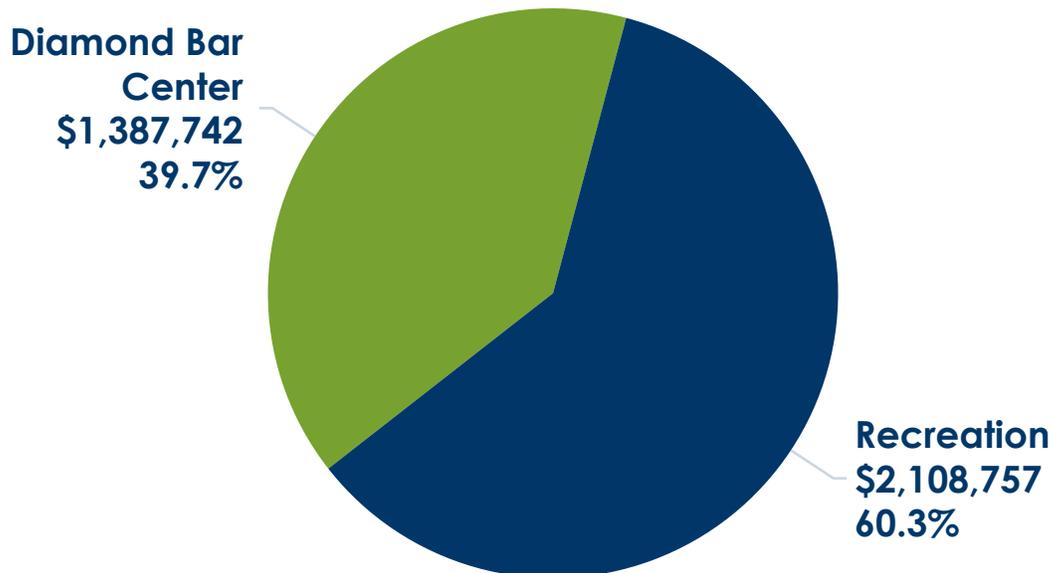
ESTIMATED EXPENDITURES SUMMARY

Organization #: 001-5310 through 001-5350

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES	\$ 1,646,409	\$ 1,828,165	\$ 1,820,165	\$ 2,201,639
SUPPLIES	159,168	226,962	170,060	162,350
OPERATING EXPENDITURES	353,164	536,364	524,326	520,680
PROFESSIONAL SERVICES	11,299	15,340	10,900	23,950
CONTRACT SERVICES	492,584	597,404	561,869	572,880
CAPITAL OUTLEY	73,865	138,691	77,000	15,000
DEPARTMENT TOTAL	\$ 2,736,488	\$ 3,342,926	\$ 3,164,320	\$ 3,496,499

DEPARTMENT INCLUDES:

5310	Parks & Recreation Administration	\$ —
5333	Diamond Bar Center	1,387,742
5350	Recreation	2,108,757
	Total Department Expenditures	\$ 3,496,499



PARKS & RECREATION ADMINISTRATION

DIVISION NOS. 5310-5350

The Parks & Recreation Department administers the City's community recreation program, including community events, enrichment programs, athletics, excursions, activities, and facilities for residents of all ages. The Parks & Recreation Department also oversees the operation of the Diamond Bar Center, a facility offering public programs and private meeting and event space.

Beginning in FY 2018-2019, the Parks and Recreation Administration Division (5310) has been combined with the Diamond Bar Center Division (5333) and the Recreation Division (5350).



PARKS & RECREATION ADMINISTRATION

DEPARTMENT:	Parks & Recreation
DIVISION:	Parks & Rec Administration
ORGANIZATION #:	001-5310

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 11,171	\$ —	\$ —	\$ —
40020 Over-Time Wages	508	—	—	—
40070 City Paid Benefits	249	—	—	—
40080 Retirement	5,143	—	—	—
40084 Short/Long Term Disability	100	—	—	—
40085 Medicare	180	—	—	—
40090 Benefit Allotment	3,188	—	—	—
TOTAL PERSONNEL	\$ 20,631	\$ —	\$ —	\$ —
SUPPLIES				
41200 Operating Supplies	\$ 266	\$ —	\$ —	\$ —
TOTAL SUPPLIES	\$ 266	\$ —	\$ —	\$ —
OPERATING EXPENDITURES				
42210 Maint. of Grounds/Bldgs	540	500	—	—
42315 Membership & Dues	324	1,400	300	—
42320 Publications	530	100	—	—
42325 Meetings	486	300	500	—
42340 Education & Training	199	300	300	—
TOTAL OPERATING EXP	\$ 2,079	\$ 2,600	\$ 1,100	\$ —
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 1,175	\$ 5,440	\$ 1,000	\$ —
TOTAL PROFESSIONAL SVCS	\$ 1,175	\$ 5,440	\$ 1,000	\$ —
DIVISION TOTAL	\$ 24,151	\$ 8,040	\$ 2,100	\$ —

DIAMOND BAR CENTER OPERATIONS

DEPARTMENT:	Parks & Recreation
DIVISION:	D-Bar Center
ORGANIZATION #:	001-5333

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES					
40010	Salaries	\$ 153,232	\$ 185,400	\$ 185,400	\$ 301,096
40020	Over-Time Wages	6,636	7,000	4,000	4,000
40030	Part-Time Salaries	304,443	302,240	302,240	393,700
40070	City Paid Benefits	2,768	3,675	3,675	4,946
40080	Retirement	22,635	24,050	24,050	29,876
40081	Classic Mbr - Pmt Amrt Base	—	—	—	10,593
40082	PEPRA Member Retirement	—	—	—	8,650
40083	Worker's Comp. Expense	12,956	14,500	14,500	18,982
40084	Short/Long Term Disability	891	1,125	1,125	1,808
40085	Medicare	25,809	27,850	27,850	10,317
40087	Social Security	—	—	—	24,273
40090	Benefit Allotment	33,406	44,525	44,525	63,126
	TOTAL PERSONNEL	\$ 562,777	\$ 610,365	\$ 607,365	\$ 871,367
SUPPLIES					
41200	Operating Supplies	\$ 52,024	\$ 88,700	\$ 34,400	\$ 35,150
41300	Small Tools & Equipment	1,532	2,000	2,000	2,000
	TOTAL SUPPLIES	\$ 53,557	\$ 90,700	\$ 36,400	\$ 37,150
OPERATING EXPENDITURES					
42110	Printing	\$ 4,560	\$ 18,500	\$ 18,500	\$ 19,950
42115	Advertising	—	—	—	30,000
42124	Technology	600	1,800	600	600
42125	Telephone	4,278	5,000	5,000	—
42126	Utilities	94,624	97,600	97,600	102,500
42130	Rental/Lease - Equipment	3,750	7,500	7,500	8,500
42141	Rental/Lease - Exhibit Space	1,557	2,198	2,500	2,500
42200	Equipment Maintenance	1,077	27,800	27,800	30,725
42210	Maint. of Grounds/Buildings	39,259	70,020	70,020	81,820
42330	Travel - Conferences	1,460	2,500	2,500	2,500
	TOTAL OPERATING EXP	\$ 151,165	\$ 232,918	\$ 232,020	\$ 279,095
PROFESSIONAL SERVICES					
44000	Professional Services	\$ 8,819	\$ 7,200	\$ 7,200	\$ 20,250
	TOTAL PROFESSIONAL SVCS	\$ 8,819	\$ 7,200	\$ 7,200	\$ 20,250
CONTRACT SERVICES					
45010	CS-Security	\$ 33,615	\$ 39,000	\$ 39,000	\$ 39,000
45300	CS-Parks & Recreation	153,027	147,840	123,280	125,880
	TOTAL CONTRACT SERVICES	\$ 186,642	\$ 186,840	\$ 162,280	\$ 164,880

DIAMOND BAR CENTER OPERATIONS

CAPITAL OUTLAY

46250	Misc Equipment	\$	20,866	\$	44,000	\$	42,000	\$	15,000
46410	Capital Improvements		52,999		94,691		35,000		—
	TOTAL CAPITAL OUTLAY	\$	73,865	\$	138,691	\$	77,000	\$	15,000
	DIVISION TOTAL	\$	1,036,823	\$	1,266,714	\$	1,122,265	\$	1,387,742

RECREATION

DEPARTMENT:	Parks & Recreation
DIVISION:	Recreation
ORGANIZATION #:	001-5350

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 461,565	\$ 495,000	\$ 495,000	\$ 551,950
40020 Over-Time Wages	10,250	25,000	20,000	23,600
40030 Part-Time Salaries	324,191	394,000	394,000	425,450
40070 City Paid Benefits	8,312	12,500	12,500	12,227
40080 Retirement	90,877	93,000	93,000	69,882
40081 Classic Mbr - Pmt Amrt Base	—	—	—	23,680
40082 PEPRM Member Retirement	—	—	—	12,421
40083 Worker's Comp. Expense	17,921	21,000	21,000	22,959
40084 Short/Long Term Disability	2,946	3,300	3,300	3,638
40085 Medicare	29,249	35,000	35,000	14,691
40087 Social Security	—	—	—	22,984
40090 Benefit Allotment	117,691	139,000	139,000	146,790
TOTAL PERSONNEL	\$ 1,063,001	\$ 1,217,800	\$ 1,212,800	\$ 1,330,272
SUPPLIES				
41200 Operating Supplies	\$ 103,278	\$ 129,762	\$ 133,160	\$ 125,200
41210 Car Show Supplies	2,067	3,400	—	—
41300 Small Tools & Equipment	—	3,100	500	—
TOTAL SUPPLIES	\$ 105,345	\$ 136,262	\$ 133,660	\$ 125,200
OPERATING EXPENDITURES				
42110 Printing	\$ 12,375	\$ 22,643	\$ 22,643	\$ 24,400
42115 Advertising	—	200	—	—
42120 Postage Charges	—	200	—	—
42124 Technology Allowance	—	—	—	1,200
42128 Banking Charges	29,069	24,000	24,000	24,000
42130 Rental/Lease of Equipment	35,182	44,050	44,050	45,800
42140 Rental/Lease of Real Property	40,460	113,408	113,408	49,500
42145 Rental/Lease Rides & Attractions	36,260	42,400	32,400	29,000
42315 Membership & Dues	295	2,410	2,635	3,635
42320 Publications	—	—	—	100
42325 Meetings	1,331	1,500	2,000	2,500
42330 Travel - Conferences	5,710	2,500	2,500	8,500
42335 Travel - Mileage & Auto Allowance	—	—	—	3,000
42340 Education & Training	20	1,020	1,020	3,400
42353 City Birthday Party	(470)	—	—	—
42410 Admissions-Youth Activities	39,686	46,715	46,550	46,550
TOTAL OPERATING EXP	\$ 199,920	\$ 301,046	\$ 291,206	\$ 241,585
PROFESSIONAL SERVICES				
44100 Commission Compensation	\$ 1,305	\$ 2,700	\$ 2,700	\$ 2,700
TOTAL PROFESSIONAL SVCS	\$ 1,305	\$ 2,700	\$ 2,700	\$ 3,700
CONTRACT SERVICES				
45300 CS-Parks & Recreation	\$ 114,616	\$ 174,229	\$ 174,229	\$ 208,000
45305 CS-Concerts in the Park	31,546	30,000	30,000	—
45306 CS-City Birthday	3,010	1,975	—	—
45310 CS-Excursions	8,726	28,000	14,000	17,000
45320 CS-Contract Classes	137,325	153,000	158,000	158,000
45402 CS-Sheriff's Dept Special Events	10,720	23,360	23,360	25,000
TOTAL CONTRACT SERVICES	\$ 305,942	\$ 410,564	\$ 399,589	\$ 408,000
DIVISION TOTAL	\$ 1,675,514	\$ 2,068,372	\$ 2,039,955	\$ 2,108,757

PUBLIC WORKS

DIVISION NOS. 5510-5558

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES). The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.

Together, these programs provide a wide variety of vital services to Diamond Bar. The Department is committed to providing high-quality professional services to the community and works diligently to ensure that our infrastructure and facilities are well-designed, engineered and constructed properly, and maintained and/or modified in professional and safe conditions.



PUBLIC WORKS

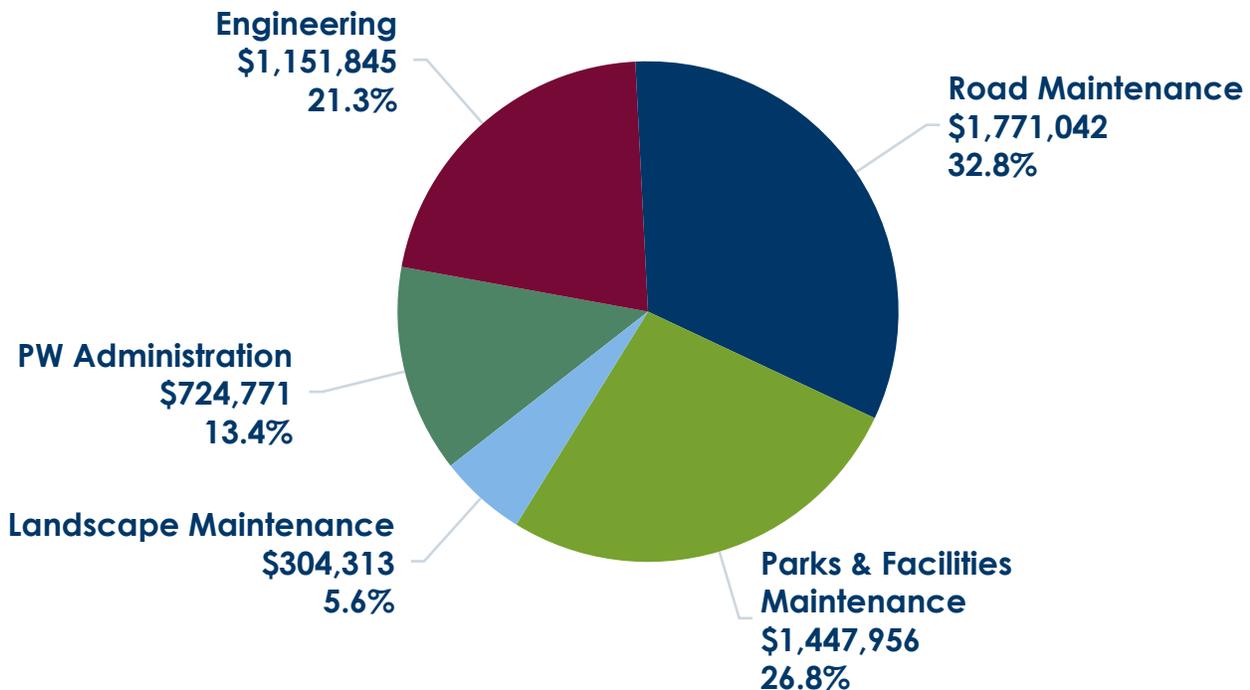
ESTIMATED EXPENDITURES SUMMARY

Organization #: 001-5510 through 001-5558

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES	\$ 1,313,682	\$ 1,430,475	\$ 1,425,175	\$ 1,477,711
SUPPLIES	94,241	133,000	133,000	125,000
OPERATING EXPENDITURES	599,288	694,098	670,588	650,625
PROFESSIONAL SERVICES	273,058	404,500	327,000	222,500
CONTRACT SERVICES	2,472,702	2,690,726	2,543,255	2,766,591
CAPITAL OUTLAY	7,668	60,000	60,000	157,500
DEPARTMENT TOTAL	\$ 4,760,640	\$ 5,412,799	\$ 5,159,018	\$ 5,399,927

DEPARTMENT INCLUDES:

5510	Public Works Administration	\$ 724,771
5551	Engineering	1,151,845
5554	Road Maintenance	1,771,042
5556	Parks & Facilities Maintenance	1,447,956
5558	Landscape Maintenance	304,313
	Total Department Expenditures	\$ 5,399,927



PUBLIC WORKS ADMINISTRATION

DEPARTMENT:	Public Works
DIVISION:	Public Works Administration
ORGANIZATION #:	001-5510

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 315,205	\$ 319,825	\$ 319,825	\$ 297,390
40020 Over-Time Wages	472	2,000	500	—
40070 City Paid Benefits	3,614	3,635	3,635	3,168
40080 Retirement	56,044	61,620	61,620	45,520
40081 Classic Mbr - Pmt Amrt Base	—	—	—	16,140
40083 Worker's Comp. Expense	5,862	5,590	5,590	5,151
40084 Short/Long Term Disability	1,741	1,895	1,895	1,758
40085 Medicare	4,553	4,685	4,685	4,393
40090 Benefit Allotment	46,849	41,565	41,565	39,951
TOTAL PERSONNEL	\$ 434,340	\$ 440,815	\$ 439,315	\$ 413,471
SUPPLIES				
41200 Operating Supplies	\$ 5,186	\$ 4,500	\$ 4,500	\$ 4,500
41300 Small Tools & Equipment	—	500	500	500
TOTAL SUPPLIES	\$ 5,186	\$ 5,000	\$ 5,000	\$ 5,000
OPERATING EXPENDITURES				
42110 Printing	\$ 5,018	\$ 8,000	\$ 8,000	\$ 8,000
42115 Advertising	230	22,000	17,000	30,000
42124 Technology	1,800	1,800	1,800	1,800
42126 Utilities	72,860	80,000	80,000	—
42315 Membership & Dues	1,234	1,000	1,000	2,000
42320 Publications	744	1,000	1,000	1,500
42325 Meetings	1,329	2,000	2,000	2,000
42330 Travel-Conferences	5,101	4,000	3,000	4,000
42335 Travel-Mileage & Auto Allow	3,000	3,000	3,000	3,000
42340 Education & Training	774	1,500	500	1,500
TOTAL OPERATING EXP	\$ 92,089	\$ 124,300	\$ 117,300	\$ 53,800
PROFESSIONAL SERVICES				
44000 Professional Services	\$ 700	\$ 1,500	\$ 1,500	\$ 1,500
44100 Commissioner Compensation	1,530	3,000	3,000	3,000
44240 Prof Svcs-Environmental	210,235	285,000	212,500	218,000
TOTAL PROFESSIONAL SVCS	\$ 212,465	\$ 289,500	\$ 217,000	\$ 222,500
CONTRACT SERVICES				
45221 CS - Engineering	\$ 913	\$ —	\$ —	\$ —
45227 CS - Inspection	459	—	—	—
45530 CS - Industrial Waste	26,186	30,000	30,000	30,000
TOTAL CONTRACT SERVICES	\$ 27,557	\$ 30,000	\$ 30,000	\$ 30,000
DIVISION TOTAL	\$ 771,636	\$ 889,615	\$ 808,615	\$ 724,771

ENGINEERING

DEPARTMENT:	Public Works
DIVISION:	Engineering
ORGANIZATION #:	001-5551

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 162,989	\$ 136,180	\$ 136,180	\$ 191,263
40020 Over-time Wages	877	1,500	750	1,500
40070 City Paid Benefits	1,979	1,895	1,895	2,266
40080 Retirement	25,534	26,695	26,695	29,526
40081 Classic Mbr - Pmt Amrt Base	—	—	—	10,469
40083 Worker's Comp. Expense	3,272	2,690	2,690	3,557
40084 Short/Long Term Disability	936	825	825	1,140
40085 Medicare	2,438	2,055	2,055	2,890
40090 Benefit Allotment	28,248	22,990	22,990	29,484
TOTAL PERSONNEL	\$ 226,272	\$ 194,830	\$ 194,080	\$ 272,095
OPERATING EXPENDITURES				
42315 Membership & Dues	\$ 1,558	\$ 1,500	\$ 1,500	\$ 2,000
42325 Meetings	43	750	750	750
42330 Travel-Conferences	9	500	500	500
42335 Travel-Mileage & Auto Allow	—	500	500	500
42340 Education & Training	597	1,000	1,000	1,000
TOTAL OPERATING EXP	\$ 2,207	\$ 4,250	\$ 4,250	\$ 4,750
CONTRACT SERVICES				
45221 CS - Engineering	\$ 293,767	\$ 395,000	\$ 329,500	\$ 350,000
45222 CS - Traffic	91,822	106,939	100,000	445,000
45223 CS - Plan Checking	23,347	58,524	30,000	25,000
45224 CS - Soils	—	20,000	15,000	15,000
45226 CS - Surveying	6,525	15,000	10,000	10,000
45227 CS - Inspection	21,162	42,000	20,000	30,000
TOTAL CONTRACT SERVICES	\$ 436,623	\$ 637,463	\$ 504,500	\$ 875,000
DIVISION TOTAL	\$ 665,102	\$ 836,543	\$ 702,830	\$ 1,151,845

ROAD MAINTENANCE

DEPARTMENT:	Public Works
DIVISION:	Road Maintenance
ORGANIZATION #:	001-5554

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES					
40010	Salaries	\$ 207,759	\$ 272,265	\$ 272,265	\$ 277,000
40020	Over-Time Wages	1,763	3,000	3,000	3,500
40070	City Paid Benefits	2,916	4,700	4,700	4,385
40080	Retirement	39,113	46,320	46,320	38,703
40081	Classic Mbr - Pmt Amrt Base	—	—	—	13,723
40082	PEPRA Member Retirement	—	—	—	1,823
40083	Worker's Comp. Expense	5,845	7,540	7,540	7,707
40084	Short/Long Term Disability	1,197	1,595	1,595	1,633
40085	Medicare	3,187	4,190	4,190	4,225
40090	Benefit Allotment	37,082	56,820	56,820	57,843
	TOTAL PERSONNEL	\$ 298,862	\$ 396,430	\$ 396,430	\$ 410,542
SUPPLIES					
41200	Operating Supplies	\$ 813	\$ 500	\$ 500	\$ 500
41250	Road Maintenance Supplies	39,635	65,000	65,000	65,000
41300	Small Tools & Equipment	15,142	18,000	18,000	10,000
	TOTAL SUPPLIES	\$ 55,591	\$ 83,500	\$ 83,500	\$ 75,500
OPERATING EXPENDITURES					
42126	Utilities	\$ —	\$ —	\$ —	\$ 85,000
42130	Rental/Lease of Equip	\$ 2,723	\$ 4,000	\$ 4,000	\$ 4,000
42200	Equipment Maintenance	6,063	6,000	6,000	6,000
	TOTAL OPERATING EXP	\$ 8,786	\$ 10,000	\$ 10,000	\$ 95,000
PROFESSIONAL SERVICES					
44520	Prof Svcs - Engineering	\$ 60,593	\$ 115,000	\$ 110,000	\$ —
	TOTAL PROFESSIONAL SVCS	\$ 60,593	\$ 115,000	\$ 110,000	\$ —
CONTRACT SERVICES					
45501	CS-Street Sweeping	\$ 168,102	\$ 190,000	\$ 180,000	\$ 180,000
45502	CS-Road Maintenance	244,329	250,000	250,000	195,000
45504	CS-Sidewalk Insp & Repair	447,061	330,000	330,000	200,000
45506	CS-Striping & Signing	49,992	50,000	50,000	50,000
45507	CS-Traffic Signal Maintenance	287,934	230,000	225,000	275,000
45508	CS - Vegetation Control	116,095	125,000	125,000	130,000
45512	CS-Storm Drainage	10,664	30,000	30,000	30,000
45522	CS-Right of Way Maintenance	30,000	50,000	50,000	50,000
	TOTAL CONTRACT SERVICES	\$ 1,354,177	\$ 1,255,000	\$ 1,240,000	\$ 1,110,000
CAPITAL OUTLAY					
46250	Misc Equipment	\$ —	\$ —	\$ —	\$ 80,000
	TOTAL CAPITAL OUTLAY	\$ —	\$ —	\$ —	\$ 80,000
	DIVISION TOTAL	\$ 1,778,009	\$ 1,859,930	\$ 1,839,930	\$ 1,771,042

PARKS & FACILITIES MAINTENANCE

DEPARTMENT:	Public Works
DIVISION:	Parks & Facility Maintenance
ORGANIZATION #:	001-5556

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
PERSONNEL SERVICES				
40010 Salaries	\$ 164,523	\$ 243,200	\$ 243,200	\$ 231,250
40020 Over-Time Wages	4,064	4,500	8,000	8,000
40030 Part-Time Salaries	109,170	36,050	36,050	36,000
40070 City Paid Benefits	2,067	4,150	4,150	3,529
40080 Retirement	28,872	45,500	45,500	30,215
40081 Classic Mbr - Pmt Amrt Base	—	—	—	10,713
40082 PEPRa Member Retirement	—	—	—	2,536
40083 Worker's Comp. Expense	6,984	6,700	6,700	5,130
40084 Short/Long Term Disability	910	1,450	1,450	1,359
40085 Medicare	10,855	6,550	—	4,037
40087 Social Security	—	—	—	2,232
40090 Benefit Allotment	26,766	50,300	50,300	46,602
TOTAL PERSONNEL	\$ 354,209	\$ 398,400	\$ 395,350	\$ 381,603
SUPPLIES				
41200 Operating Supplies	\$ 33,464	\$ 39,500	\$ 39,500	\$ 39,500
41300 Small Tools & Equipment	—	5,000	5,000	5,000
TOTAL SUPPLIES	\$ 33,464	\$ 44,500	\$ 44,500	\$ 44,500
OPERATING EXPENDITURES				
42125 Telephone	\$ 7,599	\$ 8,110	\$ 2,600	\$ —
42126 Utilities	285,083	287,115	287,115	301,225
42130 Rental/Lease of Equipment	939	7,750	7,750	8,700
42210 Maint. of Grounds/Bldgs	201,336	240,573	240,573	176,300
42330 Travel-Conferences	1,250	12,000	1,000	10,850
TOTAL OPERATING EXP	\$ 496,207	\$ 555,548	\$ 539,038	\$ 497,075
CONTRACT SERVICES				
45300 CS-Park & Facility Maint	\$ 338,660	\$ 420,803	\$ 420,803	\$ 447,278
TOTAL CONTRACT SERVICES	\$ 338,660	\$ 420,803	\$ 420,803	\$ 447,278
CAPITAL OUTLAY				
46250 Misc Equipment	\$ 7,668	\$ 60,000	\$ 60,000	\$ 77,500
TOTAL CAPITAL OUTLAY	\$ 7,668	\$ 60,000	\$ 60,000	\$ 77,500
DIVISION TOTAL	\$ 1,230,208	\$ 1,479,251	\$ 1,459,691	\$ 1,447,956

LANDSCAPE MAINTENANCE

DEPARTMENT:	Public Works
DIVISION:	Landscape Maintenance
ORGANIZATION #:	001-5558

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
CONTRACT SERVICES				
45500 CS - Public Works	\$ 37,658	\$ 35,000	\$ 35,000	\$ 50,000
45503 CS - Parkway Maintenance	26,172	27,000	27,492	28,800
45509 CS - Tree Maintenance	235,592	267,060	267,060	201,593
45510 CS - Tree Watering	16,263	18,400	18,400	23,920
TOTAL CONTRACT SERVICES	\$ 315,685	\$ 347,460	\$ 347,952	\$ 304,313
DIVISION TOTAL	\$ 315,685	\$ 347,460	\$ 347,952	\$ 304,313

TRANSFERS OUT

DEPARTMENT:	Transfers-Out
DIVISION:	Transfers-Out
ORGANIZATION #:	001-9915

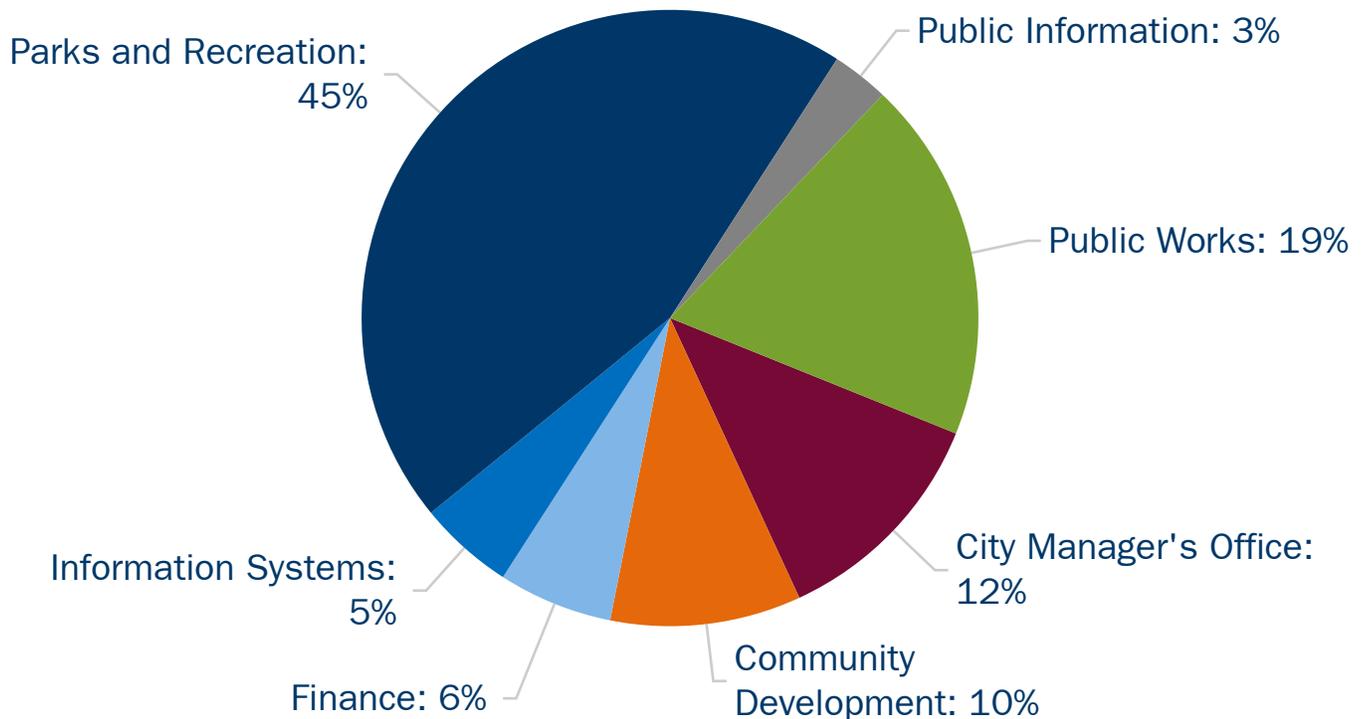
	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
OPERATING TRANSFER OUT				
49011 Transfer Out-Com Orgnztn Fd	\$ 13,580	\$ 15,000	\$ 15,000	\$ 20,000
49015 Transfer Out - Gen Plan	25,258	33,007	—	—
49018 Transfer Out - IS Replcmt Fund	100,000	100,000	100,000	—
49370 Transfer Out-Debt Service Fd	859,138	859,406	859,091	858,307
49510 Transfer Out-Self Ins Fund	441,316	538,950	544,598	369,065
49530 Transfer Out-Equip Replcmt	147,400	988,500	288,500	368,800
TOTAL OPERATING TRANSFERS	\$ 1,586,692	\$ 2,534,863	\$ 1,807,189	\$ 1,616,172
USES OF FUND BALANCE RESERVES				
49138 Transfer Out-LLAD #38	43,965	202,570	203,314	101,395
49139 Transfer Out-LLAD #39	—	71,281	86,895	245,588
49141 Transfer Out-LLAD #41	51,458	150,523	150,523	143,998
49250 Transfer Out-CIP Fund	294,941	2,652,663	770,146	2,184,699
49530 Transfer Out-Equip Replcmt	—	—	—	621,095
TOTAL USE OF RESERVES	\$ 390,364	\$ 3,077,037	\$ 1,210,878	\$ 3,296,775
TOTAL TRANSFERS OUT	\$ 1,977,056	\$ 5,611,900	\$ 3,018,067	\$ 4,912,947

PERSONNEL SUMMARY

Department	Budget FY 2016/17			Budget FY 2017/18			Budget FY 2018/19			
	Full Time	Part Time*	Total	Full Time	Part Time*	Total	Full Time	Part Time*	Total	% of Total
City Manager's Office	10.00	0.43	10.43	10.00	0.43	10.43	10.00	0.43	10.43	12%
Community Development	8.00	0.43	8.43	8.00	0.43	8.43	8.00	0.43	8.43	10%
Finance	5.00	—	5	5.00	—	5.00	5.00	—	5.00	6%
Information Systems	3.00	—	3	4.00	—	4.00	4.00	—	4.00	5%
Parks and Recreation	10.00	22.85	32.85	11.00	25.45	36.45	11.00	28.00	39.00	45%
Public Information	3.00	—	3	3.00	—	3.00	3.00	—	3.00	3%
Public Works	13.00	1.33	14.33	15.00	1.33	16.33	15.00	1.33	16.33	19%
Total	52.00	25.04	77.04	56.00	27.64	83.64	56.00	30.19	86.19	100%

* Part-time staff hours are converted to full-time equivalencies (FTEs) - one FTE equals 40 hours per week, 52 weeks per year.

CITYWIDE AUTHORIZED PERSONNEL FY 2018/19



FULL-TIME BENEFITTED PERSONNEL SUMMARY

Fiscal Year 2018 - 2019

CITY MANAGER'S OFFICE		
Job Title	Authorized	Funded
City Manager	1	1
Assistant City Manager	1	1
City Clerk	1	1
Administrative Assistant	1	1
Senior Office Specialist	1	1
Human Resources & Risk Manager	1	1
Human Resources Technician	1	1
Assistant to the City Manager	1	1
Management Analyst/Senior MA	2	2
Total:	10	10

PUBLIC INFORMATION		
Job Title	Authorized	Funded
Public Information Manager	1	1
Public Information Coordinator	1	1
Media Specialist	1	1
Total:	3	3

PARKS AND RECREATION		
Job Title	Authorized	Funded
Parks and Recreation Director	1	1
Administrative Assistant	1	1
Recreation Supervisor	2	2
Recreation Coordinator	2	2
Recreation Specialist	4	4
Recreation Superintendent	1	1
Total:	11	11

FINANCE		
Job Title	Authorized	Funded
Finance Director	1	1
Senior Accountant	1	1
Accountant	1	1
Accounting Technician	2	2
Total:	5	5

PART-TIME BENEFITTED PERSONNEL SUMMARY

Fiscal Year 2018 - 2019

PARKS AND RECREATION		
Job Title	Authorized	Funded
Pre-School Teacher	1	1
Assistant Pre-School Teacher	1	1
Total:	2	2
Total Part-Time Benefitted Positions:	2	2

PART-TIME NON-BENEFITTED PERSONNEL SUMMARY

Fiscal Year 2018 - 2019

CITY MANAGER'S OFFICE		
Job Title	Hours Authorized	FTE*
Administrative Intern **	900	0.43
Total:	900	0.43

COMMUNITY DEVELOPMENT DEPARTMENT		
Job Title	Hours Authorized	FTE *
Administrative Intern **	900	0.43
Total:	900	0.43

PARKS AND RECREATION		
Job Title	Hours Authorized	FTE *
Facility Attendant I	8,736	4.2
Facility Attendant II	9,048	4.35
Recreation Leader I/II/III	32,760	15.75
Recreation Specialist	2,808	1.35
Recreation Worker	728	0.35
Total:	54,080	26

PUBLIC WORKS		
Job Title	Hours Authorized	FTE *
Administrative Intern **	900	0.43
Maintenance Worker I/II	1,872	0.9
Total:	2,772	1.33

Total Part-Time Non-Benefitted Positions: 58,652 28.19

* Part-time staff hours are converted to full-time equivalencies (FTEs) - one FTE equals 40 hours per week, 52 weeks per year.

** Although Administrative Interns are assigned to various departments based upon the needs of the organization, these positions are budgeted out of the City Manger/City Clerk's Office budget.



SPECIAL FUND OVERVIEW

COMMUNITY ORGANIZATION SUPPORT FUND

FUND TYPE:	General Fund
	Community Organization Support
FUNCTION:	
FUND #	011

FUND DESCRIPTION:

This fund was established in FY 97-98 to account for transfers and expenditures related to the City Council's policy to support various non profit community organizations which are of a benefit to the City. The City has continued this program to show their ever increasing interest and support of the City's non profit community organizations.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserves	\$ —	\$ —	\$ —	\$ —
39001	Transfer-in General Fund	13,580	15,000	15,000	20,000
	TOTAL RESOURCES	13,580	15,000	15,000	20,000
OPERATING EXPENDITURES					
4010-42355	Contributions - Com Groups	\$ 13,580	\$ 15,000	\$ 15,000	\$ 20,000
	TOTAL OPERATING EXP	\$ 13,580	\$ 15,000	\$ 15,000	\$ 20,000
FUND BALANCE RESERVE					
25500	Reserves	—	—	—	—
	FUND BALANCE RESERVES	—	—	—	—
	TOTAL USES	\$ 13,580	\$ 15,000	\$ 15,000	\$ 20,000

LAW ENFORCEMENT RESERVE FUND

FUND TYPE:	General Fund
FUNCTION:	Public Safety
FUND #	012

FUND DESCRIPTION:

This fund was established in FY12-13 to incorporate a method to fund future increases in the Sheriff's Department contract and the Liability Trust Fund. The primary revenue source in this fund is from annual savings realized in the law enforcement budget in the General Fund.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Unrestricted Fund Balance	\$ 1,003,368	\$ 1,017,944	\$ 1,017,944	\$ 1,030,944
36100	Investment Earnings	14,576	13,000	13,000	13,000
	TOTAL RESOURCES	\$ 1,017,944	\$ 1,030,944	\$ 1,030,944	\$ 1,043,944
TRANSFERS OUT					
9915-49001	Transfer Out - General Fund	\$ —	\$ —	\$ —	\$ 100,000
	TOTAL TRANSFERS OUT	\$ —	\$ —	\$ —	\$ 100,000
FUND BALANCE RESERVE					
25500	Reserves	\$ 1,017,944	\$ 1,030,944	\$ 1,030,944	\$ 943,944
	FUND BALANCE RESERVES	\$ 1,017,944	\$ 1,030,944	\$ 1,030,944	\$ 943,944
	TOTAL USES	\$ 1,017,944	\$ 1,030,944	\$ 1,030,944	\$ 1,043,944

GENERAL PLAN UPDATE FUND

FUND TYPE:	General Fund
FUNCTION:	General Plan Update
FUND #	015

FUND DESCRIPTION:

This fund was created in FY 14-15 to establish an allocation of resources needed to fund the preparation of a comprehensive update to the City's General Plan.

			<u>FY 16/17 Actual</u>		<u>FY 17/18 Adjusted</u>		<u>FY 17/18 Projected</u>		<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES									
25500	Unrestricted Fund Balance	\$	1,003,496	\$	685,638	\$	685,638	\$	449,538
36100	Investment Earnings		11,944		10,000		8,000		8,000
39001	Transfer In - General Fund		25,258		33,007		—		—
	TOTAL RESOURCES	\$	<u>1,040,698</u>	\$	<u>728,645</u>	\$	<u>693,638</u>	\$	<u>457,538</u>
OPERATING SUPPLIES									
5210-41200	Operating Supplies	\$	34	\$	1,200	\$	—	\$	500
5210-41400	Promotional Supplies		4,377		7,000		3,000		4,000
	TOTAL OPERATING SUPPLIES	\$	<u>4,411</u>	\$	<u>8,200</u>	\$	<u>3,000</u>	\$	<u>4,500</u>
OPERATING EXPENDITURES									
5210-42100	Photocopying	\$	770	\$	2,000	\$	—	\$	—
5210-42110	Printing		4,296		8,000		8,500		10,000
5210-42115	Advertising		2,635		6,500		—		4,000
5210-42120	Postage		3,459		4,000		—		4,000
5210-42325	Meetings		3,923		2,000		2,600		4,000
	TOTAL OPERATING EXP	\$	<u>15,083</u>	\$	<u>22,500</u>	\$	<u>11,100</u>	\$	<u>22,000</u>
PROFESSIONAL SERVICES									
5210-44000	Professional Services	\$	5,881	\$	12,000	\$	5,000	\$	6,000
5210-44220	PS - Planning General Plan		329,686		665,084		225,000		400,000
	TOTAL PROFESSIONAL SERVICES	\$	<u>335,567</u>	\$	<u>677,084</u>	\$	<u>230,000</u>	\$	<u>406,000</u>
FUND BALANCE RESERVE									
25500	Reserves	\$	685,638	\$	20,860	\$	449,538	\$	25,038
	FUND BALANCE RESERVES	\$	<u>685,638</u>	\$	<u>20,860</u>	\$	<u>449,538</u>	\$	<u>25,038</u>
	TOTAL USES	\$	<u>1,040,698</u>	\$	<u>728,645</u>	\$	<u>693,638</u>	\$	<u>457,538</u>

TECHNOLOGY RESERVE FUND

FUND TYPE:	General Fund
FUNCTION:	Technology Reserve
FUND #	018

FUND DESCRIPTION:

This fund was created in FY 15-16 to establish an allocation of resources needed to fund the future replacement of a variety of hardware and software platforms throughout the City.

			<u>FY 16/17 Actual</u>		<u>FY 17/18 Adjusted</u>		<u>FY 17/18 Projected</u>		<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES									
25500	Unrestricted Fund Balance	\$	200,000	\$	302,905	\$	302,905	\$	335,905
36100	Investment Earnings		2,905		3,000		3,000		3,000
39001	Transfer In - General Fund		100,000		100,000		100,000		—
	TOTAL RESOURCES		<u>\$ 302,905</u>		<u>\$ 405,905</u>		<u>\$ 405,905</u>		<u>\$ 338,905</u>
TRANSFERS OUT									
9915-49530	Transfer Out - Maint & Repl	\$	—	\$	—	\$	70,000	\$	338,905
	TOTAL TRANSFERS OUT		<u>—</u>		<u>—</u>		<u>70,000</u>		<u>338,905</u>
FUND BALANCE RESERVE									
25500	Reserves		302,905		405,905		335,905		—
	FUND BALANCE RESERVES		<u>\$ 302,905</u>		<u>\$ 405,905</u>		<u>\$ 335,905</u>		<u>\$ —</u>
	TOTAL USES		<u>\$ 302,905</u>		<u>\$ 405,905</u>		<u>\$ 405,905</u>		<u>\$ 338,905</u>

OTHER POST EMPLOYMENT BENEFITS (OPEB) RESERVE FUND

FUND TYPE:	General Fund
FUNCTION:	OPEB Fund
FUND #	020

FUND DESCRIPTION:

This fund was created in FY 14-15 to establish an allocation of resources needed to fund the Other Post Employment Benefits (OPEB) unfunded liability.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Unrestricted Fund Balance	\$ 520,846	\$ 446,625	\$ 446,625	\$ 367,125
36100	Investment Earnings	7,420	6,000	5,500	5,500
36950	Cost Reimbursements	13,246	—	14,580	15,500
	TOTAL RESOURCES	\$ 541,512	\$ 452,625	\$ 466,705	\$ 388,125
PERSONNEL SERVICES					
4060-40086	Post Retirement Benefits	\$ 10,126	\$ 14,580	\$ 14,580	\$ 15,500
	TOTAL PERSONNEL SERVICES	\$ 10,126	\$ 14,580	\$ 14,580	\$ 15,500
TRANSFERS OUT					
9915-49620	Contribution To - OPEB Trust	\$ 84,761	\$ —	\$ 85,000	\$ 86,600
	TOTAL TRANSFERS OUT	\$ 84,761	\$ —	\$ 85,000	\$ 86,600
FUND BALANCE RESERVE					
25500	Reserves	\$ 446,625	\$ 438,045	\$ 367,125	\$ 286,025
	FUND BALANCE RESERVES	\$ 446,625	\$ 438,045	\$ 367,125	\$ 286,025
	TOTAL USES	\$ 541,512	\$ 452,625	\$ 466,705	\$ 388,125



SPECIAL REVENUE FUND OVERVIEW

ROAD MAINTENANCE & REHABILITATION FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	108

FUND DESCRIPTION:

Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017 was signed into law in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide. SB-1 prioritizes funding towards maintenance, rehabilitation and safety improvements on state highways, local streets and roads, and bridges, and to improve the State's trade corridors, transit and active transportation facilities.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ —	\$ —	\$ —	\$ 253,141
31732	Road Maint Rehab Acct	—	329,170	329,170	947,641
36,100	Investment Earnings	\$ —	\$ —	\$ 500	\$ 5,000
	TOTAL RESOURCES	<u>\$ —</u>	<u>\$ 329,170</u>	<u>\$ 329,670</u>	<u>\$ 1,205,782</u>
TRANSFERS OUT					
9915-49250	Transfer to CIP Fund	\$ —	\$ 329,170	\$ 76,529	\$ 1,200,282
	TOTAL TRANSFERS OUT	<u>—</u>	<u>329,170</u>	<u>76,529</u>	<u>1,200,282</u>
FUND BALANCE RESERVES					
25500	Reserves	\$ —	\$ —	\$ 253,141	\$ 5,500
	FUND BALANCE RESERVES	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 253,141</u>	<u>\$ 5,500</u>
	TOTAL USES	<u>\$ —</u>	<u>\$ 329,170</u>	<u>\$ 329,670</u>	<u>\$ 1,205,782</u>

MEASURE M FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	109

FUND DESCRIPTION:

Approved by the voters on November 8, 2016, the Measure M half-cent sales tax increase will fund projects that will improve local streets, repair potholes and improve traffic flow/safety.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ —	\$ —	\$ —	\$ 228,641
31323 Measure M Revenue	—	672,576	672,576	787,501
36100 Investment Earnings	—	—	1,000	1,000
TOTAL RESOURCES	\$ —	\$ 672,576	\$ 673,576	\$ 1,017,142
TRANSFERS OUT				
9915-4925 Transfer to CIP Fund	\$ —	\$ 672,576	\$ 444,935	\$ 937,691
TOTAL TRANSFERS OUT	\$ —	\$ 672,576	\$ 444,935	\$ 937,691
FUND BALANCE RESERVES				
25500 Reserves	\$ —	\$ —	\$ 228,641	\$ 79,451
FUND BALANCE RESERVES	\$ —	\$ —	\$ 228,641	\$ 79,451
TOTAL USES	\$ —	\$ 672,576	\$ 673,576	\$ 1,017,142

MEASURE R FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	110

FUND DESCRIPTION:

The Measure R Local Return program funds are to be used for major street resurfacing, rehabilitation, and reconstruction; pothole repair; left turn signals; bikeways; pedestrian improvements; streetscapes; signal synchronization; & transit.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 728,689	\$ 680,953	\$ 680,953	\$ 212,057
31325 Measure R Revenue	643,438	658,812	658,812	694,868
36100 Investment Earnings	9,642	8,000	4,500	4,500
TOTAL RESOURCES	\$ 1,381,769	\$ 1,347,765	\$ 1,344,265	\$ 911,425
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 700,816	\$ 1,284,822	\$ 1,132,208	\$ 844,868
TOTAL TRANSFERS OUT	\$ 700,816	\$ 1,284,822	\$ 1,132,208	\$ 844,868
FUND BALANCE RESERVES				
25500 Reserves	\$ 680,953	\$ 62,943	\$ 212,057	\$ 66,557
FUND BALANCE RESERVES	\$ 680,953	\$ 62,943	\$ 212,057	\$ 66,557
TOTAL USES	\$ 1,381,769	\$ 1,347,765	\$ 1,344,265	\$ 911,425

GAS TAX FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street Maintenance/ Construction
FUND #:	111

FUND DESCRIPTION:

The City receives funds from Sections 2105, 2106, 2107, and 2107.5 of the Streets and Highway Code. State law requires that these revenues be recorded in a Special Revenue Fund, and that they be utilized solely for street related purposes such as new construction, rehabilitation or maintenance. It is anticipated that the City will use Gas Tax Funds to fund ongoing street maintenance programs to the extent possible. Any remaining funds will be used to assist in the funding of the City's Capital Improvement Project Program. Beginning in 2011-12, the State replaced Prop 42 funds with Gas Tax funds.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 369,602	\$ 2,423	\$ 2,423	\$ 77,822
31705	Gas Tax - 2105	320,734	330,591	330,591	328,545
31710	Gas Tax - 2106	191,860	196,436	196,436	195,225
31720	Gas Tax - 2107	406,638	407,626	407,626	407,626
31730	Gas Tax - 2107.5	7,500	7,500	7,500	7,500
31731	HUTA - Prop 42 Replacement	152,352	227,234	227,234	437,503
31734	Loan Repayment	—	64,874	64,874	64,874
36100	Interest Revenue	4,029	3,500	2,500	2,500
	TOTAL RESOURCES	<u>\$ 1,452,714</u>	<u>\$ 1,240,184</u>	<u>\$ 1,239,184</u>	<u>\$ 1,521,595</u>
TRANSFERS OUT					
9915-49001	Transfer to General Fund	\$ 903,433	\$ 992,362	\$ 978,852	\$ 989,151
9915-49250	Transfer to CIP Fund	546,858	247,822	182,510	532,444
	TOTAL TRANSFERS OUT	<u>\$ 1,450,291</u>	<u>\$ 1,240,184</u>	<u>\$ 1,161,362</u>	<u>\$ 1,521,595</u>
FUND BALANCE RESERVES					
25500	Reserves	\$ 2,423	\$ —	\$ 77,822	\$ —
	FUND BALANCE RESERVES	<u>\$ 2,423</u>	<u>\$ —</u>	<u>\$ 77,822</u>	<u>\$ —</u>
	TOTAL USES	<u>\$ 1,452,714</u>	<u>\$ 1,240,184</u>	<u>\$ 1,239,184</u>	<u>\$ 1,521,595</u>

PROPOSITION A FUND

DEPARTMENT:	Special Revenue
DIVISION:	Public Transportation
FUND #:	112

FUND DESCRIPTION:

The City receives Proposition A Transit Tax which is a voter approved sales tax override for public transportation purposes. This fund has been established to account for these revenues and approved project expenditures.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 961,322	\$ 466,011	\$ 466,011	\$ 1,062,777
31310 Transportation Tax	1,034,041	1,058,982	1,058,982	1,116,939
34850 Transit Subsidy Program Rev	823,272	1,075,000	900,000	925,000
36100 Interest Revenue	9,808	10,000	10,000	10,000
TOTAL RESOURCES	<u>\$ 2,828,443</u>	<u>\$ 2,609,993</u>	<u>\$ 2,434,993</u>	<u>\$ 3,114,716</u>
PERSONNEL SERVICES				
5553-40010 Salaries	\$ 79,281	\$ 92,715	\$ 92,715	\$ 102,819
5553-40020 Over-Time Wages	—	1,000	—	—
5553-40070 City Paid Benefits	868	1,720	1,720	1,722
5553-40080 Retirement Benefits	15,078	18,310	18,310	15,671
5553-40081 Classic Mbr-Pmt Amort Base	—	—	—	5,557
5553-40082 PEPR Member Retirement	—	—	—	217
5553-40083 Workers Comp Expense	1,033	835	1,200	903
5553-40084 Short/Long Term Disability	446	565	565	622
5553-40085 Medicare Expense	1,203	1,565	1,565	1,723
5553-40090 Cafeteria Benefits	13,668	20,600	20,600	22,468
TOTAL PERSONNEL	<u>\$ 111,578</u>	<u>\$ 137,310</u>	<u>\$ 136,675</u>	<u>\$ 151,702</u>
OPERATING SUPPLIES				
5553-41200 Supplies	\$ 1,101	\$ 1,200	\$ 1,200	\$ 1,200
TOTAL OPERATING SUPPLIES	<u>\$ 1,101</u>	<u>\$ 1,200</u>	<u>\$ 1,200</u>	<u>\$ 1,200</u>
OPERATING EXPENDITURES				
5553-42128 Bank Charges	\$ 12,024	\$ —	\$ 15,000	\$ 15,000
5553-42205 Computer Maintenance	—	2,100	2,100	2,100
5553-42315 Membership & Dues	18,851	20,000	19,491	20,000
TOTAL OPERATING EXP	<u>\$ 30,875</u>	<u>\$ 22,100</u>	<u>\$ 36,591</u>	<u>\$ 37,100</u>
CONTRACT SERVICES				
5350-45310 CS - Excursions	\$ 60,936	\$ 72,750	\$ 72,750	\$ 78,750
5553-45533 Transit Subsidy Program	212,758	268,750	225,000	231,250
5553-45535 Transit Subsidy-Fares	839,208	1,075,000	900,000	925,000
TOTAL CONTRACT SERVICES	<u>\$ 1,112,902</u>	<u>\$ 1,416,500</u>	<u>\$ 1,197,750</u>	<u>\$ 1,235,000</u>
CAPITAL OUTLAY				
5553-46230 Computer Equip-Hardware	\$ —	\$ 14,500	\$ —	\$ 17,000
5553-46235 Computer Equip-Software	—	750	—	15,000
TOTAL CAPITAL OUTLAY	<u>\$ —</u>	<u>\$ 15,250</u>	<u>\$ —</u>	<u>\$ 32,000</u>
MISC EXPENDITURES				
5553-47230 Sale of Prop A Funds	\$ 600,000	\$ 300,000	\$ —	\$ 1,200,000
TOTAL MISC EXPENDITURES	<u>\$ 600,000</u>	<u>\$ 300,000</u>	<u>\$ —</u>	<u>\$ 1,200,000</u>
TRANSFERS OUT				
9915-49250 Transfer Out - CIP Fund	\$ 505,976	\$ 324,814	\$ —	\$ 331,200
TOTAL TRANSFERS OUT	<u>\$ 505,976</u>	<u>\$ 324,814</u>	<u>\$ —</u>	<u>\$ 331,200</u>
FUND BALANCE RESERVES				
25500 Reserves	\$ 466,011	\$ 392,819	\$ 1,062,777	\$ 126,514
FUND BALANCE RESERVES	<u>\$ 466,011</u>	<u>\$ 392,819</u>	<u>\$ 1,062,777</u>	<u>\$ 126,514</u>
TOTAL USES	<u>\$ 2,828,443</u>	<u>\$ 2,609,993</u>	<u>\$ 2,434,993</u>	<u>\$ 3,114,716</u>

PROPOSITION C FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street Maintenance/ Construction
FUND #:	113

FUND DESCRIPTION:

The City receives Proposition C Tax which is additional allocations of State Gas Tax funds from Los Angeles County. These funds must be used for street-related purposes such as construction, rehabilitation, maintenance or traffic safety. The projects must be transit related improvements. In order to spend these funds, the City must submit the project to the County for prior approval.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 665,015	\$ 678,660	\$ 678,660	\$ 596,161
31320 Transportation Tax	860,946	878,398	878,398	926,471
36100 Interest Revenue	11,512	9,000	10,500	10,500
TOTAL RESOURCES	\$ 1,537,474	\$ 1,566,058	\$ 1,567,558	\$ 1,533,132
PERSONNEL SERVICES				
5553-40010 Salaries	\$ 62,434	\$ 148,425	\$ 148,425	\$ 146,303
5553-40070 City Paid Benefits	504	1,840	1,840	1,677
5553-40080 Retirement Benefits	14,353	29,025	29,025	22,362
5553-40081 Classic Mbr-Pmt Amort Base	—	—	—	7,929
5553-40082 PEPRA Member Retirement	—	—	—	108
5553-40083 Workers Comp Expense	867	2,535	2,535	2,728
5553-40084 Short/Long Term Disability	281	900	900	872
5553-40085 Medicare Expense	883	2,165	2,165	2,192
5553-40090 Benefit Allotment	6,224	21,775	21,775	21,969
TOTAL PERSONNEL	\$ 85,545	\$ 206,665	\$ 206,665	\$ 206,140
OPERATING EXPENDITURES				
5553-42205 Computer Maintenance	\$ 5,200	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL OPERATING EXP	\$ 5,200	\$ 6,000	\$ 6,000	\$ 6,000
CONTRACT SERVICES				
5553-45529 Para -Transit Dial a Cab	\$ 304,623	\$ 335,000	\$ 340,000	\$ 350,000
TOTAL CONTRACT SERVICES	\$ 304,623	\$ 335,000	\$ 340,000	\$ 350,000
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 463,445	\$ 607,548	\$ 418,732	\$ 864,319
9915-49250 Transfer to CIP Fund carryovers	—	—	—	—
TOTAL TRANSFERS OUT	\$ 463,445	\$ 607,548	\$ 418,732	\$ 864,319
FUND BALANCE RESERVES				
25500 Reserves	\$ 678,660	\$ 410,845	\$ 596,161	\$ 106,673
FUND BALANCE RESERVES	\$ 678,660	\$ 410,845	\$ 596,161	\$ 106,673
TOTAL USES	\$ 1,537,474	\$ 1,566,058	\$ 1,567,558	\$ 1,533,132

MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (MAP-21)

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	114

FUND DESCRIPTION:

The Federal Government has created a Federal Surface Transportation Program that allocates funds for various improvements to the nation's streets and roads. This two-year legislation has annual allocations funded primarily by the Highway Account. This fund has been established to account for the City's arterial rehabilitation activity.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ (923,982)	\$ 363	\$ 363	\$ 363
31331 Federal - STPL Revenue	527,885	225,000	—	—
31845 MAP-21 Revenue	396,240	—	—	—
31846 SAFETEA-LU Demo Revenue	—	8,099,859	—	—
TOTAL RESOURCES	<u>\$ 143</u>	<u>\$ 8,325,222</u>	<u>\$ 363</u>	<u>\$ 363</u>
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ (220)	\$ 8,138,575	\$ —	\$ —
TOTAL TRANSFERS OUT	<u>\$ (220)</u>	<u>\$ 8,138,575</u>	<u>\$ —</u>	<u>\$ —</u>
FUND BALANCE RESERVES				
25500 Reserves	\$ 363	\$ 186,647	\$ 363	\$ 363
FUND BALANCE RESERVES	<u>\$ 363</u>	<u>\$ 186,647</u>	<u>\$ 363</u>	<u>\$ 363</u>
TOTAL USES	<u>\$ 143</u>	<u>\$ 8,325,222</u>	<u>\$ 363</u>	<u>\$ 363</u>

INTEGRATED WASTE MANAGEMENT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Waste Management
FUND #:	115

FUND DESCRIPTION:

The Integrated Waste Management Fund was created during FY90-91, to account for expenditures and revenues related to the activities involved with the City's efforts to comply with AB939. Revenues recorded in this fund are the adopted waste hauler fees and funds received from the State for recycling education and efforts.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 1,221,180	\$ 1,170,472	\$ 1,170,472	\$ 1,196,880
34820	AB939 Admin Fees	532,017	540,000	540,000	547,000
36100	Interest Revenue	15,690	16,000	—	—
36950	Cost Reimbursement	75,000	—	—	92,000
	TOTAL RESOURCES	\$ 1,843,886	\$ 1,726,472	\$ 1,710,472	\$ 1,835,880
PERSONNEL SERVICES					
5515-40010	Salaries	\$ 257,516	\$ 296,825	\$ 296,825	\$ 198,993
5515-40020	Over-Time Wages	752	1,000	1,000	—
5515-40030	Part Time Wages	396	4,000	2,000	4,000
5515-40070	City Paid Benefits	3,093	3,830	3,830	2,646
5515-40080	Retirement	48,282	57,125	57,125	29,638
5515-40081	Classic Mbr-Pmt Amort Base	—	—	—	10509
5515-40082	PEPRA Member Retirement	—	—	—	558
5515-40083	Worker's Comp. Exp.	3,645	3,600	3,600	3,647
5515-40084	Short/Long Term Disability	1,465	1,760	1,760	1,187
5515-40085	Medicare	3,954	4,875	4,875	3,202
5515-40087	Social Security	—	—	—	248
5515-40090	Benefit Allotment	38,859	44,280	44,280	34,578
	TOTAL PERSONNEL	\$ 357,963	\$ 417,295	\$ 415,295	\$ 289,206
SUPPLIES					
5515-41200	Operating Supplies	\$ 19,229	\$ 24,000	\$ 17,111	\$ 19,500
5515-41300	Small Tools & Equipment	6,685	13,000	6,200	13,000
5515-41400	Promotional Supplies	19,695	26,500	11,357	17,500
	TOTAL SUPPLIES	\$ 45,609	\$ 63,500	\$ 34,668	\$ 50,000
OPERATING EXPENDITURES					
5515-42110	Printing	\$ 12,464	\$ 25,000	\$ —	\$ 15,000
5515-42115	Advertising	4,500	3,000	—	3,000
5515-42120	Postage	3	8,000	—	4,000
5515-42315	Membership/Dues	707	1,000	487	700
5515-42320	Publications	—	200	200	200
5515-42325	Meetings	190	1,000	200	1,000
5515-42330	Travel-Conferences & Meetings	—	2,000	—	2,000
5515-42340	Education & Training	290	2,500	—	1,000
5515-42355	Contributions-Com. Groups	—	500	—	—
	TOTAL OPERATING EXP	\$ 18,155	\$ 43,200	\$ 887	\$ 26,900

INTEGRATED WASTE MANAGEMENT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Waste Management
FUND #:	115

PROFESSIONAL SERVICES

5515-44000	Professional Services	\$	107,315	\$	60,704	\$	32,988	\$	126,600
	TOTAL PROFESSIONAL SERVICES	\$	107,315	\$	60,704	\$	32,988	\$	126,600

CONTRACT SERVICES

5515-45500	CS - Professional Services	\$	30,159	\$	42,300	\$	19,704	\$	31,500
	TOTAL CONTRACT SERVICES	\$	30,159	\$	42,300	\$	19,704	\$	31,500

CAPITAL OUTLAY

5515-46250	Miscellaneous Equipment	\$	—	\$	40,500	\$	—	\$	40,000
	TOTAL CAPITAL OUTLAY	\$	—	\$	40,500	\$	—	\$	40,000

INSURANCE EXPENSE

5515-47220	Insurance Expense	\$	1,994	\$	2,700	\$	2,000	\$	2,500
	TOTAL INSURANCE EXPENSE	\$	1,994	\$	2,700	\$	2,000	\$	2,500

TRANSFERS OUT

9915-49001	Transfer Out - General Fund	\$	112,220	\$	30,000	\$	8,050	\$	10,000
	TOTAL TRANSFERS OUT	\$	112,220	\$	30,000	\$	8,050	\$	10,000

FUND BALANCE RESERVES

25500	Reserves	\$	1,170,472	\$	1,026,273	\$	1,196,880	\$	1,259,174
	FUND BALANCE RESERVES	\$	1,170,472	\$	1,026,273	\$	1,196,880	\$	1,259,174
	TOTAL USES	\$	1,843,886	\$	1,726,472	\$	1,710,472	\$	1,835,880

TRAFFIC MITIGATION FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	116

FUND DESCRIPTION:

The Traffic Mitigation Fund is used to account for funds which have been received from development projects and designated by the City Council for traffic mitigation projects.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 1,519,316	\$ 1,000,504	\$ 1,000,504	\$ 392,322
34562 Business License - SB1186	1,370	—	—	—
34660 Traffic Mitigation Fees - Eng	8,513	168,562	—	—
36100 Investment Earnings	18,857	8,000	8,000	8,000
TOTAL RESOURCES	<u>\$ 1,548,056</u>	<u>\$ 1,177,066</u>	<u>\$ 1,008,504</u>	<u>\$ 400,322</u>
PROFESSIONAL SERVICES				
5510-44000 Professional Services	\$ 3,695	\$ —	\$ —	\$ —
TOTAL PROFESSIONAL SERVICES	<u>\$ 3,695</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	543,858	870,642	616,182	254,460
TOTAL TRANSFERS OUT	<u>\$ 543,858</u>	<u>\$ 870,642</u>	<u>\$ 616,182</u>	<u>\$ 254,460</u>
FUND BALANCE RESERVES				
25500 Reserves	\$ 1,000,504	\$ 306,424	\$ 392,322	\$ 145,862
FUND BALANCE RESERVES	<u>\$ 1,000,504</u>	<u>\$ 306,424</u>	<u>\$ 392,322</u>	<u>\$ 145,862</u>
TOTAL USES	<u>\$ 1,548,056</u>	<u>\$ 1,177,066</u>	<u>\$ 1,008,504</u>	<u>\$ 400,322</u>

SEWER MITIGATION FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	117

FUND DESCRIPTION:

This fund was established in FY 14-15 as a result of Developer Impacts to existing sewer facilities in the City. The fund will be used to account for funds which have been received from development projects and designated by the City Council for sewer facility mitigation/improvement projects.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 109,506	\$ 111,097	\$ 111,097	\$ 112,097
34668 Sewer Fees	—	—	—	—
36100 Investment Earnings	1,591	1,500	1,000	1,000
TOTAL RESOURCES	\$ 111,097	\$ 112,597	\$ 112,097	\$ 113,097
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ —	\$ 109,000	\$ —	\$ 64,551
TOTAL TRANSFERS OUT	\$ —	\$ 109,000	\$ —	\$ 64,551
FUND BALANCE RESERVES				
25500 Reserves	\$ 111,097	\$ 3,597	\$ 112,097	\$ 48,546
FUND BALANCE RESERVES	\$ 111,097	\$ 3,597	\$ 112,097	\$ 48,546
TOTAL USES	\$ 111,097	\$ 112,597	\$ 112,097	\$ 113,097

AIR QUALITY IMPROVEMENT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Air Quality
FUND #:	118

FUND DESCRIPTION:

This fund was established in FY91-92 to account for revenues received as a result of AB2766 which authorized the imposition of an additional motor vehicle registration fee to fund the implementation of air quality management compliance and provisions of the California Clean Air Act of 1988.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 267,984	\$ 184,074	\$ 184,074	\$ 137,369
31810 Pollution Reduction Fees	72,892	70,000	70,000	70,000
36100 Interest Revenue	2,891	3,000	3,000	3,000
TOTAL RESOURCES	<u>\$ 343,768</u>	<u>\$ 257,074</u>	<u>\$ 257,074</u>	<u>\$ 210,369</u>
CAPITAL OUTLAY				
5098-46100 Auto Equipment	\$ —	\$ 10,000	\$ —	\$ 35,000
5098-46412 Traffic Control Improvement	—	—	—	68,545
TOTAL CAPITAL OUTLAY	<u>\$ —</u>	<u>\$ 10,000</u>	<u>\$ —</u>	<u>\$ 103,545</u>
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 159,694	\$ 237,515	\$ 119,705	\$ 74,195
TOTAL TRANSFERS OUT	<u>\$ 159,694</u>	<u>\$ 237,515</u>	<u>\$ 119,705</u>	<u>\$ 74,195</u>
FUND BALANCE RESERVES				
25500 Reserves	\$ 184,074	\$ 9,559	\$ 137,369	\$ 32,629
FUND BALANCE RESERVES	<u>\$ 184,074</u>	<u>\$ 9,559</u>	<u>\$ 137,369</u>	<u>\$ 32,629</u>
TOTAL USES	<u>\$ 343,768</u>	<u>\$ 257,074</u>	<u>\$ 257,074</u>	<u>\$ 210,369</u>

SB 821 FUND - BIKE AND PEDESTRIAN PATHS (TDA)

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	119

FUND DESCRIPTION:

The State allocates funds to cities for the specific purpose of the construction of bike and pedestrian paths via SB821. This fund has been established to account for transactions related to the receipt and expenditure of these funds.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ —	\$ —	\$ —	\$ —
31880 SB821 Revenue	—	50,372	12,524	157,338
TOTAL RESOURCES	\$ —	\$ 50,372	\$ 12,524	\$ 157,338
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ —	\$ 50,372	\$ 12,524	\$ 157,338
TOTAL TRANSFERS OUT	\$ —	\$ 50,372	\$ 12,524	\$ 157,338
FUND BALANCE RESERVES				
25500 Reserves	\$ —	\$ —	\$ —	\$ —
FUND BALANCE RESERVES	\$ —	\$ —	\$ —	\$ —
TOTAL USES	\$ —	\$ 50,372	\$ 12,524	\$ 157,338

MTA GRANTS FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	120

FUND DESCRIPTION:

The Los Angeles County Metropolitan Transportation Authority (Metro) Call for Projects allocates discretionary transportation capital funds for regionally significant projects proposed by local jurisdictions, Caltrans, and other public agencies. The Call is a competitive grant process that is typically held biannually in odd-numbered years.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Reserve	\$ —	\$ 33	\$ 33	\$ 33
31332 MTA Grant Revenue	48,650	3,512,981	72,550	1,278,800
36100 Investment Earnings	33	—	—	—
TOTAL RESOURCES	\$ 48,683	\$ 3,513,014	\$ 72,583	\$ 1,278,833
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 48,650	\$ 3,513,014	\$ 72,550	\$ 1,278,800
TOTAL TRANSFERS OUT	\$ 48,650	\$ 3,513,014	\$ 72,550	\$ 1,278,800
FUND BALANCE RESERVES				
25500 Reserves	\$ 33	\$ —	\$ 33	\$ 33
FUND BALANCE RESERVES	\$ 33	\$ —	\$ 33	\$ 33
TOTAL USES	\$ 48,683	\$ 3,513,014	\$ 72,583	\$ 1,278,833

WASTE HAULER FUND

DEPARTMENT:	Special Revenue
DIVISION:	Street/Paths Improvements
FUND #:	121

FUND DESCRIPTION:

The Waste Hauler Fund was established in FY 2013-14. These funds are received from the City's Waste Hauler in order to mitigate damage to City streets by large trash trucks. Previously these funds were recognized in the General Fund.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 77,818	\$ 88,879	\$ 88,879	\$ 68,544
34662 Solid Waste Impact Fees	125,525	128,000	128,000	130,000
36100 Investment Earnings	1,157	1,000	1,000	1,000
TOTAL RESOURCES	<u>\$ 204,500</u>	<u>\$ 217,879</u>	<u>\$ 217,879</u>	<u>\$ 199,544</u>
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 115,622	\$ 128,000	\$ 149,335	\$ 128,000
TOTAL TRANSFERS OUT	<u>\$ 115,622</u>	<u>\$ 128,000</u>	<u>\$ 149,335</u>	<u>\$ 128,000</u>
FUND BALANCE RESERVES				
25500 Reserves	\$ 88,879	\$ 89,879	\$ 68,544	\$ 71,544
FUND BALANCE RESERVES	<u>\$ 88,879</u>	<u>\$ 89,879</u>	<u>\$ 68,544</u>	<u>\$ 71,544</u>
TOTAL USES	<u>\$ 204,500</u>	<u>\$ 217,879</u>	<u>\$ 217,879</u>	<u>\$ 199,544</u>

PARK FEES FUND (QUIMBY)

DEPARTMENT:	Special Revenue
DIVISION:	Park Improvement
FUND #:	122

FUND DESCRIPTION:

Within the California Subdivision Map Act is a requirement that developers either contribute land or pay fees to the local municipal government to provide recreational facilities within the development area. This fund is used to account for the fees received.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 748,811	\$ 496,567	\$ 496,567	\$ 223,225
34555	Quimby Fees	—	—	—	—
36100	Interest Revenue	9,340	2,500	3,000	3,000
	TOTAL RESOURCES	\$ 758,151	\$ 499,067	\$ 499,567	\$ 226,225
TRANSFERS OUT					
9915-49250	Transfer Out - CIP	\$ 261,584	\$ 384,570	\$ 276,342	\$ 202,997
	TOTAL TRANSFERS OUT	\$ 261,584	\$ 384,570	\$ 276,342	\$ 202,997
FUND BALANCE RESERVES					
25500	Reserves	\$ 496,567	\$ 114,497	\$ 223,225	\$ 23,228
	FUND BALANCE RESERVES	\$ 496,567	\$ 114,497	\$ 223,225	\$ 23,228
	TOTAL USES	\$ 758,151	\$ 499,067	\$ 499,567	\$ 226,225

PROP A - SAFE NEIGHBORHOOD PARKS FUND

DEPARTMENT:	Special Revenue
DIVISION:	Park Improvement
FUND #:	123

FUND DESCRIPTION:

The County allocates voter approved funds to the City for the purpose of creating and maintaining an environment which addresses the needs of the City's at risk youth. This FY funds are being used toward the implementation of the youth master plan and the construction of improvements at Stardust Park.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ —	\$ —	\$ —	\$ —
31815 Prop A-Safe Neighborhood	406,119	35,000	35,000	50,000
36100 Investment Earnings	259	—	—	—
TOTAL RESOURCES	\$ 406,377	\$ 35,000	\$ 35,000	\$ 50,000
TRANSFERS OUT				
9915-49001 Transfer to General Fund	\$ 40,900	\$ 35,000	\$ 35,000	\$ 50,000
9915-49250 Transfer to CIP Fund	365,477	—	—	—
TOTAL TRANSFERS OUT	\$ 406,377	\$ 35,000	\$ 35,000	\$ 50,000
FUND BALANCE RESERVES				
25500 Reserves	\$ —	\$ —	\$ —	\$ —
FUND BALANCE RESERVES	\$ —	\$ —	\$ —	\$ —
TOTAL USES	\$ 406,377	\$ 35,000	\$ 35,000	\$ 50,000

PARK & FACILITY DEVELOPMENT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Park Improvement
FUND #:	124

FUND DESCRIPTION:

The purpose of this fund is to provide resources for the development and enhancement of the City's parks and facilities.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 171,638	\$ 75,804	\$ 75,804	\$ 46,804
36100 Interest Revenue	1,991	2,000	1,000	1,000
TOTAL RESOURCES	<u>\$ 173,629</u>	<u>\$ 77,804</u>	<u>\$ 76,804</u>	<u>\$ 47,804</u>
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 97,825	\$ 55,000	\$ 30,000	\$ 45,804
TOTAL TRANSFERS OUT	<u>\$ 97,825</u>	<u>\$ 55,000</u>	<u>\$ 30,000</u>	<u>\$ 45,804</u>
FUND BALANCE RESERVES				
25500 Reserves	\$ 75,804	\$ 22,804	\$ 46,804	\$ 2,000
FUND BALANCE RESERVES	<u>\$ 75,804</u>	<u>\$ 22,804</u>	<u>\$ 46,804</u>	<u>\$ 2,000</u>
TOTAL USES	<u>\$ 173,629</u>	<u>\$ 77,804</u>	<u>\$ 76,804</u>	<u>\$ 47,804</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Community Dev
FUND #:	125

FUND DESCRIPTION:

The City receives an annual CDBG allotment from the federal government via the Community Development Commission. The purpose of this grant is to fund approved community development programs and projects benefiting low and moderate income citizens.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
31630 CDBG Revenue-Carry Over	\$ —	\$ —	\$ —	\$ —
31630 CDBG Revenue	119,965	488,465	398,704	468,734
TOTAL RESOURCES	\$ 119,965	\$ 488,465	\$ 398,704	\$ 468,734
PERSONNEL SERVICES				
5350-40010 Salaries	\$ 14,431	\$ 10,602	\$ 10,602	\$ 10,644
TOTAL PERSONNEL	\$ 14,431	\$ 10,602	\$ 10,602	\$ 10,644
SUPPLIES				
5215-41200 Operating Supplies	\$ —	\$ 2,400	\$ 2,400	\$ 2,400
TOTAL SUPPLIES	\$ —	\$ 2,400	\$ 2,400	\$ 2,400
PROFESSIONAL SERVICES				
5215-44000 Professional Services	\$ 77,764	\$ 117,000	\$ 107,000	\$ 117,000
TOTAL PROFESSIONAL SERVICES	\$ 77,764	\$ 117,000	\$ 107,000	\$ 117,000
TRANSFERS OUT				
9915-49250 Transfer to CIP Fund	\$ 27,770	\$ 358,463	\$ 278,702	\$ 338,690
TOTAL TRANSFERS OUT	\$ 27,770	\$ 358,463	\$ 278,702	\$ 338,690
CDBG Carry Over	—	—	—	—
FUND BALANCE RESERVES	—	—	—	—
TOTAL USES	\$ 119,965	\$ 488,465	\$ 398,704	\$ 468,734

CITIZENS OPTION FOR PUBLIC SAFETY FUND

DEPARTMENT:	Special Revenue
DIVISION:	Public Safety
FUND #:	126

FUND DESCRIPTION:

The purpose of these funds are to enhance the City's public safety budget and to fund special public safety related projects. There are some remaining funds which will be used to provide some at risk youth counseling, a contribution to Project Sister, and transfer to the General Fund to fund the City's contracted Law Enforcement Technician.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ 161,997	\$ 222,456	\$ 222,456	\$ 205,122
31855 Public Safety Grant - State	168,740	100,000	100,000	100,000
36100 Interest Revenue	2,978	2,400	3,000	3,000
TOTAL RESOURCES	<u>\$ 333,715</u>	<u>\$ 324,856</u>	<u>\$ 325,456</u>	<u>\$ 308,122</u>
SUPPLIES				
4411-41200 Operating Supplies	\$ 4,981	\$ 1,000	\$ —	\$ —
TOTAL SUPPLIES	<u>\$ 4,981</u>	<u>\$ 1,000</u>	<u>\$ —</u>	<u>\$ —</u>
OPERATING EXPENDITURES				
4411-42200 Equipment Maintenance	\$ 85	\$ 500	\$ —	\$ —
TOTAL OPERATING EXP	<u>\$ 85</u>	<u>\$ 500</u>	<u>\$ —</u>	<u>\$ —</u>
PROFESSIONAL SERVICES				
4411-44000 Professional Services	\$ 4,800	\$ 5,000	\$ 4,900	\$ 5,000
TOTAL PROFESSIONAL SERVICES	<u>\$ 4,800</u>	<u>\$ 5,000</u>	<u>\$ 4,900</u>	<u>\$ 5,000</u>
CAPITAL OUTLAY				
4411-46250 Misc Equipment	\$ 2,435	\$ 15,000	\$ 10,000	\$ 15,000
TOTAL CAPITAL OUTLAY	<u>\$ 2,435</u>	<u>\$ 15,000</u>	<u>\$ 10,000</u>	<u>\$ 15,000</u>
TRANSFERS OUT				
9915-49001 Transfer Out-General Fund	\$ 98,958	\$ 102,934	\$ 105,434	\$ 110,226
TOTAL TRANSFERS OUT	<u>\$ 98,958</u>	<u>\$ 102,934</u>	<u>\$ 105,434</u>	<u>\$ 110,226</u>
FUND BALANCE RESERVE				
25500 Reserves	\$ 222,456	\$ 200,422	\$ 205,122	\$ 177,896
FUND BALANCE RESERVES	<u>\$ 222,456</u>	<u>\$ 200,422</u>	<u>\$ 205,122</u>	<u>\$ 177,896</u>
TOTAL USES	<u>\$ 333,715</u>	<u>\$ 324,856</u>	<u>\$ 325,456</u>	<u>\$ 308,122</u>

CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

DEPARTMENT:	Special Revenue
DIVISION:	Public Safety
FUND #:	128

FUND DESCRIPTION:

During FY1999-2000, the City received California Law Enforcement Equipment Program (CLEEP) from the State. These funds are to be used to enhance equipment resources available to the City's local law enforcement agency.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 31,944	\$ 21,187	\$ 21,187	\$ 12,937
36100	Interest Revenue	391	250	250	250
	TOTAL RESOURCES	\$ 32,335	\$ 21,437	\$ 21,437	\$ 13,187
CAPITAL OUTLAY					
4411-46250	Misc Equipment	\$ 11,148	\$ 10,000	\$ 8,500	\$ 10,000
	TOTAL CAPITAL OUTLAY	\$ 11,148	\$ 10,000	\$ 8,500	\$ 10,000
FUND BALANCE RESERVES					
25500	Reserves	\$ 21,187	\$ 11,437	\$ 12,937	\$ 3,187
	FUND BALANCE RESERVES	\$ 21,187	\$ 11,437	\$ 12,937	\$ 3,187
	TOTAL USES	\$ 32,335	\$ 21,437	\$ 21,437	\$ 13,187

STREET BEAUTIFICATION

DEPARTMENT:	Special Revenue
DIVISION:	Street Beautification
FUND #:	131

FUND DESCRIPTION:

This fund was established in FY 17-18 as a result of funds received from development projects to be used towards the Diamond Bar Complete Streets improvements as well as other identified capital improvement streetscape or complete streets projects as conditioned by the development projects entitlements.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ —	\$ —	\$ —	\$ 318,197
34550 Developer Fees	—	—	368,197	—
TOTAL RESOURCES	\$ —	\$ —	\$ 368,197	\$ 318,197
TRANSFERS OUT				
9915-49250 Transfer to CIP	\$ —	\$ —	\$ 50,000	\$ —
TOTAL TRANSFERS OUT	\$ —	\$ —	\$ 50,000	\$ —
FUND BALANCE RESERVES				
25500 Reserves	\$ —	\$ —	\$ 318,197	\$ 318,197
FUND BALANCE RESERVES	\$ —	\$ —	\$ 318,197	\$ 318,197
TOTAL USES	\$ —	\$ —	\$ 368,197	\$ 318,197

MEASURE A NEIGHBORHOOD PARKS ACT

DEPARTMENT:	Special Revenue
DIVISION:	Park Improvement
FUND #:	132

FUND DESCRIPTION:

Measure A Neighborhood Parks Act was approved by the voters in November 2016 and provides funds to improve the quality of life throughout Los Angeles County by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces and water conservation. Measure A funds provide local funding for parks, recreation, trails, cultural facilities, open space and Veteran and youth programs.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserve	\$ —	\$ —	\$ —	\$ —
31341 Category 1 Revenue	—	—	—	190,717
31342 M&S Revenue	—	—	—	46,053
TOTAL RESOURCES	—	—	—	236,770
TRANSFERS OUT				
49250 Transfer Out - CIP Fund	—	—	—	190,717
TOTAL TRANSFERS OUT	—	—	—	190,717
FUND BALANCE RESERVES				
25500 Reserves	—	—	—	46,053
FUND BALANCE RESERVES	—	—	—	46,053
TOTAL USES	—	—	—	236,770

CASP SB1186

DEPARTMENT:	Special Revenue
DIVISION:	Disability Access
FUND #:	133

FUND DESCRIPTION:

SB 1186 requires that a \$4 additional fee is to be paid by any applicant seeking a local business license when it is initially issued or renewed. From January 1, 2018 through December 31, 2023, the City will retain 90% of the fees collected. The purpose of the fee is to increase disability access and compliance with construction-related accessibility.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ —	\$ —	\$ —	\$ 8,000
34562	Business License - SB1186	—	—	8,000	8,000
	TOTAL RESOURCES	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 8,000</u>	<u>\$ 16,000</u>
TRANSFERS OUT					
49250	Transfer Out - CIP Fund	\$ —	\$ —	\$ —	\$ —
	TOTAL TRANSFERS OUT	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>
FUND BALANCE RESERVES					
25500	Reserves	\$ —	\$ —	\$ 8,000	\$ 16,000
	FUND BALANCE RESERVES	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 8,000</u>	<u>\$ 16,000</u>
	TOTAL USES	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 8,000</u>	<u>\$ 16,000</u>

PEG FEES FUND

DEPARTMENT:	Special Revenue
DIVISION:	Public Information
FUND #:	135

FUND DESCRIPTION:

Public, Educational and Governmental (PEG) fees totaling 1% of gross revenues are remitted to the City by all video service providers with a valid state franchise. In accordance with federal law, PEG fees may be used only for capital expenditures related to the City's operations of its PEG channels. Capital expenditures include equipment, and related labor, software, training and associated warranty costs. Repairs are not considered capital expenditures.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 173,899	\$ 252,471	\$ 252,471	\$ 276,471
31215	PEG Fees	83,151	100,000	100,000	100,000
36100	Interest Revenue	2,789	3,000	4,000	4,000
	TOTAL RESOURCES	\$ 259,839	\$ 355,471	\$ 356,471	\$ 380,471
CAPITAL OUTLAY					
4095-46250	Miscellaneous Equipment	\$ 7,368	\$ 80,000	\$ 80,000	\$ 35,000
	TOTAL CAPITAL OUTLAY	\$ 7,368	\$ 80,000	\$ 80,000	\$ 35,000
TRANSFERS OUT					
9915-49250	Transfer Out - CIP Fund	—	—	—	\$ 75,000
	TOTAL TRANSFERS OUT	—	—	—	75,000
FUND BALANCE RESERVES					
25500	Reserves	\$ 252,471	\$ 275,471	\$ 276,471	\$ 270,471
	FUND BALANCE RESERVES	\$ 252,471	\$ 275,471	\$ 276,471	\$ 270,471
	TOTAL USES	\$ 259,839	\$ 355,471	\$ 356,471	\$ 380,471

LANDSCAPE MAINTENANCE - DIST. #38 FUND

DEPARTMENT:	Special Revenue
DIVISION:	Landscape
FUND #:	138

FUND DESCRIPTION:

The City is responsible for the operations of the LLAD #38 which primarily maintains the City's medians. This district was set up in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from this district receive a special assessment on their property taxes. This fund accounts for this district's operations.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserves	\$ —	\$ —	\$ —	\$ —
30300 Prop Tax-Special Assessment	268,228	272,145	272,145	274,170
39001 Transfer in - General Fund	43,965	202,570	203,314	101,395
TOTAL RESOURCES	\$ 312,193	\$ 474,715	\$ 475,459	\$ 375,565
PERSONNEL SERVICES				
5538-40010 Salaries	\$ 22,474	\$ 25,700	\$ 26,344	\$ 26,467
5538-40020 Over Time Wages	96	200	300	300
5538-40070 City Paid Benefits	240	315	315	300
5538-40080 Retirement	4,120	4,850	4,850	3,981
5538-40083 Worker's Comp. Exp.	676	735	735	756
5538-40084 Short/Long Term Disability	130	150	150	154
5538-40085 Medicare	311	375	375	389
5538-40090 Benefit Allotment	3,118	3,900	3,900	4,032
TOTAL PERSONNEL	\$ 31,165	\$ 36,225	\$ 36,969	\$ 37,791
OPERATING EXPENDITURES				
5538-42115 Advertising	\$ 3,178	\$ 5,000	\$ 5,000	\$ 5,000
5538-42126 Utilities	97,900	159,900	159,900	168,000
5538-42210 Maint. of Grounds/Bldgs	12,464	35,377	35,377	36,250
TOTAL OPERATING EXP	\$ 113,543	\$ 200,277	\$ 200,277	\$ 209,250
PROFESSIONAL SERVICES				
5538-44000 Professional Services	\$ 5,145	\$ 5,500	\$ 5,500	\$ 5,500
TOTAL PROFESSIONAL SERVICES	\$ 5,145	\$ 5,500	\$ 5,500	\$ 5,500
CONTACT SERVICES				
5538-45500 Contract Services	\$ 162,008	\$ 227,713	\$ 227,713	\$ 116,524
5538-45509 Tree Maintenance	332	5,000	5,000	6,500
TOTAL CONTRACT SERVICES	\$ 162,340	\$ 232,713	\$ 232,713	\$ 123,024
FUND BALANCE RESERVE				
25500 Reserves	\$ —	\$ —	\$ —	\$ —
FUND BALANCE RESERVES	\$ —	\$ —	\$ —	\$ —
TOTAL USES	\$ 312,193	\$ 474,715	\$ 475,459	\$ 375,565

LANDSCAPE MAINTENANCE - DIST. #39 FUND

DEPARTMENT:	Special Revenue
DIVISION:	Landscape
FUND #:	139

FUND DESCRIPTION:

The City is responsible for the operations of the LLAD #39. This district was set up in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from this district receive a special assessment on their property taxes. This fund accounts for this district's operations.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Approp Fund Balance	\$ 33,753	\$ 66,810	\$ 66,810	\$ —
30300 Prop Tax-Special Assessment	295,622	295,236	295,236	294,764
39001 Transfer In - General Fund	—	71,281	86,895	245,588
TOTAL RESOURCES	<u>\$ 329,375</u>	<u>\$ 433,327</u>	<u>\$ 448,941</u>	<u>\$ 540,352</u>
PERSONNEL SERVICES				
5539-40010 Salaries	\$ 11,576	\$ 14,400	\$ 14,400	\$ 14,868
5539-40020 Over Time Wages	96	200	300	300
5539-40070 City Paid Benefits	124	130	130	180
5539-40080 Retirement	2,154	2,750	2,750	2,249
5539-40083 Worker's Comp. Exp.	349	425	425	427
5539-40084 Short/Long Term Disability	67	85	85	87
5539-40085 Medicare	162	225	225	221
5539-40090 Benefit Allotment	1,618	2,325	2,325	2,412
TOTAL PERSONNEL	<u>\$ 16,145</u>	<u>\$ 20,540</u>	<u>\$ 20,640</u>	<u>\$ 21,541</u>
OPERATING EXPENDITURES				
5539-42115 Advertising	\$ 3,661	\$ 5,000	\$ 5,000	\$ 5,000
5539-42126 Utilities	76,462	126,700	126,700	133,035
5539-42210 Maint. of Grounds/Bldgs	12,371	32,500	32,500	34,500
TOTAL OPERATING EXP	<u>\$ 92,495</u>	<u>\$ 164,200</u>	<u>\$ 164,200</u>	<u>\$ 172,535</u>
PROFESSIONAL SERVICES				
5539-44000 Professional Services	\$ 5,145	\$ 5,500	\$ 5,500	\$ 5,500
TOTAL PROFESSIONAL SERVICES	<u>\$ 5,145</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>
CONTACT SERVICES				
5539-45500 Contract Services	\$ 127,720	\$ 220,087	\$ 220,087	\$ 208,476
5539-45509 Tree Maintenance	6,144	5,000	5,000	95,400
5539-45519 Weed Abatement	14,916	18,000	33,514	36,900
TOTAL CONTRACT SERVICES	<u>\$ 148,780</u>	<u>\$ 243,087</u>	<u>\$ 258,601</u>	<u>\$ 340,776</u>
FUND BALANCE RESERVE				
25500 Reserves	\$ 66,810	\$ —	\$ —	\$ —
FUND BALANCE RESERVES	<u>\$ 66,810</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>
TOTAL USES	<u>\$ 313,230</u>	<u>\$ 412,787</u>	<u>\$ 428,301</u>	<u>\$ 540,352</u>

LANDSCAPE MAINTENANCE - DIST. # 41 FUND

DEPARTMENT:	Special Revenue
DIVISION:	Landscape
FUND #:	141

FUND DESCRIPTION:

The City is responsible for the operations of the LLAD #41. This district was set up in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from this district receive a special assessment on their property taxes. This fund is to account for the cost of the operations of this special district.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Fund Balance Reserves	\$ —	\$ —	\$ —	\$ —
30300 Prop Tax-Special Assessment	122,013	122,157	122,157	122,157
39001 Transfer in - General Fund	51,458	150,523	150,523	143,998
TOTAL RESOURCES	\$ 173,471	\$ 272,680	\$ 272,680	\$ 266,155
PERSONNEL SERVICES				
5541-40010 Salaries	\$ 11,169	\$ 12,550	\$ 12,550	\$ 14,868
5541-40020 Over Time Wages	38	100	100	200
5541-40070 City Paid Benefits	119	155	155	180
5541-40080 Retirement	2,042	2,365	2,365	2,249
5541-40083 Worker's Comp. Exp.	336	375	375	427
5541-40084 Short/Long Term Disability	65	75	75	87
5541-40085 Medicare	154	185	185	221
5541-40090 Benefit Allotment	1,547	1,865	1,865	2,412
TOTAL PERSONNEL	\$ 15,470	\$ 17,670	\$ 17,670	\$ 21,441
OPERATING EXPENDITURES				
5541-42115 Advertising	\$ 3,594	\$ 5,000	\$ 5,000	\$ 5,000
5541-42126 Utilities	49,329	67,750	67,750	71,138
5541-42210 Maint. of Grounds/Bldgs	8,329	20,000	20,000	20,000
TOTAL OPERATING EXP	\$ 61,252	\$ 92,750	\$ 92,750	\$ 96,138
PROFESSIONAL SERVICES				
5541-44000 Professional Services	\$ 5,144	\$ 5,500	\$ 5,500	\$ 5,500
TOTAL PROFESSIONAL SERVICES	\$ 5,144	\$ 5,500	\$ 5,500	\$ 5,500
CONTACT SERVICES				
5541-45500 Contract Services	\$ 45,583	\$ 72,220	\$ 72,220	\$ 68,076
5541-45509 Tree Maintenance	3,315	18,000	18,000	23,400
5541-45519 CS-Weed/Pest Abatement	42,708	66,540	66,540	51,600
TOTAL CONTRACT SERVICES	\$ 91,605	\$ 156,760	\$ 156,760	\$ 143,076
FUND BALANCE RESERVE				
25500 Reserves	\$ —	\$ —	\$ —	\$ —
FUND BALANCE RESERVES	\$ —	\$ —	\$ —	\$ —
TOTAL USES	\$ 158,001	\$ 255,010	\$ 255,010	\$ 266,155

USED OIL BLOCK GRANT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Grant Fund
FUND #:	160

FUND DESCRIPTION:

The Department of Resources Recycling and Recovery (CalRecycle) administers the annual Used Oil Payment Program (OPP) grant program to provide cities with the opportunity to offer used oil recycling and disposal programs.

	<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES				
25500 Fund Balance Reserves	\$ 15,572	\$ 17,292	\$ 17,292	\$ 19,405
31870 Used Motor Oil Block Grant	15,769	15,700	15,700	15,700
36100 Interest Revenue	175	100	300	300
TOTAL RESOURCES	<u>\$ 31,516</u>	<u>\$ 33,092</u>	<u>\$ 33,292</u>	<u>\$ 35,405</u>
SUPPLIES				
5516-41200 Operating Supplies	\$ 3,126	\$ 3,000	\$ 2,887	\$ 3,000
5516-41300 Small Tools and Equipment	5,537	5,900	5,000	6,000
TOTAL SUPPLIES	<u>\$ 8,663</u>	<u>\$ 8,900</u>	<u>\$ 7,887</u>	<u>\$ 9,000</u>
OPERATING EXPENDITURES				
5516-42110 Printing	1,000	1,200	600	1,000
5516-42115 Advertising	4,160	1,400	1,400	900
5516-42120 Postage	—	2,700	2,500	2,000
TOTAL OPERATING EXP	<u>\$ 5,160</u>	<u>\$ 5,300</u>	<u>\$ 4,500</u>	<u>\$ 3,900</u>
PROFESSIONAL SERVICES				
5516-44000 Professional Services	\$ 400	\$ 1,500	\$ 1,500	\$ 2,800
TOTAL PROFESSIONAL SERVICES	<u>\$ 400</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 2,800</u>
CONTRACT SERVICES				
5516-45500 Contract Services	\$ —	\$ 1,000	\$ —	\$ —
TOTAL CONTRACT SERVICES	<u>\$ —</u>	<u>\$ 1,000</u>	<u>\$ —</u>	<u>\$ —</u>
FUND BALANCE RESERVE				
25500 Reserves	\$ 17,292	\$ 16,392	\$ 19,405	\$ 19,705
FUND BALANCE RESERVES	<u>\$ 17,292</u>	<u>\$ 16,392</u>	<u>\$ 19,405</u>	<u>\$ 19,705</u>
TOTAL USES	<u>\$ 31,516</u>	<u>\$ 33,092</u>	<u>\$ 33,292</u>	<u>\$ 35,405</u>

BEVERAGE CONTAINER RECYCLING GRANT FUND

DEPARTMENT:	Special Revenue
DIVISION:	Grant Fund
FUND #:	161

FUND DESCRIPTION:

The Department of Resources Recycling and Recovery (CalRecycle) administers this annual grant program to provide cities with the opportunity to offer beverage container recycling programs, including aluminum, glass, plastic and bi-metal.

	FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES				
25500 Approp Fund Balance	\$ 51,569	\$ 54,044	\$ 54,044	\$ 51,586
31875 Beverage Container Grant	29,111	14,575	14,507	14,409
36100 Interest Revenue	850	600	600	600
TOTAL RESOURCES	\$ 81,530	\$ 69,219	\$ 69,151	\$ 66,595
OPERATING EXPENDITURES				
5516-41200 Supplies	\$ 3,872	\$ 15,000	\$ 9,265	\$ 8,410
5516-42110 Printing	1,000	1,000	1,000	1,000
5516-42115 Advertising	6,287	1,800	1,800	3,000
5516-42120 Postage	—	5,000	5,000	1,000
TOTAL OPERATING EXP	\$ 11,159	\$ 22,800	\$ 17,065	\$ 13,410
PROFESSIONAL SERVICES				
5516-44000 Professional Services	\$ 16,326	\$ 500	\$ 500	\$ 1,000
TOTAL PROFESSIONAL SERVICES	\$ 16,326	\$ 500	\$ 500	\$ 1,000
CONTACT SERVICES				
5516-45500 Contract Services	\$ —	\$ 1,000	\$ —	\$ —
TOTAL CONTRACT SERVICES	\$ —	\$ 1,000	\$ —	\$ —
FUND BALANCE RESERVE				
25500 Reserves	\$ 54,044	\$ 44,919	\$ 51,586	\$ 52,185
FUND BALANCE RESERVES	\$ 54,044	\$ 44,919	\$ 51,586	\$ 52,185
TOTAL USES	\$ 81,530	\$ 69,219	\$ 69,151	\$ 66,595



CAPITAL IMPROVEMENT PROJECTS FUND

CAPITAL IMPROVEMENT PROJECT LIST

Project #	Project Description	Status	Total Budget	(108) RMRA	(109) Measure M	(110) Measure R Local Return	(111) Gas Tax	(113) Prop C	(121) Hauler Fees	(125) CDBG	(001) Prop A Exchange
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Street Improvement Projects (250-5510-46411)

01418	* Residential and Collector Street Rehab.- Area 6 (Construction)	Carryover - Out to Bid	\$ 1,650,000	\$ —	\$ 420,000	\$ 694,868	\$ 467,132	\$ —	\$ 68,000	\$ —	\$ —
601968-18	* CDBG Area 6 ADA Curb Ramp Project (Construction)	New - Out to Bid	208,026	—	—	—	—	—	—	208,026	—
601832-16	* Morning Canyon ADA - Administrative Costs	Carryover - Construction Complete	3,000	—	—	—	—	—	—	3,000	—
01419	* Residential and Collector Street Rehab.- Area 7 (Design)	New	60,000	—	—	—	—	—	60,000	—	—
24416	* Pathfinder Road Rehab	Carryover - Construction Complete	20,000	—	—	—	—	—	—	—	20,000
23919	Arterial Street Rehab (DBB from Mountain Laurel to Clear Creek Canyon)	New	700,000	400,000	—	—	—	300,000	—	—	—
Total - Street Improvement Projects			\$ 2,641,026	\$ 400,000	\$ 420,000	\$ 694,868	\$ 467,132	\$ 300,000	\$ 128,000	\$ 211,026	\$ 20,000

Project #	Project Description	Status	Total Budget	(110) Measure R	(112) Prop A	(113) Prop C	(116) Traffic Imp Fund	(118) AB2766	(120) MTA Grant
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Traffic Management/Safety Projects (250-5510-46412)

24018	* Traffic Signal Infrastructure Upgrades-YR 3 Construction	Carryover - Under Construction	\$ 476,128	\$ 150,000	\$ —	\$ 230,663	\$ 46,200	\$ 49,265	\$ —
24616	* Adaptive Traffic Control System	Carryover - Under Construction	1,610,000	—	331,200	—	—	—	1,278,800
24716	* Copley/Golden Springs Drive Intersection Modification	Carryover - Under Construction	171,028	—	—	112,768	58,260	—	—
24819	LED Illuminated Street Name Sign (Design)	New	50,000	—	—	50,000	—	—	—
Total - Traffic Projects			\$ 2,307,156	\$ 150,000	\$ 331,200	\$ 393,431	\$ 104,460	\$ 49,265	\$ 1,278,800

CAPITAL IMPROVEMENT PROJECT LIST

Project #	Project Description	Status	Total Budget	(001) General Fund	(116) Traffic Imp Fund	City of Industry
Transportation Infrastructure Improvements (250-5510-46413)						
23316	* Lemon Ave. Interchange Project - (Construction)	Carryover - Under Construction	\$ 40,000	\$ —	\$ 40,000	\$ —
23318	* Lemon Avenue Quiet Zone	Carryover - Not Started	150,000	75,000	—	75,000
Total-Transportation Infrastructure Improvements			\$ 190,000	\$ 75,000	\$ 40,000	\$ 75,000

Project #	Project Description	Status	Total Budget	(001) General Fund	(108) RMRA	(109) Measure M	(111) Gas Tax	(113) Prop C	(116) Traffic Imp Fund	(117) Sewer Imp Fund	(118) AB2766	(119) TDA	MSRC Grant	(135) PEG Fees	
Miscellaneous PW Improvements (250-5510-46420)															
26016	* Groundwater Drainage Improvements-Phase 1 (GSD@ Rancheria, BCR@Sapphire)	Carryover - Under Construction	\$ 30,000	\$ 30,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	
26018	* Groundwater Drainage Improvements-Phase 2 (Hipass@ Castle Rock)	Carryover - Under Construction	45,000	—	—	45,000	—	—	—	—	—	—	—	—	
26019	Groundwater Drainage Improvements-Phase 3 (Flapjack-Design)	New	65,000	—	—	65,000	—	—	—	—	—	—	—	—	
26116	* Sewer System Evaluation & Capacity Assurance Plan	Carryover - In Design	64,551	—	—	—	—	—	—	64,551	—	—	—	—	
26516	* City Entry Monuments (GSD/ Calbourne & DBB/Temple)	Carryover - Design Complete	602,000	602,000	—	—	—	—	—	—	—	—	—	—	
26217	* Diamond Bar Blvd. Complete Streets (GSD - 60FWY) - (Design)	Carryover - In Design	200,000	—	—	200,000	—	—	—	—	—	—	—	—	
22818	* Grand/GSD Intersection Enhancement	Carryover - In Design	1,511,511	—	800,282	207,691	65,312	170,888	110,000	—	—	157,338	—	—	
26219	Library Sign Replacement	New	75,000	—	—	—	—	—	—	—	—	—	—	75,000	
26319	Electric Charging Station at City Hall	New	63,860	—	—	—	—	—	—	—	24,930	—	38,930	—	
Total-Miscellaneous PW Improvements			\$ 2,656,922	\$ 632,000	\$ 800,282	\$ 517,691	\$ 65,312	\$ 170,888	\$ 110,000	\$ 64,551	\$ 24,930	\$ 157,338	\$ 38,930	\$ 75,000	

CAPITAL IMPROVEMENT PROJECT LIST

Project #	Project Description	Status	Total Budget	(001) GF Reserves	(001) Prop A Exchange	(122) Quimby	(124) Park Dev Fund	(125) CDBG	(132) Measure A	(540) Building & Facilities Maint Fund	Habitat Conserv Grant (31814)	FEMA (31620)
Facilities, Parks and Rec Improvements (250-5310-46415)												
25414	* Heritage Park Improvements (Design)	Carryover - Not Started	\$ 145,000	\$ —	\$ —	\$ 145,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
25517	* Canyon Loop Trail (Design)	Carryover - Not Started	50,000	—	—	—	25,000	—	—	—	25,000	—
25917	* Sycamore Canyon Park Slope Erosion Repairs (Design)	Carryover - Design Complete	11,000	—	—	11,000	—	—	—	—	—	—
25917	* Sycamore Canyon Park Slope Erosion Repairs (Construction)	Carryover - Out to Bid	675,000	—	436,217	—	—	—	—	—	—	238,783
601866-17	* Playground Surfacing Replace and ADA Improvements @ Starshine Park	Carryover - Design Complete	127,664	—	—	—	—	127,664	—	—	—	—
24917	* Pantera Park Walkway Lighting Replacement (Construction)	Carryover - Design Complete	500,000	217,699	82,114	—	9,470	—	190,717	—	—	—
25618	* DBC Roof Rehabilitation (Phase II-Section F & I)	Carryover - Out to Bid	100,000	—	—	—	—	—	—	100,000	—	—
25818	* HVAC Replacement for City Hall	Carryover - Out to Bid	400,000	400,000	—	—	—	—	—	—	—	—
25819	Sycamore Canyon Creek Repair	New	80,000	—	80,000	—	—	—	—	—	—	—
25919	Sunset Crossing Park (Design)	New	300,000	—	241,669	46,997	11,334	—	—	—	—	—
TOTAL			\$ 2,388,664	\$ 617,699	\$ 840,000	\$ 202,997	\$ 45,804	\$ 127,664	\$ 190,717	\$ 100,000	\$ 25,000	\$ 238,783
FY 18-19 CIP Projects Grand Total			10,183,768									

* Indicates carryover of project from FY 17-18

CAPITAL IMPROVEMENT PROJECT LIST

Funding Source Totals

001	General Fund Reserves	1,324,699
001	Sale of Prop A Funds	860,000
108	RMRA (SB-1)	1,200,282
109	Measure M	937,691
110	Measure R - Local Return Fund	844,868
111	Gas Tax Fund	532,444
112	Prop A	331,200
113	Prop C	864,319
116	Traffic Mitigation	254,460
117	Sewer Improvement	64,551
118	AB 2766	74,195
119	SB 821 Fund - Bike and Pedestrian Paths (TDA)	157,338
120	MTA Grants	1,278,800
121	Waste Hauler Fund	128,000
122	Quimby	202,997
124	Park Development Fund	45,804
125	CDBG Funds	338,690
131	Measure A	190,717
135	PEG Fees	75,000
250	Habitat Conservation	25,000
250	Cost Reimbursement (City of Industry)	75,000
250	FEMA	238,783
250	MRSC Grant	38,930
540	Building & Facilities Maintenance Fund	100,000
	Total	<u><u>10,183,768</u></u>

CIP Project Type Totals

Street Improvements	2,641,026
Traffic Management/Safety Improvements	2,307,156
Transportation Infrastructure Improvements	190,000
Miscellaneous PW Improvements	2,656,922
Facilities, Parks and Rec. Improvements	2,388,664
	<u><u>10,183,768</u></u>

Area 6 Residential and Collector Street Rehabilitation Project

Project #: 01418

DESCRIPTION

This work includes the application of slurry seal over the existing pavement; AC edge grind and overlay. This type of maintenance activity is performed annually to residential streets to extend the life of the roadways.

TIMELINE

Project Start	February 2018
Construction Start	July 2018
Completion	October 2018

ESTIMATED COST

Measure M	\$420,000
Measure R Local Return	\$694,868
Gas Tax	\$467,132
Hauler Fees	\$68,000
Total Budget	<u>\$1,650,000</u>



LOCATION

Area 6 is located east of the 57 Fwy and north of the 60 Fwy

Area 6 CDBG Residential Neighborhood ADA Curb Ramp Improvements Project

Project #: 601968-18

DESCRIPTION

This work includes the construction of access ramps, sidewalk, curb and gutter; and other incidental and appurtenant work necessary for the proper construction of the improvements for the Community Development Block Grant Area 6 Residential Neighborhood

TIMELINE

Project Start	March 2018
Construction Start	July 2018
Completion	August 2018



ESTIMATED COST

CDBG	\$208,026
Total Budget	\$208,026

LOCATION

Area 6 is located east of the 57 Fwy and north of the 60 fwy

Area 7 Residential and Collector Street Rehabilitation Project-Design

Project #: 01419

DESCRIPTION

This work includes the design of plans and specifications for the application of slurry seal on the existing pavement; AC edge grind and overlay and ADA curb ramp improvements. This type of maintenance activity is performed annually to residential streets to extend the life of the roadways.

TIMELINE

Project Start	December 2018
Design Complete	TBD
Completion	TBD



ESTIMATED COST

Hauler Fees	\$60,000
Total Budget	\$60,000

LOCATION

Area 7 is located east of Diamond Bar Blvd. and north of Grand Avenue

Pathfinder Road Rehabilitation Project

Project #: 24416

DESCRIPTION

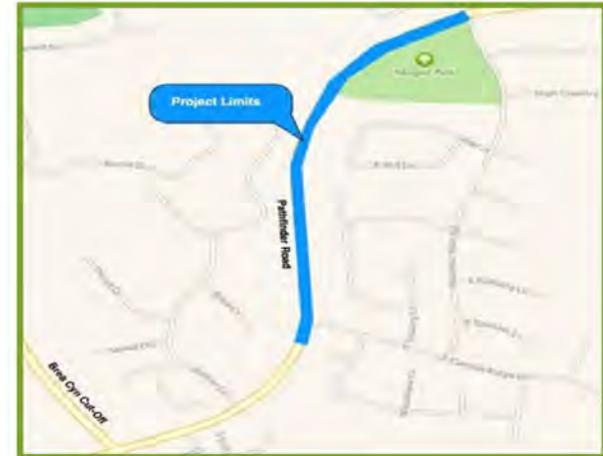
Pathfinder Road between Peaceful Hills Road and Canyon Ridge Lane, within City of Diamond Bar jurisdiction will be cold milled and resurfaced with AC pavement. This project is being completed in conjunction with LA County as a cost saving measure since they are rehabilitating Pathfinder Road within their jurisdictional limits.

TIMELINE

Project Start	February 2016
Construction Start	January 2018
Completion	September 2018

ESTIMATED COST

Prop A Exchange	\$ 20,000
Total Budget	<u>\$ 20,000</u>



LOCATION

Pathfinder Road between Peaceful Hills Road and Canyon Ridge Lane

Arterial Street Rehab (DBB from Mountain Laurel to Clear Creek Cyn)

Project #: 23919

DESCRIPTION

The work will include the complete rehabilitation of Diamond Bar Blvd. from Mountain Laurel to Clear Creek Canyon. Based on existing pavement conditions it is likely the treatment will include AC edge grind or full width overlay and ADA curb ramp improvements.

TIMELINE

Project Start	November 2018
Construction Start	March 2019
Completion	June 2019



ESTIMATED COST

RMRA	\$400,000
Prop C	\$300,000
Total Budget	<u>\$700,000</u>

LOCATION

Diamond Bar Blvd. between Mountain Laurel Way and Clear Creek Canyon

Traffic Signal Infrastructure Upgrades Phase III (Construction)

Project #: 24018

DESCRIPTION

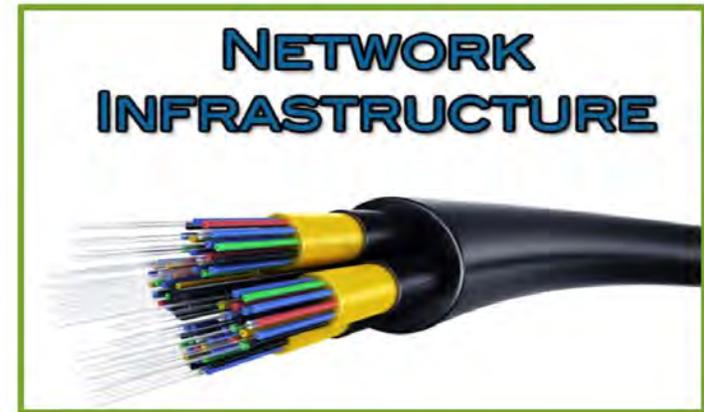
This is the final phase of three (3) project phases to upgrade the traffic signal infrastructure network along the three main arterials. Upgrades will include, replacement of approximately 4.3 miles of copper cables with new fiber optic cable, replacement of 20 traffic signal controllers, and rewiring of two intersections.

TIMELINE

Project Start	September 2016
Construction Start	July 2018
Completion	October 2018

ESTIMATED COST

Prop C	\$230,663
Measure R	\$150,000
Traffic Impact Funds	\$46,200
AB2766	\$49,265
Total Budget	\$476,128



LOCATION

Along Golden Springs Drive, Brea Canyon Road, Lemon Avenue, Diamond Bar Boulevard.

Adaptive Traffic Control System

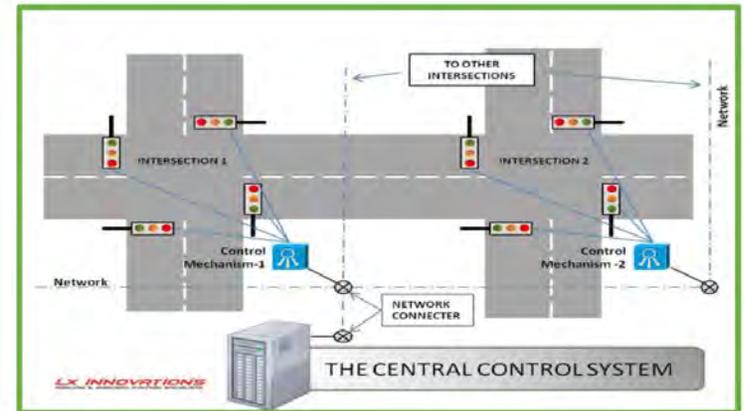
Project #: 24616

DESCRIPTION

The Adaptive Traffic Control System will enhance the signal timing at 48 signalized intersections by automatically adjusting cycles, splits, offsets and timing to optimize traffic flow based on real time traffic conditions.

TIMELINE

Project Start	July 2016
Construction Start	June 2018
Completion	November 2018



ESTIMATED COST

MTA Grant	\$1,278,800
Prop A	\$331,200
Total Budget	\$1,610,000

LOCATION

Along Golden Springs Drive,
Diamond Bar Boulevard, and
Grand Avenue

Copley Drive and Golden Springs Drive Intersection Modification

Project #: 24716

DESCRIPTION

This project will modify the existing traffic signal at the Golden Springs Dr./Copley Dr. intersection. Currently, vehicles traveling westbound on Golden Springs Dr. are permitted to turn left onto Copley Dr. with a green arrow or green "ball" indicator. Review of the signal operations indicated that a protected left turn on green arrow only is warranted for vehicles turning left onto Copley Dr. thereby eliminating the permitted left turn on green "ball" indicators.

TIMELINE

Project Start	June 2016
Construction Start	June 2018
Completion	August 2018

ESTIMATED COST

Prop C Fund	\$112,768
Traffic Imp Fund	\$58,260
Total Budget	<u>\$171,028</u>



LOCATION

Golden Springs Drive and Copley Drive

LED Illuminated Street Name Sign (Design)

Project #: 24819

DESCRIPTION

With the establishment of the City's new logo, the aging illuminated street name signs at each signalized intersection will be redesigned to incorporate the new logo.

TIMELINE

Project Start	December 2018
Construction Start	TBD
Completion	TBD



ESTIMATED COST

Prop C	\$50,000
Total Budget	\$50,000

LOCATION

All signalized intersections

Lemon Avenue Interchange on SR 60 (Construction)

Project #: 23316

DESCRIPTION

The newly created Lemon Ave. interchange at SR 60 will provide for a 3/4 interchange that includes eastbound on and off-ramps and a westbound on-ramp. The project is nearly completed with the eastbound on-ramp to be opened in summer 2018.

TIMELINE

Project Start	April 2006
Costruction Start	September 2016
Completion	August 2018



ESTIMATED COST

Traffic Impr. Fund	\$40,000
Total Budget	\$40,000

LOCATION

Lemon Ave. at SR 60

Lemon Ave. Quiet Zone

Project #: 23318

DESCRIPTION

A quiet zone at the Lemon Ave. railroad crossing owned by the Union Pacific Railroad Company (UPRR) and used by Southern California Regional Rail Road Authority (Metrolink) is to be studied in mutual effort between the City of Diamond Bar and the City of Industry. A quiet zone is a 1/2 mile section of rail line that contains one or more consecutive public highway-rail grade crossings that will reduce the use of train horns near the crossing.

TIMELINE

Project Start	July 2018
Construction Start	TBD
Completion	TBD

ESTIMATED COST

General Fund	\$75,000
City of Industry	\$75,000
Total Budget	\$150,000



LOCATION

Lemon Ave. Rail Crossing

Groundwater Drainage Improvements - Phase 1 Golden Springs Drive at Platina Drive and Brea Canyon Road at Sapphire

Project #: 26016

DESCRIPTION

Improvements include the construction of minor gravel perforated subdrain systems, storm drains, trench drains, and curb drains to mitigate groundwater conditions at these two locations.

TIMELINE

Project Start	June 2017
Construction Start	May 2018
Completion	July 2018

ESTIMATED COST

General Fund	\$ 30,000
Total Budget	\$ 30,000



LOCATION

Phase 1: Golden Springs Drive west of Platina Drive and Brea Canyon Road north of Sapphire Lane.

Groundwater Drainage Improvements - Phase 2

Hipass Drive and Castle Rock

Project #: 26018

DESCRIPTION

Improvements include the construction of minor gravel perforated subdrain systems, storm drains, trench drains, and curb drains to mitigate groundwater at this location.

TIMELINE

Project Start	June 2017
Construction Start	May 2018
Completion	July 2018

ESTIMATED COST

Measure M	\$ 45,000
Total Budget	\$ 45,000



LOCATION

Phase 2: Hipass Drive and Castle Rock Road

Groundwater Drainage Improvements - Phase 3 Flap Jack Drive Cul-De-Sac at Crooked Creek (Design)

Project #: 26019

DESCRIPTION

Improvements include the construction of minor gravel perforated subdrain systems, storm drains, trench drains, and curb drains to mitigate ground water at this location.

TIMELINE

Project Start	October 2018
Construction Start	TBD
Completion	TBD

ESTIMATED COST

Measure M	\$ 65,000
Total Budget	\$ 65,000



LOCATION

Phase 3: Flap Jack Drive Cul-De-Sac at Crooked Creek

Sewer System Evaluation and Capacity Assurance Plan

Project #: 26116

DESCRIPTION

This plan is being prepared by the County of Los Angeles Consolidated Sewer Maintenance District and includes 10 pump stations. Current conditions and maintenance operations, as performed by the County of Los Angeles Consolidated Sewer Maintenance District will be examined.

TIMELINE

Project Start	November 2017
Construction Start	N/A
Completion	August 2018



ESTIMATED COST

Sewer Imp. Fund	\$64,551
Total Budget	<u>\$64,551</u>

LOCATION

Citywide

City Monuments (Golden Springs Drive/Calbourne Drive & Diamond Bar Blvd./Temple Avenue)

Project #: 26516

DESCRIPTION

Two monument signs similar to the monument sign installed at Grand Avenue/ Longview Drive City limit will be constructed at Diamond Bar Blvd./Temple Ave. and Golden Springs Drive/Calbourne Ave. City limits.

TIMELINE

Project Start	April 2016
Construction Start	August 2018
Completion	October 2018



ESTIMATED COST

General Fund	\$602,000
Total Budget	\$602,000

LOCATION

Diamond Bar Blvd. @ Temple Ave.
and Golden Springs Dr. @
Calbourne Dr.

Diamond Bar Blvd. Complete Streets (GSD-60FWY)-Design

Project #: 26217

DESCRIPTION

The corridor along Diamond Bar Blvd. between Golden Springs Drive and the SR 60 FWY will be improved to implement pedestrian, green streets, and complete streets enhancements.

TIMELINE

Project Start	March 2017
Costruction Start	TBD
Completion	TBD



ESTIMATED COST

Measure M	\$200,000
Total Budget	\$200,000

LOCATION

Diamond Bar Blvd. between
Golden Springs Drive and SR 60
Freeway

Grand Ave./Golden Springs Drive Intersection Enhancement Project

Project #: 22818

DESCRIPTION

In conjunction with the City of Industry's traffic mitigation which requires the widening of the Grand/Golden Springs Drive intersection, streetscape elements utilized for the Grand Avenue Beautification Project, such as decorative crosswalks, curb ramps, traffic signals and enhanced parkway landscape will be implemented.

TIMELINE

Project Start	June 2017
Construction Start	January 2019
Completion	March 2020



ESTIMATED COST

RMRA	\$800,282
Measure M	\$207,691
Gas Tax	\$65,312
Prop C	\$170,888
Traffic Imp. Fund	\$110,000
TDA	\$157,338
Total Budget	\$1,511,511

LOCATION

Intersection of Grand
Ave. and Golden Springs
Drive

Library Sign Replacement

Project #: 26219

DESCRIPTION

The double-sided outdoor electronic message board located in front of the Los Angeles County Fire Department facility, (formerly Los Angeles County Library facility), at 1061 Grand Avenue will be replaced. The sign has far surpassed its expected life cycle and is in disrepair. The replacement LED Wi-Fi enabled sign will provide for remote updating to increase efficiency, improved readability and timeliness of the content. Since the facility is currently undergoing renovation, the project will be coordinated with the LACFD construction schedule.

TIMELINE

Project Start	April 2019
Construction Start	April 2019
Completion	May 2020

ESTIMATED COST

PEG Fees	\$75,000
Total Budget	\$75,000



LOCATION

LA County Fire Department
1601 Grand Avenue

Electric Charging Station at City Hall

Project #: 26319

DESCRIPTION

This project will install an electric vehicle charging station at City Hall to be available for City electric vehicles and the public when possible. The project is being funded by Mobile Source Air Pollution Reduction Review Committee (MSRC) funds with a match from AB2766 funds.

TIMELINE

Project Start	July 2018
Construction Start	January 2019
Completion	June 2019



ESTIMATED COST

MSRC	\$38,930
AB2766	\$24,930
Total Budget	\$63,860

LOCATION

City Hall

Heritage Park Improvements (Design)

Project #: 25414

DESCRIPTION

The project will explore, evaluate and prioritize a variety of needs and opportunities to improve/upgrade/enhance the Heritage Park building, facilities, fields and other site amenities.

TIMELINE

Project Start	July 2018
Construction Start	TBD
Completion	TBD



ESTIMATED COST

Quimby	\$145,000
Total Budget	\$145,000

LOCATION

Heritage Park

Canyon Loop Trail (Design)

Project #: 25517

DESCRIPTION

Design a loop trail in the open space adjacent to the Diamond Bar Center that can be accessed from the Grandview Trail and the Steep Canyon Trail.

TIMELINE

Project Start	July 2018
Construction Start	TBD
Completion	TBD



ESTIMATED COST

Park Dev Fund	\$25,000
Habitat Conserv Grant	\$25,000
Total Budget	\$50,000

LOCATION

Open space adjacent to DBC

Sycamore Canyon Park Slope Erosion Repair (Design)

Project #: 25917

DESCRIPTION

As the result of heavy rains in January 2017, slope erosion occurred in Sycamore Canyon Park along an actively used trail just west of the trail head located on Diamond Bar Blvd. Assistance with the repairs is being provided by the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CalOES).

TIMELINE

Project Start	July 2017
Completion	November 2018

ESTIMATED COST

Quimby	\$11,000
Total Budget	<u>\$11,000</u>



LOCATION

Sycamore Canyon Park

Sycamore Canyon Park Slope Erosion Repair (Construction)

Project #: 25917

DESCRIPTION

As the result of heavy rains in January 2017, slope erosion occurred in Sycamore Canyon Park along an actively used trail just west of the trail head located on Diamond Bar Blvd. Assistance with the repairs is being provided by the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CalOES).

TIMELINE

Project Start	July 2017
Construction Start	July 2018
Completion	November 2018



ESTIMATED COST

Prop A	\$436,217
FEMA	\$238,783
Total Budget	<u>\$675,000</u>

LOCATION

Sycamore Canyon Park

Playground Surfacing Replacement & ADA Improvements at Starshine Park

Project #: 60186617

DESCRIPTION

The work to be performed includes the removal of sand, removal of rubber play surfacing, installation of new rubber play surfacing, reinstalling a spring rider to match new playground conditions, the removal and replacement of concrete to meet ADA compliance, and the replacement of an existing walkway to meet ADA compliance.

TIMELINE

Project Start	October 2017
Costruction Start	July 2018
Completion	September 2018



ESTIMATED COST

CDBG Funds	\$127,664
Total Budget	\$127,664

LOCATION

Starshine Park
Corner of Starshine Rd and
Peaceful Hills Rd

Pantera Park Walkway Lighting Project

Project #: 24917

DESCRIPTION

Work includes removal of existing high pressure sodium (HPS) walkway lights and light poles in Pantera Park, installation of new concrete light poles with light emitting diode (LED) head, raised concrete foundations, conduit trenching, new pull boxes, installation of new LED fixtures and mounting at existing light poles at the basketball and tennis courts.

TIMELINE

Project Start	October 2017
Construction Start	July 2018
Completion	September 2018



LOCATION

Pantera Park

ESTIMATED COST

GF Reserves	\$217,699
Prop A Exchange	\$82,114
Park Dev Fund	\$9,470
Measure A	\$190,717
Total Budget	\$500,000

DBC Roof Rehabilitation (Phase II Section F&I)

Project #: 25618

DESCRIPTION

The second phase of a four phase plan, this project will rehabilitate the entirety of the Diamond Bar Center roof to ensure the longevity of the overall roof structure for an additional 20 years.

TIMELINE

Project Start	May 2018
Construction Start	July 2018
Completion	August 2018



ESTIMATED COST

Building & Facility Maint.	\$100,000
Total Budget	\$100,000

LOCATION

Diamond Bar Center

HVAC Replacement for City Hall

Project #: 25818

DESCRIPTION

The Civic Center Building housing City Hall and the LA County Library has two original 90-ton HVAC units. The existing system has been requiring supplemental maintenance and repairs in addition to the normal preventative maintenance. This project will replace both units with new modern HVAC system units.

TIMELINE

Project Start	April 2018
Construction Start	July 2018
Completion	August 2018



ESTIMATED COST

General Fund	\$400,000
Total Budget	<u>\$400,000</u>

LOCATION

City Hall/Library Civic Center Building

Sycamore Canyon Creek Repair

Project #: 25819

DESCRIPTION

During the 2017 storm event, Sycamore Canyon Creek within Sycamore Canyon Park experienced severe erosion. To prevent further erosion, repairs to the creek lining will be performed.

TIMELINE

Project Start	July 2018
Construction Start	January 2019
Completion	June 2019



ESTIMATED COST

Prop A Exchange	\$80,000
Total Budget	<u>\$80,000</u>

LOCATION

Sycamore Canyon Park

Sunset Crossing Park (Design)

Project #: 25919

DESCRIPTION

This project will design a new neighborhood park totaling approximately 2.83 acres at the western terminus of Sunset Crossing Road. The park is envisioned to be accessible to all residents and include picnic areas, playground areas, shade structures, restrooms, drinking fountains, hard sports courts and a walking and exercise trail looping the park perimeter.

TIMELINE

Project Start	July 2018
Construction Start	TBD
Completion	TBD



ESTIMATED COST

Prop A Exchange	\$241,669
Quimby	\$46,997
Park Dev Fund	\$11,334
Total Budget	\$300,000

LOCATION

Terminus of Sunset Crossing

CAPITAL IMPROVEMENT PROJECTS FUND

DEPARTMENT:	Capital Project
DIVISION:	Capital Project
FUND #:	250

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Appropriated Fund Balance	\$ 18,047	\$ (290,141)	\$ (290,141)	\$ (290,141)
31620	FEMA Revenue	—	—	—	238,783
31809	MSRC Grant	—	—	—	38,930
31814	Habitat Conservation Grant	—	449,079	181,579	25,000
31820	Land & Conservation Grant	57,525	293,561	51,061	—
31821	Recreation Trails Grant	689	119,087	119,087	—
36950	Cost Reimb - Various Funds	115,243	105,000	—	75,000
39001	Transfer in - General Fund	294,941	2,652,663	770,146	2,184,699
39108	Transfer in - RMRA Fund	—	329,170	76,529	1,200,282
39109	Transfer in - Measure M	—	672,576	444,935	937,691
39110	Transfer in - Measure R	700,816	1,284,822	1,132,208	844,868
39111	Transfer in - Gas Tax	546,858	247,822	182,510	532,444
39112	Transfer in - Prop A - Transit	505,976	324,814	—	331,200
39113	Transfer in - Prop C - Transit	463,445	607,548	418,732	864,319
39114	Transfer in - MAP-21	(220)	8,138,576	—	—
39116	Transfer in - Traffic Mitigation	543,858	870,642	616,182	254,460
39117	Transfer in - Sewer Mitigation	—	109,000	—	64,551
39118	Transfer in - AB2766	159,694	237,515	119,705	74,195
39119	Transfer in - Trails Fund	—	50,372	12,524	157,338
39120	Transfer in - MTA Grants Fund	48,650	3,513,014	72,550	1,278,800
39121	Transfer in - Waste Hauler Fund	115,622	128,000	149,335	128,000
39122	Transfer in - Quimby	261,584	384,570	276,342	202,997
39123	Transfer in - Prop A - Safe Parks	365,477	—	—	—
39124	Transfer in - Park Development	97,825	55,000	30,000	45,804
39125	Transfer in - CDBG	27,770	358,463	278,702	338,690
39131	Transfer in - Street Beautification	—	—	50,000	—
39132	Transfer in - Measure A	—	—	—	190,717
39135	Transfer in - PEG Fees	—	—	—	75,000
39540	Transfer in - Build & Fac Maint	153,000	100,000	—	100,000
	TOTAL RESOURCES	\$ 4,476,799	\$ 20,741,152	\$ 4,691,986	\$ 9,893,627
CAPITAL OUTLAY					
5310-46415	Park & Rec Improvements	\$ 1,348,463	\$ 1,959,205	\$ 672,969	\$ 2,388,664
5510-46411	Street Improvements	1,679,242	2,880,999	2,769,551	2,641,026
5510-46412	Traffic Mgmt Improvements	818,184	2,787,945	683,204	2,307,156
5510-46413	Transportation Infrastructure	—	10,340,239	—	190,000
5510-46420	Misc. Capital Improvements	921,051	3,062,906	856,403	2,656,922
	TOTAL CAPITAL OUTLAY	\$ 4,766,940	\$ 21,031,293	\$ 4,982,127	\$ 10,183,768
FUND BALANCE RESERVES					
25500	Reserves	\$ (290,141)	\$ (290,142)	\$ (290,141)	\$ (290,141)
	FUND BALANCE RESERVES	\$ (290,141)	\$ (290,142)	\$ (290,141)	\$ (290,141)
	TOTAL USES	\$ 4,476,799	\$ 20,741,152	\$ 4,691,986	\$ 9,893,627



DEBT SERVICE FUND OVERVIEW

DEBT SERVICE FUND

FUND TYPE:	Debt Service
FUNCTION:	Debt Service
FUND #:	370

FUND DESCRIPTION:

This fund was established to account for the debt service on the 2002 fixed rate bonds used to finance the Diamond Bar Center. The fund will account for principal and interest payments on the bonds and any banking charges related to the bond. The costs will be reimbursed by means of a transfer from the General Fund. The bonds will mature June 1, 2033. The outstanding principal balance at June 30, 2019 is \$8,775,000.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 29	\$ 81	\$ 81	\$ 81
36100	Investment Earnings	105	—	100	100
39001	Transfer from General Fund	859,138	859,406	859,091	858,307
	TOTAL RESOURCES	\$ 859,272	\$ 859,487	\$ 859,272	\$ 858,488
OTHER EXPENDITURES					
5333-42128	Banking Charges	\$ 3,285	\$ 3,500	\$ 3,285	\$ 3,500
5333-44010	Accounting & Auditing	—	—	—	—
5333-47050	Bond Principal	400,000	420,000	420,000	440,000
5333-47100	Interest Expense	455,906	435,906	435,906	414,907
	TOTAL OTHER EXP	\$ 859,191	\$ 859,406	\$ 859,191	\$ 858,407
FUND BALANCE RESERVES					
25500	Reserves	\$ 81	\$ 81	\$ 81	\$ 81
	FUND BALANCE RESERVES	\$ 81	\$ 81	\$ 81	\$ 81
	TOTAL USES	\$ 859,272	\$ 859,487	\$ 859,272	\$ 858,488



INTERNAL SERVICE FUND OVERVIEW

SELF INSURANCE FUND

FUND TYPE:	Internal Service
FUNCTION:	Self Insurance
FUND #:	510

FUND DESCRIPTION:

This fund was established in accordance with Resolution #89-53. The resolution states the City will establish a self-insurance reserve fund. The purpose of the fund shall be to pay all self-assumed losses and related costs. Contributions to the fund shall be pro-rata from all other City funds afforded protection under the program based upon each of the funds exposure to liability.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 1,002,282	\$ 921,506	\$ 921,506	\$ 921,506
36100	Interest Revenue	8,679	8,500	8,500	8,500
39001	Transfer in - General Fund	441,316	538,950	544,598	369,065
	TOTAL RESOURCES	\$ 1,452,277	\$ 1,468,956	\$ 1,474,604	\$ 1,299,071
OTHER EXPENDITURES					
4081-47200	Insurance Expenditures	\$ 105,055	\$ 21,600	\$ 29,111	\$ 30,565
4081-47210	Insurance Deposits	425,717	525,850	523,987	347,000
	TOTAL OTHER EXP	\$ 530,772	\$ 547,450	\$ 553,098	\$ 377,565
FUND BALANCE RESERVES					
25500	Reserves	\$ 921,506	\$ 921,506	\$ 921,506	\$ 921,506
	FUND BALANCE RESERVES	\$ 921,506	\$ 921,506	\$ 921,506	\$ 921,506
	TOTAL USES	\$ 1,452,277	\$ 1,468,956	\$ 1,474,604	\$ 1,299,071

VEHICLE MAINTENANCE & REPLACEMENT FUND

FUND TYPE:	Internal Service
FUNCTION:	Equip Maint/ Replacement
FUND #:	520

FUND DESCRIPTION:

This fund was established in FY99-00 to incorporate a method for the eventual replacement of the City's vehicles and associated equipment. The vehicles and equipment will be capitalized over its useful life expectancy. Beginning with FY 2015/16 the fleet fuel and maintenance costs will also be tracked in this fund. The necessary funds to cover the costs incurred are transferred from the General Fund.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserve	\$ 741,891	\$ 665,858	\$ 665,858	\$ 393,458
36100	Investment Revenue	8,005	8,000	7,500	7,500
36950	Cost Reimbursement	—	—	—	—
39001	Transfer in - General Fd	—	—	—	—
	TOTAL RESOURCES	<u>\$ 749,896</u>	<u>\$ 673,858</u>	<u>\$ 673,358</u>	<u>\$ 400,958</u>
OPERATING EXPENDITURES					
4090-42310	Fuel - General Government	\$ —	\$ —	\$ —	\$ —
4093-42310	Fuel - Pool Cars	2,392	17,000	4,000	6,000
5310-42310	Fuel - Parks & Rec Admin	186	—	—	—
5333-42310	Fuel - DBC	—	500	—	500
5230-42310	Fuel - Neighborhood Improvement	1,881	2,000	1,500	2,000
5556-42310	Fuel - Parks & Facilities	10,698	17,000	17,000	17,000
5554-42310	Fuel - Road Maintenance	5,761	8,000	6,000	8,000
4030-42203	Vehicle Maint - City Manager	—	—	—	500
4090-42203	Vehicle Maint - General Gov't	1,238	—	—	—
4093-42203	Vehicle Maint - Pool Cars	2,738	10,000	6,000	7,000
5230-42203	Vehicle Maint - NI	355	2,500	500	2,500
5556-42203	Vehicle Maint -Parks & Facilities	17,093	14,000	14,000	14,000
5554-42203	Vehicle Maint - Road Maint	1,713	7,000	5,000	8,500
4090-42215	Depreciation Expense	39,982	40,000	40,000	50,000
	TOTAL OPERATING EXP	<u>84,038</u>	<u>118,000</u>	<u>94,000</u>	<u>116,000</u>
CAPITAL OUTLAY					
4090-46100	Auto Equipment	\$ —	\$ 226,083	\$ 185,900	\$ 57,000
5554-46250	Miscellaneous Equipment	—	—	—	25,000
	TOTAL CAPITAL OUTLAY	<u>\$ —</u>	<u>\$ 226,083</u>	<u>\$ 185,900</u>	<u>\$ 82,000</u>
FUND BALANCE RESERVES					
25500	Reserves	\$ 665,858	\$ 329,774	\$ 393,458	\$ 202,958
	FUND BALANCE RESERVES	<u>\$ 665,858</u>	<u>\$ 329,774</u>	<u>\$ 393,458</u>	<u>\$ 202,958</u>
	TOTAL USES	<u>\$ 749,896</u>	<u>\$ 673,858</u>	<u>\$ 673,358</u>	<u>\$ 400,958</u>

EQUIPMENT MAINTENANCE & REPLACEMENT FUND

FUND TYPE:	Internal Service
FUNCTION:	Equip Maint/Rpl
FUND #:	530

FUND DESCRIPTION:

This fund has been established to assist the City in funding and anticipating various equipment replacement and/or enhancements. The equipment will be capitalized over the life expectancy and the amount will be transferred into this fund from the General Fund.

		FY 16/17 Actual	FY 17/18 Adjusted	FY 17/18 Projected	FY 18/19 Adopted
ESTIMATED RESOURCES					
25500	Fund Balance, Beginning of Year	\$ 650,596	\$ 670,700	\$ 670,700	\$ 526,500
36100	Investment Revenue	4,676	5,000	5,800	5,800
39001	Transfer in - General Fund	147,400	988,500	288,500	989,895
39018	Transfer in - Tech Reserve Fund	—	300,000	70,000	338,905
	TOTAL RESOURCES	\$ 802,672	\$ 1,964,200	\$ 1,035,000	\$ 1,861,100
OPERATING EXPENDITURES					
4070-42215	Depreciation - Expense	\$ 120,840	\$ 150,000	\$ 150,000	\$ 150,000
	TOTAL OPERATING EXP	\$ 120,840	\$ 150,000	\$ 150,000	\$ 150,000
CAPITAL OUTLAY					
4070-46230	Computer Equip-Hardware	\$ 11,133	\$ 411,767	\$ 288,500	\$ 368,800
4070-46235	Computer Equip-Software	—	1,000,000	70,000	960,000
	TOTAL CAPITAL OUTLAY	\$ 11,133	\$ 1,411,767	\$ 358,500	\$ 1,328,800
FUND BALANCE RESERVES					
25500	Reserves	\$ 670,700	\$ 402,432	\$ 526,500	\$ 382,300
	FUND BALANCE RESERVES	\$ 670,700	\$ 402,432	\$ 526,500	\$ 382,300
	TOTAL USES	\$ 802,672	\$ 1,964,200	\$ 1,035,000	\$ 1,861,100

BUILDING FACILITY & MAINTENANCE FUND

FUND TYPE:	Internal Service
FUNCTION:	Equip Maint/ Replacement
FUND #:	540

FUND DESCRIPTION:

This fund was established in FY12-13 to incorporate a method to fund the eventual replacement of equipment at City Hall. The primary revenue source in this fund is rebates received from Southern California Edison from the installation of solar panels at City Hall.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserves	\$ 594,518	\$ 435,577	\$ 435,577	\$ 442,577
36100	Investment Revenue	8,321	8,000	7,000	7,000
36760	Solar Incentive Revenue	10,291	10,000	—	—
39001	Transfer In - General Fund	—	—	—	—
	TOTAL RESOURCES	<u>\$ 613,130</u>	<u>\$ 453,577</u>	<u>\$ 442,577</u>	<u>\$ 449,577</u>
CAPITAL OUTLAY					
4093-46410	Capital Improvements	\$ 24,552	\$ 9,700	\$ —	\$ 18,000
5333-46410	Capital Improvements	—	—	—	100,000
5556-46410	Capital Improvements	—	—	—	30,000
	TOTAL CAPITAL OUTLAY	<u>\$ 24,552</u>	<u>\$ 9,700</u>	<u>\$ —</u>	<u>\$ 148,000</u>
TRANSFERS OUT					
9915-49250	Transfer Out - CIP Fund	\$ 153,000	\$ 100,000	\$ —	\$ 100,000
	TOTAL TRANSFERS OUT	<u>\$ 153,000</u>	<u>\$ 100,000</u>	<u>\$ —</u>	<u>\$ 100,000</u>
FUND BALANCE RESERVES					
25500	Restricted Fund Balance	\$ —	\$ —	\$ —	\$ —
25500	Reserves	435,577	343,877	442,577	201,577
	FUND BALANCE RESERVES	<u>\$ 435,577</u>	<u>\$ 343,877</u>	<u>\$ 442,577</u>	<u>\$ 201,577</u>
	TOTAL USES	<u>\$ 613,130</u>	<u>\$ 453,577</u>	<u>\$ 442,577</u>	<u>\$ 449,577</u>



FIDUCIARY FUND OVERVIEW

OTHER POST EMPLOYMENT BENEFITS TRUST

FUND TYPE:	Fiduciary Funds
FUNCTION:	OPEB Trust
FUND #:	620

FUND DESCRIPTION:

This fund was established in accordance with the GASB Statement 74 (previously GASB 43) for Post Employment Benefit Plans Other Than Pension Plans.

		<u>FY 16/17 Actual</u>	<u>FY 17/18 Adjusted</u>	<u>FY 17/18 Projected</u>	<u>FY 18/19 Adopted</u>
ESTIMATED RESOURCES					
25500	Fund Balance Reserves	\$ 74,868	\$ 149,069	\$ 149,069	\$ 242,069
36100	Interest Revenue	2,696	1,000	8,000	10,000
39020	Contrib from OPEB Reserve	84,761	85,000	85,000	86,600
	TOTAL RESOURCES	<u>\$ 162,325</u>	<u>\$ 235,069</u>	<u>\$ 242,069</u>	<u>\$ 338,669</u>
OTHER EXPENDITURES					
4090-40086	OPEB Expenditure	\$ 13,256	\$ —	\$ —	\$ —
	TOTAL OTHER EXP	<u>\$ 13,256</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>
FUND BALANCE RESERVES					
25500	Reserves	\$ 149,069	\$ 235,069	\$ 242,069	\$ 338,669
	FUND BALANCE RESERVES	<u>\$ 149,069</u>	<u>\$ 235,069</u>	<u>\$ 242,069</u>	<u>\$ 338,669</u>
	TOTAL USES	<u>\$ 162,325</u>	<u>\$ 235,069</u>	<u>\$ 242,069</u>	<u>\$ 338,669</u>



APPENDIX

GLOSSARY

Accounting System	The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.
Appropriation	Money set aside by the City Council for a specific purpose.
Appropriation Limit	The calculated dollar amount that restricts the ability to receive and appropriate proceeds of taxes.
Balanced Budget	A budget in which sources of income (revenue) is equal to spending uses (expenditures).
Baseline Budget	A baseline budget serves as the starting point for City departments' budget, and typically includes initial revenue and expenditure projections.
Beginning/Ending Fund Balance	Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenses.
Budget	The City's financial plan for the 12 month period through June, which details spending priorities for the year and how the City will pay for them.
Budget Calendar	The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.
Capital Improvement Program (CIP)	Funds used to account for the purchase or construction of major capital projects, which are not financed by proprietary, special assessment or trust funds.
Capital Outlays	Expenditures for the acquisition of capital assets.
Capital Project	Any improvement or acquisition of major facilities with a useful life of at least five years such as roads, bridges, buildings, or land.
Carry-over	A quantity left over or held for future use.
Community Development Block Grants (CDBG)	Funds established to account for revenues from the federal government and expenditures as prescribed under the Community Development Block Grant program.
Cost Allocation	A method used to charge general fund overhead costs to other funds such as an Internal Service Fund.
Debt	An obligation resulting from the borrowing of money or for the purchase of goods and services.

GLOSSARY

Debt Service	Interest and principal payments on debt issued for major projects.
Department	An organizational unit comprised of programs or divisions.
Encumbrance	A legal obligation to pay funds, an expenditure of which has not yet occurred.
Expense	A cost incurred for operations, maintenance, interest or other charges.
Fee	A general term used for any charge levied by government for providing a service or performing an activity.
Fiscal Year (FY)	A 12-month accounting period that doesn't necessarily correspond to the calendar year. Diamond Bar's fiscal year starts on July 1 and in any given year and ends on June 30 of the following year.
Franchise Fees	Companies are granted special privileges for the continued use of public property, such as city streets. Such companies usually involve elements of monopoly and may require regulation. The Franchise Fees are the amounts required for the continued granting of these privileges. Franchises currently granted within the City are Electric, Gas, Cable TV, Bus Benches, and Waste Hauler.
Full-Time Equivalent (FTE)	A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.
Fund	A self-balancing set of accounts.
Fund Balance	The amount of financial resources in a given fund that are not restricted to fund existing commitments and are therefore available for any use permitted for the fund.
General Fund	A general fund typically is the chief operating fund of a government.
Interfund Transfers	Payments from one fund to another fund, primarily for work or services provided.
Internal Service Fund	A fund accounting for centralized services provided to various City departments where the cost is reimbursed.
Operating Budget	The annual appropriation of funds for on-going program costs, which include salaries, benefits, maintenance, operation, and capital outlay items.

GLOSSARY

Operating Costs	Estimated expenses that can be expected to occur.
Restricted Fund Balance	The part of a fund that is legally limited to a specific use.
Revenue	Sources of income that finance the operations of government.
Sales and Use Tax	As a result of the Bradley-Burns Local Sales and Use tax law, 1% of the Sales & Use Tax is to be distributed to the City.
Special Revenue Funds	A fund that collects revenues that are restricted by the City, State or federal government as the method by which they may be spent.
Transient Occupancy Tax (TOT)	These revenues are received on a monthly basis from the hotels in the City. The hotels are required to pay a 10% tax based on the amount of their room rental revenues.
Unrestricted Fund Balance	The part of a fund not restricted for a specific use and available for general use.
Vehicle License Fee (VLF)	Are collected by the State of California when vehicles are registered with the California Department of Motor Vehicles and distributed to various public agencies, including the City.

APPROPRIATION LIMIT CALCULATION

Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Limit, was approved by California voters in November 1979 and placed limits on the amount of proceeds of taxes that state and local governmental agencies can receive and spend in one year.

The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. For cities which incorporated after 1978-79, such as the City of Diamond Bar, the initial appropriations limit was set by the voters at the time of incorporation. The City of Diamond Bar's base year is 1989-90.

Each year the City Council must adopt, by resolution an appropriations limit for the following year. The factor that the City uses to compute the appropriation limit is based on the growth factor of change in the Los Angeles County population change over the prior year and the change in the State of California per capita income over the prior year. By using this factor the City will have an appropriation limit of \$46,248,905 for FY 2018-2019. This City's total proposed appropriations subject to the limitation is \$35,904,694 which is \$10,344,211 less than the FY 2018-2019 limit of \$46,248,905.

	2018 - 2019
California Per Capita Income % Change over Prior Year	3.67%
Population Change % Change over Prior Year (County)	0.51%
Per Capita converted to a Ratio	1.0367
Population converted to a Ratio	1.0051
Calculation of Growth Factor (Growth Factor = Per Capita Ratio x Population Ratio)	1.0420
2017-2018 Appropriations Limit	44,385,292
2018-2019 Appropriations Limit	<u>46,248,905</u>

(New Appropriations Limit = Prior Year Appropriations Limit x Growth Factor)

APPROPRIATION LIMIT CALCULATION

	1989-90	Base Year	9,882,416
	1990-91	Adjusted Base	10,785,669
	1991-92	Adjusted Base	11,585,192
	1992-93	Adjusted Base	11,762,247
	1993-94	Adjusted Base	12,275,495
	1994-95	Adjusted Base	13,169,824
	1995-96	Adjusted Base	14,005,207
	1996-97	Adjusted Base	14,729,615
	1997-98	Adjusted Base	15,608,665
	1998-99	Adjusted Base	16,482,389
	1999-00	Adjusted Base	17,561,562
	2000-01	Adjusted Base	18,772,045
	2001-02	Adjusted Base	20,576,003
	2002-03	Adjusted Base	22,364,058
	2003-04	Adjusted Base	24,723,466
	2004-05	Adjusted Base (revision)	25,886,770
	2005-06	Adjusted Base (revision)	27,569,946
	2006-07	Adjusted Base	28,885,277
	2007-08	Adjusted Base	30,379,173
	2008-09	Adjusted Base	31,954,909
	2009-10	Adjusted Base	33,809,489
	2010-11	Adjusted Base	33,408,743
	2011-12	Adjusted Base	34,377,442
	2012-13	Adjusted Base	35,809,031
	2013-14	Adjusted Base	37,902,186
	2014-15	Adjusted Base	38,109,968
	2015-16	Adjusted Base	39,891,361
	2016-17	Adjusted Base	42,563,150
	2017-18	Adjusted Base	44,385,292
	2018-19	Adjusted Base	46,248,905