



CITY OF
Los Alamitos
California



**Annual Operating
Budget and Capital
Improvement
Program**

2017-2018

CITY OF LOS ALAMITOS ANNUAL BUDGET

For Fiscal Year
July 1, 2017 through June 30, 2018

Shelley Hasselbrink
Mayor

Troy D. Edgar
Mayor Pro Tem

Richard D. Murphy
Council Member

Josh Wilson
Council Member

Warren Kusumoto
Council Member

Submitted to the
City Council by:
Bret M. Plumlee
City Manager



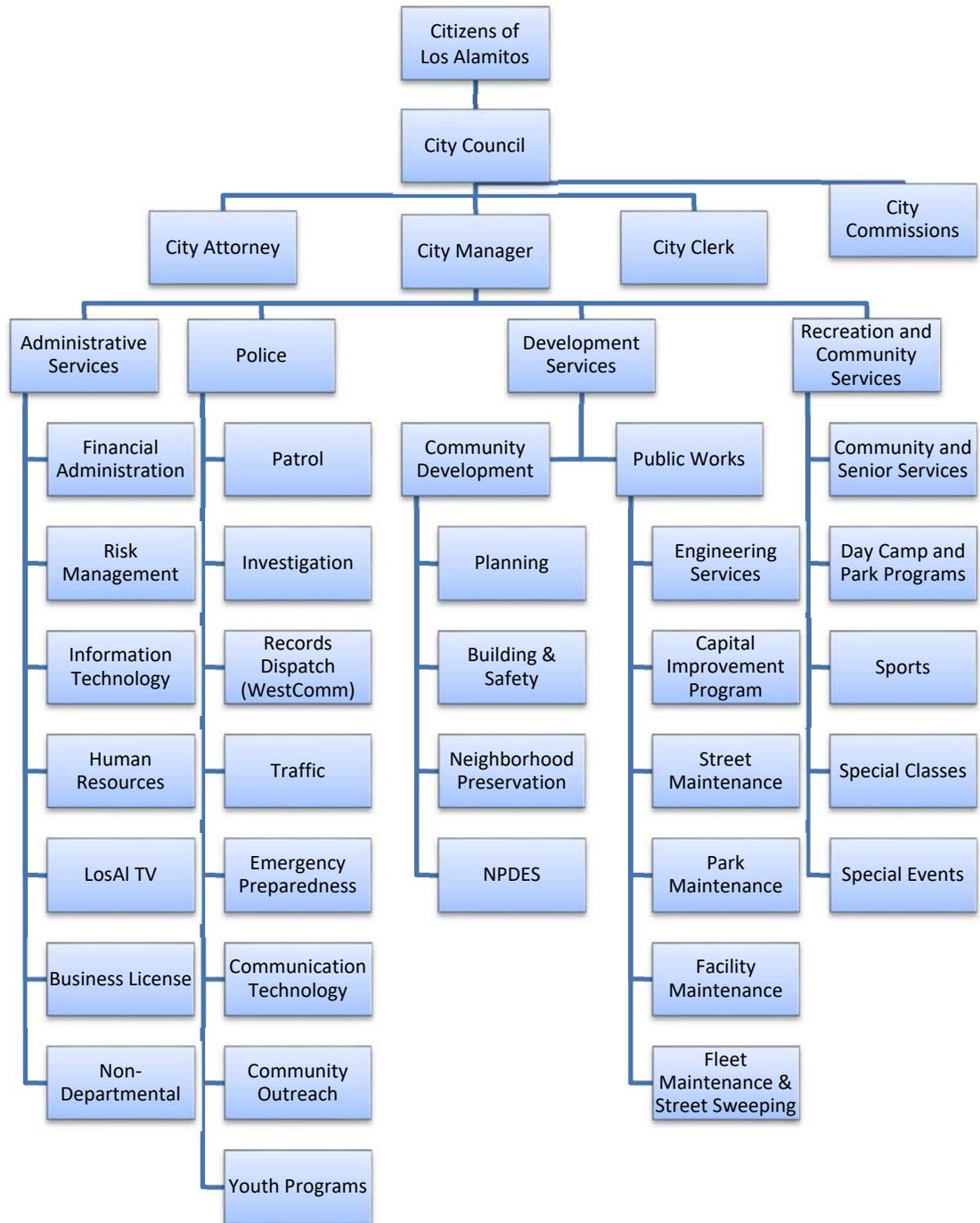
CITY OF LOS ALAMITOS ANNUAL BUDGET

For Fiscal Year
July 1, 2017 through June 30, 2018



CITY OF LOS ALAMITOS

Organization



Administrative Officials

City Manager

Bret M. Plumlee, City Manager

City Clerk

Windmera Quintanar, City Clerk

City Attorney

Cary Reisman, City Attorney

Administrative Services

Jason Al-Imam, Director of Administrative Services

Development Services

Steven Mendoza, Director of Development Services

Police

Eric Nuñez, Police Chief

Engineering

David Hunt, City Engineer

Recreation and Community Services

Corey Lakin, Director of Recreation and Community Services

City Manager's Transmittal Letter



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July 1, 2017

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

INTRODUCTION

I am proud to present the City of Los Alamitos' Annual Operating Budget and Capital Improvement Program for Fiscal Year 2017-18. This budget implements the City Council's priorities and provides a financial plan that continues the delivery of first-rate services to the community, and is responsive to the needs of our residents. This budget document is designed to provide a comprehensive financial overview of City activities during the next twelve months and also serves as a communication device, financial plan, policy tool and operations guide for the City Council and residents of Los Alamitos.

The preparation of the budget represents the culmination of a process involving the City Council, City staff, and the community. The City conducted three City Council budget workshops and also held various budget workshops with the Budget Standing Committee, which provided an open forum for community input and transparency.

The budget has been prepared in accordance with local ordinances, state statutes and professional standards promulgated by the Governmental Accounting Standards Board governing its development. The budget also reflects the City's ongoing commitment to providing excellent service and responsible stewardship of public funds.

I am pleased to present a balanced budget that allows us to exceptionally serve the community in the manner it deserves and expects. The budget represents the operating and capital spending plans for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, and Internal Service Funds. The total adopted appropriations for all budgeted funds for Fiscal Year 2017-18 total \$17,163,181, which includes \$1,540,155 of estimated capital appropriations that have been carried-over from the prior year. The 2017-18 budget is comprised of \$13,652,340 of operating expenditures, net of \$1.45 million transfers, and \$2,058,324 of capital-related expenditures. Citywide operating expenditures are \$183,627, or 1%, higher than the previous fiscal year largely due to increases in salaries and pension costs however there was an offset due to projected decrease in maintenance and operations.

City Manager's Transmittal Letter

In 2013 CalPERS adopted new amortization and smoothing methods which converted rolling amortization periods to fixed periods, which means pensions will be funded over a shorter period of time and paves the way for long-term fiscal sustainability. However, the new amortization and smoothing methods include a 5-year ramp-up in contribution rates. Fiscal Year 2017-18 is the third year of the 5-year ramp-up.

The Capital Improvement Program continues to provide a significant amount of funding for public safety, parks and streets.

The table below provides a summary of citywide revenues and expenditures and the utilization of fund balances.

2017-18 Budget – All Funds

	General Fund	All Other Funds	Total
Estimated Revenue	\$ 12,811,821	1,700,542	14,512,363
Transfers In	400,000	1,052,517	1,452,517
Utilization of Fund Balances	295,979	906,788	1,220,912
Total Resources	13,507,800	3,659,847	17,185,792
Salaries & Benefits	8,434,000	103,479	8,937,479
Maintenance & Operations	3,474,599	1,240,262	4,714,861
Capital Equipment	-	61,840	61,840
Capital Projects	97,470	358,859	456,329
Estimated Capital Carryovers	261,927	1,278,228	1,540,155
Transfers Out	835,338	617,179	1,452,517
Total Requirements	13,503,334	3,659,847	17,163,181
Resources Over Requirements	\$ 4,466	-	4,466

The following paragraphs provide an overview of the state of the economy and how it affects the City of Los Alamitos. Following this overview is a more detailed view of each fund's financial position including both estimated revenues and adopted appropriations for the 2017-18 Fiscal Year.

STATE OF THE ECONOMY

The economic growth in the area continues to accelerate for another year. In Orange County especially, leading economic indicators such as employment, consumer confident, housing and hotel occupancy remain strong. As of June 2017, the City's unemployment rate was 4.7%, versus 4.1% a year ago. Real Gross Domestic Product (GDP) grew at an annual rate of 1.9% in 2016 as the U.S. economy continues to show moderate and steady growth. Home values have also continued to increase in Los Alamitos, with an approximate 3% increase in net taxable assessed values. Interest rates remain very low, and inflation has stayed below 2%. Overall, the consensus seems to be continued gradual economic growth.

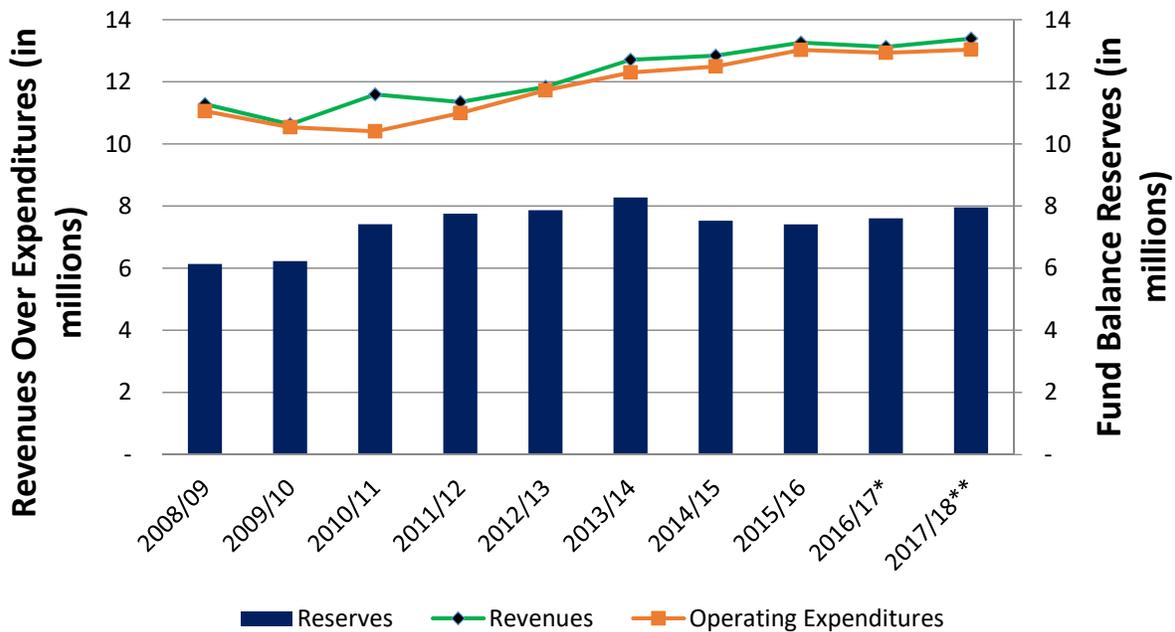
City Manager's Transmittal Letter

GENERAL FUND

The Fiscal Year 2017-18 annual operating budget is balanced with operating revenues of \$13,507,800 and operating expenditures of \$13,503,334.

As reflected in the graph on the following page, the operating revenues of the General Fund have consistently exceeded expenditures over the last 9 years due to actions taken by the City Council to balance the budget and build reserves.

General Fund Reserves & Operating Results



* Estimated

** 2017/18 Preliminary Budget includes recommended gap-closure measures

General Fund balance reserves are projected to total approximately \$7.57 million on July 1, 2017. Each year in September the City Council reviews its Fund Balance Policy once the books have been closed for the prior fiscal year. The most recent Fund Balance Policy was adopted by the City Council on September 18, 2017 which set aside reserves for emergencies (25% of General Fund appropriations or approximately \$3.3 million), CalPERS reserves (\$3.4 million), other postemployment benefits (\$500,000), and the Los Alamitos Boulevard Revitalization Project. The amount that was set aside for the City's pension obligations brings the City's funded status to 78% funded.

City Manager's Transmittal Letter

General Fund Revenues:

The General Fund Revenues for Fiscal Year 2017-18 are anticipated to be \$13,211,821, representing a decrease of \$135,846 over the prior year estimated revenues. This decrease in revenue is largely due to a projected decrease of licenses and permits. In fiscal year ended June 30, 2017, there were higher than expected permit revenue due to construction activity performed by Orange County Sanitation District various multi-family development applications filed throughout the city. This is not anticipated for the fiscal year 2017-18.

All other sources of revenue reported in the General Fund are consistent with prior years' revenues.

The major revenue sources are listed below with details, including change from prior year's estimated revenues (as detailed in the "Revenues" section of this budget document).

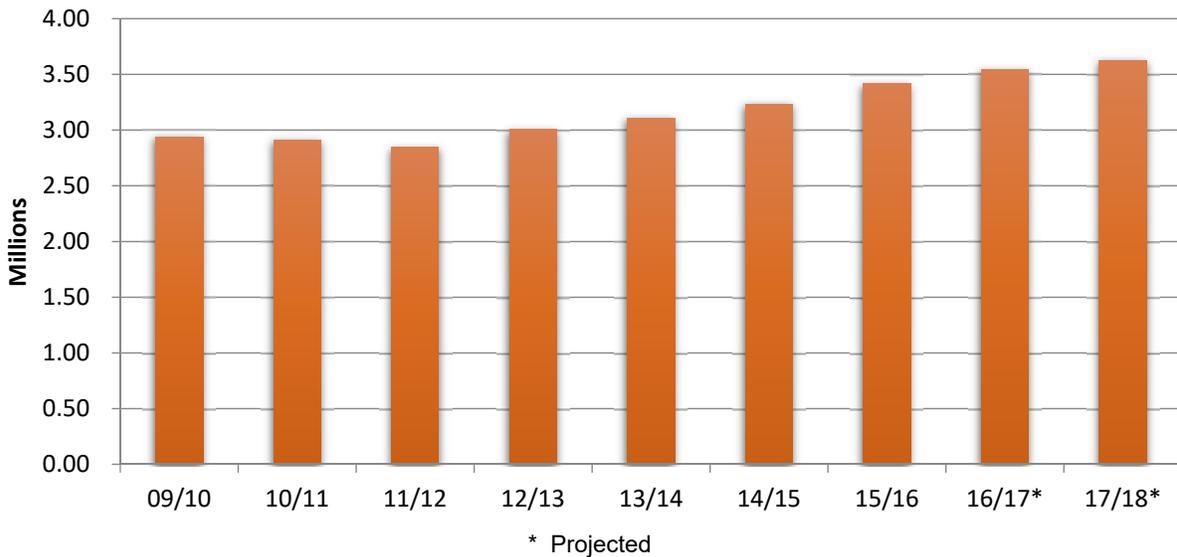
City of Los Alamitos General Fund Revenue Summary

	2013-14	2014-15	2015-16	2016-17	2016-17	2017-18
	Actual	Actual	Actual	Budget	Actual	Budget
Property Taxes	3,109,888	3,233,287	3,416,216	3,489,695	3,602,722	3,624,989
Sales and Use Taxes	2,836,328	3,040,976	3,269,005	3,233,579	3,307,937	3,293,423
Transient Occupancy Tax	112,866	132,154	156,088	155,000	159,236	160,000
Utility Users Taxes	2,188,435	2,209,473	2,092,020	2,129,441	2,036,826	2,047,260
Franchise Fees	657,057	680,387	677,163	679,461	638,794	657,444
Licenses and Permits	1,049,680	850,691	875,700	780,323	984,648	849,420
Fines and Forfeitures	709,809	727,131	775,449	720,300	801,595	740,300
Charges for Services	1,254,708	1,318,468	1,239,525	1,082,263	1,117,918	1,078,909
Investment Earnings	1,746	23,840	75,031	52,500	48,782	72,000
Revenues from Other Agencies	116,575	149,822	94,217	90,970	95,072	168,576
Other/Misc. Revenue	279,312	119,596	154,313	161,862	149,098	119,500
Transfers In	394,824	356,501	435,187	414,000	405,038	400,000
Total	12,711,228	12,842,326	13,259,914	12,989,394	13,347,667	13,211,821

Property Tax represents 27% of General Fund revenues for Fiscal Year 2017-18. As shown below, property tax revenues have increased at a steady pace for several years averaging 4% year-over-year growth since 2011-12 and is projected to increase by 2% in Fiscal Year 2017-18. This revenue category includes secured, unsecured, lighting and landscape, supplemental, prior years, property in-lieu of VLF, and property transfer tax (when property changes ownership).

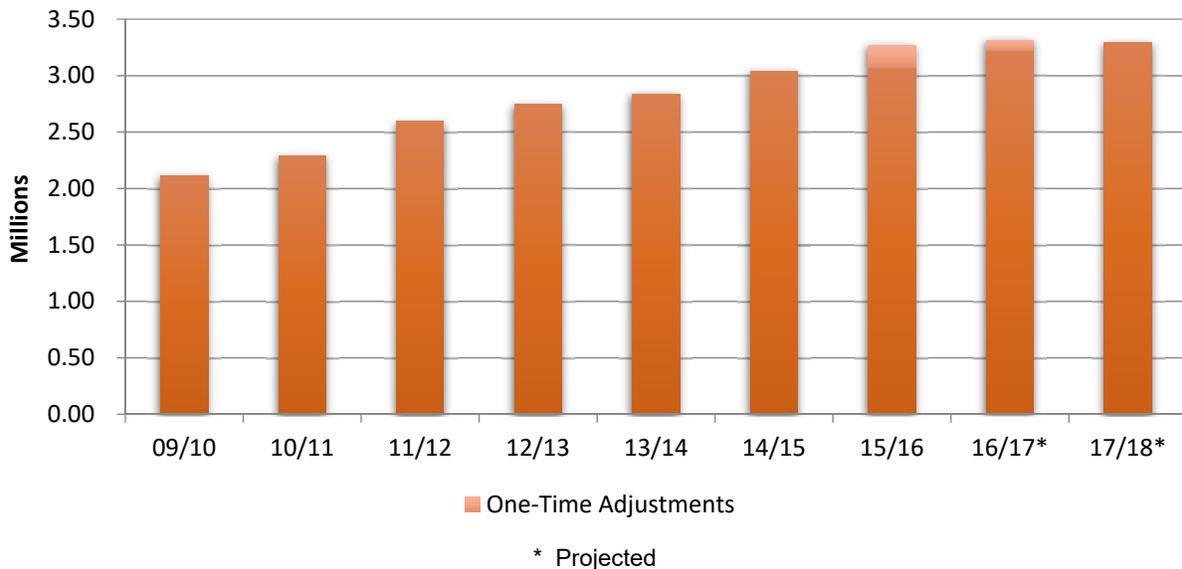
City Manager's Transmittal Letter

Property Tax Revenues



Sales Tax represents 25% of General Fund revenues for Fiscal Year 2017-18. Sales tax revenue is has a slight decrease of \$18,000.

Sales Tax Revenues



Transient Occupancy Tax is projected at \$160,000 for Fiscal Year 2017-18.

Utility Tax represents 15.5% of the City's General Fund revenues for Fiscal Year 2017-18. This revenue source is projected to remain relatively flat over the prior year.

Franchise Fees are assessed on electricity, gas, water, waste disposal, cable television and pipeline in the City. This revenue source is also projected to remain relatively flat over the prior year.

City Manager's Transmittal Letter

Business Licenses are projected to show a 3.5% decrease in Fiscal Year 2017-18.

Licenses and Permits show a decrease in FY 2017-18 of 30%. In the prior year there were several projects that resulted in higher than normal permit revenue.

Fines and Forfeitures reflect traffic, vehicle code violations and other fines and forfeiture collections. Fiscal Year 2017-18 is projecting \$740,300 in revenues, which is approximately 8% lower than the prior year amount.

Recreation Service revenue is projected to keep consistent with the prior year.

Investment Earnings are projected at \$72,000, which is based on the City's weighted average annual yield on investments of 0.98%.

Revenues from Other Agencies or Intergovernmental Revenues consist of grants and other reimbursements. The most significant revenue source in this category is the reimbursement of \$92,158 from the City of Seal Beach and the school district to offset the cost of a School Resource Officer. Additionally there is \$63,418 to be received as revenue for a police BSCC grant.

The **Miscellaneous Revenue** category accounts for one-time revenue items such as insurance reimbursements, funds collected for damages to city property and other miscellaneous receipts. This category is projected to total \$119,500 in Fiscal Year 2017-18.

The **Transfer In** category accounts for transfers from other funds to offset operational expenditures. For Fiscal Year 2017-18, it is projected that the General Fund will receive transfers in from the Gas Tax Fund (\$185,000) for the allowable gas tax contribution to the City's street maintenance program, the Public Safety Augmentation Fund (\$100,000) to partially offset the cost of Police services, the Supplemental Law Enforcement Services Fund (\$110,000) and the Office of Traffic Safety Fund (\$5,000) to partially offset the cost of the Police Department motor officer program and other expenditures pertaining to traffic safety programs.

City Manager's Transmittal Letter

General Fund Expenditures:

General Fund operating expenditures total \$13,503,334 for all City departments, which includes transfers to other funds and is summarized below by department.

City of Los Alamitos General Fund Expenditure Summary

	2013-14	2014-15	2015-16	2016-17	2016-17	2017-18
	Actual	Actual	Actual	Budget	Estimated	Budget
Administration	1,171,009	1,252,259	1,444,397	1,541,329	1,553,648	1,590,156
Police	5,874,050	5,513,454	5,700,406	6,013,833	5,773,286	6,261,679
Development Services	2,515,306	2,464,830	2,518,804	2,531,486	2,632,075	2,932,615
Recreation & Community Svcs.	1,619,937	1,730,292	1,738,511	1,758,443	1,646,216	1,805,395
Non-Departmental	891,208	1,117,908	1,265,934	308,698	444,946	78,151
Transfers	226,053	1,514,420	707,098	835,338	835,338	835,338
Total	12,297,563	13,593,163	13,375,150	12,989,127	12,885,509	13,503,334

Administration consists of City Council, City Manager, City Clerk, Administrative Services, and City Attorney. Total budget for City Administration for Fiscal Year 2017-18 is \$1,590,156. This represents a \$36,508, or 2%, increase over the prior year. This is largely related to an increase in salaries and benefit costs of approximately \$52,000, of which approximately \$12,000 relates to pension costs. The expense is projected to be offset with lower election and attorney services budgeted for in fiscal year 2017-18.

Police has several divisions including Police Administration, Patrol, Investigation, Records, Communications Technology, Community Outreach, Youth Programs, Traffic, and Emergency Preparedness. For Fiscal Year 2017-18, the Police Department budget is \$6,261,679. This represents a 8.5% increase or \$488,390 over the prior year's estimated expenditures and a 4% increase or \$247,846 over prior year's budget. This is largely related to salary savings in the prior year due to a couple police officer vacancies which have been fully funded for the 2017-18 Fiscal Year.

Development Services consists of Community Development and Public Works.

Community Development divisions include Administration, Planning, Neighborhood Preservation, Building Inspection, and NPDES. The total adopted budget for Fiscal Year 2017-18 is \$679,601, which is \$21,014 higher than the prior year's budget. There were higher than anticipated expenditures in fiscal year 2016-17 of \$714,446, which was offset by higher revenues in community development.

Public Works is composed of five divisions consisting of Administration, Street Maintenance, Building Maintenance, Park Maintenance and City Engineer. The amount budgeted in the General Fund for Fiscal Year 2017-18 is \$1,957,035 which represents a 4% or \$84,136 increase over the prior year. Half of the increase is due to an increase in retirement costs.

City Manager's Transmittal Letter

Recreation and Community Services divisions are Administration, Aquatics, Community Services, Day Camp, Playgrounds/Park Programs, Sports, Special Classes, and Special Events. For Fiscal Year 2017-18, the Recreation Department budget is \$1,805,395 which is an increase of \$46,952 over the prior year. This increase is largely due to salary savings in the prior year due to a seasonal vacancy that is expected to be filled, additionally there is a projected increase in retirement costs.

Non-Departmental includes costs not clearly associated with a particular department such as costs for retiree health benefits, salary savings, and other city-wide services. The 2017-18 budget is \$78,151 which is a decrease of \$230,547 or 75% over the prior year. The decrease is due to a vacancy savings associated with the hiring freeze.

Transfers Out consists of transfers to the Debt Service and Self-Insurance Internal Service Trust Funds. The transfer to the Debt Service Fund is made to reimburse that fund for the principal and interest payments made on the 2015 Certificates of Participation. The transfer to the Self-Insurance Trust Fund provides funds for insurance premiums, third-party administration fees, actuarial services, training costs and estimated claims expense, which are paid directly out of the internal service fund.

SPECIAL REVENUE FUNDS

Special Revenue Funds are defined as funds used to account for and report the proceeds of specific revenue sources that are restricted or committed for specific purposes. The City of Los Alamitos has ten (10) funds that meet this definition.

Proposition 1B Fund 18

No amounts have been included in the original budget for Fiscal Year 2017-18.

Community Development Block Grant (CDBG) Fund 19

The City receives U.S. Department of Housing and Urban Development CDBG funding through Orange County. \$135,000 was allocated to the City of Los Alamitos for FY 2016-17, which is estimated to be carried-over from Fiscal Year 2016-17 and will be used for the Alley Improvements Project. In addition, \$135,000 was allocated to the City of Los Alamitos for FY 2016-17, which will be used for ADA access ramps and sidewalks. There is an additional \$67,500 CDBG grant expected to be received and spent in FY2017-18 for CDBG purposes.

Gas Tax Fund 20

Gas tax revenues are received on a per capita basis each year pursuant to Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code. Gas Tax revenues in the amount of \$289,817 are projected for Fiscal Year 2017-18.

This fund also accounts for the City's Traffic Congestion Relief funding. These funds are appropriated by the State on a per capita basis pursuant to Section 2103 of the Streets and Highways Code. Revenues totaling \$51,843 are projected in this category.

City Manager's Transmittal Letter

These revenue sources may only be used for street and highway maintenance, rehabilitation and reconstruction. The recommended expenditure budget includes \$72,420 in Street Improvement Capital Projects, \$154,693 in estimated carryover appropriations and \$185,000 to be transferred to the General Fund to offset the costs of the street maintenance division.

Public Safety Augmentation Fund 21

The Public Safety Augmentation Fund accounts for the half-cent sales tax received by the City of Los Alamitos under Proposition 172. The revenues, estimated at \$102,000 for Fiscal Year 2017-18, are restricted to the enhancement of public safety services. Transfers to the General Fund, to offset the costs of police services, total \$100,000, leaving an ending fund balance of \$20,307 at June 30, 2018.

Supplemental Law Enforcement Service (SLESF) Fund 22

The Supplemental Law Enforcement Service Fund is used to account for supplemental State funding for police activities. The State governs use of these funds and funds cannot be used to supplant existing funding for law enforcement. Estimated revenues for Fiscal Year 2017-18 are \$110,050 and transfers out to the General Fund to offset the cost of the motor officer position total \$110,000, leaving an ending fund balance of \$34,212 at June 30, 2018.

Air Quality Management (AQMD) Fund 23

In 1990, the California legislature adopted AB 2766, which authorized the imposition of an additional motor vehicle registration fee. The proceeds are used to reduce air pollution from mobile sources. A portion of the revenue collected from these fees is allocated to cities and counties on a per capita basis. Expenditures from this fund must contribute to the reduction of air pollution from motor vehicles. The AQMD Fund is projecting \$15,150 in revenues for Fiscal Year 2017-18 which includes \$14,750 in AQMD funds as well as \$480 in interest earnings. The fund is projecting a fund balance of \$81,875 at the end of the fiscal year.

Measure M Fund 26

The Measure M Fund receives its revenues from the Orange County Transportation Authority (OCTA) "local turnback" derived from a voter-approved initiative. Additional revenue in this fund includes competitive grant funding for improving the City's roadways. Revenues are estimated at \$218,400 for Fiscal Year 2017-18. Projects for Fiscal Year 2017-18 total \$239,940, which includes estimated capital carryovers of \$21,001.

Asset Seizure Fund 27

Asset Seizure Fund revenues are derived through the seizure of drug related assets by the Los Alamitos Police Department pursuant to applicable State and Federal laws. Expenditure of this revenue is restricted to drug enforcement related projects and/or programs. No funds are proposed to be spent from this fund in FY 2017-18.

City Manager's Transmittal Letter

Los Al Television (LATV) Fund 28

The Los Al Television Fund derives its revenues from Public, Education, and Government (PEG) fees, which is restricted to capital expenditures related to public, education and/or government cable television. The City is projecting \$37,438 in revenues in this fund for Fiscal Year 2017-18, and projected expenses total \$37,996.

Office of Traffic Safety (OTS) Fund 29

The Office of Traffic Safety provides grant funding for local and state law enforcement agencies to participate in traffic enforcement programs to reduce occurrences of driving under the influence (DUI) and related collisions. A 30-Day Impound Vehicle Release fee is also collected to support this mission. By funding DUI saturation patrols, safety checkpoints, and public awareness campaigns, these grants are intended to reduce traffic fatalities and injuries. The Office of Traffic Safety Fund is projecting \$5,000 in revenues for Fiscal Year 2017-18, which consists of impound fees and investment income. Projected expenditures for the upcoming fiscal year total \$5,000 for transfers to the General Fund partially offsetting Traffic Division expenses.

DEBT SERVICE FUND

Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The City has one debt service fund.

Debt Service Fund 31

On September 1, 2015 the City issued 2015 Certificates of Participation in the amount of \$3,685,000 to refinance the outstanding balance of the 2006 (Laurel Park Acquisition) Certificates of Participation and to fund approximately \$915,000 of "new money" for the design, acquisition, and construction of certain capital projects. \$217,179 has been budgeted in the Capital Outlay Fund in Fiscal Year 2017-18 for the Los Alamitos Boulevard Revitalization Project. The Debt Service Fund will transfer funds to the Capital Outlay Fund on a reimbursement basis as funds are expended on the Los Alamitos Boulevard Project. \$210,500 has also been budgeted for debt service (principal and interest expense) in Fiscal Year 2017-18, which is funded from a transfer from the General Fund.

CAPITAL PROJECTS FUNDS

Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities or other capital assets. The City of Los Alamitos has six (6) funds that meet this description.

Residential Street Fund 24

The Residential Street Fund receives its funding from the General Fund through monies designated for future improvements to streets. The fund is projecting \$45 in revenues for the fiscal year, as a result of interest earnings. No funds are proposed to be spent from this fund in FY 2017-18.

City Manager's Transmittal Letter

Building Improvement Fund 25

The Building Improvement Fund was established several years ago with moneys set aside from the City's General Fund. The fund was designated for various capital improvement projects at the Civic Center, including exterior improvements, air conditioning replacement, parking lot improvements and other maintenance projects. The budget includes \$90,351 in carryover appropriations for a City Hall generator.

Park Development Fund 40

The Park Development Fund receives revenues in the form of developer impact fees and grant revenue, which is used for acquisition, construction and repair of City parks and community centers. No funds are proposed to be spent from this fund in FY 2017-18. The fund is projected to have a balance of \$136,891 at June 30, 2018.

Rivers & Mountains Conservancy Fund 41

The Rivers & Mountains Conservancy dedicates funding for the preservation of urban open space and habitat in Los Angeles and Orange Counties. No amounts have been included in the original budget for Fiscal Year 2017-18.

Capital Outlay Fund 42

The Capital Outlay Fund accounts for the design, acquisition, and construction of capital projects, including improvements funded by the 2015 Certificates of Participation. \$217,179 has been budgeted in Fiscal Year 2017-18 for the Los Alamitos Boulevard Revitalization Project. The Debt Service Fund will transfer funds to the Capital Outlay Fund on a reimbursement basis as funds are expended on the Los Alamitos Boulevard Project.

Traffic Improvement Fund 44

The Traffic Improvement Fund receives its funding from traffic mitigation fees, and development fees from the City of Cypress. A carryover of \$212,680 has been included in the budget for the Los Alamitos Boulevard median project.

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of a government, on a cost-reimbursement basis. The City has five (5) internal service funds.

Vehicle & Equipment Fund 50

The Vehicle & Equipment Fund is an internal service fund established for City-wide vehicle acquisition and maintenance. Revenues are received from City departments and include charges to cover maintenance and operation costs. The 2017-18 budget includes \$80,324 budgeted for the replacement of a police vehicle, which is funded from a capital lease with Wells Fargo Equipment Finance. This is a prior year carryover.

City Manager's Transmittal Letter

Technology Replacement Fund 53

The Technology Fund is an internal service fund created to provide funding for ongoing technology upgrades and replacements. Charges to City departments for the 2017-18 fiscal year total \$146,000. The budget for 2017-18 includes \$146,000 for operational costs as well computer replacement and software needs.

Police Capital Expenditures Fund 51

The Police Capital Expenditures Fund is an internal service fund that was created in Fiscal Year 2014-15. The fund is projected to have a beginning fund balance of \$228,422, of which \$55,140 is budgeted for in fiscal year 2017-18.

Facilities, Streets and Parks Capital Expenditures Fund 52

The Facilities, Streets and Parks Capital Expenditures Fund is an internal service fund that was created in Fiscal Year 2014-15. The fund is projected to have a beginning fund balance of \$491,577. A carryover of \$367,000 has been included in the budget for the Los Alamitos Boulevard median project.

Self-Insurance Trust Fund 54

The Self-Insurance Trust Fund is a new internal service fund that was created in Fiscal Year 2015/16 and was funded with a one-time transfer of \$350,000 from the General Fund for future potential claim reserves. The fund is used to account for the operations of the City's self-insured workers' compensation, general liability and property insurance programs. The expenditure budget consists of amounts appropriated for insurance premiums, third-party administration fees, actuarial services, training costs and estimated claims expense, which is funded from an annual operating transfer of \$620,338 from the General Fund.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program for Fiscal Year 2017-18 totals \$1,996,484, which includes \$1,540,155 of estimated carryover appropriations from Fiscal Year 2016-17. Projects include, but are not limited to, the Los Alamitos Boulevard Revitalization Project, ADA access ramps, Briggeman Street widening, and park playground improvements. The Capital Improvement Program continues to provide a significant amount of funding for public safety, parks and streets.

In closing, I would like to express my appreciation to the City Council for providing the positive leadership and direction that has assisted in the preparation of this budget. Thank you to the City staff for their dedication and effort, not only in the preparation of this budget, but in their commitment to providing quality services that meet the needs of the residents of Los Alamitos. In addition, I wish to acknowledge the work of the City's Administrative Services Department who once again has successfully prepared a document that is accurate, concise and easy to read. I am certain that you share my appreciation for their effort.

City Manager's Transmittal Letter

Staff looks forward to working with you to implement this financial plan and policy document. I am confident that the result of staff's efforts will be a continuation of quality public services while providing a continued stable and secure financial position for the community.

Respectfully submitted,



Bret M. Plumlee
City Manager



City of Los Alamitos
Summary of Resources and Requirements
Fiscal Year 2017-2018

Fund Type/Description	Estimated Beginning Balance July 2017	Resources			Requirements							Surplus (Deficit)	Projected Ending Balance June 2018
		Estimated Revenue	Transfers In	Total Resources	Salaries & Benefits	Maintenance & Operations	Capital Equipment	Capital Projects	Prior Year Carryovers	Transfers Out	Total Requirements		
General Fund:													
10- General Fund (Operations)	-	12,811,821	400,000	13,211,821	8,834,000	3,474,599	-	-	63,418	835,338	13,207,355	4,466	-
Emergency Designation	3,285,984	-	-	3,285,984	-	-	-	-	-	-	-	-	3,285,984
PERS Reserves	3,400,000	-	-	3,400,000	-	-	-	-	-	-	-	-	3,400,000
GASB 45 OPEB Designation	500,000	-	-	500,000	-	-	-	-	-	-	-	-	500,000
Non-Spendable Employee Loans	5,947	-	-	5,947	-	-	-	-	-	-	-	-	5,947
Los Alamitos Blvd. Rehab. Designation	295,979	-	-	295,979	-	-	-	97,470	198,509	-	295,979	(295,979)	-
Pool CIP	0	-	-	-	-	-	-	-	-	-	-	-	-
Encumbrances	49,900	-	-	49,900	-	-	-	-	-	-	-	-	49,900
Unassigned Fund Balance	16,773	-	-	16,773	-	-	-	-	-	-	-	-	21,239
General Fund Total:	7,554,583	12,811,821	400,000	20,766,404	8,834,000	3,474,599	-	97,470	261,927	835,338	13,503,334	(291,513)	7,263,070
Special Revenue Funds:													
19- C.D.B.G. Fund	18	202,600	-	202,618	-	-	-	67,500	135,000	-	202,500	100	118
20- Gas Tax Fund	169,057	341,760	-	510,817	-	-	-	72,420	154,693	185,000	412,113	(70,353)	98,704
21- Public Safety Augmentation Fund	18,207	102,100	-	120,307	-	-	-	-	-	100,000	100,000	2,100	20,307
22- Supplemental Law Enforcement Fund	34,162	110,050	-	144,212	-	-	-	-	-	110,000	110,000	50	34,212
23- Air Quality Fund	66,725	15,150	-	81,875	-	-	-	-	-	-	-	15,150	81,875
26- Measure M Fund	115,085	218,400	-	333,485	-	-	-	218,939	21,001	-	239,940	(21,540)	93,545
27- Asset Seizure	58,060	500	-	58,560	-	-	-	-	-	-	-	500	58,560
28- Los Alamitos Television Fund	84,942	37,438	-	122,380	-	31,296	6,700	-	-	-	37,996	(558)	84,384
29- Office of Traffic Safety Fund	3,901	5,000	-	8,901	-	-	-	-	-	5,000	5,000	0	3,901
Special Revenue Funds Total:	550,156	1,032,998	-	1,583,154	-	31,296	6,700	358,859	310,694	400,000	1,107,549	(74,551)	475,605
Debt Service Fund:													
31- Debt Service Fund	217,593	20	215,000	432,613	-	210,500	-	-	-	217,179	427,679	(212,659)	4,934
Debt Service Fund Total:	217,593	20	215,000	432,613	-	210,500	-	-	-	217,179	427,679	(212,659)	4,934
Capital Projects Funds:													
24- Residential Street Fund	6,332	45	-	6,377	-	-	-	-	-	-	-	45	6,377
25- Building Improvement Fund	121,154	100	-	121,254	-	-	-	-	90,351	-	90,351	(90,251)	30,903
40- Park Development Fund	136,691	200	-	136,891	-	-	-	-	-	-	-	200	136,891
42- Capital Outlay Fund	-	-	217,179	217,179	-	-	-	-	217,179	-	217,179	-	-
44- Traffic Improvement Fund	77,023	136,829	-	213,852	-	-	-	-	212,680	-	212,680	(75,851)	1,172
Capital Projects Funds Total:	341,199	137,174	217,179	695,552	-	-	-	-	520,210	-	520,210	(165,857)	175,342
Internal Service Funds:													
50- Vehicle & Equipment Fund	163,318	384,350	-	547,668	103,479	232,128	-	-	80,324	-	415,931	(31,581)	131,737
53- Technology Replacement Fund	200,925	146,000	-	346,925	-	146,000	-	-	-	-	146,000	-	200,925
51- Police Capital Expenditures Fund	228,422	-	-	228,422	-	-	55,140	-	-	-	55,140	(55,140)	173,282
52- Facilities, Streets and Parks Capital Expenditures Fund	491,577	-	-	491,577	-	-	-	-	367,000	-	367,000	(367,000)	124,577
54- Self-Insurance Trust Fund	296,722	-	620,338	917,060	-	620,338	-	-	-	-	620,338	-	296,722
Internal Service Funds Total:	1,380,964	530,350	620,338	2,531,652	103,479	998,466	55,140	-	447,324	-	1,604,409	(453,721)	927,243
Grand Totals	10,044,494	14,512,363	1,452,517	26,009,374	8,937,479	4,714,861	61,840	456,329	1,540,155	1,452,517	17,163,181	(1,198,301)	8,846,193

Fund Balance Summary

FUND TYPE/DESCRIPTION	Fiscal Year 2016-17				Fiscal Year 2017-18		
	Fund Balance July 1, 2016 Actual	FY 16-17 Estimated Revenues & Transfers In	FY 16-17 Estimated Expenditures & Transfers Out	Fund Balance July 1, 2017 Estimated	FY 17-18 Estimated Revenues & Transfers In	FY 17-18 Estimated Expenditures & Transfers Out	Fund Balance July 1, 2018 Estimated
General Fund:							
10- General Fund - Operations	-	13,332,869	13,158,308	-	13,211,821	13,207,355	
Emergency Designation	3,247,282	-	-	3,285,984	-	-	3,285,984
PERS Reserves	3,400,000	-	-	3,400,000	-	-	3,400,000
GASB 45 OPEB Designation	500,000	-	-	500,000	-	-	500,000
Non-Spendable Employee Loans	5,112	-	-	5,947	-	-	5,947
Los Alamitos Blvd. Rehab. Designation	200,000	-	1,491	295,979	-	295,979	-
Encumbrances	27,203	-	27,203	49,900	-	49,900	-
Unassigned Fund Balance	29,119	-	-	16,773	-	-	21,239
General Fund Total:	7,408,716	13,332,869	13,187,002	7,554,583	13,211,821	13,553,234	7,213,170
Special Revenue Funds:							
19- C.D.B.G. Fund	-	135,018	135,000	18	202,600	202,500	118
20- Gas Tax Fund	333,072	235,641	399,656	169,057	341,760	412,113	98,704
21- Public Safety Augmentation Fund	16,939	106,306	105,038	18,207	102,100	100,000	20,307
22- Supplemental Law Enforcement Fund	14,660	129,502	110,000	34,162	110,050	110,000	34,212
23- Air Quality Fund	50,755	15,970	-	66,725	15,150	-	81,875
26- Measure M Fund	288,033	216,205	389,153	115,085	218,400	239,940	93,545
27- Asset Seizure	61,601	571	4,112	58,060	500	-	58,560
28- Los Alamitos Television Fund	77,847	37,469	30,374	84,942	37,438	37,996	84,384
29- Office of Traffic Safety Fund	342	8,559	5,000	3,901	5,000	5,000	3,901
Special Revenue Funds Total:	843,249	885,240	1,178,333	550,156	1,032,998	1,107,549	475,605
Debt Service Fund:							
31- Debt Service Fund	874,369	215,765	872,541	217,593	215,020	427,679	4,934
Debt Service Fund Total:	874,369	215,765	872,541	217,593	215,020	427,679	4,934
Capital Projects Funds:							
24- Residential Streets & Alleys Fund	6,273	59	-	6,332	45	-	6,377
25- Building Improvement Fund	120,031	1,123	-	121,154	100	90,351	30,903
40- Park Development Fund	403,331	7,370	274,010	136,691	200	-	136,891
41- Rivers/Mountains Conservancy Fund	-	319,002	319,002	-	-	-	-
42- Capital Outlay Fund	-	660,289	660,289	-	217,179	217,179	-
44- Traffic Improvement Fund	86,686	14,288	23,951	77,023	136,829	212,680	1,172
Capital Projects Funds Total:	616,321	1,002,130	1,277,252	341,199	354,353	520,210	175,342
Internal Service Funds:							
50- Vehicle & Equipment Fund	104,672	621,008	562,362	163,318	384,350	415,931	131,737
53- Technology Replacement Fund	185,782	243,762	228,619	200,925	146,000	146,000	200,925
51- Police Capital Expenditures Fund	878,161	-	649,739	228,422	-	55,140	173,282
52- Facilities, Streets and Parks Capital Expenditures Fund	391,577	100,000	-	491,577	-	367,000	124,577
54- Self-Insurance Trust Fund	216,350	631,881	551,509	296,722	620,338	620,338	296,722
Internal Service Funds Total:	1,776,542	1,596,651	1,992,229	1,380,964	1,150,688	1,604,409	927,243
Grand Totals	11,519,197	17,032,654	18,507,357	10,044,494	15,964,880	17,213,081	8,796,293

**City of Los Alamitos
Interfund Transfer Matrix
Fiscal Year 2017-18**

FUND		TRANSFER TO				TOTAL
		General Fund	Debt Service Fund	Capital Outlay Fund	Self-Insurance Fund	
TRANSFER FROM	General Fund		215,000		620,338	835,338
	Gas Tax Fund	185,000				185,000
	Public Safety Augmentation Fund	100,000				100,000
	Supplemental Law Enforcement Fund	110,000				110,000
	Office of Traffic Safety Fund	5,000				5,000
	Debt Service Fund			217,179		217,179
	TOTAL	400,000	215,000	217,179	620,338	1,452,517

Transfer From:

General Fund	10-563-6031	215,000
General Fund	10-563-6054	620,338
Gas Tax Fund	20-563-6010	185,000
Public Safety Augmentation Fund	21-563-6010	100,000
Supplemental Law Enforcement Fund	22-563-6010	110,000
Office of Traffic Safety Fund	29-563-6010	5,000
Debt Service Fund	31-563-6042	217,179

Total 1,452,517

Transfer To:

Debt Service Fund	31-4910	215,000
Self-Insurance Trust Fund	54-4910	620,338
General Fund	10-4920	185,000
General Fund	10-4921	100,000
General Fund	10-4922	110,000
General Fund	10-4929	5,000
Capital Outlay Fund	42-4931	217,179

Total 1,452,517

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>General Fund</u>						
Property Taxes						
Property Tax - Secured	1,634,836	1,712,369	1,834,647	1,888,965	1,909,666	1,965,452
Property Tax - Unsecured	61,236	67,604	63,878	69,540	61,511	72,222
Prior Years Property Taxes	24,524	19,659	18,519	18,200	17,812	18,200
Property Tax - Supplemental	43,758	48,895	50,599	40,325	57,313	40,325
Public Utility Property taxes	30,628	29,934	31,790	30,832	32,348	36,159
Property Tax - In-Lieu of VLF	956,093	988,965	1,049,316	1,084,993	1,090,155	1,126,239
Lighting District	263,933	279,327	298,037	295,000	311,322	305,000
Homeowner's Tax Relief	12,862	12,739	12,778	12,739	12,291	12,290
County Tax Administrative Charge	(22,385)	(20,792)	(20,289)	(20,899)	(12,988)	(20,898)
Property Transfer Tax	104,403	94,587	76,941	70,000	123,294	70,000
Totals for Source	3,109,888	3,233,287	3,416,216	3,489,695	3,602,724	3,624,989
Taxes						
Sales & Use Tax	2,761,328	2,965,976	3,171,426	3,136,000	3,214,514	3,200,000
Sales Tax Guarantee	75,000	75,000	97,579	97,579	93,423	93,423
Transient Occupancy Tax	112,866	132,154	156,088	155,000	159,236	160,000
Business Licenses	551,302	562,621	565,849	573,873	608,967	587,570
Totals for Source	3,500,496	3,735,751	3,990,942	3,962,452	4,076,140	4,040,993
Utility Users Taxes						
Utility Users Tax - Electric	1,162,252	1,241,097	1,213,833	1,268,550	1,137,478	1,162,260
Utility Users Tax - Gas	178,020	168,132	154,307	165,000	181,169	165,000
Utility Users Tax - Telecommunications	557,901	532,640	490,692	482,891	463,397	470,000
Utility Users Tax - Water	290,262	267,604	233,188	213,000	254,782	250,000
Totals for Source	2,188,435	2,209,473	2,092,020	2,129,441	2,036,826	2,047,260
Franchise Fees						
Franchise Fees - Cable Television	160,519	163,832	164,784	164,416	150,437	154,000
Franchise Fees - Trash	204,948	198,117	197,334	200,000	207,537	200,000
Franchise Fees - Electric	209,078	231,641	234,138	234,138	203,618	220,829
Franchise Fees - Gas	31,144	32,758	27,419	27,419	29,398	29,700
Franchise Fees - Water	49,288	52,879	52,273	52,273	46,614	51,700
Franchise Fees - Other	2,080	1,160	1,215	1,215	1,190	1,215
Totals for Source	657,057	680,387	677,163	679,461	638,794	657,444
Licenses and Permits						
Building Permits	189,777	104,863	105,190	83,000	82,215	120,500
Electrical Permits	13,331	10,332	10,882	6,000	10,482	8,000
Mechanical Permits	6,178	7,230	6,703	3,000	5,839	4,000
Plumbing Permits	7,600	8,878	8,450	4,000	10,305	6,000
Plan Checks/NPDES Inspection Fees	66,277	58,057	53,016	51,100	78,041	64,000
Public Works Permits	127,338	40,256	57,254	26,000	121,872	26,000
Other Licenses and Permits	87,877	58,454	68,356	33,350	66,928	33,350
Totals for Source	498,378	288,070	309,851	206,450	375,682	261,850

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
Fines and Forfeitures						
Moving Violations	103,879	78,280	61,339	90,000	82,879	80,000
Red Light Camera	522,413	547,643	590,377	520,000	584,451	550,000
Parking Fines	77,114	87,543	111,795	100,000	128,140	100,000
Other Fines and Forfeitures	6,403	13,665	11,938	10,300	6,126	10,300
Totals for Source	709,809	727,131	775,449	720,300	801,595	740,300
Use of Money and Property						
Investment Earnings	1,746	23,840	75,031	52,500	48,782	72,000
Total for Source	1,746	23,840	75,031	52,500	48,782	72,000
Revenue From Other Agencies						
Homeland Security Grant	4,467	-	-	-	-	-
SB-90 Reimbursement	-	56,000	-	-	-	-
SRO Reimbursement	89,500	82,452	81,870	75,970	83,600	92,158
P.O.S.T. Reimbursements	15,015	2,282	3,230	10,000	920	8,000
BSCC Local Assistance	6,322	-	4,530	-	-	63,418
Misc. Police Reimbursement	1,271	9,088	4,587	5,000	10,551	5,000
Totals for Source	116,575	149,822	94,217	90,970	95,072	168,576
Charges for Current Services						
Police Reports/Fingerprinting	1,054	1,448	1,168	900	925	900
Police Alarm Fees	12,050	13,475	13,285	12,000	14,100	12,000
Recreation Revenues	1,241,331	1,301,350	1,224,674	1,069,005	1,087,166	1,065,651
Other fees for services	273	2,195	398	358	927	358
Totals for Source	1,254,708	1,318,468	1,239,525	1,082,263	1,103,118	1,078,909
Miscellaneous Revenues						
W/C & G/L Reimbursements	230,541	34,027	104,220	60,000	98,870	60,000
Damages to City Properties	490	6,432	21,602	500	21,224	500
Miscellaneous Reimbursements	48,281	79,137	28,491	101,362	29,005	59,000
Totals for Source	279,312	119,596	154,313	161,862	149,098	119,500
Transfers In	394,824	356,501	435,187	414,000	405,038	400,000
Total General Fund	12,711,228	12,842,326	13,259,914	12,989,394	13,332,869	13,211,821

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Special Revenue Funds</u>						
<u>Community Development Block Grant (CDBG) Fund - 19</u>						
Revenue From Other Agencies						
Community Development Block Grant	-	126,000	-	266,400	135,000	202,500
Total for Source	-	126,000	-	266,400	135,000	202,500
Use of Money and Property						
Investment Earnings					18	100
Total for Source	-	-	-	-	18	100
Total Community Development Block Grant Fund	-	126,000	-	266,400	135,018	202,600
<u>Gas Tax Fund - 20</u>						
Taxes						
Gas Tax	388,934	348,082	250,954	247,219	233,329	341,660
Total for Source	388,934	348,082	250,954	247,219	233,329	341,660
Use of Money and Property						
Investment Earnings	53	1,046	2,153	1,200	2,312	100
Total for Source	53	1,046	2,153	1,200	2,312	100
Total Gas Tax Fund	388,987	349,128	253,107	248,419	235,641	341,760
<u>Public Safety Augmentation Fund - 21</u>						
Revenue From Other Agencies						
Special Sales Tax Augmentation	95,019	99,017	99,660	99,000	106,169	102,000
Total for Source	95,019	99,017	99,660	99,000	106,169	102,000
Use of Money and Property						
Investment Earnings	-	82	187	100	137	100
Total for Source	-	82	187	100	137	100
Total Public Safety Augmentation Fund	95,019	99,099	99,847	99,100	106,306	102,100
<u>Supplemental Law Enforcement Fund - 22</u>						
Revenue From Other Agencies						
Supplemental Law Enforcement Grant	104,028	102,175	114,626	110,000	129,324	110,000
Total for Source	104,028	102,175	114,626	110,000	129,324	110,000
Use of Money and Property						
Investment Earnings	-	2	34	-	178	50
Total for Source	-	2	34	-	178	50
Total Supplemental Law Enforcement Fund	104,028	102,177	114,660	110,000	129,502	110,050

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Air Quality (AQMD) Fund - 23</u>						
Use of Money and Property						
Investment Earnings	3	105	317	150	480	400
Total for Source	3	105	317	150	480	400
Revenue From Other Agencies						
AB 2766 - Air Quality	14,293	14,552	14,702	14,000	15,489	14,750
Total for Source	14,293	14,552	14,702	14,000	15,489	14,750
Total Air Quality Fund	14,296	14,657	15,019	14,150	15,970	15,150
<u>Measure M Fund - 26</u>						
Revenue From Other Agencies						
Measure M-2	189,147	202,538	212,916	215,000	213,527	218,000
Growth Area Management (GMA) 2	-	23,575	-	-	-	-
Totals for Source	189,147	226,113	212,916	215,000	213,527	218,000
Use of Money and Property						
Investment Earnings	-	400	1,739	800	2,678	400
Total for Source	-	400	1,739	800	2,678	400
Total Measure M Fund	189,147	226,513	214,655	215,800	216,205	218,400
<u>Asset Seizure Fund - 27</u>						
Revenue From Other Agencies						
Federal Asset Seizure	1,314	-	12,144	-	-	-
Misc. Police Reimbursement	-	15,329	-	-	-	-
Totals for Source	1,314	15,329	12,144	-	-	-
Use of Money and Property						
Investment Earnings	14	191	423	200	571	500
Total for Source	14	191	423	200	571	500
Total Asset Seizure Fund	1,328	15,520	12,567	200	571	500
<u>Los Alamitos Television Fund - 28</u>						
Charges for Current Services						
PEG Grant/Access Fees	31,485	31,344	31,760	31,350	30,238	30,238
Event Filming Reimbursements	6,500	6,500	6,500	6,500	6,500	6,500
Totals for Source	37,985	37,844	38,260	37,850	36,738	36,738
Use of Money and Property						
Investment Earnings	24	479	837	250	731	700
Total for Source	24	479	837	250	731	700
Total Los Alamitos Television	38,009	38,323	39,097	38,100	37,469	37,438

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Office of Traffic Safety (OTS) Fund - 29</u>						
Revenue From Other Agencies						
Office of Traffic Safety Grant	8,704	7,355	-	-	-	-
Total for Source	8,704	7,355	-	-	-	-
Charges for Current Services						
Vehicle Impound Fees	10,944	9,918	5,472	5,000	8,550	5,000
Total for Source	10,944	9,918	5,472	5,000	8,550	5,000
Use of Money and Property						
Investment Earnings	-	35	119	70	9	-
Total for Source	-	35	119	70	9	-
Total Office of Traffic Safety (OTS) Fund	19,648	17,308	5,591	5,070	8,559	5,000
<u>Proposition 1B Fund - 18</u>						
Revenue From Other Agencies						
Proposition 1B	-	313,766	-	-	-	-
Totals for Source	-	313,766	-	-	-	-
Use of Money and Property						
Investment Earnings	-	445	-	-	-	-
Total for Source	-	445	-	-	-	-
Transfers In	-	21,232	-	-	-	-
Total Proposition 1B Fund	-	335,443	-	-	-	-
Total Special Revenue Funds	850,462	1,324,168	754,543	997,239	885,240	1,032,998

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Debt Service Fund</u>						
<u>Debt Service Fund - 31</u>						
Other Financing Sources						
Issuance of Long-Term Debt	-	-	3,685,000	-	-	-
Proceeds from Bond Premium	-	-	133,246	-	-	-
Total for Source	-	-	3,818,246	-	-	-
Use of Money and Property						
Interest With Fiscal Agent	-	-	21	20	765	20
Total for Source	-	-	21	20	765	20
Charges for Current Services						
Transfers In	210,951	214,420	185,200	215,000	215,000	215,000
Total for Source	210,951	214,420	185,200	215,000	215,000	215,000
Total Debt Service Fund	210,951	214,420	4,003,467	215,020	215,765	215,020
Total Debt Service Funds	210,951	214,420	4,003,467	215,020	215,765	215,020

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Capital Project Funds</u>						
<u>Residential Street/Alley Improvement Fund - 24</u>						
Use of Money and Property						
Investment Earnings	10	73	48	40	59	45
Total for Source	10	73	48	40	59	45
Total Residential Streets/Alleys Fund	10	73	48	40	59	45
<u>Building Improvement Fund - 25</u>						
Use of Money and Property						
Investment Earnings	13	132	944	500	1,123	100
Total for Source	13	132	944	500	1,123	100
Charges for Current Services						
Miscellaneous	10,607	-	-	-	-	-
Transfers In	-	92,000	-	-	-	-
Total for Source	10,607	92,000	-	-	-	-
Total Building Improvement Fund	10,620	92,132	944	500	1,123	100
<u>Park Development Fund - 40</u>						
Use of Money and Property						
Investment Earnings	64	1,029	2,407	1,000	3,229	200
Total for Source	64	1,029	2,407	1,000	3,229	200
Charges for Current Services						
Park Development Fees	18,076	-	139,364	-	-	-
Total for Source	18,076	-	139,364	-	-	-
Revenue From Other Agencies						
CalRecycle Grant	-	-	-	140,000	4,141	-
Totals for Source	-	-	-	140,000	4,141	-
Total Park Development	18,140	1,029	141,771	141,000	7,370	200
<u>Rivers and Mountains Conservancy Fund - 41</u>						
Revenue From Other Agencies						
Rivers and Mountains Conservancy	-	981,640	90,998	319,001	319,002	-
Total for Source	-	981,640	90,998	319,001	319,002	-
Use of Money and Property						
Investment Earnings	-	1,179	-	-	-	-
Total for Source	-	1,179	-	-	-	-
Total Rivers and Mountains Conservancy	-	982,819	90,998	319,001	319,002	-
<u>Capital Outlay Fund - 42</u>						
Charges for Current Services						
Transfers In	-	-	60,933	430,000	660,289	217,179
Total for Source	-	-	60,933	430,000	660,289	217,179
Total Capital Outlay Fund	-	-	60,933	430,000	660,289	217,179

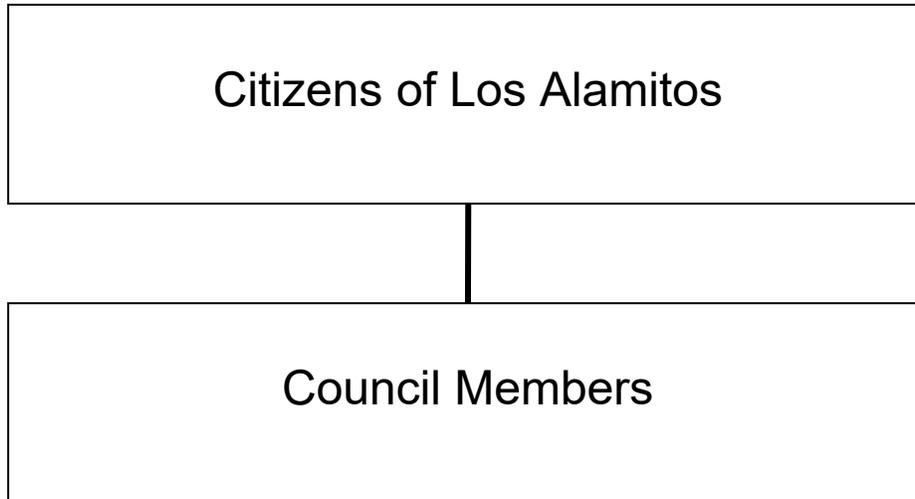
City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Traffic Improvement Fund - 44</u>						
Use of Money and Property						
Investment Earnings	102	1,243	1,758	1,000	2,112	50
Total for Source	102	1,243	1,758	1,000	2,112	50
Charges for Current Services						
Traffic Development Fees	-	-	-	148,955	12,176	136,779
Total for Source	-	-	-	148,955	12,176	136,779
Revenue From Other Agencies						
Traffic Mitigation Fees - LAMC	-	1,596	-	-	-	-
Totals for Source	-	1,596	-	-	-	-
Total Traffic Improvement Fund	102	2,839	1,758	149,955	14,288	136,829
Total Capital Projects Funds	28,872	1,078,892	296,452	1,040,496	1,002,130	354,353

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Actual	2017-18 Budget
<u>Internal Service Funds</u>						
<u>Vehicle & Equipment Fund - 50</u>						
Charges for Current Services						
Charges to Other Funds	233,930	274,091	234,018	234,018	234,026	234,026
Sale of Property	4,472	711	-	-	-	-
Reimbursements	-	-	1,831	-	27,306	-
Transfers In/ Capital Replacement Charges	15,102	100,000	-	70,000	170,000	70,000
Capital Lease Proceeds	-	-	-	269,175	189,676	80,324
Totals for Source	253,504	374,802	235,849	573,193	621,008	384,350
Total Vehicle & Equipment Fund	253,504	374,802	235,849	573,193	621,008	384,350
<u>Technology Replacement Fund - 53</u>						
Charges for Current Services						
Charges to Other Funds/Transfers In	147,685	147,705	147,695	147,695	243,762	146,000
Totals for Source	147,685	147,705	147,695	147,695	243,762	146,000
Total Technology Replacement Fund	147,685	147,705	147,695	147,695	243,762	146,000
<u>Police Capital Expenditures Fund - 51</u>						
Transfers In	-	835,000	171,898	-	-	-
Total Police Capital Expenditures Fund	-	835,000	171,898	-	-	-
<u>Facilities, Streets, Parks, and Pool Capital Expenditures Fund - 52</u>						
Transfer In	-	440,000	-	-	100,000	-
Total Facilities, Streets, Parks and Pool Capital Expenditures Fund	-	440,000	-	-	100,000	-
<u>Self-Insurance Trust Fund - 54</u>						
Transfers In	-	-	350,000	620,338	620,338	620,338
Miscellaneous	-	-	-	-	11,543	-
Total Self-Insurance Trust Fund	-	-	350,000	620,338	631,881	620,338
Total Internal Service Funds	401,189	1,797,507	905,442	1,341,226	1,596,651	1,150,688
Grand Total All Revenues	14,202,702	17,257,313	19,219,818	16,583,375	17,032,654	15,964,880

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<i>Positions</i>			
City Council Members	5	5	5
Total Positions	<hr/> 5	<hr/> 5	<hr/> 5

City Council

MISSION STATEMENT

The primary role of the City Council is to set legislative and fiscal policy for the City. As the elected legislative body, the Los Alamitos City Council is charged with making policy decisions and setting the budget for the City of Los Alamitos.

DEPARTMENT GOALS

- *Annually support and implement the City of Los Alamitos Mission, Vision and Values through projects, programs and services*
- *Determine strategies, priorities and resource allocation needs for the achievement of community objectives*
- *Provide opportunity for the community to participate in city government through public meetings, workshops and board/commission meetings*

ACCOMPLISHMENTS FOR 2016-2017

- *Adopted annual City Budget for FY 2017-18*
- *Maintained a General Fund Balance Reserve*
- *Enhanced community relationships by continuing to work closely with Joint Forces Training Base, the Los Alamitos Unified School District and the Rossmoor Community Services District to bring joint efforts and events to the community*

PROGRAM DESCRIPTION

The City Council provides policy direction for the City of Los Alamitos and enacts all municipal legislation. The City Council directs the administration of its policy decisions through the City Manager for delegation to appropriate City staff.

SERVICE OBJECTIVES

- *Provide for financial stability through strong financial oversight and strategic planning*
- *Provide the resources needed to maintain and improve the City's infrastructure, public safety and City services*
- *Work to expand the City's efforts in business retention and attraction through City Council participation*
- *Cultivate the existing positive relationship with Joint Forces Training Base*
- *Engage in the State and Federal legislative process to support legislation that benefits City and local government service delivery*
- *Maintain City's website to ensure that the residents of Los Alamitos maintain access and are connected to the City*
- *Conduct City Council meetings in a manner that recognizes legitimate differences of opinion, exercises mutual respect and professionalism among all participants*

WORK PLANS FOR 2017-18

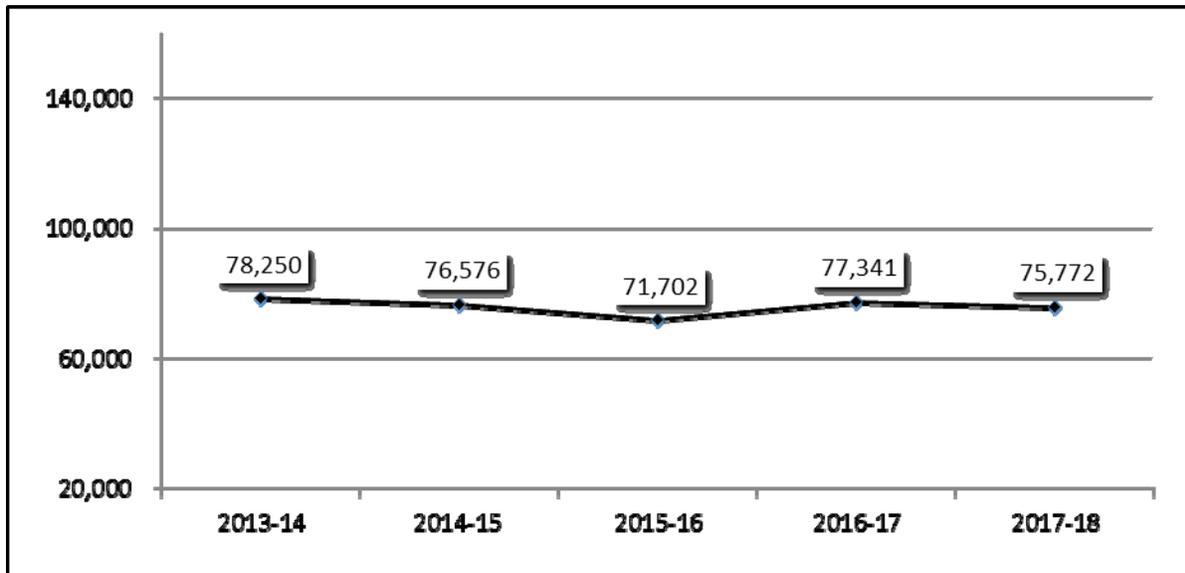
- *Conduct City Council Meetings and Special Study Sessions*
- *Develop and adopt a balance budget for Fiscal Year 2015-16*
- *Develop and adopt a Capital Improvement Program that identifies and addresses the infrastructure needs of the City*
- *Develop and implement a Legislative Action Plan*
- *Re-examine City Council Goals and Priorities*
- *Enhance the City's economic base through business retention and attraction*

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Administration				City Council - 510			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5102	Regular Salaries	24,003	24,372	24,234	24,000	24,188	24,000
5130	Medicare	348	338	348	355	365	348
5151	Part-Time Retirement	900	872	900	920	823	900
5162	Life Insurance	162	141	159	190	135	160
Salary & Benefits Total		25,413	25,723	25,641	25,465	25,511	25,408
Maintenance & Operations							
5201	Supplies/Division Expense	7,740	6,761	9,361	10,000	11,050	6,000
5205	Postage	573	514	327	600	389	500
5207	Travel & Meetings	3,470	7,741	3,699	8,000	5,853	8,000
5209	Dues & Subscriptions	21,237	22,004	21,143	20,000	20,663	20,000
5237	Employee Service Awards	3,459	3,578	1,934	3,500	3,380	3,500
5238	Commissioner Appreciation	3,058	2,995	3,231	3,000	3,631	5,500
5246	Meeting Cablecasting	6,435	5,395	4,500	5,000	5,000	5,000
5260	Contractual Services	5,000	-	-	-	-	-
5287	Technology Charges	1,865	1,865	1,865	1,864	1,864	1,864
Maintenance & Operations Total		52,837	50,853	46,061	51,964	51,830	50,364
Division Total		78,250	76,576	71,702	77,429	77,341	75,772

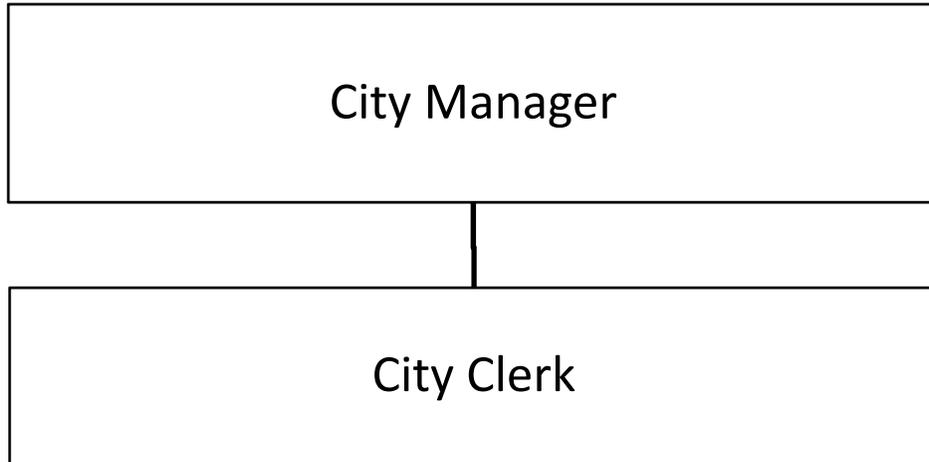
City Council

Departmental Expenditures FY 2013/14 – FY 2017/18



City Manager/City Clerk

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<i>Full-Time Positions</i>			
City Manager	1	1	1
City Clerk	1	1	1
Executive Assistant	1	1	1
<i>Part-Time Positions</i>			
Clerical Assistant	0.5	0.5	0.25
Receptionist	0	0	0
Total Full-Time	<u>3</u>	<u>3</u>	<u>3</u>
Total Part-Time	<u>0.5</u>	<u>0.5</u>	<u>0.25</u>
Total Department FTE	3.5	3.5	3.25

City Manager/City Clerk

CITY MANAGER

MISSION STATEMENT

To serve the City of Los Alamitos with strong leadership and vision. To promote effective involvement from the Los Alamitos City Council, City staff and residents in fulfilling and identifying our community's current and future needs.

DEPARTMENT GOALS

- *Continue to be fiscally prudent and maintain a balanced budget while seeking alternative means of revenue and funding.*
- *Develop citywide strategy for well planned growth and development.*
- *Maintain City personnel stability.*
- *Develop and market programs that encourage community involvement.*
- *Continue to improve relationships and communications with key constituents.*

ACCOMPLISHMENTS FOR 2016-17

- **Financial** – *The City undertook a project this past year to increase financial transparency by developing an online tool that allows users to directly access and analyze financial data in the form of interactive charts and graphs with the click of a mouse. Users can evaluate trends and perform multi-year analysis of the City's revenues and expenditures.*
- **City Infrastructure** – *The reconstruction of the Coyote Creek Bike Trail that is just off of the Coyote Creek Channel and extends from Katella (south of the 605) to Ball Road has been completed.*
- **Administrative**–*The City of Los Alamitos is made up of 150 employees with 50 being full time. City Staff is proud of the outstanding service delivered to the public.*
- **Community**– *We completed our State of the City, Neighborhood Open House, and Orville Lewis Park Playground Dedication this past year. The Neighborhood Open House was a great opportunity for residents to meet and interact with City Staff and Council.*
- **City Relationships**–*Everyone in our community has a passion for wanting to continually make it better. One of the reasons the City of Los Alamitos thrives is the fantastic partnerships we have: Los Alamitos Unified School District, West Cities Police Communications Center, Orange County Fire Authority, Joint Forces Training Base, Rossmoor Community Services District, Los Alamitos Area Chamber of Commerce and multiple non-profit organizations.*

City Manager/City Clerk

PROGRAM DESCRIPTION

The City Manager is responsible for the implementation of policies set by the City Council; the execution of the adopted budget; the identification of legislative priorities and the overall management of each City Department.

SERVICE OBJECTIVES

- *Support the City Council in their representation of residents and businesses through effective implementation of their policy direction.*
- *Continue to support a management team that is committed to serving the community.*
- *Constantly strive to enhance the financial position of the City.*
- *Ensure that the City is a place where residents are safe and where businesses thrive.*
- *Manage City's personnel system.*

WORK PLANS FOR 2017-18

- **Financial:**
 - *Develop a five-year forecast and strategy to maintain a balanced budget over the long-term.*
 - *Explore grant opportunities through state programs.*
 - *Develop a long-term plan to deal with changes in CalPERS actuarial assumptions and increasing pension liability.*
 - *Create options for tax assessment districts in our business communities.*
- **City Infrastructure:**
 - *Work with economic development consultant to review needs assessment, upgrade and options regarding Civic Center.*
 - *Conduct zoning study with an outside consultant to review our current zoning and make recommendations to unify our zoning codes.*
 - *Work with staff to oversee Los Alamitos Beautification Project and Fairfield Marriott Construction.*
- **Administrative:**
 - *Present opportunities for career training, coaching and mentoring to City Staff.*
 - *Monitor legislative bills that could affect Los Alamitos. Update Council on bills that could require action.*
 - *Enhance emergency preparedness: including training, role definition, adoption of a detailed disaster recovery plan.*
- **Community:**
 - *Create, increase, and enhance volunteer Police programs including Explorer, Post, CERT, Neighborhood Watch, and Neighbor to Neighbor.*
 - *Work with the Police Chief to publicize and educate the public about the City's Area Command Policing.*
 - *Continue to foster the relationship with the Joint Forces Training Base.*
 - *Continue ongoing meetings and relationship with the Los Alamitos Unified School District.*
 - *Work with the Los Alamitos Area Chamber of Commerce to ensure that new businesses are introduced and engaged.*
 - *Establish meetings with Legislative Representatives to discuss key topics and updates.*

City Manager/City Clerk

CITY CLERK

MISSION STATEMENT

The City Clerk is committed to providing exceptional and transparent customer service to internal and external customers; supporting City Council and Staff; administering democratic process including City elections; and, managing City records.

DEPARTMENT GOALS

- *Prepare and produce City Council agendas and follow up correspondences*
- *Record and maintain City Council minutes, Ordinances and Resolutions*
- *Process, maintain, and preserve City records in accordance with the laws of the State of California and adopted City Policies*
- *Codify and maintain the City of Los Alamitos Municipal Code*
- *Enhance access to the public process and records for members of the public*
- *Provide for long-term records storage for all City documents and expand electronic record retention efforts*
- *Comply with filing obligations required by the State Political Reform Act*
- *Providing exceptional customer services supporting Citizens, City Council and Staff*

ACCOMPLISHMENTS FOR 2016-17

- *Streamlined the Minute preparation process per the Government Code and guidelines adopted by the City Clerk's Association of California*
- *Converted the City's Administrative Rules and Regulations to electronic format and uploaded to the City's website to increase transparency and accessibility*
- *Developed a tracking mechanism to ensure all of the City's existing contracts were in compliance*
- *Worked with the IT Steering Committee to upgrade the phone system to VOIP and ensure Staff understood how to use the new system*
- *Coordinated and Hosted the City's Annual AB 1234 Training*
- *Established City issued email address for each Commissioner to increase transparency of city business and improve records management*
- *Updated and Implemented the City's Telecommunications Policy to ensure compliance with the latest legislation*

PROGRAM DESCRIPTION

The City Clerk is responsible for the coordination of the City Council's administrative activities and legislative efforts. These efforts include the preparing City Council Agendas and follow-up correspondence; recording and maintaining City Council Minutes, Ordinances and Resolutions; preserving all official City records; recording deeds; administering oaths; receiving and processing liability claims against the City; responding to Public Records Act requests; providing applications for voter registration; complying with filing obligations required by the State Political Reform Act; and, maintenance of the Municipal Code. The City Clerk serves as the local Elections Official and coordinates municipal elections.

SERVICE OBJECTIVES

- *Preservation of official City Records*
- *Conduct Municipal elections*
- *Maintain the Los Alamitos Municipal Code*
- *Provide accurate and efficient access to public documents*
- *Enforce campaign filing regulations for office holders and candidates*

City Manager/City Clerk

WORK PLANS FOR 2017-18

- *Continue to work with Departments to increase Records Management, including a yearly Retention Schedule*
- *Identify and review the City's current Franchises to ensure they are in compliances (i.e. insurance, bonds, business license)*
- *Catalog the City's existing Deeds and scan into Laserfiche for easy accessibility*
- *Request Council adoption of updated Retention Schedule with 2016 recommended Staff changes*
- *Conduct Records Management Day*
- *Continue to update the City's Administrative Rules and Regulations as needed to improve the day to day procedures and ensure consistency throughout the City*
- *Explore adopting a Records Imaging Policy for the permanent retention of electronic documents which will increase transparency and reduce paper records and storage*

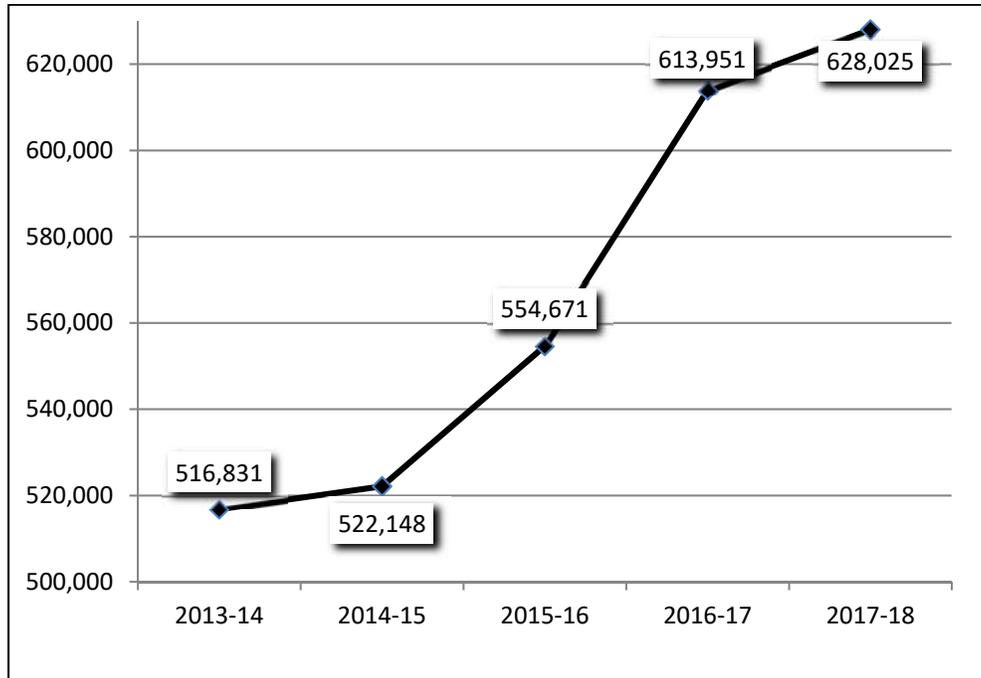
City Manager/City Clerk

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Administration				City Manager/City Clerk - 511			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	253,996	322,017	333,416	347,800	349,291	364,641
5103	Hourly	120,288	40,758	14,235	16,107	11,050	16,107
5111	Special Skills Pay	-	-	-	-	-	-
5118	Car Allowance	8,850	12,000	12,000	12,000	12,000	12,000
5119	Cell Allowance	-	-	-	-	1,140	360
5120	Overtime	225	-	53	-	-	-
5126	Sick Leave Conversion	239	501	-	200	97	-
5127	Vacation Conversion	9,816	-	-	-	-	-
5130	Medicare	5,444	5,023	4,966	5,400	5,387	5,700
5150	Retirement	35,583	47,025	87,398	106,300	105,516	116,832
5151	Part-Time Retirement	1,947	1,421	586	604	436	604
5161	Medical/Dental/Vision Insurance	35,249	44,400	40,700	44,400	50,476	47,424
5162	Life Insurance	637	967	918	1,100	1,112	1,005
5163	Disability Insurance	710	983	901	1,000	1,065	982
Salary & Benefits Total		472,984	475,095	495,173	534,911	537,570	565,655
Maintenance & Operations							
5201	Supplies/Division Expense	4,772	4,163	2,540	3,200	7,213	7,000
5205	Postage	1,793	528	44	600	116	100
5207	Travel & Meetings	1,608	2,118	5,468	5,000	6,121	5,500
5209	Dues & Subscriptions	922	2,520	2,045	2,200	1,697	2,200
5216	Unemployment Compensation	4,461	-	-	-	-	-
5233	Elections	756	3,467	896	14,000	7,938	-
5240	Telephone	425	446	234	450	191	250
5242	Cable Television	2,306	2,114	5,015	5,052	5,032	5,200
5245	Cell Phone	741	625	589	600	598	600
5260	Contractual Services	-	5,230	18,286	15,000	24,255	15,000
5266	Codification Service	3,944	3,723	4,861	7,000	3,700	7,000
5286	Garage Internal Services	1,067	1,067	1,067	1,068	1,068	1,068
5287	Technology Internal Services	21,052	21,052	18,452	18,452	18,452	18,452
Maintenance & Operations Total		43,847	47,053	59,498	72,622	76,381	62,370
Division Total		516,831	522,148	554,671	607,533	613,951	628,025

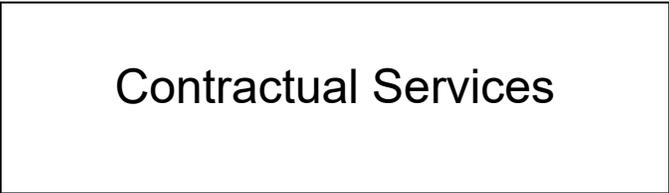
City Manager/City Clerk

Departmental Expenditures FY 2013/14 – FY 2017/18





Organizational Chart by Function



City Attorney

MISSION STATEMENT

The City Attorney provides comprehensive legal services for the City of Los Alamitos. This service consists of providing legal staff at City Council meetings and appropriate commissions; the preparation and review of ordinances; the preparation of contracts and providing legal counsel to City Departments. Significant areas of responsibility include civil litigation and code enforcements issues.

DEPARTMENT GOALS

- Maintain open communication with the City Council, Planning Commission, other advisory bodies and with all City Departments to assist them in achieving and implementing their goals
- Provide high quality and timely legal services to City Council, Planning Commission and City Departments
- Maintain cost effective legal services
- Develop public confidence in the City Attorney

PROGRAM DESCRIPTION

The City Attorney is responsible for the review of resolutions; providing advice and representation regarding labor issues; and giving legal representation to the West Cities Police Communities JPA, including labor issues.

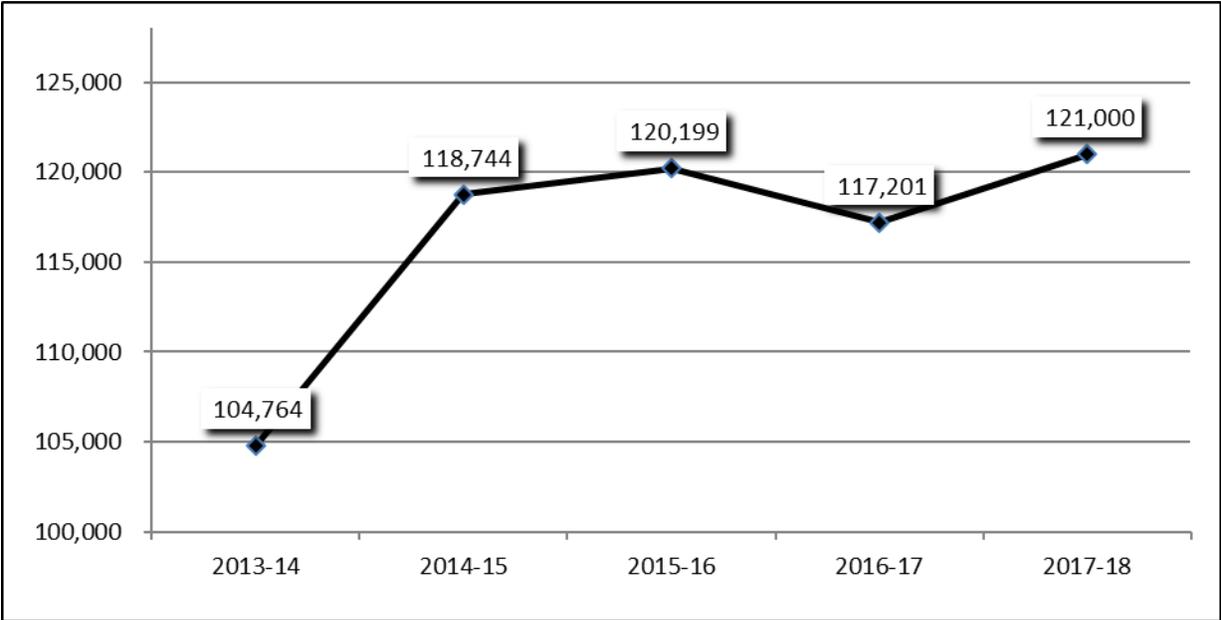
SERVICE OBJECTIVES

Provide legal services and legal advice to the City Council, Planning Commission, City Departments and all City advisory bodies.

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Administration				City Attorney - 513			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5261	Legal Services	104,764	118,744	110,997	115,000	100,357	115,000
5264	Litigation	-	-	9,203	6,000	16,844	6,000
	Maintenance & Operations Total	104,764	118,744	120,199	121,000	117,201	121,000
	Division Total	104,764	118,744	120,199	121,000	117,201	121,000

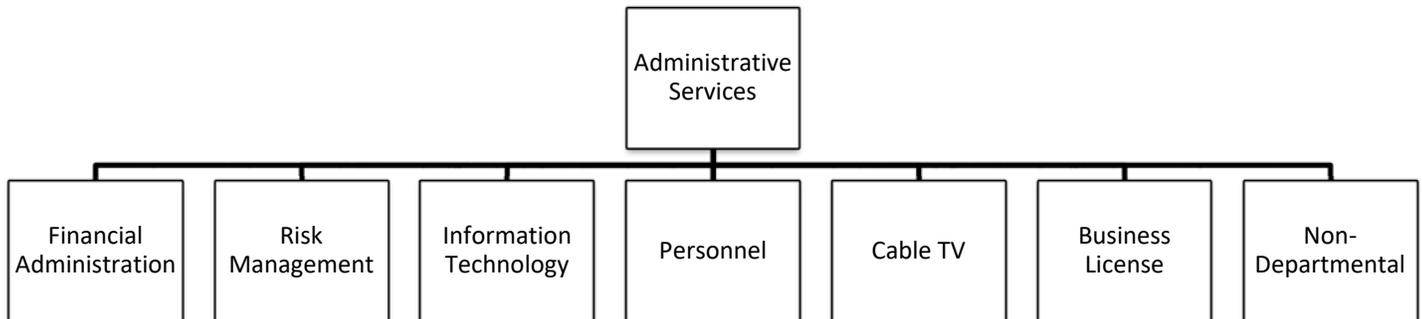
**Division Expenses
FY 2013/14 – FY 2017/18**





Administrative Services

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Full-Time Positions			
Administrative Services Director	1	1	1
Accountant	1	1	1
Finance Assistant	1	1	1
Part-Time Positions			
Receptionist	1	1	1
Special Projects Coordinator	0.5	0.5	0.5
Total Full-Time	3	3	3
Total Part-Time	1.5	1.5	1.5
Total Department FTE	4.5	4.5	4.5

Administrative Services

MISSION STATEMENT

The Administrative Services Department is committed to providing excellence in financial oversight, reporting and ensuring the City's long-term fiscal health. The Department also provides excellent service to both our internal and external customers maintaining the highest level of accuracy, accountability, and timeliness.

DEPARTMENT GOALS AND WORK PLANS

- *Prepare an Operating Budget that is balanced.*
- *Provide timely budget updates to the City Council, including both revenues and expenditures.*
- *Prepare a Comprehensive Annual Financial Report (CAFR) that continues to qualify for the Government Finance Officers' Association (GFOA) Award of Excellence in Financial Reporting.*
- *Develop a five-year forecast and strategy to maintain a balanced budget over the long-term.*
- *Develop a long-term plan to deal with changes in CalPERS actuarial assumptions and increasing pension liability.*
- *Work jointly with the City Manager's Office and other departments to explore grant opportunities through state programs, SCAG, the League of California Cities, ACC-OC and other funding partners.*
- *Manage the City's investment portfolio in accordance with State and City ordinances and policies.*
- *Present opportunities for career training, coaching and mentoring to city staff.*
- *Work with economic development consultant on hotel market and feasibility study and analysis of cost to remain in existing facilities.*
- *Monitor legislative bills that could affect Los Alamitos.*
- *Work with Matrix Consulting on the Focused Organization Assessment.*

ACCOMPLISHMENTS FOR 2016-17

- *Prepared a balanced Operating Budget for Fiscal Years 2016-17 and 2017-18.*
- *Adopted a new Fund Balance Policy that set aside funds for emergencies, CalPERS reserves, other postemployment benefits (OPEB), workers' comp and liability, and future capital needs, which continues the City on its path towards fiscal sustainability.*
- *Continued to diversify the City's investment portfolio.*
- *Conducted study sessions with the Budget Standing Committee and City Council on the recently completed User Fees & Charges Study.*
- *Replaced the City's 20-year-old phone system with a new VOIP-based ShoreTel system providing greater reliability, operational efficiency, enhanced customer service and cost savings.*
- *Worked with the City Manager, Development Services Director and economic consultant on completing the initial phase of the Civic Center's Highest and Best Use study.*

PROGRAM DESCRIPTION

- *To provide timely, accurate financial recording and reporting. Assist operating departments achieve their objectives and at the same time ensure the City of Los Alamitos' long-term fiscal health.*
- *To develop and retain a diverse, high-quality workforce to serve the City of Los Alamitos. This includes providing benefits and training that is of value to our employees.*
- *To promote and facilitate the use of information technology in fulfilling the operational goals of the City of Los Alamitos.*
- *To schedule and update all mandated training of City employees, i.e., diversity training, sexual harassment for supervisors, etc.*

SERVICE OBJECTIVES

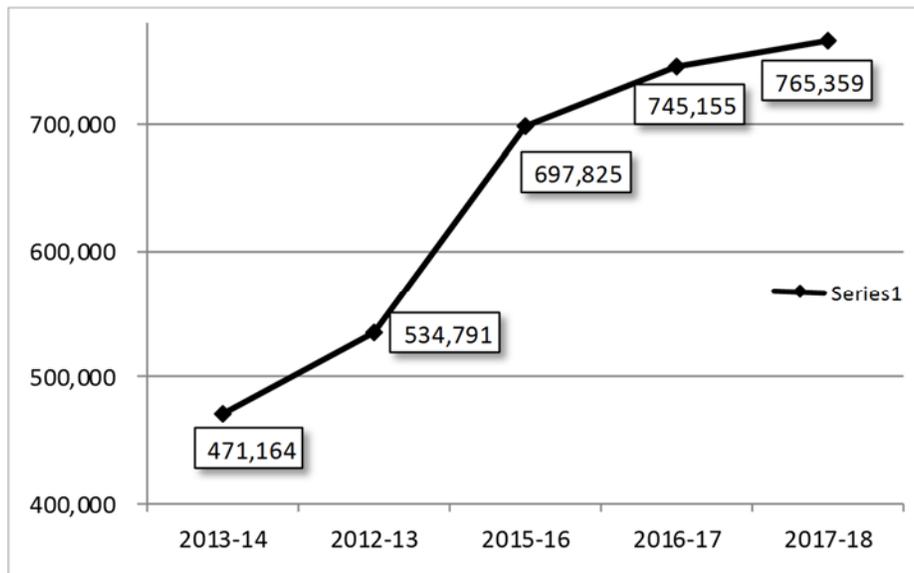
- *Provide courteous, efficient service to all internal and external customers 100% of the time*
- *Coordinate all financial audits, including the City's annual audit, the federal Single Audit, and other State agency audits that may be required*

Administrative Services

SERVICE OBJECTIVES (CONTINUED)

- *Maintain accurate accounting records for the City's funds*
- *Prepare timely and accurate financial reports, include the Annual Operating and Capital Improvement Program Budget, the Comprehensive Annual Financial Report, and other required reporting to the State of California*
- *Maintain all hiring policies and practices and provide a process for all hiring departments to recruit, select, and retain qualified employees*
- *Review and process valid workers' compensation and liability claims*

Departmental Expenditures FY 2013/14 – FY 2017/18



Administrative Services

DIVISION EXPENSE BY LINE ITEM

Department Administration				Division Administrative Services - 512			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	133,516	218,995	287,849	292,580	294,162	296,443
5103	Hourly	70,999	33,474	55,498	62,530	52,662	76,814
5118	Car Allowance	300	2,400	3,600	3,600	3,600	3,600
5119	Cell Allowance	-	240	360	360	360	360
5120	Overtime	530	476	-	500	-	-
5126	Sick Leave Conversion	-	-	1,383	1,500	625	650
5127	Vacation Conversion	7,137	-	-	-	-	-
5130	Medicare	2,991	3,388	4,809	5,149	5,138	5,479
5150	Retirement	20,214	36,324	65,280	85,110	92,163	91,762
5151	Part-Time Retirement	107	34	1,558	2,345	2,059	2,881
5161	Medical/Dental/Vision Insurance	27,500	37,449	38,821	43,560	48,414	45,936
5162	Life Insurance	460	694	870	818	1,030	950
5163	Disability Insurance	655	819	901	983	1,065	1,000
Salary & Benefits Total		264,409	334,293	460,929	499,035	501,278	525,875
Maintenance & Operations							
5201	Supplies/Division Expense	4,723	11,168	5,302	5,200	6,871	5,200
5205	Postage	3,122	2,677	2,935	2,500	1,056	3,000
5207	Travel & Training	378	1,866	1,140	2,500	1,347	2,200
5209	Dues & Subscriptions	490	340	260	300	620	300
5217	Insurance Admin Cost	2,602	2,704	2,499	2,700	3,139	3,000
5218	EAP Program	563	295	265	300	317	300
5219	Pre-Employment Physicals	14,458	18,733	16,326	15,000	5,090	14,000
5220	Oral Board Expense	309	86	706	200	32	200
5222	Sanitation District User Fee	7,596	7,793	7,941	8,000	8,065	8,254
5235	Advertising	2,407	50	1,084	2,000	725	1,000
5240	Telephone	1,002	1,063	882	1,000	814	1,000
5260	Contractual Services	36,328	31,146	59,071	52,800	74,647	52,800
5262	Animal Control Contract	58,016	60,355	62,371	65,000	66,545	68,500
5263	Audit Services	32,645	17,645	39,198	42,000	33,388	42,938
5280	Leased Equipment	24,128	26,593	18,463	18,800	23,260	18,800
5286	Garage Internal Service	1,067	1,070	1,070	1,072	1,072	1,072
5287	Technology Internal Service	14,919	14,920	14,920	14,920	14,920	14,920
5290	Maintenance-Office Equipment	2,002	1,994	2,463	2,040	1,969	2,000
Maintenance & Operations Total		206,755	200,498	236,895	236,332	243,877	239,484
Division Total		471,164	534,791	697,825	735,367	745,155	765,359

Administrative Services

NON-DEPARTMENTAL

PROGRAM DESCRIPTION

Non-Departmental represents a cost center wherein expenditures that impact the City operations as a whole and are not clearly associated with a particular department. For example, this cost center includes costs for Los AI Television and retiree benefits.

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Non-Departmental				Non-Departmental - 518 / 560 / 561 / 562			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
5192	Salary & Benefits						
	Salary/PERS Savings	-	-	-	(114,969)	-	(400,000)
	Salary & Benefits Total	-	-	-	(114,969)	-	(400,000)
	Maintenance & Operations						
	5161 Retiree Medical	153,026	180,154	202,223	253,930	267,239	245,541
	5210 Worker's Comp Administration	15,233	5,348	6,413	-	-	-
	5211 Worker's Comp Payments	111,702	55,598	134,984	-	-	-
	5212 Worker's Comp Insurance	231,355	198,531	331,534	-	-	-
	5213 Liability Administration	3,000	-	-	-	-	-
	5214 Liability Claims	31	-	-	-	-	-
	5215 Liability Insurance	323,356	453,393	410,890	-	-	-
	5221 Property Insurance	53,505	54,551	54,731	-	-	-
	5260 Contractual Services	-	27,436	96,582	59,737	75,504	125,110
	5201 Los AI TV Supplies	-	22	-	-	-	-
	5260 Los AI TV Contractual Services	-	38,978	6,250	10,000	10,000	10,000
	5273 Los AI TV Event Filming	-	-	-	-	-	-
	5285 Credit Card Fees	-	13,897	22,327	30,000	22,203	27,500
	5482 Facilities Capital Replacement	-	40,000	-	-	-	-
	5486 Vehicle Capital Replacement	-	50,000	-	70,000	70,000	70,000
	Maintenance & Operations Total	891,208	1,117,908	1,265,934	423,667	444,946	478,151
	Division Total	891,208	1,117,908	1,265,934	308,698	444,946	78,151

Note: There is a temporary freeze on vacant full-time and part-time positions. Due to this freeze, the City is able to realize a vacancy savings of \$400,000 annually.

Information Technology

PROGRAM DESCRIPTION

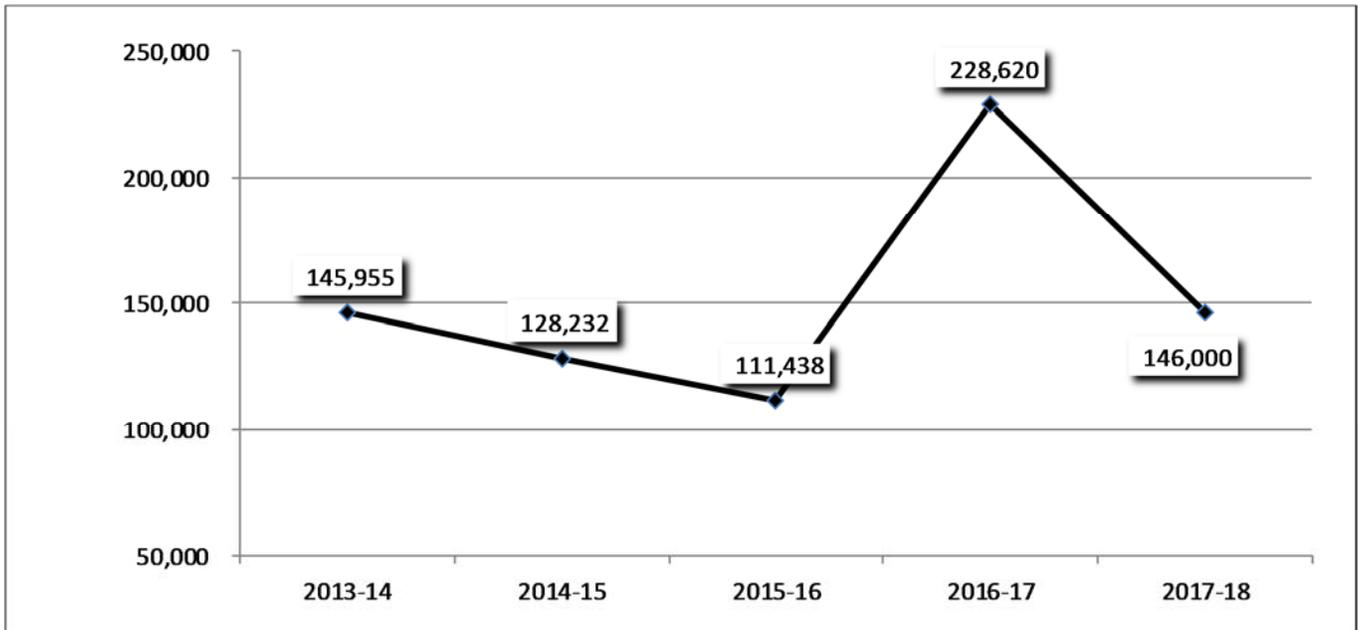
The Information Technology (IT) Program is responsible for maintaining all of the City's conduits for the processing, transmission, storage and retrieval of information. IT transverses all City Departments by encompassing: telecommunications systems, including telephones, radios, and cellular phones; computers and network infrastructure, including the webpage, Internet, and software; and, electronics, including the keyless access/security system, facility and mobile video systems, and audio visual equipment. The program assists staff in implementing the following solutions: progressive, cost-effective data management; reliable and secure information systems; and, automated processing solutions which improve efficiency and facilitate the flow of information to the community.

DIVISION EXPENSE BY LINE ITEM

Department (Fund)			Division				
Administration (Technology Replacement Fund)			Information Technology - (Fund 53, Division 512)				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salaries & Benefits						
	No Personnel Allocations						
	Salaries & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies	1,692	216	1,142	1,100	1,402	1,100
5260	Contractual Services	78,240	69,999	73,299	72,000	74,394	72,000
5280	Maintenance Support Contract	24,220	29,976	24,290	36,500	33,560	36,500
5420	Equipment	290	9,287	1,240	15,400	5,683	3,929
5450	Computers	23,368	2,574	9,683	16,000	16,906	16,000
5451	Software	18,145	16,180	1,785	5,000	34,509	16,471
	Maintenance & Operations Total	145,955	128,232	111,438	146,000	166,454	146,000
	Capital Outlay						
5420	Equipment - Phone System	-	-	-	75,000	62,166	-
	Capital Outlay Total	-	-	-	75,000	62,166	-
	Division Total	145,955	128,232	111,438	221,000	228,620	146,000

INFORMATION TECHNOLOGY

**Division Expenses
FY 2013/14 – FY 2017/18**



Self-Insurance Trust Fund

PROGRAM DESCRIPTION

The self-insurance fund is used to account for the costs to operate a City-wide general and workers' compensation program.

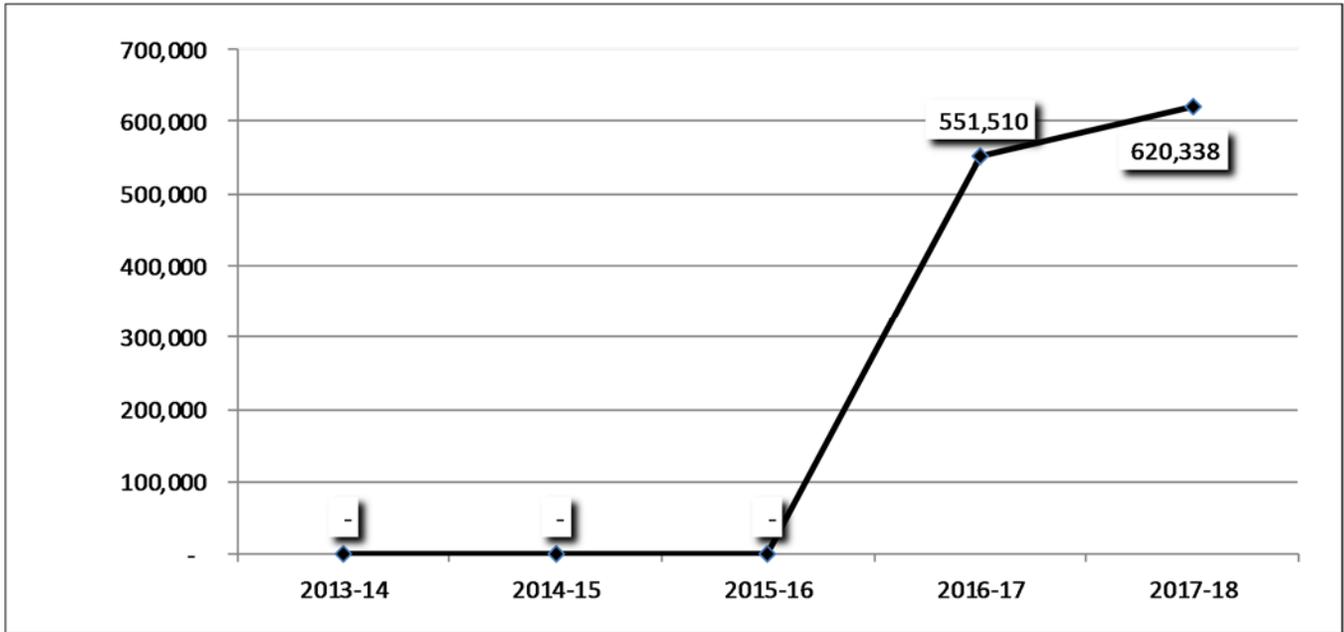
DIVISION EXPENSE BY LINE ITEM

Department (Fund) Administration (Self-Insurance Trust Fund)			Division Self-Insurance - (Fund 54, Division 561)				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salaries & Benefits						
	No Personnel Allocations						
	Salaries & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5212	Workers' Compensation Insurance	-	-	-	161,000	142,168	155,000
5215	Liability Insurance	-	-	-	74,000	70,185	74,000
5221	Property Insurance	-	-	-	60,000	87,000	87,000
5260	Contractual Services	-	-	-	61,000	61,117	61,000
5211	Workers' Compensation Claims	-	-	-	160,286	88,525	141,000
5214	Liability Claims	-	-	-	104,052	102,515	102,338
	Maintenance & Operations Total	-	-	-	620,338	551,510	620,338
	Division Total	-	-	-	620,338	551,510	620,338

Self-Insurance Trust Fund

SELF-INSURANCE

Division Expenses
FY 2013/14 – FY 2017/18



Los Alamitos Television

PROGRAM DESCRIPTION

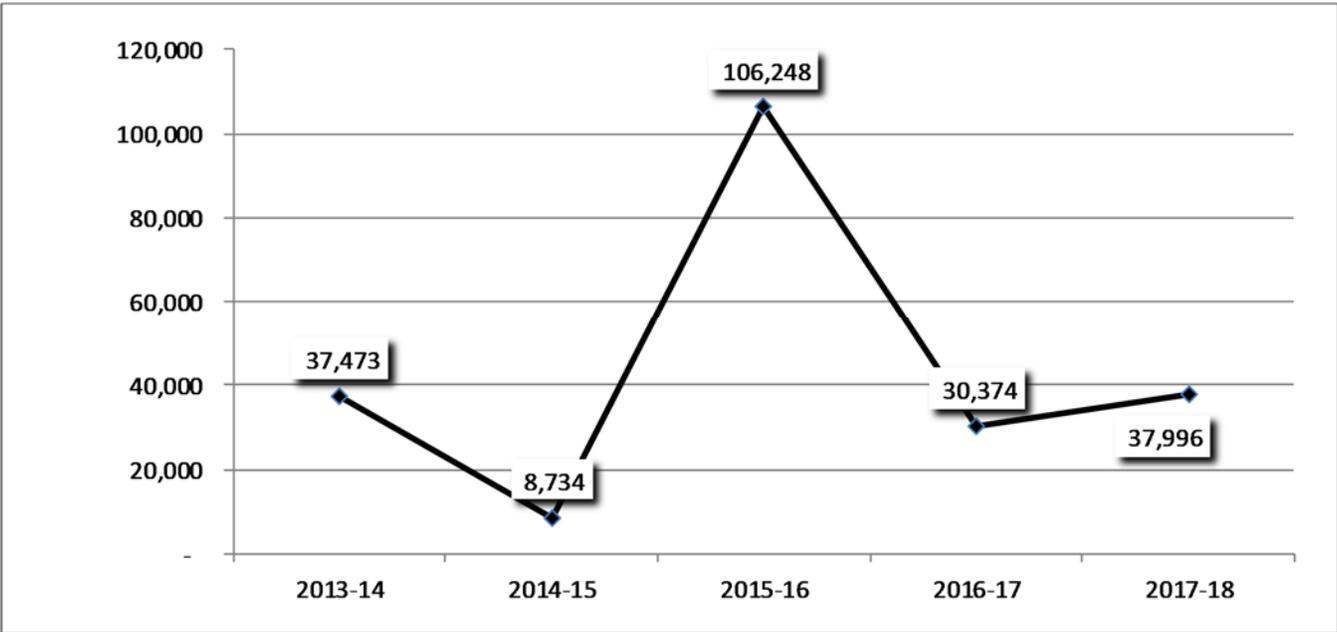
Los Alamitos Television (LATV), is responsible for providing diverse public access programming to the communities of Los Alamitos and Rossmoor. It does this by offering the community the opportunity to view, entertain and inform itself, through its own efforts, by using the public access facilities at LATV3. In addition to programming, LATV maintains facilities and conducts workshops for community producers interested in creating original programming.

DIVISION EXPENSE BY LINE ITEM

Department (Fund)		Division					
Los Alamitos Television Fund		Los Alamitos Television - (Fund 28, Division 518)					
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salaries & Benefits						
	No Personnel Allocations						
	Salaries & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies	3,068	-	38	-	-	-
5209	Subscriptions	-	-	-	3,400	3,333	3,350
5246	Meeting Cablecasting	-	-	12,665	15,000	13,330	15,000
5260	Contractual Services	24,768	100	7,000	6,500	8,267	6,500
5273	Event Filming	1,540	6,500	2,900	-	-	2,500
5286	Vehicle/Equipment Internal Service	2,134	2,134	2,134	-	-	-
5287	Technology Internal Service	-	-	-	3,946	3,946	3,946
	Maintenance & Operations Total	31,510	8,734	24,737	28,846	28,876	31,296
	Capital Outlay						
5401	Equipment < \$5,000	-	-	-	1,600	1,498	-
5420	Equipment	5,963	-	81,511	-	-	6,700
	Capital Outlay Total	5,963	-	81,511	1,600	1,498	6,700
	Division Total	37,473	8,734	106,248	30,446	30,374	37,996

Los Alamitos Television

Division Expenses
FY 2013/14 – FY 2017/18



Debt Service

PROGRAM DESCRIPTION

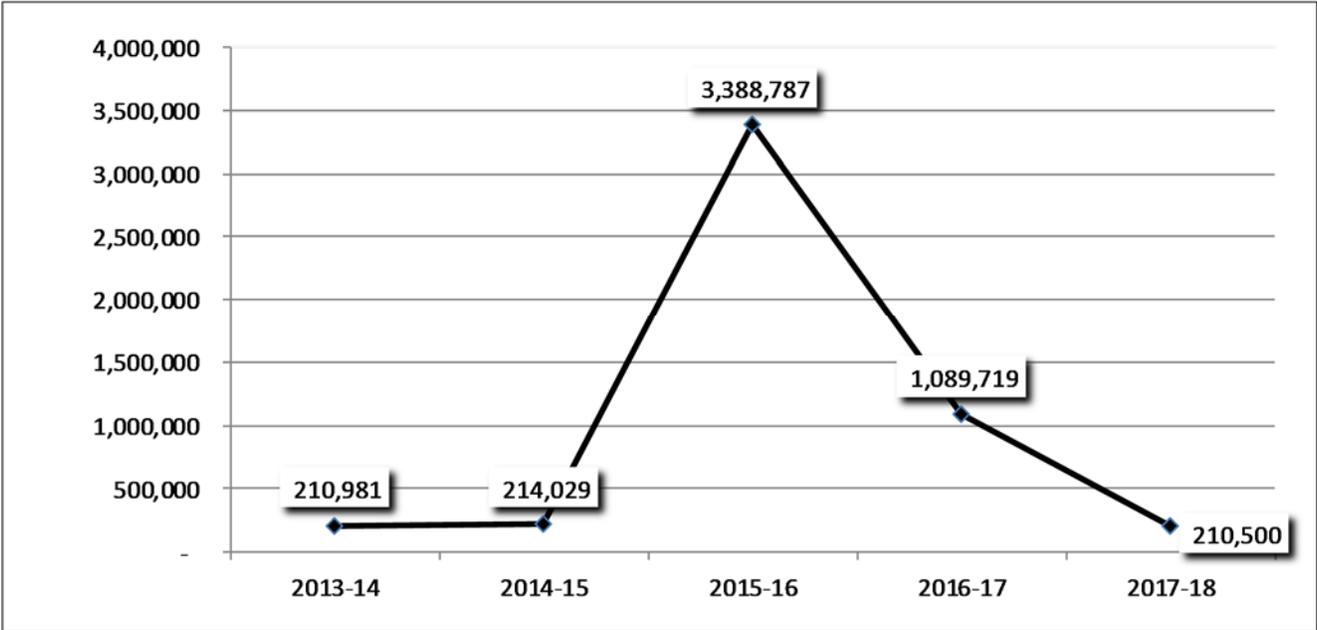
The Debt Service Fund is used to account for accumulation of resources for the payment of principle and interest for bonded debt – 2015 Certificates of Participation.

DIVISION EXPENSE BY LINE ITEM

Department (Fund) Non-Departmental			Division Debt Service - (Fund 31, Division 560)				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salaries & Benefits						
	No Personnel Allocations						
	Salaries & Benefits Total	-	-	-	-	-	-
	Maintenace & Operations						
7194	Fiscal Agent Fee	30	1,250	1,360	1,500	1,982	1,500
7195	Bond Interest	140,951	137,779	144,427	140,269	140,269	139,000
7196	Bond Principal	70,000	75,000	75,000	70,000	70,000	70,000
7197	Cost of Issuance			165,052			-
7198	Payment to Escrow Account			2,942,014			-
	Maintenace & Operations Total	210,981	214,029	3,327,854	211,769	212,251	210,500
	Capital Outlay						
6042	Transfer of Bond Proceeds	-	-	60,933	878,000	877,468	-
	Capital Outlay Total	-	-	60,933	878,000	877,468	-
	Division Total	210,981	214,029	3,388,787	1,089,769	1,089,719	210,500

DEBT SERVICE

Division Expenses
FY 2013/14 – FY 2017/18



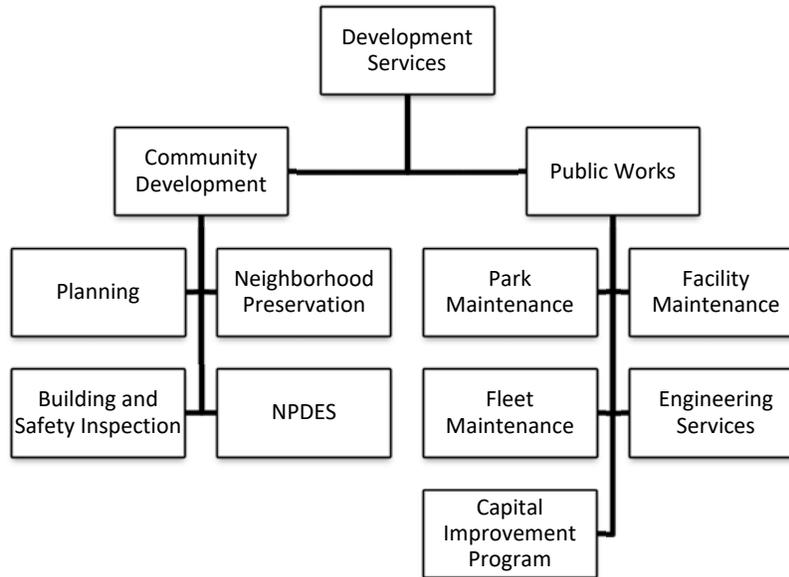


Development Services

MISSION STATEMENT

Under the direction of the City Manager, the responsibility of the Development Services Department established the Physical Development of the Community through two divisions, Community Development and Public Works. Through these divisions, we establish the long range vision for the City of Los Alamitos and to maintain the mechanisms to guide physical development to promote livability, aesthetic value, and economic development. The Development Services Department shall also plan, design, operate and maintain the public infrastructure including streets, street landscaping, parks, storm drains, buildings, vehicles and equipment and to safely, efficiently, and effectively protect the City's physical investments through periodic maintenance, replacement and repair of all assets, thereby providing a safe, clean and pleasant environment for the public.

Organizational Chart by Function - Development Services



AUTHORIZED POSITIONS –Development Services

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Full-Time Positions			
Development Services Director	1	1	1
Public Works Superintendent	1	1	0
Department Secretary	1	1	1
Maintenance Foreman	1	1	1
Senior Maintenance Worker	2	2	2
Maintenance Worker	5	5	4
Mechanic	1	1	0
Associate Planner	1	1	1
Part-Time Positions			
Code Enforcement Officer	0.5	0.5	0.5
Maintenance Worker	2.65	2.65	2.65
Total Full-Time	13	13	10
Total Part-Time	3.15	3.15	3.15
Total Department FTE	16.15	16.15	13.15

Development Services

DEPARTMENT GOALS 2017-2018

- Administer a Department Reorganization in accordance with Organizational Assessment.
- Work with economic consultant to review needs assessment, upgrade and options regarding the Civic Center
- Conduct a zoning study with an outside consultant to review current zoning and make recommendations to unify our zoning codes.
- Work with staff to oversee Los Alamitos Beautification project, Fairfield Inn construction and Village 605 construction.

ACCOMPLISHMENTS FOR 2016-17

- Administration
 1. Completed the initial phase of the Civic Center's Highest and Best Use (HABU) study
 2. Executed Agreement with LA County Flood Control for Bike Trail
 3. Held Shred Day at Little Cottonwood Park
 4. Facilitated Small Business Saturday Recognition
 5. Processed an RFP For Zoning Ordinance Update
 6. Implemented Business Recognition Program in conjunction with State of the City
 7. Participated in North Orange County Homeless Taskforce
 8. Facilitated two Developer Deposits
 9. Participated in Orange County Drone Taskforce
 10. Department Secretary Recruitment
 11. Administered Exclusive Negotiation Agreement with Lincoln Properties
- Planning Division
 1. Facilitated 19 Actions of The Los Alamitos Planning Commission
 2. Processed 13 Development Projects including
 - a. Site Plan Review (SPR) Cherry Avenue Precious Life Expansion
 - b. SPR for Walnut Condominiums
 - c. SPR for Farquhar Condominiums
 - d. SPR for Village 605 Shopping Center
 - e. SPR for Marriott Fairfield Inn
 - f. CUP for Tow Yard
 - g. CUP for Strawberry Stand
 - h. CUP for Wireless Facility
 - i. CUP for Shade Structure at St. Hedwig
 - j. CUP for modification of Mc Donald's Drive Thru
 - k. CUP for Dentist
 - l. CUP for Outside Dining at Mighty Kitchen
 - m. SPR for Walnut Apartments
 3. Completed Environmental Assessment of proposed Village 605 Shopping Center
 4. Processed CEQA Documentation of Los Alamitos Blvd Beautification Project
- Neighborhood Preservation Division
 1. Responded to 126 Property Maintenance Violations
 2. Enforced 43 Business License Violations
 3. Issued notices for 29 Inoperable Vehicles
- Building and Safety Division
 1. Provided 93 Plan Checks
 2. Provided 932 Inspections
 3. Issued 293 Permits
 4. Processed Municipal Code Amendment for new Building & Fire Codes

Development Services

- NPDES Division
 1. Completed Annual Program Effectiveness Assessment
 2. Implemented new Stormwater Trash Regulations compliance program
 3. Evaluated five WQMP's
 4. Conducted 172 NPDES related Inspections
 5. Attended 6 Permittee and 11 Public Education Meetings for the MS4 Permit
 6. Conducted outreach for NPDES achieving 285,140 impressions
- Grants
 1. Submitted Sustainability Planning Grant
 2. Submitted Annual CDBG Grant
 3. Administered Annual CDBG Grant
- Park Maintenance
 1. Rehabilitated Center Median at Katella/605
 2. Rehabilitated McAuliffe Field and Track Field
 3. Rehabilitated Laurel Park
- Facility Maintenance
 1. Fenley Pump Station block wall replacement
 2. Repaired Fenley Pump Station Outlet
- Fleet Maintenance
 1. Processed an RFP for Vehicle Maintenance
 2. Processed the Purchase of six vehicles
- Engineering Services
 1. Provided Plan Check Services for three Developments
 2. Traffic Commission Related
 - a. Facilitated 21 Actions of The Los Alamitos Traffic Commissions
 - b. Conducted Post Implementation Parking Assessment of Time Limited Parking
- Capital Improvement Program
 1. Cerritos Bridge Repair
 2. Coyote Creek Bike Path Repavement
 3. Rebuilt Alley just north of Farquhar
 4. Repaved Old Dutch Haven Neighborhood
 5. Installed new Orville Lewis Playground Equipment
 6. Managed Cal Recycle Tire Recycling Grant
 7. Completed the design and bidding for the Los Alamitos Beautification Project
- Waste Hauler
 1. Negotiated with Waste Hauler for implementation of Food Waste Program

Development Services

EXPENDITURE SUMMARIES – Community Development

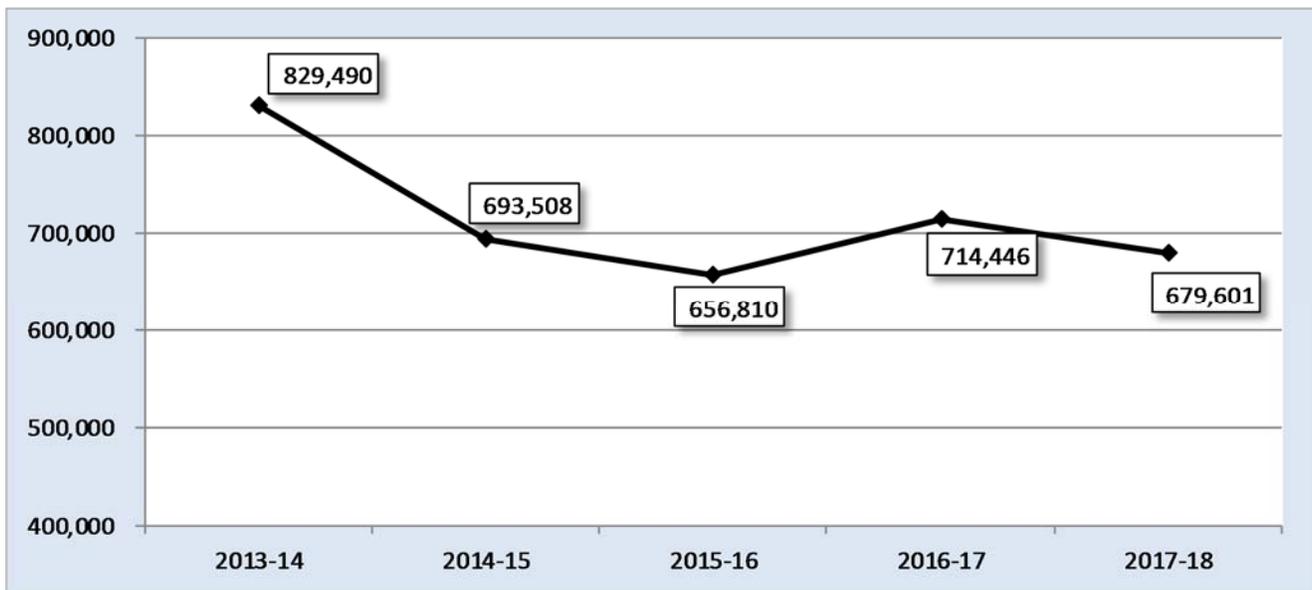
Department Summary by Expense Type

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Salaries and Benefits	282,061	322,285	407,943	432,907	458,126	460,171
Maintenance and Operations	529,508	371,223	248,867	225,680	256,320	219,430
Capital Outlay	17,921	-	-	-	-	-
Department Total	829,490	693,508	656,810	658,587	714,446	679,601

Department Expenditure Summary by Division

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Community Development Admin.	240,294	220,199	284,281	300,681	325,104	310,264
Planning	262,947	224,894	128,607	153,932	140,141	151,627
Neighborhood Preservation	68,474	52,449	48,801	51,344	64,196	65,080
Building Inspection	206,340	145,242	134,681	86,630	129,154	86,630
NPDES	51,435	50,724	60,439	66,000	55,851	66,000
Department Total	829,490	693,508	656,810	658,587	714,446	679,601

Departmental Expenditures FY 2013/14 – FY 2017/18



Development Services

COMMUNITY DEVELOPMENT ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.			Division Community Dev. Administration - 531				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	143,749	151,473	195,151	190,600	194,688	188,202
5103	Hourly	21,273	1,979	196	200	-	-
5118	Car Allowance	3,600	3,600	3,600	3,600	3,600	3,600
5120	Overtime	-	-	-	-	125	-
5126	Sick Conversion	1,451	7,596	1,801	1,800	1,945	2,000
5127	Vacation Conversion	-	-	3,098	12,000	6,468	12,000
5130	Medicare	2,473	2,334	3,020	2,900	3,238	2,984
5150	Retirement	15,642	16,731	39,543	51,700	53,664	58,256
5151	Part-Time Retirement	798	74	7	7	-	-
5161	Medical/Dental/Vision Insurance	9,492	13,800	17,025	18,000	23,488	22,968
5162	Life Insurance	708	686	773	600	960	1,020
5163	Disability Insurance	300	328	518	500	683	710
Salary & Benefits Total		199,486	198,601	264,733	281,907	288,859	291,740
Maintenance & Operations							
5201	Supplies/Division Expense	5,496	3,307	1,572	1,200	1,075	1,200
5205	Postage	2,548	3,399	3,330	1,000	2,138	1,000
5207	Travel & Training	95	123	90	100	520	100
5209	Dues & Subscriptions	-	-	-	750	-	750
5235	Advertising	-	-	-	1,000	-	750
5240	Telephone	425	446	234	400	191	400
5260	Contractual Services	-	-	-	-	17,997	-
5287	Technology Charges	14,323	14,323	14,323	14,324	14,324	14,324
Maintenance & Operations Total		22,887	21,598	19,549	18,774	36,245	18,524
Capital Projects							
5601	Business/Residential I	17,921	-	-	-	-	-
Capital Projects Total		17,921	-	-	-	-	-
Division Total		240,294	220,199	284,281	300,681	325,104	310,264

Development Services

PLANNING

PROGRAM DESCRIPTION

Essential duties include, but are not limited to, the following: Conducts complex assignments involving current or long-range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact. Serves as project manager for major assignments and programs, and prepares project reports including related recommendations; leads or participates in oral presentations. Contributes to the review and revision of local ordinances; conducts research; coordinates interdepartmental review; schedules public hearings and participates in the discussion of proposed changes. Administers, schedules, and conducts meetings of public committees and public hearings; provides information and distributes materials; reviews proposals or applications; prepares report and makes recommendations; advises of related laws, ordinances, policies, and procedures. Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, or explains procedures; advises the Planning Commission and other committees and commissions.

Evaluates current development projects by detailed review of plans for architecture, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with property owners, builders, developers, architects, and real estate professionals. Facilitates and implements urban design programs; identifies problems in urban environment; suggests solutions through design concepts and/or regulatory changes; inventories and collects data; participates in design team meetings; conducts CEQA/NEPA environmental reviews and prepares environmental documents; works with and maintains City's Geographical Information System (GIS); and reviews proposed Regional Housing Needs Assessment (RHNA) documentation from state and local agencies and advocates on behalf of City.

SERVICE OBJECTIVES

- Provide a high level of customer service and responsiveness to residents, businesses, developers and other members of the public through personal interaction at the front counter, over the telephone, and in response to written requests.
- Provide timely and accurate processing of discretionary development cases including General Plan Amendments, Zone Changes, Conditional Use Permits, Variances and Site Plan Reviews.
- Facilitate City's review of development projects with other City departments for compliance with regulatory requirements.
- Administer provisions of the Zoning Code and other adopted documents.
- Continue the administration and implementation of Community Development Block Grants.
- Maintain and implement the City's General Plan as a long-term visionary document to guide City decision-making that benefits residents and businesses, while improving the quality of life in Los Alamitos.

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Improve the efficiency and effectiveness of the Planning Division	Ongoing	High	N/A	All
Administer the implementation of the Highest and Best Use Study for Civic Center options	Ongoing	High	Yes	Plumlee, Al-Imam, Mendoza, JLL, Subcommittee
Targeting Zoning and Subdivision Code Update	Late 2018	High	Yes	Mendoza, Oliver, Planning Commission, Consultant
Oversee Los Alamitos Beautification project, Fairfield Inn construction and Village 605 construction.	Completion Sept. 2017	High	Yes	Hunt, Mendoza, Oliver
Development of Accessory Dwelling Unit	Dec. 2017	Medium	No	Mendoza, Oliver, City

Development Services

Ordinance				Attorney
Development of Marijuana Ordinance	Dec. 2017	Medium	No	Mendoza, Nunez, City Attorney
Wireless Telecommunication Facilities Ordinance update and Development Guide	Dec. 2017	Medium	No	Mendoza, Oliver, City Attorney

Development Services

PLANNING

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.		Division Planning - 532					
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	47,641	66,364	72,824	77,200	77,296	78,513
5103	Hourly	-	-	-	-	188	-
5120	Overtime	600	439	2,714	2,400	1,560	2,400
5126	Sick Conversion	-	678	462	900	341	900
5130	Medicare	661	922	1,067	1,100	1,175	1,186
5150	Retirement	7,121	9,347	16,593	22,500	23,290	24,302
5151	Part-Time Retirement	-	-	-	-	7	-
5161	Medical/Dental/Vision Insurance	13,200	13,852	13,267	14,900	16,037	15,312
5162	Life Insurance	162	159	146	200	172	200
5163	Disability Insurance	328	328	300	300	355	382
Salary & Benefits Total		69,713	92,089	107,374	119,500	120,421	123,195
Maintenance & Operations							
5201	Supplies/Division Expense	1,400	2,128	2,092	1,500	2,643	1,500
5205	Postage	181	157	(264)	5,000	134	4,000
5207	Travel & Training	190	2,020	-	3,500	75	3,500
5209	Dues & Subscriptions	255	-	350	700	408	700
5235	Advertising-Public Notices		4,046	3,666	5,000	1,758	5,000
5260	Contractual Services	31,025	27,320	11,660	15,000	10,970	10,000
5260.1	General Plan	156,453	93,404	-	-	-	-
5287	Technology Charges	3,730	3,730	3,730	3,732	3,732	3,732
Maintenance & Operations Total		193,234	132,805	21,234	34,432	19,720	28,432
Division Total		262,947	224,894	128,607	153,932	140,141	151,627

NEIGHBORHOOD PRESERVATION

PROGRAM DESCRIPTION

Code Enforcement provides enforcement of the City's Municipal Code as it relates to neighborhood and community issues. The code enforcement division is responsible for implementation of municipal codes in residential, commercial, and industrial areas of the City. Most code violations consist of property maintenance issues. The Code Enforcement Officer also provides inspections and enforcement actions for compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit. Routine inspection of Best Management Practices (BMP's) for adopted Water Quality Management Plans (WQMP's); and, assistance with inspections on multi-family rental housing for compliance with State housing laws. Through a combination of field inspections and research, violations are documented and a Notice of Violation may be issued if warranted. The fundamental goal of Code Enforcement is to seek compliance with the City's Code and achieve a safe, clean, and healthy living and working community environment.

SERVICE OBJECTIVES

- Take action as soon as possible on each reported violation.
- Implementation of code revisions as clarification is deemed necessary.
- Take a pro active approach to maintain City standards in problem areas.
- Keep current with the latest methods and technology through continued education and association with professional organizations.

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Expand role of officer to provide on-site inspections of WQMP/BMP compliance	On Going	High	Yes	Mendoza, Marquez

Development Services

NEIGHBORHOOD PRESERVATION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.			Division Neighborhood Preservation - 533				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	-	-	34	-	-	-
5103	Hourly	12,226	30,053	34,146	30,000	46,342	43,000
5130	Medicare	177	430	462	400	698	624
5150	Retirement	-	-	-	-	-	-
5151	Part-Time Retirement	459	1,112	1,194	1,100	1,806	1,613
5161	Medical/Dental/Vision Insurance	-	-	-	-	-	-
5163	Disability Insurance	-	-	-	-	-	-
Salary & Benefits Total		12,862	31,595	35,836	31,500	48,846	45,236
Maintenance & Operations							
5201	Supplies/Division Expense	495	99	237	200	63	200
5207	Travel & Training	165	310	-	300	-	300
5209	Dues & Subscriptions	-	235	-	400	-	400
5245	Cell Phone	119	70	124	300	103	300
5260	Contractual Services	-	-	-	-	1,833	-
5265	Compliance Services	43,700	8,012	1,464	7,500	2,207	7,500
5286	Garage Internal Service	4,268	4,270	4,270	4,272	4,272	4,272
5287	Technology Internal Service	6,865	7,858	6,870	6,872	6,872	6,872
Maintenance & Operations Total		55,612	20,854	12,964	19,844	15,350	19,844
Division Total		68,474	52,449	48,801	51,344	64,196	65,080

Development Services

BUILDING AND SAFETY – BUILDING INSPECTION

PROGRAM DESCRIPTION

The Building and Safety Division provides services to the community in their building and development projects. Through a contract, the Building and Safety Division provides plan checking, permit issuance, building inspection, and other building related services. The Building Official assures that proper construction methods are incorporated and provide inspection of work done on buildings. These inspections are conducted to ensure that the project is in conformance with applicable Building Codes. The Building department works collaboratively with other agencies to ensure that projects do not proceed without appropriate approvals. The Building Division is available each day that City Hall is open. Most plan checking and inspection services are performed as a routine duty of the contract Building Official; however, this cost also includes plan checking for large projects. Also includes costs for back-up contract inspection services for periods of high demand and grading and National Pollution Discharge Elimination System (NPDES) plan check services.

SERVICE OBJECTIVES

- *Process approximately 30 permits and 60 inspections per month.*
- *Provide daily morning and afternoon counter hours as well as daily inspection services.*
- *Attend and participate in NPDES programs.*
- *Update files and computer systems.*
- *Work with Director in evaluating the development tracking system to create procedures and processes for ensuring timely review of building proposals in coordination with other departments.*

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Implementation of new Building Permit Fees	July 30, 2017	High	Yes	Mendoza, Charles Abbott Associates

Development Services

BUILDING INSPECTION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.			Division Building Inspection - 534				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	873	130	88	500	1,114	500
5209	Dues & Subscriptions	-	-	-	400	-	400
5260/7	Contractual Services/Inspections	201,737	141,382	130,863	82,000	124,310	82,000
5287	Technology Charges	3,730	3,730	3,730	3,730	3,730	3,730
	Maintenance & Operations Total	206,340	145,242	134,681	86,630	129,154	86,630
	Division Total	206,340	145,242	134,681	86,630	129,154	86,630

Development Services

BUILDING AND SAFETY – NPDES

PROGRAM DESCRIPTION

The City of Los Alamitos, (and other Orange County Cities) operate municipal storm drain systems and discharge stormwater and urban runoff pursuant to National Pollutant Discharge Elimination System (NPDES) Permits. These Permits require that the Permittee effectively prohibit non-stormwater discharges to the stormdrain system, and implement controls to reduce the discharge of pollutants in stormwater to the Maximum Extent Practicable (MEP). The Permits also require that a progress report, termed Program Effectiveness Assessment (PEA), be prepared on an annual basis. The objectives of the PEA are to:

- Present a compilation of the programmatic implementation and validation data;
- Provide for annual data analyses by which the City and the Principal Permittee can, on a jurisdictional, watershed and/or countywide basis, assess program effectiveness;
- Ensure that the iterative evaluation and improvement process is applied on a jurisdictional, watershed and/or countywide level to each of the program elements; and
- Provide a mechanism for the City to identify and report modifications that have or will be made to their Drainage Area Management Plan (DAMP)/Local Implementation Plan (LIP).

Program management activities conducted by the City of Los Alamitos involve the following activities:

- Coordination with the Principal Permittee and other Permittees on program development;
- Common program implementation (such as monitoring, public education and watershed programs);
- Funding of shared budgets under the Implementation Agreement;
- Coordination with internal City departments to implement the LIP;
- Preparing, approving and tracking shared cost budgets prepared by the Principal Permittee and individual cost budgets prepared by the City; and
- Data management and compliance reporting based on common practices specified in the DAMP.

SERVICE OBJECTIVES

- Produce annual Report (PEA)
- Provide for Inspections of all sites with WQMP
- Attend and participate in mandatory NPDES programs.
- Conduct Outreach and Education to meet permit objectives.

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Achieve Compliance with MS4 Permit for new Trash Regulations	Ongoing	High	No	Mendoza, Fuscoe Engineering
Prepare Annual Stormwater Report (PEA)	August 2017	High	Yes	Mendoza, Oliver, Fuscoe Engineering
Update Private Development Information	Ongoing	High	No	Mendoza
Inspections	Ongoing	High	Yes	CAA

Development Services

NPDES

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.			Division NPDES - 537				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5288	NPDES Permit	37,235	39,806	23,761	40,000	36,525	40,000
5289	NPDES Plan Contract	14,200	10,918	36,678	26,000	19,326	26,000
	Maintenance & Operations Total	51,435	50,724	60,439	66,000	55,851	66,000
	Division Total	51,435	50,724	60,439	66,000	55,851	66,000

Development Services

EXPENDITURE SUMMARIES – Public Works

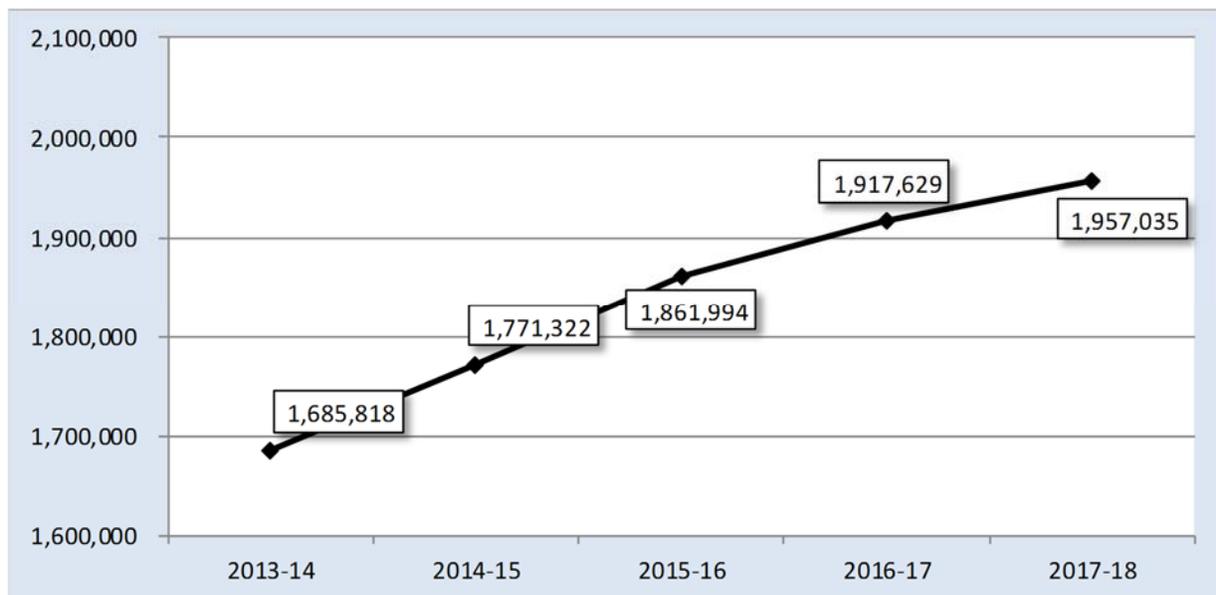
Department Summary by Expense Type

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Salaries and Benefits	837,926	794,554	865,936	921,346	856,881	965,482
Maintenance and Operations	847,892	976,768	996,058	951,553	1,060,748	991,553
Department Total	1,685,818	1,771,322	1,861,994	1,872,899	1,917,629	1,957,035

Department Expenditure Summary by Division

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Public Works Administration	226,720	209,039	176,655	187,515	135,450	205,595
Streets Maintenance	628,441	630,996	722,898	757,752	740,082	765,905
Parks Maintenance	435,358	507,650	513,218	509,062	575,346	563,633
Facilities Maintenance	254,833	262,725	254,110	282,070	284,548	285,402
City Engineer	140,466	160,912	195,112	136,500	182,203	136,500
Department Total	1,685,818	1,771,322	1,861,994	1,872,899	1,917,629	1,957,035

Departmental Expenditures FY 2013/14 – FY 2017/18



Development Services

PUBLIC WORKS ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Development Services - Public Works				Public Works Admin - 541			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
5101	Salaries - Full Time	145,377	109,288	119,688	115,038	65,587	123,057
5103	Hourly	439	25,312	-	-	-	-
5111	Special Skill Pay	1,100	-	-	-	-	-
5120	Overtime	-	-	-	1,500	-	1,500
5126	Sick Leave Conversion	834	-	-	500	311	500
5127	Vacation Conversion	2,793	2,742	929	3,000	4,474	3,000
5130	Medicare	2,104	1,870	1,773	1,828	1,254	1,857
5150	Retirement	18,713	18,204	24,738	32,925	27,467	38,090
5151	Part Time Retirement	16	61	-	-	-	-
5161	Medical/Dental/Vision Insurance	20,231	17,831	17,025	18,000	12,473	22,968
5162	Life Insurance	655	531	471	600	403	600
5163	Disability Insurance	601	355	300	500	191	400
	Salary & Benefits Total	192,863	176,194	164,923	173,891	112,160	191,971
	Maintenance & Operations						
5201	Supplies/Division Expense	2,995	2,890	1,986	2,500	3,151	2,500
5205	Postage	310	143	112	400	657	400
5207	Travel & Training	100	400	-	500	75	500
5209	Dues & Subscriptions	-	-	75	400	-	400
5216	Unemployment Compensation	-	2,216	-	-	-	-
5240	Telephone	425	446	234	500	191	500
5260	Contractual Services	20,702	17,425	-	-	9,892	-
5287	Technology Internal Services	9,325	9,325	9,325	9,324	9,324	9,324
	Maintenance & Operations Total	33,857	32,845	11,732	13,624	23,290	13,624
	Division Total	226,720	209,039	176,655	187,515	135,450	205,595

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including streets, storm drains, street striping, street signage, and sidewalks. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean and pleasant environment for the public.

SERVICE OBJECTIVES

- *Ensure completion of the City's annual Residential Street Improvement Project on time and within budget*
- *Ensure completion of the City's annual Concrete Repairs Project on time and within budget*
- *Regularly maintain pavement on public streets and storm drain system in accordance with established performance standards*

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Assist with Department Assessment	Ongoing	High	Yes	Al-Iman, Matrix Consulting
Arterial and Residential Tree Trimming and Removal Program	Ongoing	High	Yes	Saldivar, West Coast Arborist
Street Marking/Striping	Ongoing	High	Yes	Saldivar
Residential Street Improvements – Rehab Crack Seal	Ongoing	High	Yes	Saldivar
Tree Planting	Ongoing	High		Saldivar, West Coast Arborist
Replace Safety Lights at Intersections with LED Lights	Ongoing	High	Yes	Farhad & Consultant

Development Services

STREET MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Development Services - Public Works				Street Maintenance - 542			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
5101	Salaries - Full Time	189,390	195,261	237,796	248,100	230,974	248,720
5109	On Call Pay	4,555	5,370	5,485	5,550	6,240	5,500
5117	Uniform Allowance	2,600	2,650	3,250	3,300	3,050	3,250
5120	Overtime	5,928	8,821	7,650	9,000	10,001	9,000
5126	Sick Leave Conversion	737	743	923	1,000	1,519	1,000
5127	Vacation Conversion	2,991	2,811	2,198	3,500	7,250	3,500
5130	Medicare	2,761	2,978	3,773	3,600	4,018	3,929
5150	Retirement	27,754	25,059	45,904	60,800	53,435	66,980
5161	Medical/Dental/Vision Insurance	44,187	44,288	54,176	61,400	61,825	62,424
5162	Life Insurance	619	636	729	800	808	800
5163	Disability Insurance	1,256	1,310	1,502	1,600	1,665	1,700
	Salary & Benefits Total	282,778	289,927	363,385	398,650	380,785	406,803
	Maintenance & Operations						
5201	Supplies/Division Expense	30,556	32,247	37,551	26,000	32,564	26,000
5206	Uniforms	3,204	1,040	1,498	3,000	2,603	3,000
5207	Travel & Training	531	325	309	400	29	400
5209	Dues & Subscriptions	-	-	-	250	-	250
5241	Telephone Traffic Signals	3,426	3,694	3,876	3,500	3,751	3,500
5245	Cellular Phone	1,911	1,644	2,162	3,000	2,657	3,000
5252	Electricity-Street Light	163,589	170,227	161,963	175,000	161,263	175,000
5255	Natural Gas	97	213	185	200	185	200
5256	Water	65,093	57,187	39,026	47,000	57,779	47,000
5286	Garage Internal Services	44,816	44,820	44,820	44,820	44,820	44,820
5287	Technology Internal Services	932	930	932	932	932	932
5294	Maintenance-Traffic Signal	25,434	25,000	53,986	40,000	39,998	40,000
5295	Maintenance-Streets	6,074	3,742	13,204	15,000	12,716	15,000
	Maintenance & Operations Total	345,663	341,069	359,513	359,102	359,297	359,102
	Division Total	628,441	630,996	722,898	757,752	740,082	765,905

PARK MAINTENANCE

PROGRAM DESCRIPTION

The Park Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including parks, arterial landscaping, and tree trimming. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean, and pleasant environment for the public.

SERVICE OBJECTIVES

- *Manage the City's on-going landscape maintenance needs*
- *Manage the City's annual maintenance contracts*
- *Manage maintenance staff to maximize operational efficiencies and minimize costs*

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Assist with Department Assessment	Ongoing	High	Yes	All, Matrix Consulting
Implementation of reorganization as determined by Department Assessment				Human Resources, Mendoza

Development Services

PARK MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Public Works				Division Park Maintenance - 543			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	171,683	133,659	126,405	127,200	130,312	135,863
5103	Hourly	11,289	26,193	23,428	21,720	18,116	21,720
5109	On Call Pay	3,725	2,900	2,785	3,800	2,875	3,800
5112	Special Certificate Pay	1,301	1,327	1,367	1,400	1,430	1,400
5117	Uniform Allowance	1,950	1,450	1,300	1,300	1,300	1,300
5120	Overtime	6,835	7,695	5,298	4,000	8,111	4,000
5121	O/T Wings Wheels Rotors	-	-	2,021	1,200	-	1,200
5126	Sick Leave Conversion	1,981	1,407	1,449	2,000	1,478	2,000
5127	Vacation Conversion	6,860	9,149	3,200	7,000	4,126	7,000
5130	Medicare	2,038	2,280	2,429	2,200	2,569	2,585
5150	Retirement	27,715	25,377	37,809	37,800	40,774	42,893
5151	Part Time Retirement	423	944	889	815	711	815
5161	Medical/Dental/Vision Insurance	29,908	23,342	21,662	23,300	24,188	23,712
5162	Life Insurance	485	345	292	300	345	318
5163	Disability Insurance	983	710	601	700	710	700
Salary & Benefits Total		267,176	236,778	230,935	234,735	237,045	249,306
Maintenance & Operations							
5201	Supplies/Division Expense	33,420	27,812	23,130	22,000	35,979	22,000
5203	Supplies-McAuliffe	10,075	14,417	14,295	23,400	28,893	23,400
5206	Uniforms	1,431	2,998	3,420	2,100	2,101	2,100
5207	Travel & Training	-	420	1,570	500	-	500
5250	Electricity-Buildings	2,438	2,449	2,354	2,500	2,245	2,500
5251	Electricity-Parks	4,061	5,154	6,153	5,000	5,342	5,000
5254	Electricity-McAuliffe Park	4,190	4,721	4,147	5,000	3,605	5,000
5256	Water	60,948	106,006	78,479	60,000	94,870	100,000
5257	Water-McAuliffe Park	7,230	17,014	19,414	20,000	17,513	20,000
5260	Contractual Services	7,073	46,954	80,274	80,000	82,599	80,000
5271	Tree Trimming	941	7,124	10,731	12,000	22,910	12,000
5281	Real Property Lease	-	478	492	2,350	507	2,350
5286	Garage Internal Services	25,610	25,610	25,610	25,612	25,612	25,612
5287	Technology Internal Services	1,865	1,865	1,865	1,865	1,865	1,865
5298	Maintenance - Fields/Fencing/Facilities	-	340	-	-	295	-
5299	Maintenance-Other	8,900	7,510	10,348	12,000	13,965	12,000
Maintenance & Operations Total		168,182	270,872	282,283	274,327	338,301	314,327
Division Total		435,358	507,650	513,218	509,062	575,346	563,633

FACILITY MAINTENANCE

PROGRAM DESCRIPTION

The Facility Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including facilities, park restrooms, and janitorial services. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean and pleasant environment for the public.

SERVICE OBJECTIVES

- *Manage the City's on-going facility maintenance needs*
- *Manage the City's janitorial needs*
- *Manage the City's annual maintenance contracts.*
- *Manage maintenance staff to maximize operational efficiencies and minimize costs.*

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Assist with Department Assessment	Ongoing	High	Yes	All, Matrix Consulting
Implementation of reorganization determined by Department Assessment	Ongoing	High	Yes	Human Resources, Mendoza

Development Services

FACILITY MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Development Services - Public Works				Facility Maintenance - 544			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	48,256	49,903	51,709	51,900	51,838	53,391
5103	Hourly	20,056	12,495	21,995	24,000	32,524	24,000
5109	On Call Pay	1,260	1,245	1,270	1,270	1,660	1,270
5117	Uniform Allowance	650	650	650	700	650	700
5120	Overtime	1,131	2,346	2,302	3,000	1,963	3,000
5126	Sick Leave Conversion	537	574	591	600	603	600
5127	Vacation Conversion	-	1,195	-	-	1,970	-
5130	Medicare	974	927	1,089	1,000	1,330	1,203
5150	Retirement	7,803	7,510	12,598	15,300	16,425	16,526
5151	Part Time Retirement	752	471	782	900	1,263	900
5161	Medical/Dental/Vision Insurance	13,200	13,852	13,262	14,900	16,138	15,312
5162	Life Insurance	162	159	146	200	172	200
5163	Disability Insurance	328	328	300	300	355	300
Salary & Benefits Total		95,109	91,655	106,693	114,070	126,891	117,402
Maintenance & Operations							
5201	Supplies/Division Expense	46,563	55,880	48,291	50,000	35,676	50,000
5206	Uniforms	675	260	330	1,000	410	1,000
5250	Electricity-Buildings	75,703	81,688	75,534	80,000	68,245	80,000
5253	Electricity- Pump Station	3,425	2,450	661	3,500	1,021	3,500
5255	Natural Gas	3,833	2,859	3,489	4,000	4,272	4,000
5256	Water	12,010	10,635	9,655	10,000	10,841	10,000
5293	Maintenance-Buildings	15,282	12,238	4,158	16,000	25,542	16,000
5297	Maintenance-Pump Station	523	1,000	1,000	1,000	5,040	1,000
5299	Maintenance-Other	1,710	4,060	4,300	2,500	6,610	2,500
Maintenance & Operations Total		159,724	171,070	147,418	168,000	157,657	168,000
Division Total		254,833	262,725	254,110	282,070	284,548	285,402

FLEET MAINTENANCE

PROGRAM DESCRIPTION

The Fleet Maintenance Division of the Public Works Department is responsible for maintaining City vehicles and construction equipment. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments in its equipment through routine maintenance, repair and replacement; thereby protecting the community investment in its vehicles and construction equipment.

SERVICE OBJECTIVES

- *Provide routine on-going maintenance to all City vehicles and construction/maintenance equipment*
- *Review and maintain vehicle and equipment replacement schedules*
- *Continue to keep City vehicles and construction/maintenance equipment in good working condition*

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Assist with Department Assessment	Ongoing	High	Yes	All, Matrix Consulting
Implementation of reorganization determined by Department Assessment	Ongoing	High	Yes	Human Resources, Mendoza

Development Services

FLEET MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department (Fund) Development Services (Vehicle & Equipment Fund)			Division Fleet Maintenance - (Fund 50, Division 546)				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
SALARY & BENEFITS							
5101	Salaries - Full Time	55,783	58,991	42,497	63,672	11,565	65,074
5109	On Call Pay	1,260	1,260	1,285	1,260	-	1,260
5117	Uniform Allowance	650	650	650	700	25	650
5120	Overtime	1,556	3,469	2,715	4,000	-	3,000
5126	Sick Conversion	647	666	9,334	650	-	-
5127	Vacation Conversion	539	-	9,665	2,160	-	-
5130	Medicare	847	862	921	764	299	800
5150	Retirement	9,039	8,698	14,434	14,082	424	16,939
5161	Medical/Dental/Vision Insurance	13,200	13,852	13,262	14,900	1,222	15,312
5162	Life Insurance	162	159	146	144	-	144
5163	Disability Insurance	328	328	300	300	-	300
5192	Salary Savings	-	-	-	(16,085)	-	-
Salary & Benefits Total		84,011	88,935	95,209	86,547	13,535	103,479
Maintenance & Operations							
5201	Supplies/Division Expense	13,801	17,283	16,154	13,000	13,718	16,200
5206	Uniforms	473	260	260	700	260	260
5207	Travel & Training	404	106	20	500	-	500
5221	Insurance	-	-	-	-	6,995	7,074
5222	Gas Tank Certification	-	-	-	-	-	-
5225	Auto Parts - Police	14,021	12,919	15,371	10,000	6,065	10,000
5226	Auto Parts - Recreation	53	543	169	500	-	500
5227	Auto Parts - Public Works	9,801	8,036	4,119	7,000	8,287	7,000
5228	Auto Parts - Other	409	140	-	1,500	379	1,500
5255	Natural Gas	2,214	2,038	2,876	3,000	2,525	2,500
5258	Gasoline	88,856	89,807	72,586	80,000	73,105	81,000
5275	Outside Services - P/D Vehicle	18,895	19,759	25,571	20,000	21,558	20,000
5276	Outside Services - Rec Vehicle	313	396	805	850	1,042	850
5277	Outside Services - P/W Vehicle	6,141	6,845	4,523	8,000	4,419	8,000
5278	Outside Services - Other Vehicle	1,171	295	310	2,000	7,584	2,000
5287	Technology Charges	1,865	1,865	1,865	1,865	1,865	4,103
7190	Capital Lease Interest	-	-	-	5,400	4,967	3,769
7191	Capital Lease Principal	-	-	-	65,509	65,661	66,872
Maintenance & Operations Total		158,417	160,292	144,629	219,824	218,430	232,128
Capital Outlay							
5435	Equipment	-	-	-	-	-	-
	Interfund Transfer to CIP-Vehicles	-	73,910	57,395	269,175	196,807	-
Capital Outlay Total		-	73,910	57,395	269,175	196,807	-
Division Total		242,428	323,137	297,233	575,546	428,772	335,607

Development Services

ENGINEERING SERVICES

PROGRAM DESCRIPTION

The Engineering Division of the Public Works Department is responsible for the managing, programming and implementing the City's Capital Improvement Program, and seeking funding for all projects. The division provides support to the department in the review of new development for engineering related issues. Additionally, the Engineering Division is responsible for managing the City traffic signal system and handling community requests for service related to traffic issues. The City Engineer is the City liaison to a number of regional transportation agencies such as OCTA and Caltrans. The division acts as the secretary to the Traffic Commission.

SERVICE OBJECTIVES

- Manage the City's Capital Improvement Program
- Manage regional and local transportation Issues
- Provide efficient and timely development review and encroachment permitting
- Manage division budget

WORK PLAN FOR 2017-18

Key Action Steps	Timeline	Priority	Budget	Person/Area Responsible
Assist with Department Assessment	Ongoing	High	Yes	Al-Iman, Matrix Consulting
Increase community awareness of standards and procedures for right-of-way encroachments	Ongoing	Low	Yes	Mueller
Evaluate permitting process	Ongoing	Low	Yes	Mueller
Increase community awareness of standards and procedures for right-of-way encroachments	Ongoing	Low	Yes	Mendoza, Mueller
Update/Digitize Forms	Ongoing	Low	Yes	Mueller
ADA Cerritos Avenue Sidewalks	Jan. 2018 Completion	Medium	Yes	Hunt, Mueller, Oliver
Los Alamitos Boulevard Median Improvement Project	September 2017 completion	High	Yes	Hunt, Mendoza

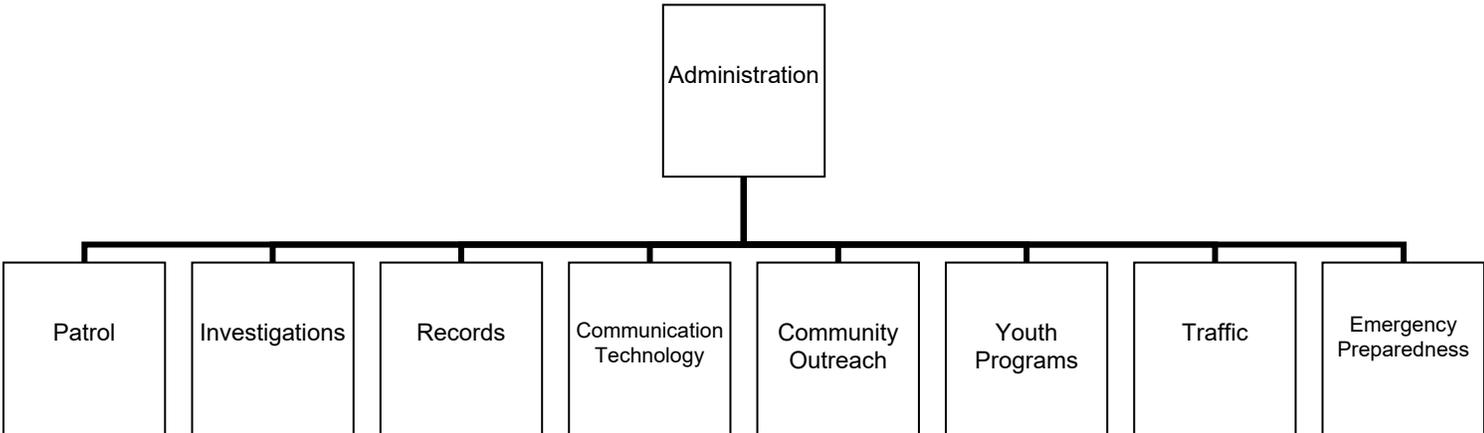
Development Services

ENGINEERING SERVICES

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Development Services - Public Works				City Engineer - 548			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	335	124	20	500	-	500
5260	Contractual Services	36,075	57,798	52,793	50,000	32,863	50,000
5261	Traffic Engineering	58,920	85,139	82,642	50,000	74,064	50,000
5268	Plan Check	45,136	17,851	59,657	36,000	75,276	36,000
	Maintenance & Operations Total	140,466	160,912	195,112	136,500	182,203	136,500
	Capital Outlay (570)						
5501.1428	Los Alamitos Blvd Rehabilitation	-	-	-	-	-	-
	Capital Outlay Total	-	-	-	-	-	-
	Division Total	140,466	160,912	195,112	136,500	182,203	136,500

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Full-Time Positions			
Police Chief	1	1	1
Police Captain	2	2	2
Support Services Manager	0	0	0
Department Secretary	1	1	1
Police Sergeant	5	5	5
Police Corporal	5	5	4
Police Officer	12	12	12
Records Specialist	2	2	2
Part-Time Positions			
Reserve Police Officer	0.5	0.5	0.5
Photo Enforcement Officer	0.6	0.7	0.8
Intern	0.7	0	0
Police Aide	1.1	2.3	1.8
Crossing Guard	2.7	0.3	0
Total Full-Time	28	28	27
Total Part-Time	5.6	3.8	3.1
Total Department FTE	33.6	31.8	30.1

Police

MISSION STATEMENT

The Los Alamitos Police Department is committed to providing the highest degree of professional police service in partnership with the community to ensure Los Alamitos is a safe place to live, visit, and conduct business.

DEPARTMENT GOALS

- *Provide the highest level of professional and efficient police service to the community*
- *Provide a safe environment and ensure the quality of life in Los Alamitos*
- *Continue to enhance the City's capability for emergency response operations during incidents of terrorism and other disasters*
- *Create a professional working environment that prepares, encourages, and provides opportunities for employees to achieve their full potential*
- *Mitigate traffic safety issues and minimize the impact of local and regional traffic congestion*
- *Participate in regional efforts to improve response capabilities and capacity*

ACCOMPLISHMENTS FOR 2016-17

- *Officers responded to 17,599 incidents, which include 8,029 calls for service and 9,570 officer initiated actions, while maintaining an average response time of less than 3 minutes for emergency calls.*
- *Officers took 1,227 police reports and arrested 425 criminal offenders in 2016.*
- *Police Department staff participated in more than 100 training classes during the past year.*
- *The Police Department continued to utilize social media (Facebook, Twitter, YouTube, City website) to keep the community informed about safety and quality of life issues, adding many new followers and adding the Instagram platform.*
- *The School Resource Officer conducted 7 student education presentations and 3 parent education presentations.*
- *The School Resource Officer Performed over 28 student drug evaluations, 25 threat assessments, and conducted and participated in 5 active shooter exercises and training scenarios.*
- *The City did not experience an increase to Part 1 Crimes during calendar year 2016, while many agencies throughout California saw an increase particularly in property crimes.*
- *The Department coordinated through the Homeless Liaison program and adjoining agencies to improve public safety conditions in the Coyote Creek Flood Control area.*
- *The Department re-started their volunteer Police Explorer program to help youths from 14 to 20 years of age learn about the Law Enforcement profession, with an initial cadre of 6 members.*
- *Police personnel continue to foster partnerships with students and faculty by participating in many special programs with the Los Alamitos Unified School District including Career Programs, Drug Awareness Presentations, Safety Meetings, School Attendance Review Board, volunteer coaching for the Los Alamitos High School football team, and Read Across America.*
- *In a collaborative effort, the Police Department worked with other community stakeholders to present "Every 15 Minutes" to educate the students at Los Alamitos High School about the dangers of driving under the influence. With a large student population in attendance and participating, the program culminated in a staged collision scene and landing of a medical evacuation helicopter on Los Alamitos Boulevard.*
- *The Department began Coffee with a Cop events with 3 held during the year.*
- *The Department rotated 2 officers onto the West Cities SWAT Team after competing to earn the position and meeting stringent training requirements.*
- *The Department regional SWAT Team participated in 2 high risk search warrant services where dangerous criminal suspects and critical evidence was secured.*
- *The Department has participated in an exchange program where decades old safety equipment has been exchanged for up to date products at no cost for the fiscal year. This resulted in new handguns being issued to all sworn personnel during fiscal year 16-17.*
- *Area Command Two held a "Safety on Wheels" event to foster child safety and education and foster community interaction in their Area.*
- *The Police Department participated in a collaborative "Reality Party" to create awareness for parents regarding teen drinking, drug use, and peer pressure at teen parties.*

Police

- *The STAR Team responded to investigate 8 major injury or fatal traffic collisions in the West County region during 2016, including 2 in Los Alamitos.*
- *The Police Department continues participating in the Orange County Lesbian, Gay, Bisexual and Transgender (LGBT) Partnership in an effort to raise awareness and sensitivity between law enforcement and this segment of the community.*
- *Radio Amateur Civil Emergency Service (RACES) communications volunteers participated in 2 Countywide Disaster Drills from the Police Department's Radio Room, and one field day exercise.*
- *The City's Emergency Operations Plan was utilized during a Civic Center Evacuation and Drill in conjunction with the Great Shakeout Statewide Earthquake Drill. Police personnel also provided City Staff with information on reacting to potential active shooter scenarios in the workplace.*
- *The City's Emergency Operations Center was opened twice on a limited basis due to winter weather flooding in the City, in conjunction with the Operational Area's activation.*
- *The Department participated in a multi-jurisdictional Federal exercise at the Joint Forces Training Base (JFTB) where large scale exercises involving responses to suspicious packages and training protocols for active shooter response on the facility.*
- *A promotional assessment was held to identify an in-house candidate for an available sergeant position vacancy, resulting in one promotion.*
- *The Department efficiently managed more than 12,000 records, completed 48 mandated reports, successfully passed three audits and three inspections, and responded to over 2000 subpoenas.*
- *The Department handled 5,117 pieces of property and evidence involving 1,221 cases.*
- *In furtherance of our service attitude, members of the Police Department have contributed to and volunteered in many community organizations, including: The Youth Center; Rotary; Casa Youth Shelter; Summer Harvest; Precious Life Shelter, and We Care's Adopt a Family.*
- *Chief Nuñez completed his term as president of Orange County Chiefs of Police and Sheriff's Association.*
- *Chief Nuñez was elected to the 3rd Vice President of the California Police Chiefs Association Executive Board of Directors, to ascend to the Presidency in 2020.*
- *The P.O.S.T. Commission approved the Police management team to attend a state funded Team Building Workshop.*
- *Police personnel assisted in the presentation of one West County CERT class.*
- *Police personnel facilitated and/or participated in numerous community meetings and presentations, including 2 Prescription Drug Take-Back and Awareness Days, Identity Theft, National Night Out, Military Advocate Training on Sexual Assault, and Preventing Fraud.*
- *The Department took advantage of Federal Government funded Incident Response to Terrorist Bombings (IRTB) training to enhance the response capacity of police personnel.*
- *Identified and contracted with a vendor for a new CAD/RMS system through West Comm and its partner agencies.*
- *The Department deployed P25 compliant 800 MHz portable radios to all their personnel.*
- *The Police Department continued to improve the Area Command program to facilitate enhanced community problem solving and address quality of life issues by assigning designated area liaisons to coordinate the program and serve as a point of contact for community members in each area.*
- *The Police Department currently maintains an education level with a minimum of a bachelor's degree by 92% of the sworn staff.*

Police

EXPENDITURE SUMMARIES

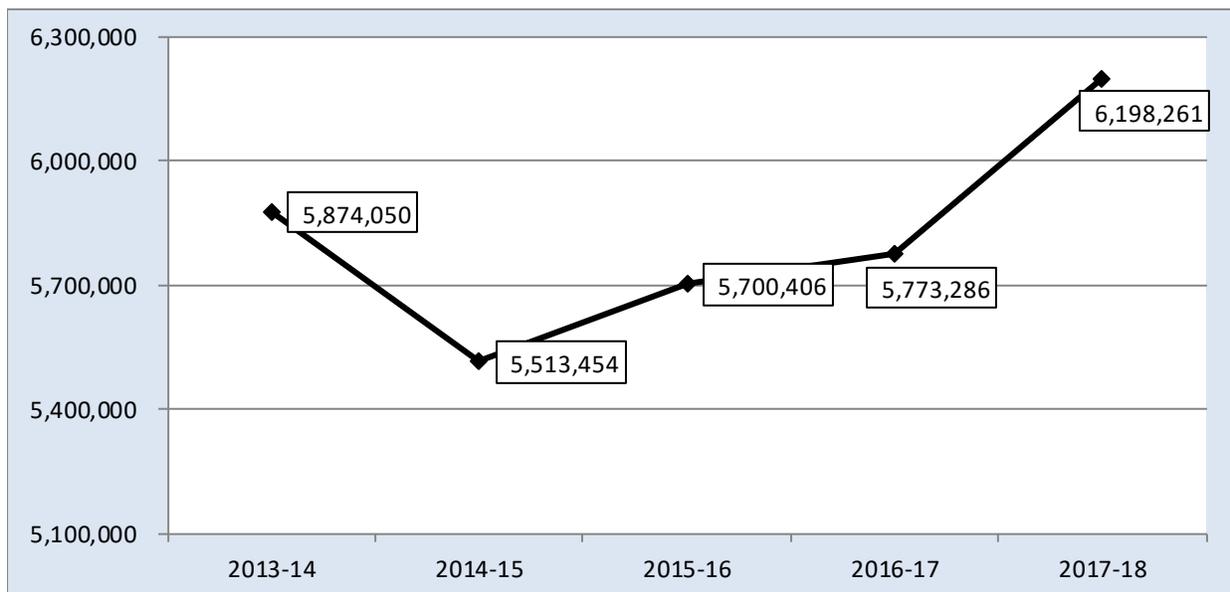
Department Summary by Expense Type

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Salaries and Benefits	4,659,506	4,339,587	4,538,567	4,782,202	4,495,812	4,862,616
Maintenance and Operations	1,201,667	1,173,867	1,161,839	1,231,631	1,277,474	1,335,645
Capital Outlay	12,877	-	-	-	-	-
Department Total	5,874,050	5,513,454	5,700,406	6,013,833	5,773,286	6,198,261

Department Expenditure Summary by Division

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Police Administration	762,355	749,870	838,765	847,423	873,002	896,072
Patrol	2,840,680	2,593,897	2,623,002	2,839,751	2,601,506	2,905,618
Investigation	799,385	717,600	745,132	768,649	727,494	778,258
Records	174,757	174,542	186,651	198,918	196,935	188,989
Communications Technology	686,054	676,428	676,285	693,736	686,943	691,386
Community Outreach	974	1,461	1,185	850	1,140	2,500
Youth Programs	154,602	156,355	147,400	151,939	155,418	167,558
Traffic	446,640	441,930	478,161	505,542	524,095	560,855
Emergency Preparedness	8,603	1,371	3,827	7,025	6,753	7,025
Department Total	5,874,050	5,513,454	5,700,406	6,013,833	5,773,286	6,198,261

Departmental Expenditures FY 2013/14 – FY 2017/18



ADMINISTRATION**PROGRAM DESCRIPTION**

Administration provides the oversight and administrative backbone necessary for the effective and efficient delivery of police service. This includes the Executive Management Team, clerical support, and department training. Although the primary responsibility for staff development is with Administration, all managers and supervisors are tasked with mentoring and developing their subordinates. Enhancing leadership, improving staff efficiency, and promoting service-minded traits are essential to providing the best police service possible.

SERVICE OBJECTIVES

- *Facilitate employee development, furthering a community service philosophy and enhancing a commitment to professionalism*
- *Provide relevant training to improve staff effectiveness and efficiency and promote consistency between shifts*
- *Demonstrate prudent fiscal management of the Police Department's Budget*
- *Maintain effective leadership and sound policy to ensure officer safety and reduce liability*

WORK PLAN FOR 2017-18

- *Continue to seek alternative funding sources for training to further employee development*
- *Achieve 100% completion of Federal Government funded IRTB Training for sworn sergeants, corporals, and officers.*
- *Conduct routine staff meetings to facilitate communication with supervisory staff.*
- *Implement measures to enhance recruitment and retention and the development of leadership skills throughout the organization.*
- *Transition to and fully implement the new CAD/RMS system through West Comm and its partner agencies.*
- *Utilize BSCC funds to address Homeless issues, provide outreach to high-risk youth, provide youth diversion as well as gang and violence prevention programs, and ensure advanced crisis intervention training and resources are available to our personnel.*
- *Enhance Department communication and management team effectiveness by attending a P.O.S.T. Commission Team Building Workshop.*

Police

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Police Administration - 521			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	489,358	499,623	512,397	521,218	533,434	538,605
5104	Holiday Pay	-	-	1,555	-	-	-
5119	Cellular Phone Allowance	1,080	1,080	1,020	1,080	1,080	1,080
5120	Overtime	-	-	322	-	-	-
5126	Sick Leave Conversion	3,820	3,703	1,530	4,000	1,703	2,500
5127	Vacation Conversion	-	-	57,350	-	-	-
5130	Medicare	7,006	6,851	8,243	7,558	8,159	7,862
5150	Retirement	145,678	98,253	138,885	163,100	186,993	181,332
5161	Medical/Dental/Vision Insurance	42,149	43,960	38,098	46,700	41,727	41,712
5162	Life Insurance	1,557	1,549	1,277	1,700	1,769	1,600
5163	Disability Insurance	1,310	1,310	1,092	1,300	1,420	1,310
Salary & Benefits Total		691,958	656,329	761,769	746,656	776,285	776,000
Maintenance & Operations							
5201	Supplies/Division Expense	13,443	12,370	13,250	12,000	13,775	12,000
5205	Postage	1,720	1,505	1,515	1,500	1,564	1,500
5206	Uniforms	-	35	-	-	120	-
5207	Travel & Training	4,349	5,032	5,237	8,000	15,003	8,000
5208	Post Training	14,338	2,646	8,229	10,000	3,325	20,000
5209	Dues & Subscriptions	1,307	1,787	2,103	2,200	2,681	9,005
5260	Contractual Services	2,100	526	2,145	17,000	15,685	19,500
5280	Leased Equipment	3,175	3,175	3,496	3,675	3,172	3,675
5281	Parking Lot Rental	4,500	6,000	4,500	6,000	6,000	6,000
5286	Garage Internal Service	17,073	17,073	27,000	27,000	27,000	27,000
5287	Technology Internal Service	8,392	8,392	8,392	8,392	8,392	8,392
5290	Maintenance-Office Equipment	-	-	1,129	5,000	-	5,000
5481	Police Capital Replacement	-	35,000	-	-	-	-
Maintenance & Operations Total		70,397	93,541	76,995	100,767	96,717	120,072
Division Total		762,355	749,870	838,765	847,423	873,002	896,072

PATROL

PROGRAM DESCRIPTION

The primary responsibility of the Patrol Bureau is to ensure the safety and security of the community. Combining traditional enforcement with creative problem solving strategies, the Patrol Bureau responds to calls for service **Every Hour, Every Day**. As the most visible representatives of the Police Department, Patrol Officers make customer service a priority while preventing crime, enforcing laws and apprehending criminals. This Bureau also includes Reserve Officers.

SERVICE OBJECTIVES

- Provide courteous, effective enforcement of all laws
- Implement strategies to enhance officer/citizen relationships, promote customer service, and strengthen police/community partnerships
- Maintain public safety and security
- Utilize crime trend analysis to provide directed enforcement to areas where significant crimes occur
- Implement community oriented policing strategies to reduce crimes and enhance quality of life issues

WORK PLAN FOR 2017-18

- Maintain response times at under 3 minutes for **Priority 1** Calls for Service.
- Direct enforcement efforts toward areas of repeat criminal activity.
- Partner with other City departments such as Community Development, Public Works, and Recreation to solve and improve quality of life issues affecting community members.
- Develop creative ways to utilize Area Command to monitor crimes trends and address localized issues.
- Each Area Command will host at least one event involving their Area and fostering community interaction by the conclusion of 2017.
- Partner with surrounding area Homeless Liaison Officers to address regional Homeless issues.

Police

PATROL

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Police		Patrol - 522					
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	1,344,105	1,331,872	1,359,983	1,553,400	1,393,825	1,565,403
5103	Hourly	1,045	5,744	16,803	2,100	601	2,100
5104	Holiday Pay	53,650	52,828	52,246	66,413	60,167	66,944
5111	Special Skill Pay	18,473	18,204	16,323	16,700	16,612	21,633
5114	Educational Incentive	43,755	50,797	48,295	52,600	44,417	52,012
5115	Field Training Pay	1,371	1,411	1,483	-	312	1,000
5117	Uniform Allowance	9,625	9,125	9,325	10,400	10,025	10,400
5120	Overtime	337,100	334,054	290,969	215,000	248,270	215,000
5121	O/T Wings Wheels Rotors	-	-	3,499	4,000	-	4,000
5126	Sick Leave Conversion	10,121	10,511	11,137	12,000	6,672	12,000
5127	Vacation Conversion	7,283	16,011	19,997	5,000	1,709	7,500
5130	Medicare	23,648	24,435	26,208	24,600	26,277	28,391
5150	Retirement	633,971	426,372	450,795	484,400	423,461	523,916
5151	Part-Time Retirement	39	228	808	250	34	79
5161	Medical/Dental/Vision Insurance	159,732	144,239	150,436	204,000	199,107	212,832
5162	Life Insurance	3,519	3,323	3,079	4,000	3,805	3,500
Salary & Benefits Total		2,647,437	2,429,154	2,461,388	2,654,863	2,435,294	2,726,710
Maintenance & Operations							
5201	Supplies/Division Expense	7,018	8,866	7,561	10,000	9,862	10,000
5202	Arsenal	21,230	17,998	19,712	24,900	20,150	24,000
5206	Uniforms	14,819	6,157	17,175	12,000	14,193	12,000
5207	Travel & Training	1,094	773	743	-	1,869	-
5216	Unemployment Compensation	7,706	8,747	3,600	6,000	8,100	6,000
5229	Tuition Reimbursement	15,889	7,017	-	15,000	-	10,000
5243	Telecommunication Charges	4,546	3,815	3,649	3,840	3,853	3,750
5245	Cell Phone	129	45	124	130	102	140
5260	Contractual Services	5,232	8,352	7,486	8,600	3,960	8,600
5270	Booking Fees	2,420	2,690	1,280	2,000	1,705	2,000
5286	Garage Internal Service	85,364	85,364	85,364	87,498	87,498	87,498
5287	Technology Internal Service	14,919	14,919	14,919	14,920	14,920	14,920
Maintenance & Operations Total		180,366	164,743	161,614	184,888	166,212	178,908
Capital Outlay							
5420	Equipment	12,877	-	-	-	-	-
Capital Outlay Total		12,877	-	-	-	-	-
Division Total		2,840,680	2,593,897	2,623,002	2,839,751	2,601,506	2,905,618

INVESTIGATIONS

PROGRAM DESCRIPTION

The Detective Bureau is made of investigators working to solve crimes and prepare cases for court. The investigations are generally classified into three groups: Crimes Against Persons, Property Crimes, and Fraud/Forgery. Through suppression, apprehension, and successful prosecution, Investigators are able to reduce the risk of future crimes.

SERVICE OBJECTIVES

- *Establish a rapport with crime victims*
- *Utilize community outreach strategies to inform the public about crime trends and preventative measures*
- *Liaison with governmental and non-governmental agencies to enhance investigative strategies*
- *Identify and analyze crime trends occurring within the City and region*

WORK PLAN FOR 2017-18

- *Increase flow of information to patrol personnel for directed efforts.*
- *Meet with community groups to discuss and implement crime prevention measures 2 times before June 2018.*
- *Have P.O.S.T. Commission conduct Evidence Room audit.*
- *Create a victim contact protocol to supplement investigative follow-up for all reported crimes.*
- *Provide advanced investigative training to detectives.*
- *Continue to publish the Weekly Crime Summary.*

Police

INVESTIGATIONS

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Police				Investigation - 523			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	388,986	392,559	405,017	405,538	393,209	401,947
5103	Hourly	8,125	17,687	19,944	24,300	8,363	21,000
5104	Holiday Pay	17,086	16,493	18,684	17,159	16,779	17,243
5113	Special Assignment Pay	18,644	19,421	19,622	20,277	19,738	20,097
5114	Educational Incentive	17,418	18,672	19,622	20,277	19,246	19,827
5117	Uniform Allowance	4,575	4,600	4,550	4,600	4,075	4,600
5119	Cellular Phone Allowance	1,440	1,440	1,410	1,440	1,320	1,440
5120	Overtime	39,206	32,203	21,386	30,000	11,428	30,000
5126	Sick Leave Conversion	653	2,621	3,046	3,200	3,553	3,200
5127	Vacation Conversion	26,759	1,495	8,498	1,500	1,794	1,500
5130	Medicare	7,388	7,003	7,443	6,887	7,350	7,552
5150	Retirement	176,360	116,567	133,031	147,800	153,136	157,786
5151	Part-Time Retirement	305	637	743	637	331	788
5161	Medical/Dental/Vision Insurance	47,005	45,590	41,497	42,480	41,990	47,424
5162	Life Insurance	948	954	835	1,000	1,033	1,000
Salary & Benefits Total		754,898	677,942	705,326	727,095	683,345	735,404
Maintenance & Operations							
5201	Supplies/Division Expense	2,687	-	-	1,900	927	3,200
5206	Uniforms	184	279	350	-	131	-
5207	Travel & Training	3,889	-	-	-	4,192	-
5209	Dues & Subscriptions	1,323	753	663	3,250	2,495	3,250
5243	Telecommunication Charges	-	1,703	2,313	-	-	-
5229	Tuition Reimbursement	-	519	76	-	-	-
5286	Garage Internal Service	29,877	29,877	29,877	29,876	29,876	29,876
5287	Technology Internal Service	6,527	6,527	6,527	6,528	6,528	6,528
Maintenance & Operations Total		44,487	39,658	39,806	41,554	44,149	42,854
Division Total		799,385	717,600	745,132	768,649	727,494	778,258

RECORDS**PROGRAM DESCRIPTION**

The Records Bureau provides a valuable support function for the Police Department. It is responsible for protecting and maintaining an up-to-date records management system, tracking subpoenas, managing evidence, meeting State and Federal reporting mandates, preparing documents for court bookings, and tracking cases from the time of arrest through the duration of the trial. Fingerprinting, citation verifications, responding to public inquiries, and vehicle releases are some of the services provided by the Records Bureau.

SERVICE OBJECTIVES

- *Provide courteous, professional service to community members on the phone and at the front counter*
- *Meet State and Federally mandated reporting deadlines*
- *Ensure the Department's compliance with CLETS policies*

WORK PLAN FOR 2017-18

- *Submit monthly reports to the Department of Justice by the 10th of each month.*
- *Ensure CLETS annual certification.*
- *Complete re-organization of Property Storage areas, gaining capacity with the same allotted space.*
- *Purge police records and property per City/Government Code retention/destruction requirements by June 2018.*

Police

RECORDS

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Police				Records - 524			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	94,613	100,713	106,258	110,400	112,261	104,276
5103	Hourly	29,084	23,612	22,789	22,000	16,816	22,000
5117	Uniform Allowance	1,345	1,300	1,300	1,300	1,425	1,300
5119	Cellular Phone Allowance	630	720	720	700	690	700
5120	Overtime	-	398	760	800	1,556	800
5126	Sick Leave Conversion	-	478	524	1,200	610	1,200
5127	Vacation Conversion	2,054	-	-	-	3,629	-
5130	Medicare	1,971	1,874	2,027	1,900	2,122	1,889
5150	Retirement	11,054	10,428	19,278	25,400	19,891	18,061
5151	Part-Time Retirement	1,091	848	871	900	653	825
5161	Medical/Dental/Vision Insurance	18,391	16,874	16,944	18,000	20,426	21,600
5162	Life Insurance	296	318	292	300	344	320
5163	Disability Insurance	601	655	601	700	710	700
Salary & Benefits Total		161,130	158,218	172,363	183,600	181,133	173,671
Maintenance & Operations							
5201	Supplies/Division Expense	1,334	2,923	2,355	3,500	3,737	3,500
5206	Uniforms	479	179	-	-	254	-
5207	Travel and Training	76	126	90	-	28	-
5209	Dues & Subscriptions	10	1,368	115	90	55	90
5286	Garage Internal Service	4,268	4,268	4,268	4,268	4,268	4,268
5287	Technology Internal Service	7,460	7,460	7,460	7,460	7,460	7,460
Maintenance & Operations Total		13,627	16,324	14,288	15,318	15,802	15,318
Division Total		174,757	174,542	186,651	198,918	196,935	188,989

COMMUNICATIONS TECHNOLOGY

PROGRAM DESCRIPTION

With the ever increasing dependence on technology, the Police Department participates in various partnerships which facilitate cost effective solutions to the technology challenges facing law enforcement. Included among those are: 1) the Integrated Law and Justice Agency of Orange County Joint Powers Authority (ILJ) which was formed to solicit grant funding to pay for technology; 2) Computer Aided Dispatch and Records Management Systems are provided through a contract with the West Covina Services Group; 3) Police dispatch services are provided by the West Cities Police Communications Center (West-Comm) which was formed by a Joint Powers Authority between the Cities of Cypress, Los Alamitos and Seal Beach; and, 4) the 800 MHz countywide radio system.

SERVICE OBJECTIVES

- *Improve public safety through increased access to information*
- *Reduce redundant data entry by automating processes*
- *Improve efficiency and customer service while reducing costs*
- *Utilize technology to reduce liability*

WORK PLAN FOR 2017-18

- *Continue to seek new technology to automate and streamline processes.*
- *Continue implementation of new CAD/RMS system with Go Live date of November 2017.*
- *Provide continued training in order to fully use new CAD/RMS system.*
- *Increase usage of automated field reporting with single point entry.*
- *Prioritize the implementation of technology to increase staff efficiency and ensure a reasonable cost benefit.*
- *Replace Mobile Data Computers in the patrol vehicles.*
- *Continue use of the Brazos System to automate citation processes and evaluate updated devices.*
- *Complete deployment of mobile P25 radios in the vehicle fleet.*

Police

COMMUNICATIONS TECHNOLOGY

DIVISION EXPENSE BY LINE ITEM

Department Police			Division Communications Technology - 525				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	100	-	-	-	-	-
5240	Telephone	27,348	27,085	25,493	21,000	26,720	24,000
5242	Cable Television	708	1,194	1,269	1,200	1,444	1,400
5243	Telecommunication Charges	9,181	2,522	-	-	-	-
5260	Contractual Services	3,347	7,534	9,602	9,602	9,229	10,800
5272	West-Comm Contract	543,715	536,302	538,664	559,574	559,574	587,162
5291	Maintenance-Communication	21,295	21,431	20,896	22,000	23,444	22,000
5292	Maintenance-Computer	80,360	80,360	80,360	80,360	66,532	46,024
	Maintenance & Operations Total	686,054	676,428	676,285	693,736	686,943	691,386
	Division Total	686,054	676,428	676,285	693,736	686,943	691,386

COMMUNITY OUTREACH

PROGRAM DESCRIPTION

Community Outreach is the mechanism Los Alamitos Police Officers use to interact and foster partnerships with our citizens. The Department is constantly striving to improve efficiency by implementing compassionate, creative law enforcement programs which focus on prevention as well as apprehension. By utilizing up-to-date technology, the Department keeps community members informed by providing timely information about criminal activity and crime prevention through a cost effective information dissemination network. Referred to as The LAW, Los Alamitos Watch provides information to subscribers through Twitter, Facebook, and email.

SERVICE OBJECTIVES

- Keep the community informed about issues pertaining to their neighborhoods and City as a whole.

WORK PLAN FOR 2017-18

- Participate in 2 community events, one each by December 2017 and June 2018.
- Conduct 2 safety presentations, one each by December 2017 and June 2018.
- Continue to publish safety information through social media, tailoring messages to raise engagement rates by 5% and increasing the number of published messages by 5% by June 2018.

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Community Outreach - 526			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	626	945	687	500	791	2,000
5209	Dues & Subscriptions	348	516	498	350	349	500
	Maintenance & Operations Total	974	1,461	1,185	850	1,140	2,500
	Division Total	974	1,461	1,185	850	1,140	2,500

Police

YOUTH PROGRAMS

PROGRAM DESCRIPTION

Using a cost-sharing model and in partnership with the Los Alamitos Unified School District and the City of Seal Beach, a School Resource Officer (SRO) is assigned to Los Alamitos High School. The SRO offers a consistent presence and unique ability to solve interpersonal high school issues using positive, pro-active methods, often mitigating situations before they evolve into problems. With an SRO on campus, the amount of time patrol officers spend on campus is greatly reduced.

The Police Department also participates in several youth diversionary programs which are designed to educate the City's youth about the consequences of drug and alcohol abuse. Although the Skills and Assets for Excellence programs has been suspended, police personnel continue to foster partnerships with students and faculty by participating in many special programs with the community's youth including career programs, SARB (School Attendance Review Board), Drug Awareness Presentations, Safety Meetings, Every 15 Minutes, Reality Party, and Project Intervention.

SERVICE OBJECTIVES

- *Establish a rapport with youth in the community by creating opportunities for positive interactions*

WORK PLAN FOR 2017-18

- *Participate in at least one youth diversionary/education program by June 2018.*
- *Develop mentoring opportunities in conjunction with community stakeholders such as Casa Youth Shelter and Sunburst Youth Academy.*
- *Provide the new Explorer Post volunteers the opportunity to prepare for and attend the Explorer Academy.*
- *Increase the use of Explore Post volunteers in community and Department events to garner interest in prospective members.*

YOUTH PROGRAMS

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Youth Programs - 527			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	74,501	91,048	86,714	86,000	91,171	94,361
5104	Holiday Pay	3,725	3,818	3,550	3,745	3,972	3,992
5113	Special Assignment Pay	3,725	4,508	4,296	4,300	4,560	4,718
5114	Educational Incentive	3,725	4,508	1,492	-	3,414	4,718
5115	Field Training Pay	-	32	-	-	-	-
5117	Uniform Allowance	550	650	650	700	650	650
5119	Cell Allowance	300	360	360	400	360	360
5120	Overtime	6,490	6,448	3,884	6,500	1,991	6,500
5126	Sick Conversion	378	881	922	1,068	113	1,000
5130	Medicare	1,269	1,447	1,424	1,300	1,499	1,686
5150	Retirement	35,336	27,035	28,864	30,000	33,663	36,897
5161	Medical/Dental/Vision Insurance	11,434	14,052	13,262	14,900	12,503	9,600
5162	Life Insurance	201	239	219	200	258	250
5163	Disability Insurance	-	-	-	-	-	-
Salary & Benefits Total		141,634	155,026	145,636	149,113	154,154	164,732
Maintenance & Operations							
5201	Supplies/Division Expense	1,743	201	-	250	-	250
5202	Arsenal	-	-	-	720	-	720
5206	Uniforms	729	-	340	300	-	300
5207	Travel & Training	500	672	928	700	742	700
5209	Dues and Subscriptions	40	-	40	40	40	40
5243	Telecommunication Charges	76	456	456	456	482	456
5245	Cell Phone	30	-	-	360	-	360
5286	Garage Internal Service	9,850	-	-	-	-	-
Maintenance & Operations Total		12,968	1,329	1,763	2,826	1,264	2,826
Division Total		154,602	156,355	147,400	151,939	155,418	167,558

Police

TRAFFIC

PROGRAM DESCRIPTION

Routine traffic enforcement is provided by a motorcycle officer, as well as all other police officers assigned to patrol. The Traffic Bureau is responsible for enforcing traffic laws, investigating collisions, and educating the community about traffic safety. Although minor collision investigations are handled by patrol officers, major and fatal collision investigations are conducted by specially trained members of the interagency Serious Traffic Accident Response (STAR) Team. Parking control, red light photo enforcement, and crossing guards are also part of the Traffic Bureau.

SERVICE OBJECTIVES

- *Provide courteous, effective enforcement of all traffic laws*
- *Utilize directed enforcement strategies to address specific traffic safety issues*
- *Promote public awareness of traffic safety issues through educational programs*
- *Participate in regional efforts to mitigate traffic concerns*

WORK PLAN FOR 2017-18

- *Conduct one traffic awareness safety campaigns by June 2018.*
- *Participate in one regional directed enforcement activity by June 2018.*
- *Identify new officer to rotate into Motor position and provide training to meet the needed requirements.*
- *Identify funding source to procure Total Station equipment for S.T.A.R.*
- *Collaborate with the City Traffic Commission to address traffic safety concerns.*

TRAFFIC

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Traffic - 528			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	77,644	85,111	93,563	93,900	93,400	94,361
5103	Hourly	107,014	113,347	129,574	143,010	92,283	105,270
5104	Holiday Pay	3,378	3,637	3,914	3,972	3,972	3,992
5113	Special Assignment Pay	3,905	4,199	4,524	4,700	4,695	4,718
5114	Educational Incentive	-	-	3,677	4,700	4,695	4,718
5117	Uniform Allowance	650	650	650	700	650	650
5120	Overtime	14,643	11,021	3,867	10,000	6,125	10,000
5126	Sick Conversion	-	649	614	1,138	451	1,000
5130	Medicare	2,503	2,498	2,882	3,700	2,479	3,258
5150	Retirement	35,072	23,343	30,548	34,100	36,176	36,897
5151	Part-Time Retirement	4,030	4,172	4,836	4,030	3,585	3,948
5161	Medical/Dental/Vision Insurance	13,368	14,052	13,218	14,900	16,138	15,312
5162	Life Insurance	242	239	219	300	258	250
Salary & Benefits Total		262,449	262,918	292,085	319,150	264,907	284,374
Maintenance & Operations							
5201	Supplies/Division Expense	7,061	3,613	7,296	3,850	3,288	4,250
5206	Uniforms	2,114	707	1,445	1,000	389	1,000
5207	Travel & Training	277	200	386	2,690	449	6,000
5209	Dues & Subscriptions	-	-	40	40	-	40
5216	Unemployment Compensation	-	-	144	-	-	-
5260	Contractual Services	165,704	165,781	166,002	166,288	243,019	252,667
5269	Citation Processing	3,015	3,258	4,492	4,800	5,565	4,800
5286	Garage Internal Service	4,268	4,270	4,270	4,272	4,272	4,272
5287	Technology Internal Service	950	950	950	952	952	952
5296	Maintenance-Motorcycle	802	233	1,050	2,500	1,254	2,500
Maintenance & Operations Total		184,191	179,012	186,076	186,392	259,188	276,481
Division Total		446,640	441,930	478,161	505,542	524,095	560,855

Police

EMERGENCY PREPAREDNESS

PROGRAM DESCRIPTION

The City of Los Alamitos is responsible for emergency response operations and will commit all available resources to save lives, minimize damage to property, and protect the environment. The Emergency Preparedness Team represents the City's interests to ensure a successful response during a major disaster. Managed by the Emergency Services Coordinator, the Team, consisting of representatives from all City Departments, meets with community stakeholders to strategize and prepare for incidents of terrorism and other disasters. Homeland Security also falls within this Bureau.

SERVICE OBJECTIVES

- Assist all City Departments with their preparation for major emergencies and disasters
- Coordinate with the Department of Homeland Security, FEMA, California Office of Emergency Services, and the Orange County Operational Area to ensure the City of Los Alamitos is in compliance with all mandates for emergency preparedness
- Work with community members to assist in their individual preparation for five to seven days following a disaster

WORK PLAN FOR 2017-18

- Conduct one CERT presentation by June 2018.
- Continue to gain and maintain NIMS training compliance by City staff.
- Continue to provide training on use of the Emergency Operations Plan to City staff.
- Participate in at least one emergency preparedness exercise.
- Provide training opportunities to City staff for Operational Area emergency response training.
- Participate in 2 countywide Radio Amateur Civil Emergency Service (RACES) drills to test alternative forms of communication during a disaster.

DIVISION EXPENSE BY LINE ITEM

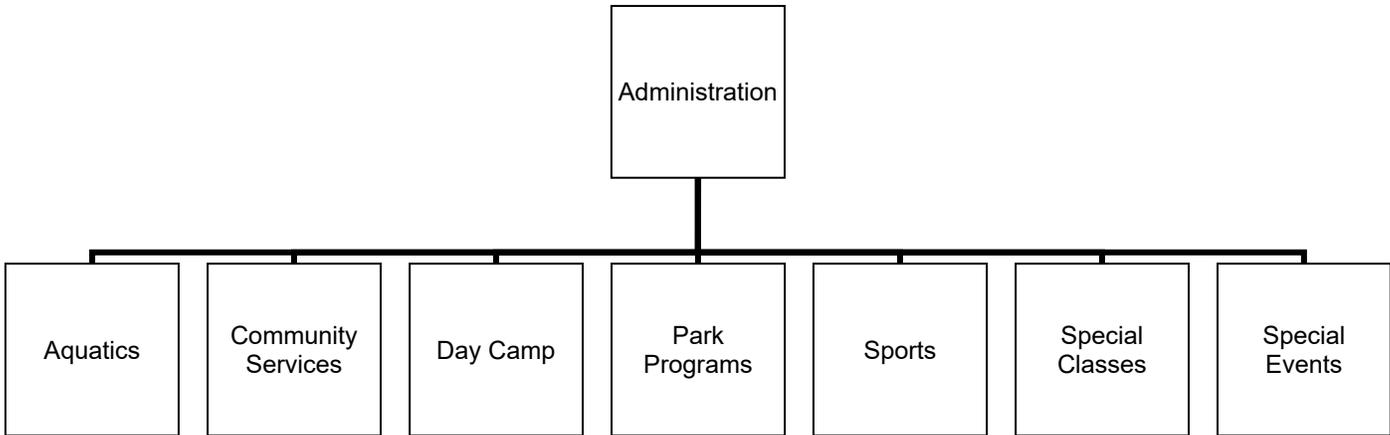
Department				Division			
Police				Emergency Preparedness - 529			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
5120	Salary & Benefits						
	Overtime	-	-	-	1,725	694	1,725
	Salary & Benefits Total	-	-	-	1,725	694	1,725
5201 5260	Maintenance & Operations						
	Supplies/Division Expense	93	539	-	500	474	500
	Contractual Services	8,510	832	3,827	4,800	5,585	4,800
	Maintenance & Operations Total	8,603	1,371	3,827	5,300	6,059	5,300
Division Total		8,603	1,371	3,827	7,025	6,753	7,025

Fund			Division				
Police Capital Expenditures Internal Service Fund			PD Communications/Technology (Fund 51, Division 525)				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated Year-End	2017-18 Proposed
	Salaries & Benefits						
	No Personnel Allocations						
	Salaries & Benefits Total	-	-	-	-	-	-
	Capital Outlay						
5272	West-Comm 800 MHz	-	-	45,140	45,140	45,140	45,140
5291	800 MHz Backbone (City Share)	-	8,273	13,176	50,494	35,471	-
5420	Equipment - 800 MHz Radios	-	-	62,148	208,590	209,204	-
5425	West-Comm CAD/RMS	-	-	-	359,924	359,924	10,000
	Capital Outlay Total	-	8,273	120,464	664,148	649,739	55,140
	Division Total	-	8,273	120,464	664,148	649,739	55,140



Recreation and Community Services

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<i>Full-Time Positions</i>			
Recreation and Community Services Director	1	1	1
Recreation Manager	2	2	2
Recreation Coordinator	2	2	1
Department Secretary	1	1	1
Secretary	1	1	0
<i>Part-Time Positions</i>			
Recreation	13.7	12.8	10.46
Total Full-Time	7	7	5
Total Part-Time	13.7	12.8	10.46
Total Department FTE	20.7	19.8	15.46

Recreation and Community Services

MISSION STATEMENT

To enhance the sense of community and create quality of life through people, parks, and programs.

DEPARTMENT GOALS

- *Provide valued recreational experiences for the community.*
- *Provide quality customer service to all persons requesting service.*
- *Provide special event programs that strengthen community image and sense of place.*
- *Provide youth and adult sports programs that promote health and wellness.*
- *Foster human development through a wide selection of special interest classes for all ages.*
- *Provide a variety of aquatics classes and programs that enable youth and adults to become water safe.*
- *Provide seniors with a stimulating social environment and program offerings to keep them active and informed.*
- *Create a healthy and supportive work culture for department employees.*

ACCOMPLISHMENTS FOR 2016-2017

- *Hosted the 37th Annual Southland Credit Union Los Alamitos Race on the Base with 4,100 participants, with the expanded Glow in the Dark Fun Run and a live band on Friday night and the 5K, 10K and reverse triathlons. A post event survey indicated that out of 786 responses, 97% said they would recommend the event to a friend or family member, 75% said they planned to return next year and 95% rated the race as either good or excellent.*
- *The Race on the Base Reverse Triathlon continues to be the largest event of its kind in the nation with 1,124 triathletes registered.*
- *The Race on the Base Cash Sponsorships totaled its largest amount in the event's history with \$89,750, helping the event result in \$86,000 in revenue above the direct event expenditures.*
- *Continued the OC California Race Series in partnership with Run Seal Beach, Cypress 5K & 10K Run/Walk and Los Alamitos Race on the Base to encourage local participation among all events.*
- *Increased aquatics participation through Private, Semi-Private and Group Learn-to-Swim Lessons.*
- *Increased participation in the Los Alamitos FINS Masters Swim Team to its largest participation numbers to more since the program's inception in 2008.*
- *Increased Online Registration to more than 50% for classes and programs with the new Blue Rec Registration System to allow for live registrations to take place at the convenience of the participant's home and reduce the amount of staff registration input needed each session.*
- *Increased amount of offerings and attendance in several special interest camps and classes.*
- *Coordinated a successful Holiday Dinner honoring City Commissioners at the Community Center.*
- *Conducted the Los Alamitos Holiday Decorating Contest. Members of the community were encouraged to decorate their homes in the holiday spirit. Judging was conducted by Los Alamitos residents and each neighborhood was presented with two or three winners.*
- *Provided the following services to the senior population:*
 - *Provided year-round staff support to the Senior Club and the management of the Senior Lunch and Bread Program.*
 - *The Senior Club Travel continues to maintain its strength and popularity with most trips selling out.*
 - *Assisted with coordinating Bingo Fundraisers to generate more funds for the Senior Club.*
 - *Continued to increase participation for the Balance and Fitness class with more than 50 students routinely participating, while increasing the participation in the second low-impact fitness class to more than 20 students weekly.*
 - *Coordinated the Senior Volunteer Recognition Luncheon to recognize 50 Senior Club volunteers.*
 - *Sold out the Annual "Senior Prom" with nearly 120 participants*
 - *Partnered with the Second Harvest Food Bank to offer the Senior Grocery Program, enabling more than 40 participants to "shop" twice a week at the Community Center for food provided by local grocery stores.*
- *Continued on the expanded the Summer Parks Program to include extended weeks, hours, and excursions for free to the community. Participant averages increased due to the investment made in the program and additional activities such as Special Event Fridays and six free excursions.*
- *Supervised the Los Alamitos Volunteer Program (LAVP) for approximately 80 youth ages 11 to 17 to assist with special events, community service projects, day camp, park programs, youth sports, and at the Community Center. LAVP members have assisted other communities such as the City of Seal Beach (Run Seal Beach) and*

Recreation and Community Services

the City of Cypress (Cypress Run). LAVP members coordinated quarterly socials, giving LAVP members leadership skills and hands-on experience organizing and implementing an event.

- *Successfully negotiated with Chang Orthodontics for the fifth consecutive year to commit to become the official sponsor of the Los Alamitos Youth Sports Program.*
- *Continued to increase communication and cooperation between the City and school district over joint use facilities (Oak Middle School and McAuliffe Middle School).*
- *Continued to increase communication and cooperation between the City and members of the Community Youth Sports Board: Los Alamitos Unified School District, city of Seal Beach, community of Rossmoor, AYSO Region 159, Friday Night Lights Flag Football, Los Alamitos Youth Baseball, St. Hedwig Pony Baseball, Los Alamitos Girls Softball, Los Alamitos Youth Football Club, Seal Beach Pony Baseball, and National Junior Basketball.*
- *Produced and organized the fifth annual Trunk or Treat Event featuring the Treasure Hunt at Little Cottonwood Park with approximately 2,000 people who trick-or-treated from the trunks of vehicles and searched for candy and toys in the treasure hunt area.*
- *Produced and organized the Annual Spring Carnival held at Little Cottonwood Park. AYSO Region 159 sponsored the event that drew approximately 2,500 people who participated in carnival games, arts and craft, and egg hunts.*
- *Organized and produced four Music and Movies in the Park events: two at Laurel Park and for the first time ever, one at Orville Lewis Park and one at Little Cottonwood Park. The new locations were tremendously successful with excellent feedback from the community.*
- *Co-hosted the fifth annual Winter Wonderland at the Plaza event with the Los Alamitos Area Chamber of Commerce Young Professionals. More than 6,500 people attended the snow day, visited with Santa Claus, rode the trackless train, visited the vendors and sponsors, ate at the food trucks, and listened to local school groups sing holiday songs. All direct costs were offset through sponsors and vendor fees equaling \$25,000.*
- *Co-hosted the 29th Annual 4th of July Fireworks Spectacular and utilized sponsorship revenue, contributions from Seal Beach and Rossmoor, parking revenue and vendor revenue to assist in off-setting the direct costs for the event. Implemented a new event location that was on the tarmac of the runways so it was safer for participants, closer to the parking area, and provided for a larger fall out area for the firework show.*
- *Produced the 2nd Annual Weekend of Art in Los Alamitos with 152 visual artists and added 14 performing art groups.*
- *Successfully recognized part-time Recreation and Aquatics staff through the Employee of the Quarter recognition program.*
- *Partnered with Special Olympics Southern California to offer Tennis and Basketball for youth and adults with special needs.*
- *Worked with Public Works to replace Orville Lewis Park playground and playground surfacing at Orville Lewis Park and Little Cottonwood Park to modernize and make the playgrounds safer and more exciting.*
- *Refurbished the Veterans Memorial Sundial at City Hall and rededicated the sundial just before Memorial Day.*
- *Worked with Los Alamitos-based business to co-host and co-produce the first event Mother-Son, Father-Daughter Family Dance at the Community Center.*

Recreation and Community Services

EXPENDITURE SUMMARIES

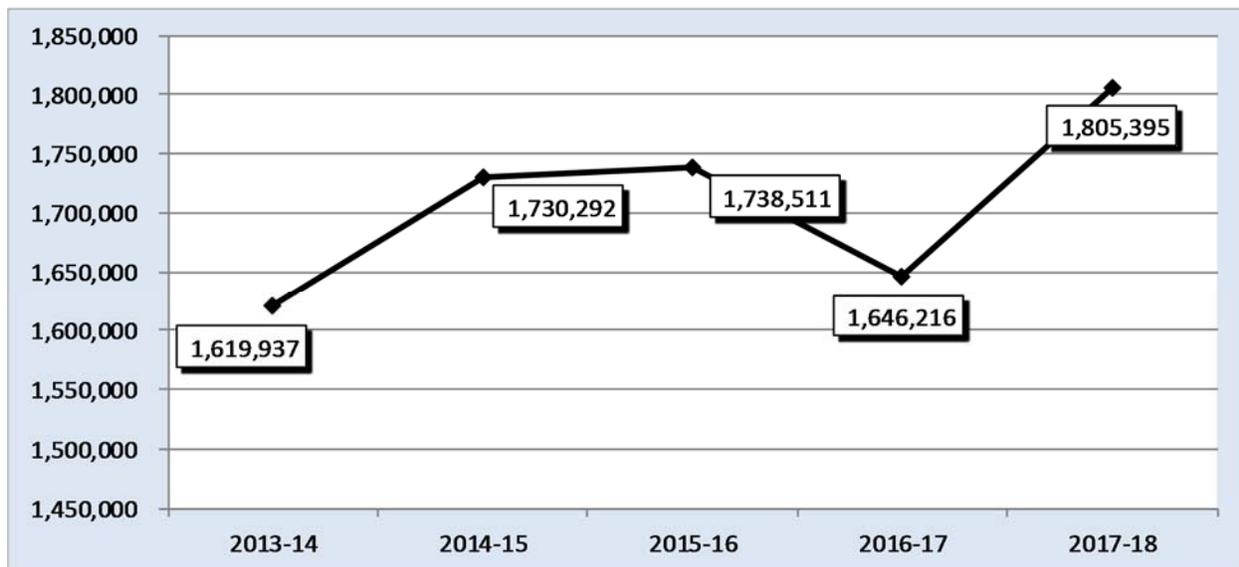
Department Summary by Expense Type

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Salaries and Benefits	935,957	1,032,113	1,062,128	1,135,590	1,070,523	1,183,283
Maintenance and Operations	683,980	698,179	676,383	622,853	575,693	622,112
Department Total	1,619,937	1,730,292	1,738,511	1,758,443	1,646,216	1,805,395

Department Expenditure Summary by Division

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Budget
Recreation Administration	639,555	698,345	778,656	892,837	836,791	923,119
Aquatics	313,904	330,793	262,831	138,100	90,786	117,524
Community Services	60,916	69,862	50,314	30,458	38,409	38,948
Day Camp	53,809	52,110	57,764	59,675	60,897	63,493
Playgrounds	22,788	22,911	24,398	28,307	26,758	27,614
Sports	135,886	146,556	113,280	127,023	123,671	161,360
Special Classes	127,976	146,418	167,558	150,641	156,646	153,297
Special Events	265,103	263,297	283,710	331,402	312,258	320,040
Department Total	1,619,937	1,730,292	1,738,511	1,758,443	1,646,216	1,805,395

Departmental Expenditures FY 2013/14 – FY 2017/18



Recreation and Community Services

ADMINISTRATION

PROGRAM DESCRIPTION

The Administration Division manages the financial and logistical operations of the Recreation and Community Services Department, including Aquatics, Community Services, Day Camp, Park Programs, Sports, Special Classes and Special Events. The division also provides administrative support to the Parks, Recreation and Cultural Arts Commission.

SERVICE OBJECTIVES

- *Provide administrative and management support to all Department employees to enable them to provide quality recreation opportunities and customer service to the community.*
- *Provide service and support to the City Manager on matters relating to recreation and community services.*
- *Continue to work closely with the Public Works Department and the City Manager on capital improvement projects.*
- *Provide administrative support to the Parks, Recreation and Cultural Arts Commission.*
- *Develop, monitor and evaluate the Department's annual budget.*
- *Work closely with Department partners such as the Los Alamitos Unified School District and the Joint Forces Training Base to provide programs and services for the community.*

WORK PLAN FOR 2017-2018

- *Foster a culture where excellent customer service is valued and appreciated.*
- *Promote a productive and healthy work environment for all staff.*
- *Continue to provide the community an informative and attractive Recreation and Communities Services Activities Guide fully designed in-house.*
- *Continue to promote the online class registration software system to provide customers with a fully-automated online and easy-to-use class registration system.*
- *Develop new and maintain existing partners to offset the cost of events, publications and staff.*

Recreation and Community Services

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Recreation & Community Services				Recreation Administration - 551			
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5101	Salaries - Full Time	410,222	434,023	485,429	566,218	486,999	584,155
5103	Hourly	25,796	34,929	33,551	8,160	30,379	6,000
5118	Car Allowance	3,600	3,600	3,600	3,600	3,450	3,600
5126	Sick Leave Conversion	1,253	686	-	-	838	-
5127	Vacation Conversion	-	7,525	-	-	2,394	-
5130	Medicare	6,347	6,661	7,698	7,900	8,210	8,522
5150	Retirement	50,205	53,006	102,423	147,720	149,194	165,533
5151	Part-Time Retirement	967	1,243	1,287	494	1,177	-
5161	Medical/Dental/Vision Insurance	54,972	56,593	50,722	64,200	59,226	72,624
5162	Life Insurance	1,489	1,499	1,495	1,744	1,803	1,744
5163	Disability Insurance	1,638	1,611	1,611	2,349	1,911	2,349
5192	Salary Savings	-	-	-	-	-	-
Salary & Benefits Total		556,489	601,376	687,815	802,385	745,581	844,527
Maintenance & Operations							
5201	Supplies/Division Expense	10,802	22,324	12,393	10,000	14,324	10,000
5205	Postage	7,288	6,964	6,620	7,500	6,741	7,000
5207	Travel & Meetings	1,818	284	1,455	2,000	2,359	2,000
5209	Dues & Subscriptions	1,865	3,638	4,089	5,110	4,040	5,500
5216	Unemployment Insurance	(128)	-	-	-	-	-
5229	Tuition Reimbursement	2,497	4,886	2,470	5,000	4,919	2,600
5231	Fine Arts Projects	3,210	3,610	5,460	-	-	-
5236	New sletter	6,844	210	-	840	854	840
5237	Recreation Brochure	14,950	15,580	15,790	14,000	14,020	14,000
5240	Telephone	1,368	1,068	878	2,700	1,132	2,700
5244	Computer Tech Center	464	-	-	-	-	-
5260	Contractual Services	3,682	12,799	16,858	17,150	19,055	8,900
5280	Leased Equipment	319	-	-	-	-	-
5286	Equipment Charges	4,268	4,268	4,268	4,268	4,268	4,268
5287	Technology Charges	15,782	15,782	15,782	15,784	15,784	15,784
5290	Main. - Office Equipment	8,037	5,556	4,777	6,100	3,714	5,000
Maintenance & Operations Total		83,066	96,969	90,840	90,452	91,210	78,592
Division Total		639,555	698,345	778,656	892,837	836,791	923,119

Recreation and Community Services

AQUATICS

PROGRAM DESCRIPTION

The Los Alamitos Aquatics Program affords residents to learn the fundamentals of swimming and become water safe. Programs include the Learn-to-Swim program, which offers year-round water safety instruction for all ages in a group setting, and the Private/Semi-private swimming lesson program. These programs teach necessary water safety skills in a fun and positive environment. Also offered are Junior Lifeguards, Deep Water Aerobics and the Los Alamitos FINS Masters Swim Program.

SERVICE OBJECTIVES

- *Continue to offer high level and well managed aquatics programs through City staff and/or a contracted instructor.*
- *Increase aquatic program attendance by increasing offerings and maintaining current offerings.*

WORK PLAN FOR 2017-2018

- *Work with the Joint Forces Training Base Morale, Welfare and Recreation to take over aquatics programming as a contract instructor starting in the fall 2017.*
- *Provide a successful and safe aquatics program in the summer 2017*
- *Continue to find innovative and creative programming that helps keep children and adults water safe.*

Recreation and Community Services

AQUATICS

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Aquatics - 552					
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	116,966	132,303	103,950	102,290	63,014	87,000
5105	Hourly-Maintenance	24,266	23,184	15,964	-	-	-
5130	Medicare	2,048	2,030	1,816	1,729	1,013	1,262
5150	Retirement	-	-	-	-	-	-
5151	Part-Time Retirement	5,296	5,250	4,696	4,471	2,621	3,263
Salary & Benefits Total		148,576	162,767	126,425	108,490	66,648	91,524
Maintenance & Operations							
5201	Supplies	8,193	5,937	6,393	6,000	4,164	6,000
5216	Unemployment Compensation	-	3,878	8,059	-	-	-
5245	Cell Phone	-	-	-	-	12	-
5250	Electricity	55,193	46,976	29,919	-	-	-
5255	Natural Gas	41,311	35,856	18,089	-	-	-
5256	Water	27,709	48,296	9,451	-	-	-
5259	Rent	-	-	20,015	23,610	19,962	20,000
5260	Contractual Services	2,057	1,348	-	-	-	-
5282	Pool Maintenance	25,729	20,648	16,046	-	-	-
5284	Master Swim Program	1,190	1,137	1,184	-	-	-
5287	Technology Charges	3,946	3,950	3,946	-	-	-
Maintenance & Operations Total		165,328	168,026	113,103	29,610	24,138	26,000
Capital Outlay							
5510	Pool CIP	-	-	23,304	-	-	-
Division Total		313,904	330,793	262,831	138,100	90,786	117,524

Recreation and Community Services

COMMUNITY SERVICES

PROGRAM DESCRIPTION

The Community Services Division is responsible for the development and implementation of year-round programming and services for the senior population. The larger of these services include the Los Alamitos Senior Club and the Senior Lunch and Bread Program. Services added to ensure quality of life issues include monthly screenings, Medicare assistance, and legal aid. Community Services is also responsible for scheduling, reservations, policy renovation, and day-to-day operations associated with the Community Center facility and surrounding complex.

SERVICE OBJECTIVES

- Provide recreation and social service programs for seniors.
- Expand and enhance general senior programs to address current senior trends and issues.
- Maintain and upgrade when possible the Community Center and Picnic Shelter rental facilities

WORK PLAN FOR 2017-2018

- Develop funding options and work with business community to develop partnerships to sponsor and provide for new/expanded programs for seniors, i.e. partnering with HMO's to provide several screenings including cholesterol, osteoporosis bone density, and glucose screenings.
- Maintain and enhance the Senior Lunch & Bread Program through promotion and publicity efforts.
- Continue to explore funding and programming opportunities to expand senior transportation.
- Partner with local non-profits to expand social services provided to the local community like the Senior Grocery Program
- Maintain the cleanliness and friendliness of the Community Center to attract new facility users for classes, programs, celebrations, and meetings.
- Revise the Community Center and Picnic Shelter Facility Use Policies.

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Community Services - 553				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	48,268	61,463	41,334	24,530	30,028	30,700
5130	Medicare	700	847	624	356	448	445
5151	Part-Time Retirement	1,810	2,192	1,613	920	1,160	1,151
5192	Salary Savings	-	-	-	-	-	-
Salary & Benefits Total		50,778	64,502	43,571	25,806	31,636	32,296
Maintenance & Operations							
5201	Supplies/Division Expense	501	360	800	700	397	700
5216	Unemployment Compensation	3,608	-	-	-	-	-
5260	Contractual Services	-	-	-	-	-	-
5287	Technology Charges	3,946	2,963	3,950	3,952	3,952	3,952
5326	Facility Rentals	2,083	2,037	1,993	-	2,424	2,000
Maintenance & Operations Total		10,138	5,360	6,743	4,652	6,773	6,652
Division Total		60,916	69,862	50,314	30,458	38,409	38,948

Recreation and Community Services

DAY CAMP

PROGRAM DESCRIPTION

The Day Camp Division is responsible for the development and coordination of the Los Alamitos Day Camp program. By offering extended hours, this program helps meet the need of many working parents as a daycare alternative. Activities include arts & crafts, swimming, sports, table games, movies, music, challenges, and field trips to the beach, amusement parks and museums. Camp offers children a safe and fun environment to experience art, song, dance, drama and athletics while reinforcing good sportsmanship and fair play, and provides a positive social atmosphere where children and teens develop friendships and life learning experiences.

SERVICE OBJECTIVES

- Operate three seasonal day camps including winter, spring, and summer for approximately 1,300 youth participants.
- Coordinate excursions to coincide with themes for summer day camps.

WORK PLAN FOR 2017-2018

- Generate ideas to expand day camps to include special interest/focus camps to increase revenue and expand programming including performing arts activities.
- Continue to develop an exciting Day Camp curriculum for ages 5 – 12 of games, sports, activities, leadership opportunities and arts and crafts to ensure maximum participation throughout the summer.
- Provide a “stay-back” option during excursion days to allow for participants who cannot afford the excursion, to continue daily participation in the Day Camp program.
- Expand the Counselors in Training (C.I.T.) Program for teens ages 13-16 to work alongside the Summer Day Camp staff to prepare camp activities, organize games and crafts, and assist with excursions. They receive valuable on-the-job training as they learn what it takes to be a day camp counselor.
- Continue to be competitive with other local day camp programs through increased marketing efforts and maintaining a high-quality program.

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Day Camp - 554				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	28,909	30,359	32,731	35,622	37,613	37,541
5130	Medicare	419	356	476	517	595	544
5151	Part-Time Retirement	1,084	920	1,230	1,336	1,539	1,408
Salary & Benefits Total		30,412	31,635	34,436	37,475	39,747	39,493
Maintenance & Operations							
5201	Supplies/Division Expense	7,668	6,761	6,493	7,000	7,124	7,000
5317	Day Camps	15,729	13,714	16,835	15,200	14,026	17,000
Maintenance & Operations Total		23,397	20,475	23,328	22,200	21,150	24,000
Division Total		53,809	52,110	57,764	59,675	60,897	63,493

Recreation and Community Services

PARK PROGRAMS

PROGRAM DESCRIPTION

Drop-in programs at Los Alamitos park sites provide children the opportunity to play in a safe and fun environment for the constructive use of their free time during the summer. Children learn skills in areas such as leadership, teamwork, self-esteem development, and responsibility. This program also provides children the opportunity to participate in sports, competitions, tournaments, games, and crafts. The program provides mentoring and supervision to children who would otherwise be home alone, lets children build and strengthen friendships, and creates a safe, neighborhood environment.

SERVICE OBJECTIVE

- *Provide staffing to two park sites during the summer months for children ages 5 – 12 to participate in free sports activities, games, arts and crafts, and special events.*

WORK PLAN FOR 2017-2018

- *Maintain high levels of participation through outreach into the community through various publications including flyers, newsletters, and press releases.*
- *Develop programming to promote health and fitness awareness among park participants.*
- *Continue to enhance the program through excursions, expanded hours and weeks, and programmed, structured activities.*
- *Partner with local churches/businesses to enhance Special Event Friday activities, events and excursions.*

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Playgrounds - 555				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	13,880	15,496	16,535	20,330	18,545	19,671
5130	Medicare	201	182	234	295	293	285
5151	Part-Time Retirement	521	471	606	762	758	738
Salary & Benefits Total		14,602	16,149	17,375	21,387	19,596	20,694
Maintenance & Operations							
5201	Supplies/Division Expense	2,164	1,046	1,192	1,000	1,935	1,000
5260	Contractual Services	6,022	5,716	5,830	5,920	5,227	5,920
Maintenance & Operations Total		8,186	6,762	7,023	6,920	7,162	6,920
Division Total		22,788	22,911	24,398	28,307	26,758	27,614

Recreation and Community Services

SPORTS

PROGRAM DESCRIPTION

The Sports Division is responsible for the development and administration of Parent and Me, Junior Pee-Wee, Pee-Wee, Youth and Adult sports programming. This division also allocates athletic facilities throughout the City and routinely interacts with youth sports user groups. The Parent and Me, Junior Pee-Wee, Pee-Wee and Youth programs are designed to introduce children to the various sports in a fun and positive way and to learn the fundamental skills in a non-competitive environment while practicing and playing games. The goals of these programs are learning social skills, creating friendships for children and parents, being part of a team, learning the values of good sportsmanship, and promoting positive self esteem. Adult Sports programs give adults the opportunity to exercise, promote wholesome physical activity, and provide an outlet for competition and fun. This program reduces stress, builds friendships, provides an opportunity for bonding, and promotes health and wellness.

SERVICE OBJECTIVES

- *Operate and maintain team registrations for the three Adult Sport seasons that include slow pitch softball, soccer and basketball that serves approximately 4,000 participants annually.*
- *Operate, maintain and increase participation in the year-round Youth Sports program that includes soccer, basketball, volleyball, flag football, track and field, and t-ball for approximately 1,000 youth participants.*
- *Allocate field and facility usage to youth community groups, private groups, and non-profits on a year-round basis.*

WORK PLAN FOR 2017-2018

- *Maintain the marketing and promotion plan for youth & adult sports through the City's website and increased use of social media.*
- *Expand youth tennis offerings to benefit the community.*
- *Expand Parent and Me classes to other sports such as basketball and t-ball.*
- *Offer more after work hours for youth sports programs such as youth volleyball and youth basketball.*
- *Continue to collaborate with the Los Alamitos Unified School District, Community of Rossmoor, and City of Seal Beach to efficiently allocate field usage to the community youth groups.*
- *Maintain the 12-week rehab maintenance schedule for McAuliffe Field and Laurel Park.*
- *Continue educating the community about the field reservation fees and maintain updated policies*
- *Continue working with the Los Alamitos Unified School District to update and maintain the Facility Use Policy and Procedures.*
- *Continue to develop the partnership and offerings with Special Olympics Southern California to offer sports for all abilities.*

Recreation and Community Services

SPORTS

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Sports - 556					
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	73,700	87,987	68,168	60,700	75,939	62,700
5130	Medicare	1,069	1,217	998	864	1,130	909
5151	Part-Time Retirement	2,764	3,148	2,581	-	2,923	2,351
Salary & Benefits Total		77,533	92,352	71,747	61,564	79,992	65,960
Maintenance & Operations							
5201	Supplies/Division Expense	4,861	4,803	4,470	5,500	5,764	5,500
5287	Technology Charges	3,946	3,950	3,946	-	-	-
5298	Main. - Fields/Facilities	7,328	6,300	6,167	8,300	6,650	6,500
VAR.	Sports Programs	42,218	39,151	26,950	51,659	31,265	83,400
Maintenance & Operations Total		58,353	54,204	41,533	65,459	43,679	95,400
Division Total		135,886	146,556	113,280	127,023	123,671	161,360

Recreation and Community Services

SPECIAL CLASSES

PROGRAM DESCRIPTION

The Special Classes Division provides a comprehensive selection of special interest classes for all age groups. In this division, over 50 instructors teach a combination of well over 200 different classes and camps. Classes and camps are offered based on demand, viability and trend structure. Focus is placed on the instruction and development of skills in specialized areas. The benefits to youth are increased self-esteem, mental stimulation, cultural appreciation, increased physical coordination and health. Special interest classes provide a positive and constructive use of free-time. Participation can develop into lifelong interest or hobbies, and encourage growth in numerous areas. For adults, classes can provide a positive structure for leisure time, an increased sense of self-worth, social connectivity, improved skill levels, development of new interest and hobbies, and a noticeable increase in physical and mental wellbeing.

SERVICE OBJECTIVES

- Provide opportunities for participants to increase mental and physical health, cultural appreciation, skills, and sense of community pride by participating in a wide variety of programs, classes and camps.
- Increase revenue in order to support department programs and services.

WORK PLAN FOR 2017-2018

- Review and recommend changes to the fee-based classes, camps, special events, and facility and field rentals based on trends, instructors' skill sets and demand quarterly.
- Continue to expand the Los Alamitos Volunteer Program for youth ages 11-17. The program will offer quarterly workshops and socials.
- Continue to increase the variety and amount of offerings and overall participation in fee-based classes and camps.
- Continue to meet the needs of contract class instructors by fostering good communication and providing a Community Center that is clean and well-equipped.
- Maintain the highly sought after and well managed Ready, Set, Go! Preschool Program.

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Special Classes - 557				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	33,235	39,608	54,139	54,421	63,323	64,400
5130	Medicare	482	558	742	777	957	934
5151	Part-Time Retirement	1,247	1,442	1,919	-	2,476	2,415
5192	Salary Savings	-	-	-	-	-	-
Salary & Benefits Total		34,964	41,608	56,800	55,198	66,756	67,749
Maintenance & Operations							
5201	Supplies/Division Expense	1,119	327	1,278	1,000	106	1,000
5287	Technology Charges	3,946	3,950	3,946	3,948	3,948	3,948
VAR.	Special Classes	87,947	100,533	105,534	90,495	85,836	80,600
Maintenance & Operations Total		93,012	104,810	110,758	95,443	89,890	85,548
Division Total		127,976	146,418	167,558	150,641	156,646	153,297

Recreation and Community Services

SPECIAL EVENTS

PROGRAM DESCRIPTION

The Special Events Division coordinates the City's annual special events including the Race on the Base, 4th of July Fireworks Spectacular, Spring Carnival, Music and Movies Event Series, Halloween, Winter Wonderland, and Holiday Decorating Contest. Special events unite the community, focus on family, and strengthen community image and sense of place. Special events also give the community an opportunity to come together and celebrate the positive aspects of living in Los Alamitos.

SERVICE OBJECTIVES

- Continue to provide quality City-wide special events to approximately 35,000 participants.
- Promote partnerships with private agencies, non-profit organizations, the Joint Forces Training Base, and the Los Alamitos Area Chamber of Commerce to enhance City-wide special events.
- Continue to work with local organizations to acquire volunteers for special events.

WORK PLAN FOR 2017-2018

- Increase overall sponsorship funds received for major special events including the Race on the Base and the 4th of July Fireworks Spectacular.
- Increase the number and roles of volunteers for City-wide special events.
- Increase community partnerships for special events such as Music and Movies Event Series, Spring Carnival, Winter Wonderland, Weekend of Art, and Halloween while providing memorable experiences to the community.
- Increase participation and attendance at all special events throughout the year, with an increased promotion campaign.
- Seek alternative locations for City events that have previously taken place on the JFTB.

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Special Events - 558				
Object Code	Expense Classification	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Adjusted Budget	2016-17 Estimated	2017-18 Budget
Salary & Benefits							
5103	Hourly	21,486	20,696	22,765	23,000	19,560	20,000
5130	Medicare	311	287	333	285	281	290
5151	Part-Time Retirement	806	741	861	-	726	750
Salary & Benefits Total		22,603	21,724	23,959	23,285	20,567	21,040
Maintenance & Operations							
5201	Supplies/Division Expense	15,417	19,330	31,146	42,000	44,597	39,000
5337	Fourth of July	43,998	47,465	48,325	66,117	78,145	65,000
5353	Race on the Base	182,938	174,704	180,261	200,000	168,949	195,000
5374	50th Anniversary	147	74	20	-	-	-
Maintenance & Operations Total		242,500	241,573	259,752	308,117	291,691	299,000
Division Total		265,103	263,297	283,710	331,402	312,258	320,040

CITY OF LOS ALAMITOS
Capital Improvement Projects
Fiscal Year 2017-18

PROJECT TITLE	FUNDING SOURCE	ACCOUNT	2017-18 Proposed
STREETS AND DRAINAGE			
Regular Yearly Work			
Arterial and Residential Tree Trimming and Removal Program	Measure M 50% / Gas Tax 50%	20-570-5501.1301 26-570-5501.1301	\$ 30,000
Street Markings/Striping	Measure M 50%/ Gas Tax 50%	20-570-5501.1003 26-570-5501.1003	\$ 15,000
Residential Street Improvements - Rehab/Crack Seal	Gas Tax	20-570-5501.1004	\$ 10,000
Tree Planting	Measure M 50% / Gas Tax 50%	20-570-5501.1614 26-570-5501.1614	\$ 5,000
Replace Safety Lights at Intersections with LED Lights	Gas Tax	20-570-5501.1612	\$ 5,000
Special Funded Projects			
ADA Cerritos Ave Sidewalks	CDBG 90% Measure M 10%	19-570-5501.1740 26-570-5501.1740	\$ 75,000
Los Alamitos Boulevard Median Improvement Project	Measure M, Gas Tax, General Fund	10-570-5501.3101 20-570-5501.3101 26-570-5501.3101	\$ 316,329
Subtotal Funded			\$ 456,329

CAPITAL IMPROVEMENT PROJECTS SUMMARY BY FUND - FISCAL YEAR 2017-18			
General Fund			\$ 97,470
CDBG Fund			\$ 67,500
Gas Tax Fund			\$ 72,420
Measure M Fund			\$ 218,939
Total Capital Improvement Projects - Fiscal Year 2017-18 (Excluding Carryovers)			\$ 456,329

CAPITAL PROJECTS ESTIMATED TO BE CARRIED-OVER FROM FISCAL YEAR 2016-17			
ADA Access Ramps	CDBG	19-570-5501.1307	\$ 135,000
ADA Access Ramps	Measure M	26-570-5501.1307	\$ 15,000
Alley Speed Limit Projects	Gas Tax	20-570-5501.1206	\$ 7,500
Briggeman Street Widening	Traffic Improvement Funds	44-570-5501.1719	\$ 136,779
BSCC Local Assistance	BSCC Grant	10-570-5501.1703	\$ 63,418
City Hall Generator	Building Improvement Fund	25-570-5503.1431	\$ 90,351
Kinmount/Farnham Repairs	Gas Tax	20-570-5501.1609	\$ 24,050
Los Alamitos Blvd. Median Project	General Fund Reserves	10-570-5501.3101	\$ 198,509
Los Alamitos Blvd. Median Project	Gas Tax	20-570-5501.3101	\$ 96,141
Los Alamitos Blvd. Median Project	2015 COPs (Bong Funds)	42-570-5501.3101	\$ 217,179
Los Alamitos Blvd. Median Project	Traffic Improvement Funds	44-570-5501.3101	\$ 69,900
Los Alamitos Blvd. Median Project	Facilities, Street & Parks Fund	52-570-5501.3101	\$ 367,000
Median Drought Tolerant Plants	Gas Tax	20-570-5501.1617	\$ 15,000
Median Island	Gas Tax	20-570-5501.1501	\$ 12,002
Median Island	Measure M	26-570-5501.1501	\$ 6,001
Median Island	Traffic Improvement Funds	44-570-5501.1501	\$ 6,001
Police Vehicles	2016 Wells Fargo Lease	50-546-5440	\$ 80,324
Total Estimated Carryovers			\$ 1,540,155

Arterial and Residential Tree Program

Project Description:

This project provides for the purchase, planting, and maintenance of arterial street trees throughout the City. Dead and/or diseased trees are replaced. New trees are planted when requested by citizens or as the survey reveals.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 220,000	30,000	35,000	30,000	35,000	30,000	30,000	30,000
Construction Management	\$ -							
Total Construction	\$ 220,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 30,000

Funding Source	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Gas Tax	\$ 105,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Measure M	\$ 115,000	15,000	20,000	15,000	20,000	15,000	15,000	15,000
Total Funding	\$ 220,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 30,000

Street Marking/Striping

Project Description:

This project provides for the replacement of street and painted roadway markings. Street markings such as stop sign bars and road striping are an essential element of traffic safety.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 105,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Construction Management	\$ -							
Total Construction	\$ 105,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

Funding Source	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Gas Tax	\$ 52,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Measure M	\$ 52,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Total Funding	\$ 105,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

Residential Street Crack Sealing Improvements

Project Description:

This project provides for the protection of streets via crack seals.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Construction Management	\$ -							
Total Construction	\$ 70,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Funding Sources	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Gas Tax	\$ 70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Funding	\$ 70,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Tree Planting

Project Description:

Plant new trees in the city.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 35,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Construction Management	\$ -							
Total Construction	\$ 35,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000

Funding Source	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Gas Tax	\$ 17,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Measure M	17,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Total Funding	\$ 35,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000

Replace Safety Lights

Project Description:

Repave the existing Safety Lights at the intersections with LED Safety Lights

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 25,000	5,000	5,000	5,000	5,000	5,000		
Construction Management	\$ -							
Total Construction	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Gas Tax	\$ 25,000	5,000	5,000	5,000	5,000	5,000		
Total Funding	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -

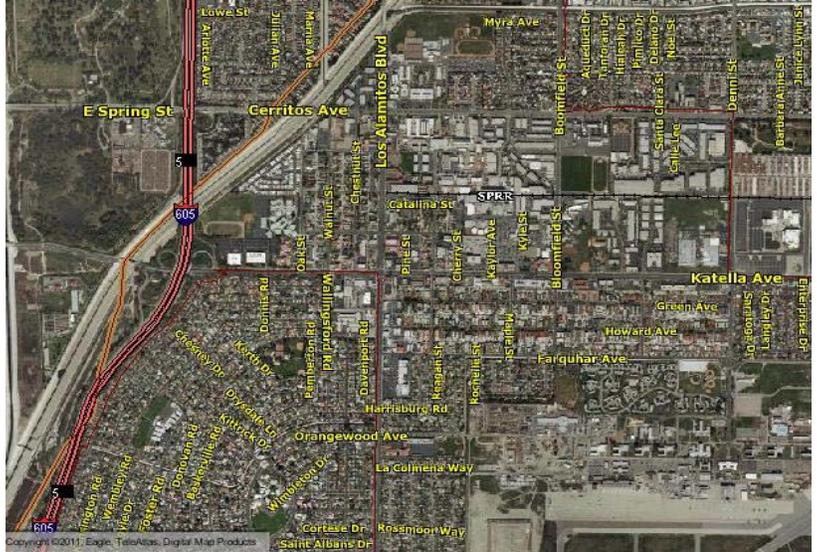
CDBG Funds ADA Ramps and Sidewalks

Project Description:

ADA sidewalks replacements on Cerritos Ave from Western City Limit to Coyote Creek Bridge

Project Location:

Cerritos Ave



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 67,500	67,500						
Construction Management	\$ 7,500	7,500						
Total Construction	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Measure M	\$ 7,500	7,500						
CDBG	\$ 67,500	67,500						
Total Funding	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Los Alamitos Blvd. Median Island Project

Project Description:

Design and construct raise curb median island, landscaping, irrigation system, plant lighting, center median street lights, slurry sealing of street and restriping of lanes on Los Alamitos Blvd from Katella Ave to Cerritos Ave.

Project Location:

Los Alamitos Blvd. from Katella Ave. to Cerritos Ave.



Project Cost	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 316,329	316,329						
Construction Management	\$ -							
Total Construction	\$ 316,329	\$ 316,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
General Fund Reserve/ Measure M2 / Gas	\$ 316,329	316,329						
Total Funding	\$ 316,329	\$ 316,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -