



# City of Seal Beach

 **EDISON PARK**



**Adopted Budget for Fiscal Year  
2016-2017**

*Cover photos courtesy of: Clinton Ino, MPA Student (Cal State Long Beach)*

**City of Seal Beach  
California**

**FISCAL YEAR 2016-2017 BUDGET**



**CITY COUNCIL**

Sandra Massa-Lavitt, Mayor  
Mike Varipapa, Mayor Pro Tem  
Ellery Deaton, Council Member  
Gary Miller, Council Member  
David Sloan, Council Member

**EXECUTIVE OFFICERS**

Jill R. Ingram, City Manager  
Craig A. Steele, City Attorney

**ADMINISTRATIVE PERSONNEL**

Joe Bailey, Marine Safety Chief  
Jim Basham, Director of Community Development/Interim Director of Public Works  
Victoria L. Beatley, Director of Finance/City Treasurer  
Patrick Gallegos, Assistant City Manager  
Robin L. Roberts, City Clerk  
Joseph Stilinovich, Chief of Police

Prepared by  
Finance Department  
Victoria L. Beatley  
Director of Finance/City Treasurer



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June 27, 2016

To: Honorable Mayor and Members of the City Council

From: Jill R. Ingram, City Manager

Re: Fiscal Year 2016-2017 Budget Message

I am pleased to present the proposed annual budget for Fiscal Year 2016-2017 for the City of Seal Beach. The City's budget is balanced with General Fund operating revenues exceeding operating expenditures by \$16,900 for Fiscal Year 2016-2017.

The revenue budget has been prepared using the projected revenues for the last three fiscal years as a base. The base has been adjusted for known one-time events and then projected to increase or decrease based upon expected trends.

The personnel services portion of the Fiscal Year 2016-2017 expenditure budget has been prepared by projecting wages and salaries by position at current levels and adjusted by a 2.0% estimate for the changes in CPI and merit increases for various positions.

The maintenance and operations, and capital outlay/improvements portions of the Fiscal Year 2016-2017 expenditure budget have been prepared by using historical data to estimate costs, in addition to including estimates for new programs and projects. Fiscal Year 2016-2017 expenditures include amounts estimated for the previous year and incorporates known significant changes, such as increases in contract costs, where applicable.

To better illustrate trends and changes, in virtually every section of the budget document, you will see a column indicating FY 2014-2015 actual operating results, followed by both the amended budget and estimated FY 2015-2016 year end amounts. The final column is the FY 2016-2017 proposed budget amounts.

The program descriptions in each section of the budget generally include the mission statement, primary activities, and objectives of each respective program. In addition,

the program explanations provide detailed information about each of the budget line items to help the reader understand what constituents are receiving for their money, as well as, to assist City staff in charging items to the appropriate budget line item.

It is crucial that the City continue to stay the course and maintain the present package of core services for our residents, businesses, and visitors, and protect all essential municipal services that contribute to the high quality of life in Seal Beach. As previously mentioned, the proposed budget is balanced and provides for the continuation of municipal services to residents, during a continued slow economic recovery, without the reduction in programs or services. The following is a list of key features provided in the Fiscal Year 2016-2017 budget:

- To assist with fiscal management, the proposed budget offers a clear presentation of what is proposed to be funded, including funding sources and amounts.
- To ensure that the “big picture” is understandable, the summary pages provide a snapshot of the City’s finances for general fund revenues of \$29.9 million and expenditures of \$29.9 million, excluding capital projects for FY 2016-2017 of \$8.4 million. The General Fund balance is projected to be \$27.7 million at June 30, 2016. This amount includes reserves and assigned fund balances of \$16.7 million, leaving an unassigned fund balance of \$11.0 million.
- To ensure that the “details” are understandable, the budget is organized by operational departments; city attorney, city clerk, city manager, city council, community services, community development, finance, fire, human resources, marine safety, police, and public works.

### **General Fund Budget Highlights**

The General Fund budget presented includes operating expenditures of \$29.9 million and capital project expenditures of \$8.4 million (includes a transfer to Tidelands of \$2,680,000). The capital project expenditures are to be funded out of General Fund reserves with the exception of \$50,000 for two projects: \$30,000 City-wide Court Rehabilitation; and \$20,000 for the Street Tree Planting Program. The revenues projected for the next year are conservatively estimated to reflect the current state of the economy. Total General Fund revenues are estimated at \$29.9 million for Fiscal Year 2016-2017, with a \$.3 million increase from the estimated FY 2015-2016 revenues.

In Fiscal Year 2016-2017, the projected revenue increase is primarily due to improvements in property tax, transient occupancy tax, and licenses and permits. General Fund expenditures in the FY 2016-2017 budget are estimated to be \$38.3 million. This amount includes transfers for capital projects in the amount of \$8.4 million

for Fiscal Year 2016-2017.

The current General Fund reserves are projected to be approximately \$11.5 million at the end of Fiscal Year 2016-2017.

### **Capital Improvement Plan**

The Capital Improvement Plan (CIP) is included as part of the proposed budget. This program identifies specific projects that are planned for construction in the City. Improvements to the water, sewer, buildings, streets, and other facilities are discussed in the CIP. During Fiscal Year 2016-2017, the Public Works department is expected to spend approximately \$24.8 million. Of the \$24.8 million, \$12.8 million is being carried over from the FY 2015-2016 adopted budget and will be funded with reserves of fund balance. The CIP being funded out of the General Fund is \$8.4 million (includes a transfer to Tidelands of \$2.7 million), with \$5.7 million funded out of reserves.

### **Acknowledgment**

The Executive Management Team of the City deserves special recognition for their diligent efforts in developing realistic revenue and expenditure projections that continue to meet the needs of the community. The City extends a special thank you to the staff in the Finance Department for their commitment in completing the budget while simultaneously managing a growing number of significant projects. Their leadership, dedication, long hours, and necessary teamwork required to bring this budget to completion is greatly appreciated.

### **Conclusion**

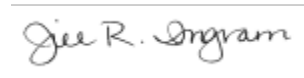
In summary, the budget incorporates funding recommendations from the professional City staff that are responsive to the City Council's core priority of providing, and preserving, quality services to the residents of Seal Beach. The budget has been prepared with the City Council's fiscal policies in mind and is based upon Federal, State, and City Council mandates.

In that regard, we continue to be prudent and conservative in our approach to budgeting. We are strongly committed to our community and make every effort to achieve operational efficiencies and cost reductions without impacting quality of life. In

doing so we believe that our residents will continue to receive the same level of quality services they have come to expect.

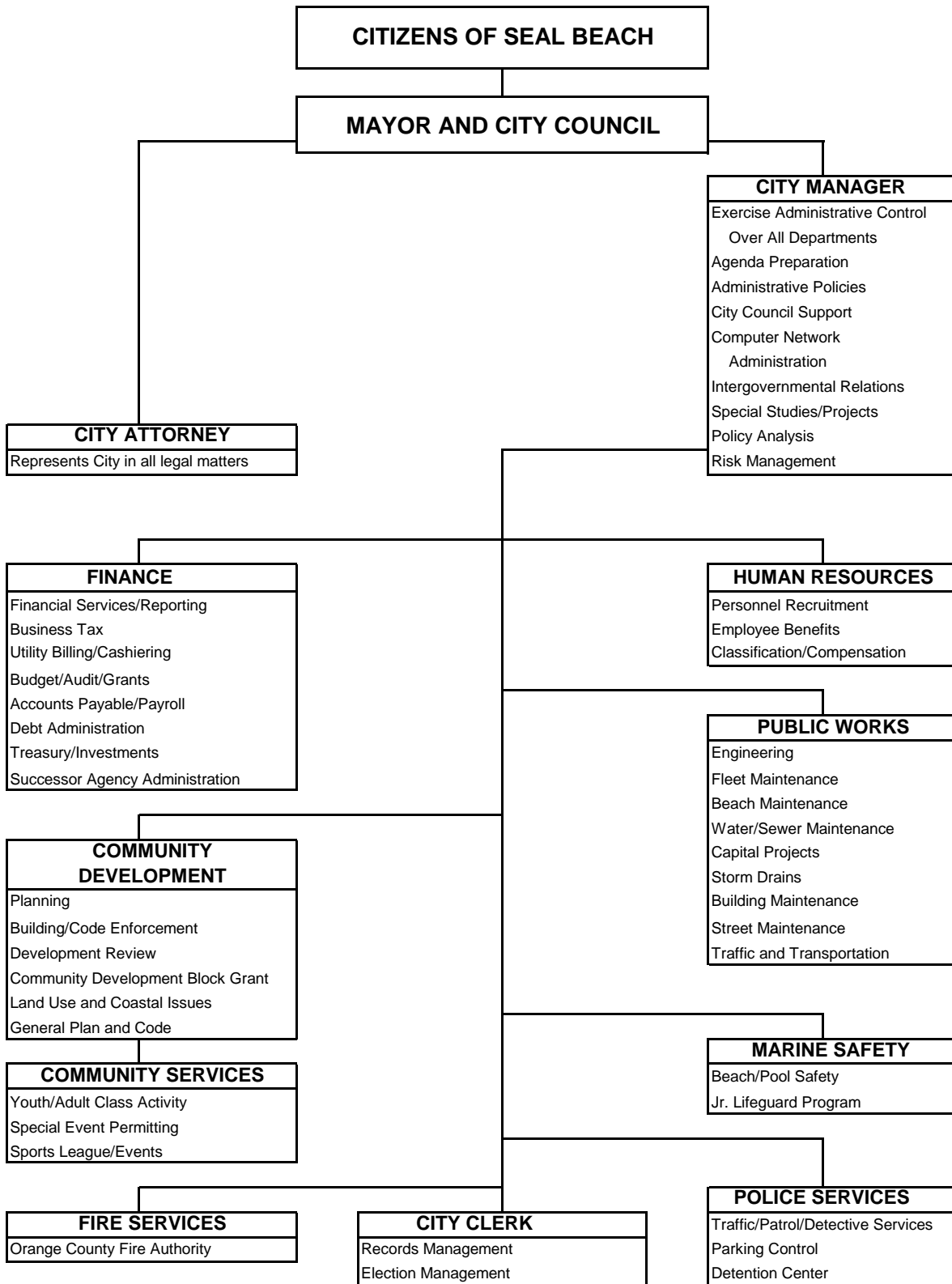
The staff and I welcome comments from both the City Council and the community on the spending plans for Fiscal Year 2016-2017.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jill R. Ingram". The signature is contained within a thin black rectangular border.

Jill R. Ingram  
City Manager

# City of Seal Beach Organizational Chart



# POSITION ALLOCATION PLAN

FY 2016-2017

DEPARTMENT	DIVISION	POSITION	ADOPTED 2016-2017	Vacant	Funds Allocation					
					General (001)	Water (017)	Tidelands (034)	Sewer (043)	Other Various	
<b>CITY COUNCIL</b>										
001-010	City Council	Council Member	5.00	-	4.50	0.25	-	0.25	-	-
<b>Total City Council</b>			<b>5.00</b>	<b>-</b>	<b>4.50</b>	<b>0.25</b>	<b>-</b>	<b>0.25</b>	<b>-</b>	<b>-</b>
<b>CITY MANAGER</b>										
001-011	City Manager	City Manager	1.00	-	0.70	0.15	-	0.15	-	-
001-011	City Manager	Assistant City Manager	1.00	-	0.68	0.15	0.02	0.15	-	-
001-014	City Manager	Management Analyst	1.00	-	0.60	0.10	0.20	0.10	-	-
001-011	City Manager	Executive Assistant	1.00	-	1.00	-	-	-	-	-
001-011	City Manager	Intern (Part-time)	0.73	0.73	0.73	-	-	-	-	-
<b>Total City Manager</b>			<b>4.73</b>	<b>0.73</b>	<b>3.71</b>	<b>0.40</b>	<b>0.22</b>	<b>0.40</b>	<b>-</b>	<b>-</b>
<b>CITY CLERK</b>										
001-012	City Clerk/Election	City Clerk	1.00	-	0.80	0.10	-	0.10	-	-
001-012	City Clerk/Election	Deputy City Clerk	1.00	-	1.00	-	-	-	-	-
001-012	City Clerk/Election	Executive Assistant	0.15	-	0.15	-	-	-	-	-
<b>Total City Clerk</b>			<b>2.15</b>	<b>-</b>	<b>1.95</b>	<b>0.10</b>	<b>-</b>	<b>0.10</b>	<b>-</b>	<b>-</b>
<b>FINANCE</b>										
001-017	Finance	Director of Finance/City Treasurer	1.00	-	0.70	0.15	-	0.15	-	-
001-017	Finance	Finance Manager	1.00	-	0.70	0.15	-	0.15	-	-
001-017	Finance	Accountant	1.00	-	0.60	0.20	-	0.20	-	-
001-017	Finance	Accounting Technician (A/P)	1.00	-	0.85	0.10	-	0.05	-	-
001-017	Finance	Accounting Technician (Payroll)	1.00	-	0.85	0.10	-	0.05	-	-
001-017	Finance	Accounting Technician (Utility)	1.00	1.00	-	0.60	-	0.40	-	-
001-017	Finance	Senior Account Technician	1.00	-	0.75	0.15	-	0.10	-	-
001-017	Finance	Account Clerk (Cashier)	1.00	-	0.70	0.20	-	0.10	-	-
001-017	Finance	Accounting Technician (Part-time)	0.46	-	0.46	-	-	-	-	-
001-017	Finance	Account Clerk/Meter Reader (Part-time)	0.73	-	-	0.73	-	-	-	-
<b>Total Finance Department</b>			<b>9.19</b>	<b>1.00</b>	<b>5.61</b>	<b>2.38</b>	<b>-</b>	<b>1.20</b>	<b>-</b>	<b>-</b>

# POSITION ALLOCATION PLAN

FY 2016-2017

DEPARTMENT	DIVISION	POSITION	ADOPTED 2016-2017	Vacant	Funds Allocation			
					General (001)	Water (017)	Tidelands (034)	Sewer (043)
<b>POLICE</b>								
001-021	EOC	Police Sergeant	1.00	-	1.00	-	-	-
001-022	Field Services	Police Chief	1.00	-	1.00	-	-	-
001-022	Field Services	Police Commander	1.00	-	1.00	-	-	-
001-022	Field Services	Police Commander	1.00	-	1.00	-	-	-
001-022	Field Services	Police Sergeant	6.00	-	6.00	-	-	-
001-022	Field Services	Police Corporal	4.00	1.00	4.00	-	-	-
001-022	Field Services	Police Officer	18.00	-	18.00	-	-	-
001-022	Field Services	Police Officer (Reserve)	5.00	1.00	5.00	-	-	-
001-023	Support Services	Executive Assistant	1.00	-	1.00	-	-	-
001-023	Support Services	Accounting Technician	1.00	-	1.00	-	-	-
001-023	Support Services	Senior CSO	3.00	-	3.00	-	-	-
001-023	Support Services	CSO	1.00	-	1.00	-	-	-
001-023	Support Services	Records Supervisor	1.00	-	1.00	-	-	-
001-023	Support Services	Police Aide (Part-time)	0.50	-	0.50	-	-	-
001-023	Support Services	Crossing Guard (Part-time)	2.01	-	2.01	-	-	-
001-024	Detention Facility	Senior CSO	6.00	-	6.00	-	-	-
001-025	Parking Enforcement	Senior CSO	2.00	-	2.00	-	-	-
001-025	Parking Enforcement	Lead CSO	1.00	-	1.00	-	-	-
001-025	Parking Enforcement	Police Aide (Part-time)	1.78	-	1.78	-	-	-
013-111	Field Services	Police Officer (Not funded)	-	1.00	-	-	-	-
<b>Total Police Department</b>			<b>57.29</b>	<b>3.00</b>	<b>57.29</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>COMMUNITY DEVELOPMENT</b>								
001-030	Planning	Director of Community Development	1.00	-	0.40	0.20	-	0.40
001-030	Planning	Senior Planner	1.00	-	1.00	-	-	-
001-030	Planning	Assistant Planner	1.00	-	1.00	-	-	-
001-030	Planning	Executive Assistant	1.00	-	0.65	0.10	0.10	0.15
001-030	Planning	Commissioner	5.00	-	5.00	-	-	-
001-031	Building & Safety	Building Official	1.00	1.00	1.00	-	-	-
001-031	Building & Safety	Building Inspector	1.00	-	1.00	-	-	-
001-031	Building & Safety	Code Enforcement Officer	1.00	1.00	0.80	0.10	-	0.10
001-031	Building & Safety	Senior Building Technician	1.00	-	1.00	-	-	-
<b>Total Community Development</b>			<b>13.00</b>	<b>2.00</b>	<b>11.85</b>	<b>0.40</b>	<b>0.10</b>	<b>0.65</b>

# POSITION ALLOCATION PLAN

FY 2016-2017

DEPARTMENT	DIVISION	POSITION	ADOPTED 2016-2017	Vacant	Funds Allocation				
					General (001)	Water (017)	Tidelands (034)	Sewer (043)	Other Various
<b>PUBLIC WORKS</b>									
001-042	Admin & Engineering	Director of Public Works	1.00	1.00	0.30	0.05	0.20	-	
001-042	Admin & Engineering	Dep. Dir. of PW/City Engineer	1.00	-	0.40	0.25	0.10	0.25	
001-042	Admin & Engineering	Associate Engineer	2.00	-	0.80	0.60	-	0.60	
001-042	Admin & Engineering	Intern (Part-time)	0.74	-	0.44	0.15	-	0.15	
001-042	Admin & Engineering	Recreation Specialist (Part-time)	0.71	-	0.57	0.07	-	0.07	
001-043	Public Works Yard	Executive Assistant	1.00	-	0.40	0.35	0.10	0.15	
001-044	Public Works Yard	Maintenance Services Supervisor	2.00	1.00	1.10	-	0.10	0.50	
001-044	Public Works Yard	Electrician	1.00	-	0.30	0.35	0.05	0.30	
001-044	Public Works Yard	Deputy Director of Public Works	1.00	1.00	0.40	0.25	0.10	0.25	
001-044	Public Works Yard	Sr. Maintenance Worker	2.00	-	1.15	-	-	0.85	
001-050	Public Works Yard	Fleet Maint. Program Manager	1.00	-	0.60	0.20	-	0.20	
001-050	Public Works Yard	Mechanic (Part-time)	0.69	-	0.41	0.14	-	0.14	
017-900	Field Operations	Water Services Supervisor	1.00	-	-	0.95	-	0.05	
017-900	Field Operations	Sr. Water Operator	2.00	-	-	1.90	-	0.10	
017-900	Field Operations	Sr. Maintenance Worker	1.00	-	0.85	-	0.10	0.05	
017-900	Field Operations	Water Operator	3.00	-	-	2.85	-	0.15	
017-900	Field Operations	Maintenance Worker (Part-time)	1.36	-	-	1.36	-	-	
017-900	Field Operations	Maintenance Worker	1.00	-	-	0.70	-	0.30	
034-863	Beach Operations	Sr. Maintenance Worker	3.00	1.00	1.00	-	1.60	0.40	
034-863	Beach Operations	Maintenance Worker (Part-time)	3.40	-	1.70	0.07	1.63	-	
<b>Total Public Works</b>			<b>29.90</b>	<b>4.00</b>	<b>10.57</b>	<b>10.49</b>	<b>3.83</b>	<b>4.71</b>	<b>0.30</b>
<b>COMMUNITY SERVICES</b>									
001-070	Recreation Admin	Recreation Manager	1.00	-	0.60	0.05	-	0.05	0.30
001-070	Recreation Admin	Community Services Coordinator	1.00	-	1.00	-	-	-	-
001-070	Recreation Admin	Rec Coordinator (Part-time)	1.00	-	1.00	-	-	-	-
001-071	Sports	Rec Coordinator (Part-time)	0.36	-	0.36	-	-	-	-
001-074	Tennis Center	Rec Facility Leader (Part-time)	-	-	-	-	-	-	-
001-074	Tennis Center	Rec Coordinator (Part-time)	1.36	-	1.36	-	-	-	-
001-074	Tennis Center	Recreation Specialist	1.53	-	1.53	-	-	-	-
<b>Total Community Services</b>			<b>6.25</b>	<b>-</b>	<b>5.85</b>	<b>0.05</b>	<b>-</b>	<b>0.05</b>	<b>0.30</b>



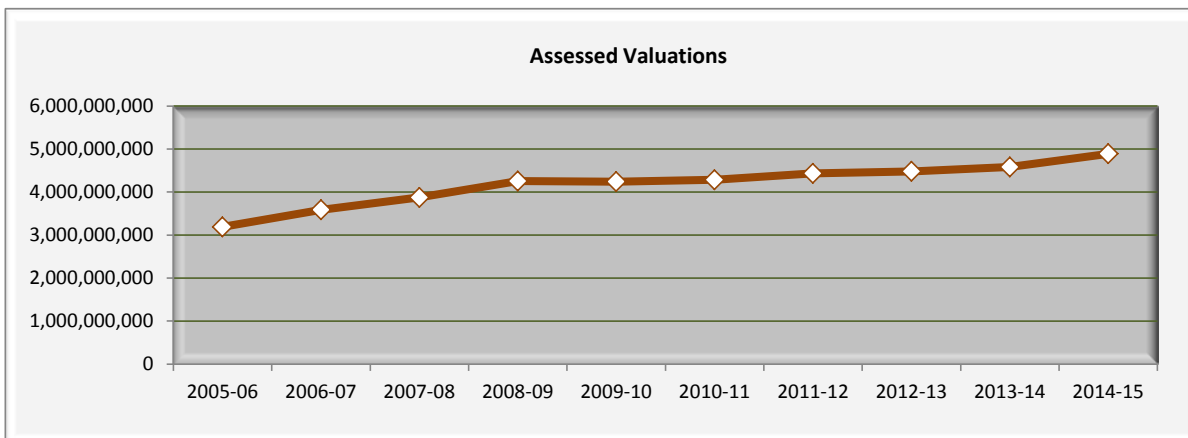
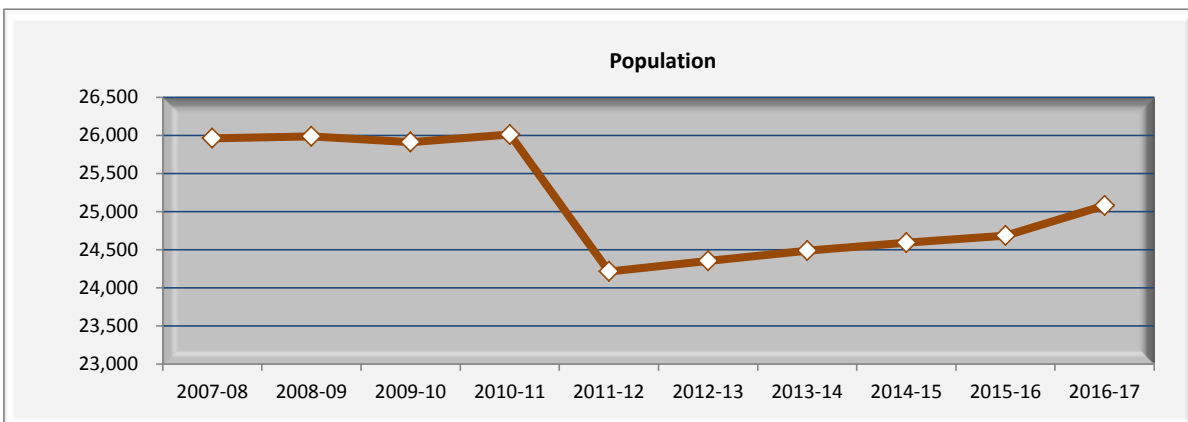
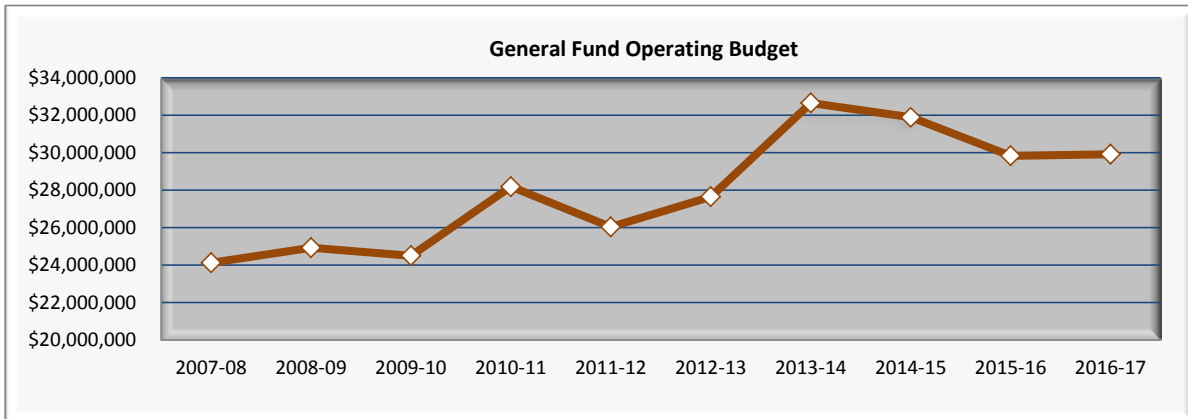
# POSITION ALLOCATION PLAN

FY 2016-2017

DEPARTMENT	DIVISION	POSITION	ADOPTED 2016-2017	Vacant	Funds Allocation				
					General (001)	Water (017)	Tidelands (034)	Sewer (043)	Other Various
<b>MARINE SAFETY</b>									
001-073	Aquatics	Pool Guard (Part-time)	2.91	-	-	-	-	-	-
001-073	Aquatics	Swim Instructor (Part-time)	0.86	-	-	-	-	-	-
001-073	Aquatics	Aquatics Coordinator	0.87	-	-	-	-	-	-
034-828	Tidelands	Marine Safety Chief	1.00	-	-	1.00	-	-	-
034-828	Tidelands	Marine Safety Lieutenant	1.00	-	-	1.00	-	-	-
034-828	Tidelands	Marine Safety Officer	2.00	1.00	-	2.00	-	-	-
034-828	Tidelands	Marine Safety Lifeguard (Part-time)	12.19	-	-	12.19	-	-	-
<b>Total Marine Safety</b>			<b>20.83</b>	<b>1.00</b>	<b>4.64</b>	<b>16.19</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ALL DEPARTMENTS FULL-TIME EQUIVALENTS</b>			<b>* 133.34</b>	<b>10.73</b>	<b>91.47</b>	<b>13.82</b>	<b>20.34</b>	<b>7.11</b>	<b>0.60</b>

\*Note: Total full-time equivalents exclude Council Members, Commissioners, and Reserve Officers.

**City of Seal Beach**  
**Ten Year Financial Trend Indicators**



**City of Seal Beach**  
**Ten Year Financial Trend Indicators**

<b>Fiscal Year</b>	<b>Population</b>	<b>General Fund Operating Budget</b>	<b>General Fund Per Capita</b>	<b>*Total City Budget</b>	<b>Total Budget Per Capita</b>
2007-08	25,962	\$ 24,121,346	\$ 929	\$ 73,510,238	\$ 2,831
2008-09	25,986	24,932,592	959	50,274,553	1,935
2009-10	25,913	24,503,600	946	85,353,300	3,294
2010-11	26,010	28,187,300	1,084	60,049,440	2,309
2011-12	24,215	26,030,600	1,075	60,662,300	2,505
2012-13	24,354	27,643,485	1,135	62,090,223	2,549
2013-14	24,487	32,652,000	1,333	63,462,440	2,592
2014-15	24,591	31,892,100	1,297	64,975,800	2,642
2015-16	24,684	29,831,800	1,209	74,030,000	2,999
2016-17	25,078	29,917,900	1,193	85,967,600	3,428

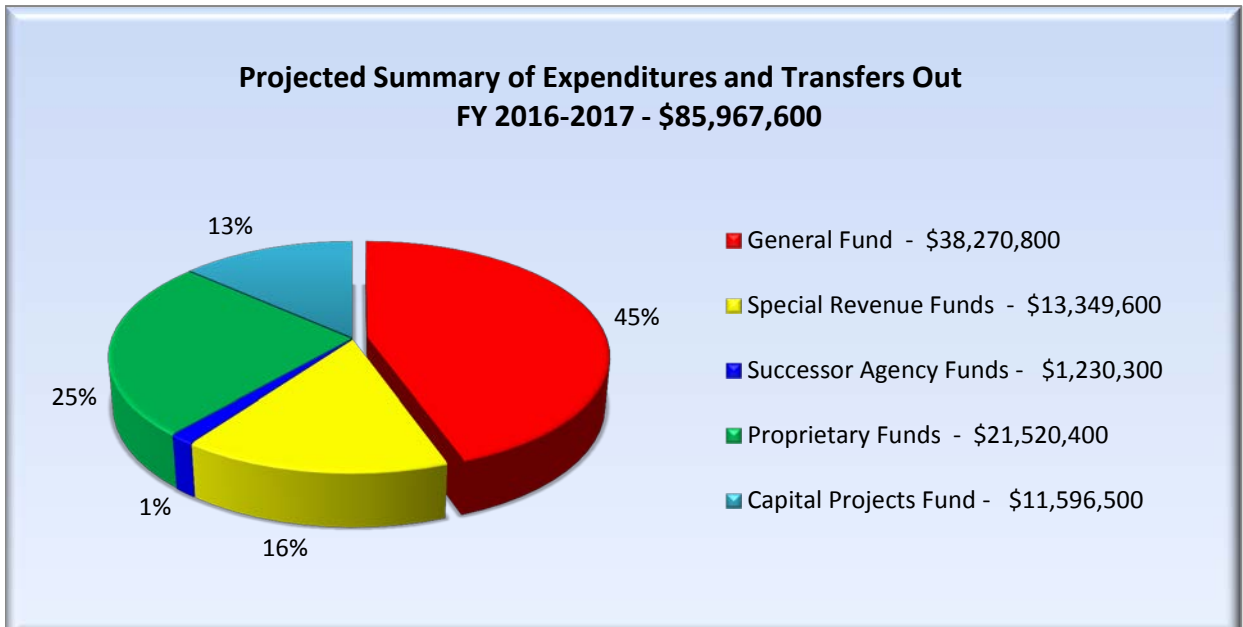
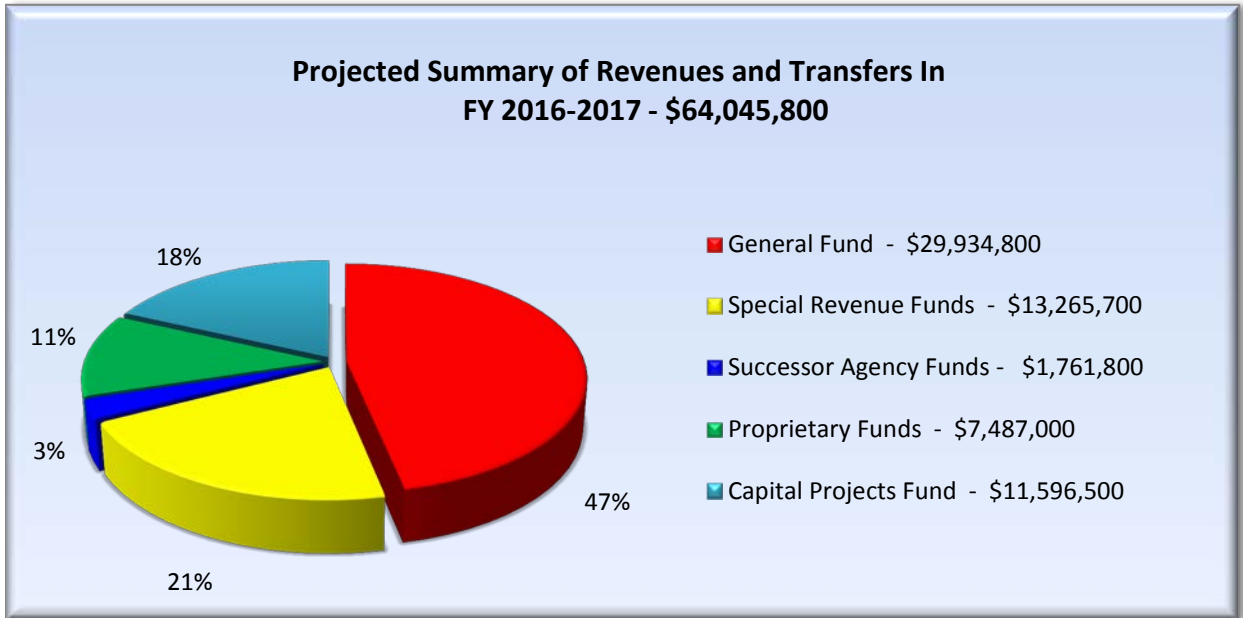
\* Includes Adopted Operating, Capital Improvement and Debt for all funds of the City.

Source (Population): Department of Finance



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## Summary of Revenues and Expenditures All Funds



## City of Seal Beach Summary of Revenues and Transfers In All Funds

Description	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>Total General Fund</b>	<b>\$ 29,106,232</b>	<b>\$ 29,880,000</b>	<b>\$ 29,650,600</b>	<b>\$ 29,934,800</b>
<b>Special Revenue Funds</b>				
002 Street Lighting Assessment District	\$ 182,195	\$ 194,500	\$ 194,500	\$ 185,100
004 Special Project	330,886	83,000	136,500	100,500
009 Supplemental Law Enforcement	116,179	100,300	110,500	100,300
010 Detention Facility	10,953	10,000	10,100	10,000
011 Asset Forfeiture - State	27	-	1,600	-
012 Air Quality Improvement	30,531	30,000	30,000	30,000
013 Asset Forfeiture - Federal	-	300,000	75,000	150,000
016 Park Improvement	20,267	200	10,600	300
027 Pension Obligation Debt Service	1,141,248	1,177,900	1,181,400	1,221,700
028 Fire Station Debt Service	565,982	579,700	550,500	535,000
034 Tidelands Beach	2,596,409	3,130,100	2,105,400	5,548,600
040 State Gas Tax	750,140	572,700	577,000	649,500
042 Measure M2	402,071	453,800	458,000	456,000
048 Parking In-lieu	11,500	-	30,000	-
049 Traffic Impact	8,020	3,800	9,400	219,500
050 Seal Beach Cable	117,180	92,000	92,000	92,000
072 Community Development Block Grant	180,000	180,000	182,409	180,000
075 Police Grants	85,298	318,000	319,500	10,000
077 Prop 1B	318,000	-	-	-
080 Citywide Grants	478,633	1,636,700	1,086,700	2,861,000
101 Ad 94-1 Redemption Fund 101	16,609	151,600	5,840	-
201 CFD 2002-02 SBB/Lampson Landscape	164,772	142,700	179,500	142,700
202 CFD 2002-01 Heron Pointe	288,497	204,000	135,200	-
203 CFD Pacific Gateway Bonds	563,789	500,200	332,900	-
204 CFD Heron Pointe Admin Exp	25,471	25,300	25,400	-
205 CFD No. 2005-01 Pacific Gateway	74,988	76,200	65,300	-
206 CFD Heron Pointe Refunding 2015	-	-	106,000	244,900
207 CFD Pacific Gateway Refunding 2016	-	-	230,800	478,600
208 CFD Heron Pointe 2015 Admin Exp	-	-	-	25,000
209 CFD Pacific Gateway 2016 Lnd/Admin	-	-	213,384	25,000
<b>Total Special Revenues Funds</b>	<b>\$ 8,479,645</b>	<b>\$ 9,962,700</b>	<b>\$ 8,455,433</b>	<b>\$ 13,265,700</b>
<b>Capital Projects</b>	<b>\$ 4,577,487</b>	<b>\$ 10,574,897</b>	<b>\$ 2,289,397</b>	<b>\$ 11,596,500</b>
<b>Proprietary Funds</b>				
017 Water Operations	\$ 3,216,901	\$ 3,419,600	\$ 3,450,100	\$ 3,303,700
019 Water Capital	1,550,053	1,401,600	1,438,100	1,410,000
021 Vehicle Replacement	324,052	310,000	310,000	310,000
043 Sewer Operations	765,064	735,300	740,000	735,300
044 Sewer Capital	2,044,705	1,722,800	1,770,000	1,728,000
<b>Total Enterprise Funds</b>	<b>\$ 7,900,775</b>	<b>\$ 7,589,300</b>	<b>\$ 7,708,200</b>	<b>\$ 7,487,000</b>
<b>Successor Agency Funds</b>				
300 Retirement Fund Riverfront	\$ -	\$ -	\$ -	\$ -
302 Retirement Fund Debt Service	719,204	775,400	775,400	767,300
303 Retirement Fund Tax Increment	-	-	-	-
304 Retirement Obligation Fund	1,084,285	1,314,000	1,202,700	994,500
<b>Total Successor Agency</b>	<b>\$ 1,803,489</b>	<b>\$ 2,089,400</b>	<b>\$ 1,978,100</b>	<b>\$ 1,761,800</b>
<b>Total Revenues All Funds</b>	<b>\$ 51,867,628</b>	<b>\$ 60,096,297</b>	<b>\$ 50,081,730</b>	<b>\$ 64,045,800</b>

## Summary of Expenditures and Transfers Out All Funds

Description	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>Total General Fund</b>	<b>\$ 31,509,884</b>	<b>\$ 37,627,323</b>	<b>\$ 30,936,201</b>	<b>\$ 38,270,800</b>
<b>Special Expenditure Funds</b>				
002 Street Lighting Assessment District	\$ 182,195	\$ 194,500	\$ 194,500	\$ 185,100
004 Special Projects	119,982	142,992	312,700	100,000
009 Supplemental Law Enforcement Srvc	111,379	121,200	118,200	116,200
010 Detention Center	3,366	15,000	5,500	15,000
011 Asset Forfeiture (State)	-	4,800	-	4,800
012 Air Quality Improvement	30,423	30,000	30,000	30,000
013 Asset Forfeiture (Federal)	67,115	304,000	142,800	124,300
016 Park Improvement	-	10,000	-	-
027 Pension Obligation Bond	1,137,298	1,177,900	1,177,900	1,221,700
028 Fire Station Bond	566,018	579,700	579,700	535,000
034 Tidelands Beach	2,508,522	3,300,228	2,109,200	5,548,600
040 Gas Tax	801,876	1,002,000	402,000	1,132,000
042 Measure M2	417,378	575,000	500,000	1,050,000
048 Parking In-Lieu	(3,142)	-	-	-
049 Traffic Impact	-	350,000	210,000	330,000
050 Seal Beach Cable	91,565	300,000	81,000	294,000
070 Roberti-Z'Berg-Harris	-	-	-	-
072 Community Development Block Grant	180,000	180,000	180,000	180,000
073 Grants	-	-	-	-
075 Police Grants	92,404	293,300	87,100	179,000
077 Prop 1B	-	-	-	-
080 Citywide Grants	1,033,047	743,000	-	974,000
101 AD 94-1 Rdmtn F	135,848	137,900	136,500	-
201 CFD Landscape	617,669	168,000	168,000	191,200
202 CFD Heron Pointe	234,760	347,200	593,427	-
203 CFD Pacific Gateway	560,114	716,400	1,155,197	-
204 Heron Pointe CFD Admin	19,065	19,000	85,046	-
205 CFD Pacific Gateway/Landscape Admin	62,136	293,700	297,084	-
206 CFD Heron Pointe	-	-	-	294,000
207 CFD Pacific Gateway 2016	-	-	-	587,400
208 Heron Pointe CFD Admin	-	-	-	19,000
209 CFD Pacific Gateway/Landscape Admin	-	-	-	238,300
<b>Total Special Expenditure Funds</b>	<b>\$ 8,969,019</b>	<b>\$ 11,005,820</b>	<b>\$ 8,565,854</b>	<b>\$ 13,349,600</b>
<b>045 Capital Project Fund</b>	<b>\$ 4,649,480</b>	<b>\$ 10,574,897</b>	<b>\$ 2,289,397</b>	<b>\$ 11,596,500</b>
<b>Proprietary Funds</b>				
017 Water Operations	\$ 3,861,127	\$ 4,522,200	\$ 4,170,800	\$ 4,624,400
019 Water Capital	643,257	5,236,110	997,600	12,337,600
021 Vehicle Replacement	199,229	815,400	615,400	1,226,000
043 Sewer Operations	872,499	1,023,750	893,300	1,213,300
044 Sewer Capital	842,727	2,969,865	1,582,500	2,119,100
<b>Total Proprietary Funds</b>	<b>\$ 6,418,840</b>	<b>\$ 14,567,325</b>	<b>\$ 8,259,600</b>	<b>\$ 21,520,400</b>
<b>Successor Agency of Redevelopment Agency Funds</b>				
300 Retirement Fund - Riverfront	\$ 698,165	\$ -	\$ -	\$ -
302 Retirement Fund - Debt Service Fund	195,832	230,400	230,400	192,300
304 Retirement Obligation Fund	1,180,196	1,317,100	859,382	1,038,000
<b>Total Successor Agency of RDA Funds</b>	<b>\$ 2,074,193</b>	<b>\$ 1,547,500</b>	<b>\$ 1,089,782</b>	<b>\$ 1,230,300</b>
<b>Total Expenditures All Funds</b>	<b>\$ 53,621,416</b>	<b>\$ 75,322,865</b>	<b>\$ 51,140,834</b>	<b>\$ 85,967,600</b>

OPERATING TRANSFERS

FY 2016-2017

Fund Name	Account Number	Transfer In	Transfer Out	Purpose
Capital Improvement Project	045-000-31500	11,596,500		Capital Projects
General	001-080-47000		5,672,900	Various CIP projects
Tidelands	034-863-47000		2,680,000	Various CIP projects
Gas Tax	040-090-47000		730,000	Various CIP projects
Measure M2	042-099-47000		1,050,000	Various CIP projects
Traffic Impact	049-333-47000		140,000	ST1207 SB Comprehensive Prk Mgm
Seal Beach Cable	050-019-47000		219,000	BG1402 SBTV3 Control Room
Citywide Grants	080-361-47000		974,000	Various CIP projects
CFD Landscape	209-450-47000		130,600	ST1509 Wesminster Median Improv.
	<b>TOTAL:</b>	<b>11,596,500</b>	<b>11,596,500</b>	
General	001-000-31502	640,000		Overhead and Admin Costs
Gas Tax	040-090-47002		400,000	Overhead for street maintenance
Traffic Impact AB1600	049-333-47002		190,000	Senior Bus and Long Beach Transit
CFD #2002-02	201-450-47002		13,000	Admin costs transfer to GF 001
CFD #2002-01 Heron Pointe	208-460-47002		11,000	Admin costs transfer to GF 001
CFD #2005-01 Pacific Tax B	209-470-47002		15,000	Admin costs transfer to GF 001
CFD #2005-01 Pacific Tax A	209-480-47002		11,000	Admin costs transfer to GF 001
	<b>TOTAL:</b>	<b>640,000</b>	<b>640,000</b>	
General	001-000-31662	324,500		Overhead
Water	017-900-44050		324,500	Overhead transfer to GF 001
	<b>TOTAL:</b>	<b>324,500</b>	<b>324,500</b>	
General	001-000-31660	54,000		Overhead
Sewer	043-925-44050		54,000	Overhead transfer to GF 001
	<b>TOTAL:</b>	<b>54,000</b>	<b>54,000</b>	
General	001-080-47000		2,680,000	
Tidelands Transfer In - CIP	034-000-31500	2,680,000		Tidelands CIP
	<b>TOTAL:</b>	<b>2,680,000</b>	<b>2,680,000</b>	
General	001-080-47002		2,663,800	
Street Lighting District	002-000-31502	42,700		Street Lighting District
Pension Obligation Bond	027-000-31502	1,221,700		Pension Obligation Bond
Fire Station Bond D/S	028-000-31502	535,000		Fire Station Bond
Tidelands Transfer In - Operation	034-000-31502	864,400		Tidelands
	<b>TOTAL:</b>	<b>2,663,800</b>	<b>2,663,800</b>	
Vehicle Replacement	021-000-31502	310,000		Vehicle Replacement
General	001-080-47010		310,000	General Fund
	<b>TOTAL:</b>	<b>310,000</b>	<b>310,000</b>	
Retirement Fund - Debt Service	302-000-31502	767,300		SA Debt Service
Retirement Obligation	304-081-47002		767,300	Transfer to 302 for debt service pmt
	<b>TOTAL:</b>	<b>767,300</b>	<b>767,300</b>	
Tidelands	034-000-31502	737,000		Vehicle Replacement
Transfer Out	021-980-47002		737,000	Transfer to 034 vehicles purchase
	<b>TOTAL:</b>	<b>737,000</b>	<b>737,000</b>	

SUMMARY GENERAL FUND TOTAL TRANSFERS:				
<b>Transfer In:</b>				
	001-000-31502	640,000		Overhead and Admin Costs
	001-000-31660	54,000		Overhead
	001-000-31662	324,500		Overhead
<b>Transfer Out:</b>				
	001-080-47000		5,672,900	Various CIP Projects
	001-080-47002		42,700	Street Lighting District
	001-080-47002		1,221,700	Pension Obligation Bond
	001-080-47002		535,000	Fire Station Bond
	001-080-47002		864,400	Tidelands
	001-080-47010		310,000	Vehicle Replacement
<b>TOTAL GENERAL FUND TRANSFERS</b>		<b>\$ 1,018,500</b>	<b>\$ 8,646,700</b>	



# TOTAL SOURCES & USES AND FUND BALANCE

## FY 2016-2017

FUND	7/1/2016			TOTAL SOURCES	OPERATING EXPENDITURE	TRANSFERS OUT	TOTAL USES	ESTIMATED ENDING FUND BALANCE
	ESTIMATED BEGINNING BALANCE	REVENUE	TRANSFERS IN					
<b>GENERAL FUND</b>								
General Fund	\$ 27,685,770	\$ 28,916,300	\$ 1,018,500	\$ 57,620,570	\$ 26,944,100	\$ 11,326,700	\$ 38,270,800	\$ 19,349,770
<b>SPECIAL REVENUE FUNDS</b>								
Street Lighting District	-	142,400	42,700	185,100	185,100	-	185,100	-
Special Project	713,220	100,500	-	813,720	100,000	-	100,000	713,720
Supplemental Law Enforcement	22,013	100,300	-	122,313	116,200	-	116,200	6,113
Detention Facility	13,575	10,000	-	23,575	15,000	-	15,000	8,575
Asset Forfeiture	8,440	-	-	8,440	4,800	-	4,800	3,640
Air Quality Improvement Program	8,012	30,000	-	38,012	30,000	-	30,000	8,012
Federal Asset Forfeiture	(134,890)	150,000	-	15,110	124,300	-	124,300	(109,190)
Park Improvement	59,041	300	-	59,341	-	-	-	59,341
Pension Obligation D/S	99,307	-	1,221,700	1,321,007	1,221,700	-	1,221,700	99,307
Fire Station Debt Service	597,355	-	535,000	1,132,355	535,000	-	535,000	597,355
Tidelands	-	1,267,200	4,281,400	5,548,600	2,868,600	2,680,000	5,548,600	-
Gas Tax	892,700	649,500	-	1,542,200	2,000	1,130,000	1,132,000	410,200
Measure M2	823,952	456,000	-	1,279,952	-	1,050,000	1,050,000	229,952
Capital Project	-	-	11,596,500	11,596,500	11,596,500	-	11,596,500	-
Parking In-lieu	167,021	-	-	167,021	-	-	-	167,021
Traffic Impact AB1600	458,999	219,500	-	678,499	-	330,000	330,000	348,499
Seal Beach Cable	397,064	92,000	-	489,064	75,000	219,000	294,000	195,064
CDBG	-	180,000	-	180,000	180,000	-	180,000	-
Police Grants	177,073	10,000	-	187,073	179,000	-	179,000	8,073
Citywide Grants	679,276	2,861,000	-	3,540,276	-	974,000	974,000	2,566,276
Ad 94-1 Redemption	-	-	-	-	-	-	-	-
CFD Landscape Maint 2002-01	105,042	142,700	-	247,742	178,200	13,000	191,200	56,542
CFD Heron Pointe 2002-01	-	-	-	-	-	-	-	-
CFD Pacific Gateway Bonds	-	-	-	-	-	-	-	-
CFD Heron Pointe Admn Exp	-	-	-	-	-	-	-	-
CFD Pacific Gtewy Landscope/Adm	-	-	-	-	-	-	-	-
CFD Heron Pointe - Refund 2015	106,000	244,900	-	350,900	294,000	-	294,000	56,900
CFD Pacific Gtewy - Refund 2016	230,800	478,600	-	709,400	587,400	-	587,400	122,000
CFD Heron Pt - 2015 Admn Exp	-	25,000	-	25,000	8,000	11,000	19,000	6,000
CFD Pac. Gtewy - 2016 Land/Admn	213,384	25,000	-	238,384	81,700	156,600	238,300	84
<b>PROPRIETARY FUND</b>								
Water Operations	3,276,126	3,303,700	-	6,579,826	4,299,900	324,500	4,624,400	1,955,426
Water Capital	20,573,754	1,410,000	-	21,983,754	12,337,600	-	12,337,600	9,646,154
Vehicle Replacement	2,500,105	-	310,000	2,810,105	489,000	737,000	1,226,000	1,584,105
Sewer Operations	906,638	735,300	-	1,641,938	1,159,300	54,000	1,213,300	428,638
Sewer Capital	21,919,111	1,728,000	-	23,647,111	2,119,100	-	2,119,100	21,528,011
<b>SUCCESSOR AGENCY</b>								
Retirement Fund - Riverfront	60,861	-	-	60,861	-	-	-	60,861
Retirement Fund - Debt Service	(2,421,134)	-	767,300	(1,653,834)	192,300	-	192,300	(1,846,134)
Retirement Obligation	43,500	994,500	-	1,038,000	270,700	767,300	1,038,000	-
<b>TOTAL ALL FUNDS</b>	<b>\$ 80,182,115</b>	<b>\$ 44,272,700</b>	<b>\$ 19,773,100</b>	<b>\$ 144,227,915</b>	<b>\$ 66,194,500</b>	<b>\$ 19,773,100</b>	<b>\$ 85,967,600</b>	<b>\$ 58,260,315</b>



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# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>GENERAL FUND - 001</b>					
<b>Taxes and Assessments:</b>					
<b>Property Tax</b>					
001-000-30001	Property Taxes Secured	\$ 6,268,317	\$ 6,639,000	\$ 6,732,200	\$ 6,961,100
001-000-30002	Property Taxes Unsecured	243,645	239,500	239,500	240,000
001-000-30003	Homeowners Exemption	47,067	50,000	46,800	47,000
001-000-30004	Secured/Unsecured Prior Year	54,360	100,000	55,000	55,000
001-000-30005	Property Tax - Other	454,594	300,000	343,200	350,800
001-000-30006	Supplemental Tax Secure/Unsecure	180,689	141,100	150,000	150,000
001-000-30009	Prop. Tax-In Lieu VLF	2,342,404	2,236,000	2,450,000	2,500,000
001-000-30013	Property Tax Transfers	107,757	125,000	120,000	120,000
<b>Total Property Tax</b>		<b>\$ 9,698,833</b>	<b>\$ 9,830,600</b>	<b>\$ 10,136,700</b>	<b>\$ 10,423,900</b>
<b>Sales Tax</b>					
001-000-30016	Sales/Use Tax	\$ 3,111,094	\$ 3,350,300	\$ 3,991,000	\$ 4,250,100
001-000-30017	Sales Tax "Back-Fill"	862,853	1,116,700	215,300	-
001-000-30023	Public Safety Sales Tax	272,132	270,000	270,000	270,000
<b>Total Sales Tax</b>		<b>\$ 4,246,079</b>	<b>\$ 4,737,000</b>	<b>\$ 4,476,300</b>	<b>\$ 4,520,100</b>
<b>Utility Users Tax</b>					
001-000-30015	Utility Users Tax	\$ 4,646,434	\$ 4,900,000	\$ 4,450,000	\$ 4,500,000
<b>Total Utility Users Tax</b>		<b>\$ 4,646,434</b>	<b>\$ 4,900,000</b>	<b>\$ 4,450,000</b>	<b>\$ 4,500,000</b>
<b>Transient Occupancy Tax</b>					
001-000-30014	Transient Occupancy Tax	\$ 1,525,723	\$ 1,252,500	\$ 1,525,000	\$ 1,550,000
<b>Total Transient Occupancy Tax</b>		<b>\$ 1,525,723</b>	<b>\$ 1,252,500</b>	<b>\$ 1,525,000</b>	<b>\$ 1,550,000</b>
<b>Franchise Fees</b>					
001-000-30100	Electric Franchise Fees	\$ 278,048	\$ 275,400	\$ 282,000	\$ 287,600
001-000-30110	Natural Gas Franchise Fees	50,102	50,000	40,100	50,000
001-000-30120	Pipeline Franchise Fees	147,169	180,000	150,000	150,000
001-000-30130	Cable TV Franchise Fees	481,499	510,500	500,000	500,000
001-000-30140	Refuse Franchise Fees	206,777	331,500	207,000	207,000
<b>Total Franchise Fees</b>		<b>\$ 1,163,595</b>	<b>\$ 1,347,400</b>	<b>\$ 1,179,100</b>	<b>\$ 1,194,600</b>
<b>Other Taxes</b>					
001-000-30011	Excise Tax	\$ 385	\$ 500	\$ 500	\$ 500
001-000-30012	Barrel Tax	344,404	350,000	250,000	200,000
<b>Total Other Taxes</b>		<b>\$ 344,789</b>	<b>\$ 350,500</b>	<b>\$ 250,500</b>	<b>\$ 200,500</b>
<b>Total Taxes and Assessments</b>		<b>\$ 21,625,453</b>	<b>\$ 22,418,000</b>	<b>\$ 22,017,600</b>	<b>\$ 22,389,100</b>
<b>Licenses and Permits:</b>					
001-000-30200	Animal License	\$ 28,761	\$ 20,000	\$ 20,400	\$ 25,000
001-000-30210	Building Permits	310,162	280,000	300,000	300,000
001-000-30215	Business Licenses	548,649	561,000	550,000	561,100
001-000-30220	Contractor Licenses	162,284	125,000	160,000	160,000
001-000-30230	Electrical Permits	33,252	28,000	28,000	25,000
001-000-30235	Film Location Permits	1,620	5,000	5,000	5,000
001-000-30240	Oil Production Licenses	14,220	15,000	14,000	14,000
001-000-30245	Parking Permits	184,371	200,000	200,000	200,000
001-000-30250	Other Permits	15,560	14,000	25,000	20,000
001-000-30255	Plumbing Permits	20,758	18,000	23,000	20,000
001-000-30256	Issuance Permits	55,331	50,000	55,000	55,000
001-000-30270	Arbor Park Dog License	220	400	-	-
<b>Total Licenses and Permits</b>		<b>\$ 1,375,188</b>	<b>\$ 1,316,400</b>	<b>\$ 1,380,400</b>	<b>\$ 1,385,100</b>

# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>Intergovernmental:</b>					
001-000-30500	Motor Vehicle In-lieu	\$ 10,659	\$ 13,000	\$ 10,000	\$ 10,000
001-000-30841	Inmate Fee - Other Agency	2,615	5,000	3,000	3,000
001-000-30950	SB90 Mandates Reimb.	8,823	-	-	-
001-000-30975	Grant Reimbursement	6,977	-	38,100	-
001-000-30980	Other Agency Reimbursements	263,210	6,100	3,000	5,800
001-000-30981	POST Reimbursement	6,078	20,000	10,000	22,000
001-016-30990	Senior Bus Program - OCTA	71,880	65,000	65,000	65,000
<b>Total Intergovernmental</b>		<b>\$ 370,242</b>	<b>\$ 109,100</b>	<b>\$ 129,100</b>	<b>\$ 105,800</b>
<b>Charges for Services:</b>					
001-000-30430	Parking Meters	\$ 111,335	\$ 100,000	\$ 110,000	\$ 110,000
001-000-30620	Rec/Lap Swim Passes	39,972	45,700	40,000	40,000
001-000-30630	Swimming Lessons	53,570	52,000	53,500	53,500
001-000-30640	Recreation Service Charges	2,483	4,000	2,500	2,500
001-000-30665	Swimming Pool Rentals	7,283	6,000	7,300	7,300
001-000-30670	Recreation Program Insurance	450	4,000	-	-
001-000-30690	Recreation Cleaning Fees	7,214	8,000	8,000	8,000
001-000-30700	Reimb. For Miscellaneous Services	69,573	100,000	75,000	75,000
001-000-30800	Alarm Fees	34,682	40,000	35,000	35,000
001-000-30810	Election Fees	175	-	-	200
001-000-30815	Inspection Fees	-	-	100	-
001-000-30820	Planning Fees	25,879	12,500	35,000	15,000
001-000-30825	Plan Check Fees	116,095	110,000	115,000	120,000
001-000-30835	Film Location Fees	3,350	-	8,500	4,000
001-000-30837	Transportation Permit Fees	3,872	2,500	2,500	2,500
001-000-30842	Inmate Self Pay	339,043	320,000	350,000	320,000
001-000-30843	Booking Fees	6,002	5,000	5,000	6,000
001-000-30870	Traffic Impact Fees	433	5,000	500	29,700
001-000-30872	Environmental Fees	-	2,000	-	2,000
001-000-30873	Engineering Inspection Fees	38,258	30,000	30,000	30,000
001-000-30900	Bus Shelter Advertising	46,803	69,200	50,000	50,000
001-000-30935	Returned Check Fee	700	700	700	700
001-000-30945	Sale Printed Material	9,496	14,000	10,000	10,000
001-000-30946	Sale Printed Material - CIP only	5,279	5,000	5,000	5,000
001-000-30955	Special Events	6,686	6,000	6,000	6,000
001-000-30961	Admin Fee - Constr/Demo	18,684	20,000	15,000	20,000
001-000-30992	Charging Station Revenues	2,278	2,000	2,500	2,200
001-016-30993	Senior Nutrition Transportation	6,168	8,700	8,700	8,700
001-016-30994	Senior Transport - Thurs. Shop	20,487	18,000	18,000	18,000
001-022-30701	Subpoena Fees	1,650	-	-	-
001-023-30946	Traffic Report - electronic	4,510	5,000	5,000	5,000
001-030-30313	Plan Check Code Compliance	-	-	15,000	15,000
001-030-30314	Plan Check Energy Code Compliance	-	-	15,000	15,000
001-030-30316	Plan Review Soils and Geotechnical	-	-	1,500	1,500
001-031-30311	Administrative Citation	4,000	1,500	500	1,500
001-031-30874	Special Services Fee	10,580	7,000	10,000	10,000
001-042-30801	DPW Permit Application Fees	1,943	-	4,000	4,000
001-042-30815	Engineering Inspection Fee	-	-	500	500
001-042-30825	Engineering Plan Check	-	-	4,000	4,000
001-042-30873	Engineering Permit Fee	-	-	1,000	1,000
001-044-30720	Street Sweeping Svcs	44,921	54,000	45,000	45,000
001-049-30730	Tree Trimming Services	37,902	38,600	38,600	38,600
001-051-30740	Refuse Svcs	1,181,605	1,217,500	1,217,500	1,234,900
001-070-30703	Reimb. For Special Events	-	-	2,000	-
001-071-30641	Youth Sports	-	-	-	11,400
001-071-30650	Sport Fees	17,898	19,000	19,000	19,000

# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
001-072-30600	Recreation Facilities Rent	127,072	135,000	135,000	137,700
001-072-30610	Leisure Program Fees	280,023	350,000	350,000	331,600
001-074-30645	Tennis Center Services	208,369	289,000	289,000	294,900
001-074-30646	Pro Shop Sales	2,123	25,000	25,000	7,000
<b>Total Charges for Services</b>		<b>\$ 2,898,846</b>	<b>\$ 3,131,900</b>	<b>\$ 3,171,400</b>	<b>\$ 3,158,900</b>
<b>Fines and Forfeitures:</b>					
001-000-30310	Municipal Code Violations	\$ 1,379	\$ 2,000	\$ 2,000	\$ 2,000
001-000-30315	Parking Citations	983,793	865,000	865,000	900,000
001-000-30325	Vehicle Code Violations	129,122	204,000	160,000	160,000
001-000-30963	Unclaimed Property	843	2,200	1,000	2,200
<b>Total Fines and Forfeitures</b>		<b>\$ 1,115,137</b>	<b>\$ 1,073,200</b>	<b>\$ 1,028,000</b>	<b>\$ 1,064,200</b>
<b>Use of Money and Property:</b>					
001-000-30420	Interest on Investments	\$ 188,398	\$ 275,000	\$ 275,000	\$ 275,000
001-000-30421	Other interest income	11,098	-	10,000	-
001-000-30423	Unrealized Gain/Loss on Invest	45,848	-	-	-
001-000-30455	Rental of Property	96,540	105,000	35,000	30,000
001-000-30457	Rental of Telecomm. Property	288,618	265,800	290,000	290,000
001-043-30455	Rental of Property - Ironwood	28,500	36,000	36,000	36,000
<b>Total Use of Money and Property</b>		<b>\$ 659,002</b>	<b>\$ 681,800</b>	<b>\$ 646,000</b>	<b>\$ 631,000</b>
<b>Other Revenues:</b>					
001-000-30300	DUI Cost Recovery	\$ -	\$ 1,000	\$ -	\$ -
001-000-30400	Commissions	52	-	-	-
001-000-30435	Fuel Royalties	21,493	54,000	50,000	20,000
001-000-30910	Cash Over/Short	83	-	-	-
001-000-30920	Damaged Property	25,539	-	-	-
001-000-30940	Sale of Surplus Property	10,030	10,000	10,000	10,000
001-000-30960	Miscellaneous Revenue	19,624	60,000	85,000	50,000
001-000-30964	Unclaimed Refund Checks	-	-	2,000	-
001-000-30971	Settlement/Court Judgement	-	-	1,800	-
001-000-31660	Sewer Overhead	54,000	54,000	54,000	54,000
001-000-31662	Water Overhead	324,500	324,500	324,500	324,500
001-019-30977	Prior Year Revenues	69,300	-	71,300	82,100
001-021-30960	Miscellaneous Revenue	2,400	-	21,200	-
001-022-30300	DUI Cost Recovery	-	-	1,000	1,000
001-022-30701	Subpoena Fee	-	1,000	2,000	1,000
001-023-30312	Citation Sign Off	80	100	200	100
001-023-30947	Vehicle Release	18,765	15,000	18,000	18,000
001-023-30977	Prior Year Revenues	9,839	-	-	-
001-050-30977	Prior Year Revenues	220	-	-	-
001-070-30962	Donation- 5k/10k	9,000	-	-	-
001-073-30977	Prior Year Revenues	-	-	7,100	-
001-080-30977	Prior Year Revenues	75,781	-	-	-
<b>Total Other Revenues:</b>		<b>\$ 640,706</b>	<b>\$ 519,600</b>	<b>\$ 648,100</b>	<b>\$ 560,700</b>
<b>Transfers:</b>					
001-000-31500	Transfers In From Other Funds	\$ 421,658	\$ 630,000	\$ 630,000	\$ -
001-000-31502	Transfers In - Operations	-	-	-	640,000
<b>Total Transfers</b>		<b>\$ 421,658</b>	<b>\$ 630,000</b>	<b>\$ 630,000</b>	<b>\$ 640,000</b>
<b>Total General Fund Revenues</b>		<b>\$ 29,106,232</b>	<b>\$ 29,880,000</b>	<b>\$ 29,650,600</b>	<b>\$ 29,934,800</b>

# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>SPECIAL REVENUE FUNDS</b>					
<b>Street Lighting Assessment District - 002:</b>					
002-000-30001	Property Taxes Secured	\$ 141,266	\$ 143,000	\$ 143,000	\$ 141,700
002-000-30004	Secured/Unsecured Prior Year	427	1,000	500	500
002-000-30005	Property Tax Other	464	200	200	200
002-000-31500	Transfer In	40,038	50,300	50,800	-
002-000-31502	Transfer In - Operations	-	-	-	42,700
<b>Total Street Lighting</b>		<b>\$ 182,195</b>	<b>\$ 194,500</b>	<b>\$ 194,500</b>	<b>\$ 185,100</b>
<b>Special Project - 004:</b>					
004-211-39500	Salon Meritage	\$ 24,268	\$ -	\$ -	\$ -
004-211-39501	Centennial	197,870	-	-	-
004-211-39502	State of the City	500	3,000	8,050	5,000
004-223-39501	BSCC Grant - PD	-	-	4,500	-
004-228-39500	5k/10k - Marine Safety	5,765	-	4,200	-
004-230-39500	Cottage Donations	-	-	7,750	-
004-231-39500	Plan Archival - Building	7,993	10,000	10,000	10,000
004-231-39501	General Plan - Building	49,249	40,000	48,000	45,000
004-231-39502	GIS - Building	35,515	30,000	35,000	35,000
004-231-39504	Technical Training	-	-	2,500	2,500
004-231-39505	Automation	-	-	3,000	3,000
004-244-39500	Benches - Pub. Works Yard	7,926	-	3,300	-
004-249-39500	Tree Replacement - Pub. Works Yarc	-	-	200	-
004-270-39500	Scholarship - Recreation	1,800	-	-	-
004-270-39504	Marina Center	-	-	10,000	-
<b>Total Special Project</b>		<b>\$ 330,886</b>	<b>\$ 83,000</b>	<b>\$ 136,500</b>	<b>\$ 100,500</b>
<b>Supplemental Law Enforcement Services - 009:</b>					
009-000-30420	Interest On Investments	\$ 268	\$ 300	\$ 500	\$ 300
009-000-30977	Prior Year Revenues	23,412	-	-	-
009-000-39075	Grant Reimbursement	92,499	100,000	110,000	100,000
<b>Total Supplemental Law Enforcement</b>		<b>\$ 116,179</b>	<b>\$ 100,300</b>	<b>\$ 110,500</b>	<b>\$ 100,300</b>
<b>Detention Facility - 010:</b>					
010-000-30400	Commissary	\$ 10,847	\$ 10,000	\$ 10,000	\$ 10,000
010-000-30960	Other Revenue	106	-	100	-
<b>Total Detention Facility</b>		<b>\$ 10,953</b>	<b>\$ 10,000</b>	<b>\$ 10,100</b>	<b>\$ 10,000</b>
<b>Asset Forfeiture Fund (State) - 011:</b>					
011-000-30420	Interest on Investments	\$ 27	\$ -	\$ -	\$ -
011-000-30990	Asset Forfeiture	-	-	1,600	-
<b>Total Asset Forfeiture</b>		<b>\$ 27</b>	<b>\$ -</b>	<b>\$ 1,600</b>	<b>\$ -</b>
<b>Air Quality Improvement Program - 012:</b>					
012-000-30420	Interest on Investments	\$ 21	\$ -	\$ -	\$ -
012-000-35000	AB2766 Revenues	30,510	30,000	30,000	30,000
<b>Total Air Quality Improvement</b>		<b>\$ 30,531</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Asset Forfeiture Fund (Fed) - 013:</b>					
013-000-30990	Asset Forfeiture	\$ -	\$ 300,000	\$ 75,000	\$ 150,000
<b>Total Asset Forfeiture</b>		<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 75,000</b>	<b>\$ 150,000</b>
<b>Park Improvement - 016:</b>					
016-000-30420	Interest on Investments	\$ 267	\$ 200	\$ 600	\$ 300
016-000-30865	Quimby Act Fees	20,000	-	10,000	-
<b>Total Park Improvement</b>		<b>\$ 20,267</b>	<b>\$ 200</b>	<b>\$ 10,600</b>	<b>\$ 300</b>

# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>Pension Obligation D/S - 027:</b>					
027-000-31500	Transfer In	\$ 1,141,248	\$ 1,177,900	\$ 1,181,400	\$ -
027-000-31502	Transfer In - Operations	-	-	-	1,221,700
<b>Total Pension Obligation</b>		<b>\$ 1,141,248</b>	<b>\$ 1,177,900</b>	<b>\$ 1,181,400</b>	<b>\$ 1,221,700</b>
<b>Fire Station D/S - 028:</b>					
028-000-31500	Transfer In	\$ 565,982	\$ 579,700	\$ 550,500	\$ -
028-000-31502	Transfer In - Operations	-	-	-	535,000
<b>Total Fire Station</b>		<b>\$ 565,982</b>	<b>\$ 579,700</b>	<b>\$ 550,500</b>	<b>\$ 535,000</b>
<b>Tidelands Beach - 034:</b>					
034-000-30425	Off-Street Parking	\$ 604,064	\$ 709,500	\$ 715,000	\$ 709,500
034-000-30630	Swimming Lessons	90	15,000	-	-
034-000-30700	Reimb Miscellaneous Services	9,074	11,000	11,000	10,000
034-000-30835	Film Location Fees	-	-	300	-
034-000-30959	Adopt A Highway	6,250	-	3,100	-
034-000-30962	Donated Revenue	-	4,600	-	-
034-000-30980	Other Agency Revenue	97,339	100,000	100,000	100,000
034-000-31500	Transfer In - CIP	1,412,040	1,905,000	776,000	2,680,000
034-000-31502	Transfer In - Operations	-	-	-	1,601,400
034-000-31600	Landing Fees	163,203	160,000	160,000	160,000
034-000-31700	Junior Lifeguard Fees	199,278	225,000	225,000	182,700
034-072-30610	Leisure Program Fees	65,581	-	75,000	65,000
034-863-30455	Rental of Property	39,490	-	40,000	40,000
<b>Total Tidelands Beach</b>		<b>\$ 2,596,409</b>	<b>\$ 3,130,100</b>	<b>\$ 2,105,400</b>	<b>\$ 5,548,600</b>
<b>Gas Tax - 040:</b>					
040-000-30420	Interest on Investments	\$ 6,998	\$ 3,500	\$ 7,800	\$ 6,000
040-000-32499	Gas Tax 2103	275,214	129,000	129,000	189,100
040-000-32500	Gas Tax 2105	154,181	148,600	148,600	154,200
040-000-32525	Gas Tax 2106	103,201	81,400	81,400	80,100
040-000-32530	Gas Tax 2107	198,546	204,200	204,200	214,100
040-000-32535	Gas Tax 2107.5	12,000	6,000	6,000	6,000
<b>Total Gas Tax</b>		<b>\$ 750,140</b>	<b>\$ 572,700</b>	<b>\$ 577,000</b>	<b>\$ 649,500</b>
<b>Measure M2 - 042:</b>					
042-000-30420	Interest on Investments	\$ 7,774	\$ 3,800	\$ 8,000	\$ 6,000
042-000-33500	Local Fairshare	394,297	450,000	450,000	450,000
<b>Total Measure M2</b>		<b>\$ 402,071</b>	<b>\$ 453,800</b>	<b>\$ 458,000</b>	<b>\$ 456,000</b>
<b>Parking-In-Lieu - 048</b>					
048-000-30865	Parking-In-Lieu	\$ 11,500	\$ -	\$ 30,000	\$ -
<b>Total Parking In-Lieu</b>		<b>\$ 11,500</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>
<b>Traffic Impact AB1600</b>					
049-000-30420	Interest on Investments	\$ 5,116	\$ 3,800	\$ 6,500	\$ 6,000
049-000-30976	Traffic Impact Fees AB1600	2,904	-	2,900	213,500
<b>Total Measure M2</b>		<b>\$ 8,020</b>	<b>\$ 3,800</b>	<b>\$ 9,400</b>	<b>\$ 219,500</b>
<b>Seal Beach Cable - 50:</b>					
050-000-30131	PEG Fees Publ Access, Edu, Gov	\$ 115,836	\$ 90,000	\$ 90,000	\$ 90,000
050-000-30420	Interest on Investments	1,344	2,000	2,000	2,000
<b>Total Seal Beach Cable</b>		<b>\$ 117,180</b>	<b>\$ 92,000</b>	<b>\$ 92,000</b>	<b>\$ 92,000</b>

# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>Community Development Block Grant (CDBG) - 072:</b>					
072-000-30988	Other Agency Revenue	\$ 180,000	\$ 180,000	\$ 182,409	\$ 180,000
<b>Total CDBG</b>		<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 182,409</b>	<b>\$ 180,000</b>
<b>Police Grants - 075:</b>					
075-442-30975	Grant Reimb - BPV	\$ 801	\$ 5,000	\$ 6,500	\$ 5,000
075-460-30975	Grant Reimb - DUI Checkpoint	32,700	-	-	-
075-466-30975	BSCC Grant	4,282	13,000	13,000	5,000
075-467-30975	DUI -38	13,352	-	-	-
075-470-30975	OTS Step Grant	34,163	80,000	80,000	-
075-471-30975	OTS 15/16	-	80,000	80,000	-
075-472-30975	Grant Reimb - DUI	-	140,000	140,000	-
<b>Total Police Grants</b>		<b>\$ 85,298</b>	<b>\$ 318,000</b>	<b>\$ 319,500</b>	<b>\$ 10,000</b>
<b>Prop 1B - 077:</b>					
077-000-30980	Other Agency Revenue	\$ 318,000	\$ -	\$ -	\$ -
<b>Total Prop 1B</b>		<b>\$ 318,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>City Wide Grants - 080:</b>					
080-361-30975	Grant Reimb - OCTA	\$ 6,404	\$ 586,700	\$ 586,700	\$ 231,000
080-363-30975	Grant Reimb - ECP Tier 1 - OCTA	-	50,000	-	30,000
080-364-30975	Grant Reimb - BCI - OCTA	472,229	1,000,000	500,000	2,600,000
<b>Total City Wide Grants</b>		<b>\$ 478,633</b>	<b>\$ 1,636,700</b>	<b>\$ 1,086,700</b>	<b>\$ 2,861,000</b>
<b>Ad 94-1 Redemption Fund - 101:</b>					
101-000-30001	Property Taxes Secured	\$ 16,442	\$ 150,000	\$ 100	\$ -
101-000-30004	Secured/Unsecured Prior Year	-	1,300	100	-
101-000-30005	Property Tax Other	167	300	100	-
101-000-30420	Interest on Investments	-	-	100	-
101-000-30960	Miscellaneous	-	-	5,440	-
<b>Total Ad 94-1 Redemption Fund</b>		<b>\$ 16,609</b>	<b>\$ 151,600</b>	<b>\$ 5,840</b>	<b>\$ -</b>
<b>CFD No. 2002-02 SB Blvd/Lampson Landscape - 201:</b>					
201-000-30001	Property Taxes Secured	\$ 161,583	\$ 140,200	\$ 177,000	\$ 140,200
201-000-30420	Interest on Investments	3,189	2,500	2,500	2,500
<b>Total CFD SB Blvd/Lampson Landscape</b>		<b>\$ 164,772</b>	<b>\$ 142,700</b>	<b>\$ 179,500</b>	<b>\$ 142,700</b>
<b>CFD No 2002-01 Heron Pointe - 202:</b>					
202-000-30001	Property Taxes Secured	\$ 275,662	\$ 200,000	\$ 135,200	\$ -
202-000-30004	Secured/Unsecured Prior Year	11,184	1,200	-	-
202-000-30005	Property Tax Other	1,029	2,200	-	-
202-000-30420	Interest on Investments	622	600	-	-
<b>Total CFD Heron Pointe</b>		<b>\$ 288,497</b>	<b>\$ 204,000</b>	<b>\$ 135,200</b>	<b>\$ -</b>
<b>CFD Pacific Gateway Bonds - 203:</b>					
203-000-30001	Secured Property Tax	\$ 563,453	\$ 500,000	\$ 332,700	\$ -
203-000-30420	Interest on Investments	336	200	200	-
<b>Total Pacific Gateway Bonds</b>		<b>\$ 563,789</b>	<b>\$ 500,200</b>	<b>\$ 332,900</b>	<b>\$ -</b>
<b>CFD Heron Pointe Admin Expense - 204:</b>					
204-000-30300	Administrative Expense Reimb	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
204-000-30420	Interest On Investments	471	300	400	-
<b>Total Heron Pointe Admin Expense</b>		<b>\$ 25,471</b>	<b>\$ 25,300</b>	<b>\$ 25,400</b>	<b>\$ -</b>



# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
<b>CFD No. 2005-01 Pacific Gateway - 205:</b>					
205-470-30001	Secured Property Tax	\$ 48,242	\$ 50,000	\$ 39,000	\$ -
205-470-30420	Interest On Investments	1,746	1,200	1,300	-
205-480-30300	Administrative Expense Reimb	25,000	25,000	25,000	-
<b>Total Pacific Gateway</b>		<b>\$ 74,988</b>	<b>\$ 76,200</b>	<b>\$ 65,300</b>	<b>\$ -</b>
<b>CFD Heron Pointe Refunding 2015 - 206:</b>					
206-000-30001	Property Taxes Secured	\$ -	\$ -	\$ 102,000	\$ 244,900
206-000-30004	Secured/Unsecured Prior Year	-	-	1,200	-
206-000-30005	Property Tax Other	-	-	2,200	-
206-000-30302	Cost of Issuance Reimb	-	-	600	-
<b>Total CFD Heron Pointe</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,000</b>	<b>\$ 244,900</b>
<b>CFD Pacific Gateway Refunding 2016 - 207:</b>					
207-000-30001	Secured Property Tax	\$ -	\$ -	\$ 230,800	\$ 478,600
<b>Total Pacific Gateway Bonds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,800</b>	<b>\$ 478,600</b>
<b>CFD Heron Pointe 2015 Admin Expense - 208:</b>					
208-000-30300	Administrative Expense Reimb	\$ -	\$ -	\$ -	\$ 25,000
<b>Total Heron Pointe Admin Expense</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>CFD Pacific Gateway 2016 Lnd/Admin- 209:</b>					
209-480-30300	Administrative Expense Reimb	\$ -	\$ -	\$ 213,384	\$ 25,000
<b>Total Pacific Gateway</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,384</b>	<b>\$ 25,000</b>
<b>PROPRIETARY FUNDS</b>					
<b>Water Operations - 017:</b>					
017-000-30420	Interest on Investments	\$ 39,686	\$ 31,000	\$ 45,000	\$ 31,000
017-000-30960	Miscellaneous Revenue	799	1,000	1,200	1,000
017-000-30964	Unclaimed refund checks	343	-	-	-
017-000-30977	Prior Year Revenues	-	-	15,000	-
017-000-34000	Water Revenue	1,961,610	2,077,400	2,077,400	2,000,000
017-000-35000	Residential Water	1,046,952	1,138,500	1,138,500	1,100,000
017-000-35020	Commercial Water	54,275	64,700	64,700	64,700
017-000-35500	Water Turn On Fee	7,306	6,000	6,000	6,000
017-000-35510	Late Charge	38,364	36,500	36,500	36,500
017-000-35520	Door Tag Fee	1,470	1,000	1,700	1,000
017-000-35530	Water Meters	-	-	600	-
017-000-35590	Fire Service	64,096	62,500	62,500	62,500
017-000-35591	Fire Water Flow Test	2,000	1,000	1,000	1,000
<b>Total Water Operations</b>		<b>\$ 3,216,901</b>	<b>\$ 3,419,600</b>	<b>\$ 3,450,100</b>	<b>\$ 3,303,700</b>
<b>Water Capital - 019:</b>					
019-000-30420	Interest on Investments	\$ 28,039	\$ 18,500	\$ 45,000	\$ 25,000
019-000-35042	Water Connection Fee	6,004	5,000	15,000	5,000
019-000-37000	Water Capital Charge	1,373,924	1,378,100	1,378,100	1,380,000
019-000-37000	Reimbursement	142,086	-	-	-
<b>Total Water Capital</b>		<b>\$ 1,550,053</b>	<b>\$ 1,401,600</b>	<b>\$ 1,438,100</b>	<b>\$ 1,410,000</b>
<b>Vehicle Replacement - 021:</b>					
021-000-30940	Sales of Surplus Property	\$ 14,052	\$ -	\$ -	\$ -
021-000-31500	Transfer In	310,000	310,000	310,000	-
021-000-31502	Transfer In - Operations	-	-	-	310,000
<b>Total Vehicle Replacement</b>		<b>\$ 324,052</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>
<b>Sewer Operations - 043:</b>					

# REVENUE SUMMARY BY FUND

FY 2016-2017

Account Number	Revenue Source	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Projected Budget
043-000-30420	Interest on Investments	\$ 11,925	\$ 10,300	\$ 15,000	\$ 10,300
043-000-30725	F.O.G. Discharge Permit Fee	28,580	25,000	25,000	25,000
043-000-30946	Sale of Printed Material-CIP Only	275	-	-	-
043-000-30960	Misc. Revenues	114	-	-	-
043-000-30977	Prior Year Revenues	2,442	-	-	-
043-000-36000	Sewer Fees	721,728	700,000	700,000	700,000
<b>Total Sewer Operations</b>		<b>\$ 765,064</b>	<b>\$ 735,300</b>	<b>\$ 740,000</b>	<b>\$ 735,300</b>
<b>Sewer Capital - 044:</b>					
044-000-30420	Interest on Investments	\$ 29,931	\$ 17,800	\$ 35,000	\$ 23,000
044-000-35042	Sewer Connection Fee	5,819	5,000	35,000	5,000
044-000-37150	Sewer Capital Charge	2,008,955	1,700,000	1,700,000	1,700,000
<b>Total Sewer Capital</b>		<b>\$ 2,044,705</b>	<b>\$ 1,722,800</b>	<b>\$ 1,770,000</b>	<b>\$ 1,728,000</b>
<b>Retirement Fund Debt Service - 302:</b>					
302-000-31500	Transfers In	\$ 719,204	\$ 775,400	\$ 775,400	\$ -
302-000-31502	Transfers In - Operations	-	-	-	767,300
<b>Total Retirement Fund Debt Service</b>		<b>\$ 719,204</b>	<b>\$ 775,400</b>	<b>\$ 775,400</b>	<b>\$ 767,300</b>
<b>Retirement Obligation Fund</b>					
304-000-30018	SA Tax Increment	\$ 1,084,135	\$ 1,314,000	\$ 1,202,700	\$ 994,500
304-000-30420	Interest On Investments	423	-	-	-
304-000-30423	Unrealized Gain/Loss on Invest.	(273)	-	-	-
<b>Total Retirement Obligation Fund</b>		<b>\$ 1,084,285</b>	<b>\$ 1,314,000</b>	<b>\$ 1,202,700</b>	<b>\$ 994,500</b>
<b>Capital Project - 045:</b>					
045-000-31500	Transfer In	\$ -	\$ 10,574,897	\$ 2,289,397	\$ 11,596,500
045-000-31501	Successor Agency Project	4,577,487	-	-	-
<b>Total Capital Project</b>		<b>\$ 4,577,487</b>	<b>\$ 10,574,897</b>	<b>\$ 2,289,397</b>	<b>\$ 11,596,500</b>
<b>Total Revenue of All Funds</b>		<b>\$ 51,867,628</b>	<b>\$ 60,096,297</b>	<b>\$ 50,081,730</b>	<b>\$ 64,045,800</b>

# Analysis of Major Revenues

The total estimated revenues and transfers in from other funds for all City Funds for FY 2016-2017 is \$64.4 million, of which \$29.9 million is General Fund. General Fund revenues are not restricted and therefore can be used to fund the operating expenditures of the City such as fire services, police services, public works, recreation, and general government administration. The Special Revenue Funds, Capital Project Fund, Enterprise Funds, and Successor Agency Funds revenues are restricted and cannot be used for general operating expenditures.

## Analysis of Major General Fund Revenues

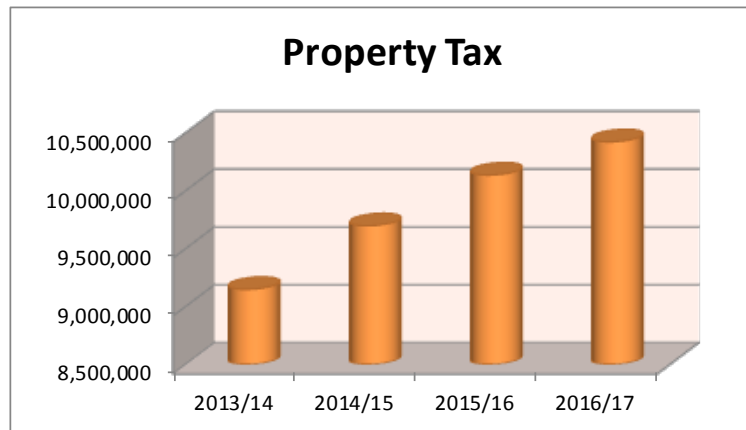
### Property Taxes

Property Taxes account for 34.8% of FY 2016-2017 General Fund revenues. In 1978, the California voters adopted Proposition 13 that changed the definition of taxable value for all real property in the state. Proposition 13 defines the taxable value of real property as factored base year value or market value on lien date (January 1<sup>st</sup>), whichever is lower. The base year value of property acquired before March 1, 1975 is the 1975 assessed value and the base year value of property acquired on or after March 1, 1975 is usually the market value when the property was transferred and/or purchased. The factored base year value of properties that have not changed ownership since the prior January 1<sup>st</sup> is calculated by adding the value of any new construction and the Consumer Price Index (CPI) increase but no more than 2% per year.

Included in Property Taxes, other than secured, are unsecured property taxes, supplemental assessments, homeowner's exemption, property tax in-lieu of vehicle license fees, and property tax related to penalties and interest.

#### Property Tax

	Amount	% change
2013/14	9,148,948	
2014/15	9,698,833	6.0%
2015/16	10,136,700	4.5%
2016/17	10,423,900	2.8%



Budget Assumptions – As the above information illustrates, property taxes continue to be a stable revenue source for the City. The projection for FY 2016-2017 shows an increase in expected revenue, but at a slower rate than 2015-2016. The reason for the increase is that in FY 2015-2016 additional property taxes were received as a result of the overall improvement in the Orange County real estate market.

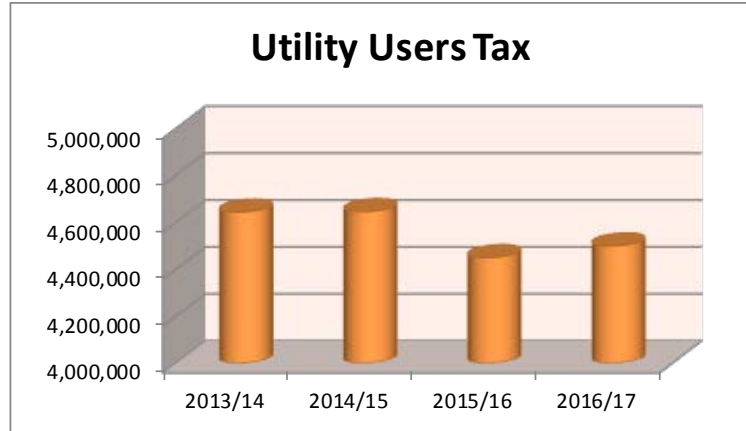
# Analysis of Major Revenues

## Utility Users Tax

Utility Users Tax (UUT) accounts for 15.0% of FY 2016-2017 General Fund revenues. The Utility Users Tax rate is charged to customers of electric, natural gas, and telecommunications companies to raise revenue for general governmental purposes of the City. The Utility Users Tax rate, which was lowered by the voters in 2014, is currently 10% of the customer's applicable monthly charges. Beginning in January 2016 retailers that sell pre-paid wireless plans are required to collect the UUT at the point of sale. The rate for pre-paid wireless is capped at 9%. The utility companies collect the tax and remit them to the City.

Utility Users Tax

	Amount	% change
2013/14	4,644,217	
2014/15	4,646,434	0.0%
2015/16	4,450,000	-4.2%
2016/17	4,500,000	1.1%



Budget Assumptions – The chart above illustrates the Utility Users Tax revenues continue to be a relatively stable and predictable revenue source. The City has a senior citizen exemption program for the Utility Users Tax. For the current fiscal year the revenue is expected to increase due to the collection of UUT on pre-paid wireless plans.

## Sales and Use Tax

Sales and Use Tax account for 15.1% of FY 2016-2017 General Fund revenues. The sales tax rate is 8.00% as of January 1, 2013. All goods sold within the City are subject to sales tax except non-prepared food and prescription drugs. The City receives 1% of all sales tax collected. Budgeted Sales Tax revenue for the City is projected to decrease in FY 2016-2017 because of continued sales declines in the petroleum products industry.

Sales Tax

	Amount	% change
2013/14	4,742,859	
2014/15	4,246,079	-10.5%
2015/16	4,476,300	5.4%
2016/17	4,520,100	1.0%



Budget Assumptions – Estimated revenues for Sales and Use Tax for FY 2015-2016 and projections for FY 2016-2017 were provided by Hinderliter, de Llamas and Associates, a consulting firm that specializes

# Analysis of Major Revenues

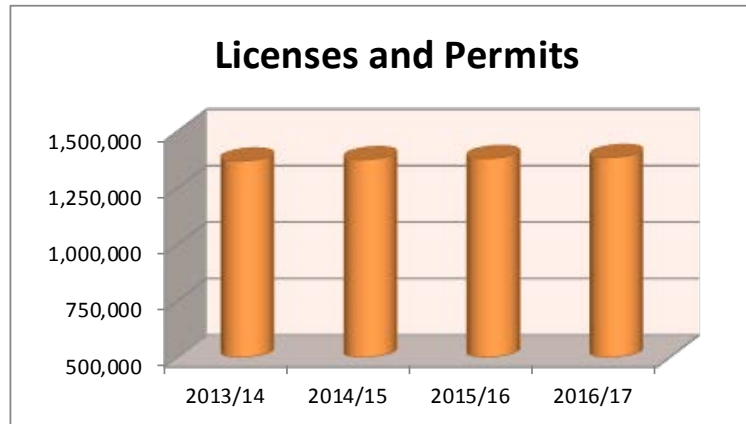
in sales and use tax analysis based on sales tax information provided to them by the State of California Board of Equalization.

## Licenses and Permits

Licenses and Permits account for 4.6% of FY 2016-2017 General Fund revenues. With an enforcement program that began in FY 2004-2005, this revenue source has become a significant source of funding to support General Fund activities. A slight increase is projected in FY 2016-2017 due to a greater level of oversight and monitoring of Business Licenses issued in the City.

### Licenses and Permits

	Amount	% change
2013/14	1,369,275	
2014/15	1,375,188	0.4%
2015/16	1,380,400	0.4%
2016/17	1,385,100	0.3%



## Other Revenues

Franchise Fees are imposed on various public utilities and account for 4.0% of FY 2016-2017 General Fund revenues. The franchise grants the public utilities the right to use public property for system infrastructure such as lines and pipes. It also grants exclusive rights to provide cable television within the City.

Transient Occupancy Tax (TOT) (i.e. Hotel Occupancy Tax) accounts for 5.2% of FY 2016-2017 General Fund revenues. The approved rate for Transient Occupancy Tax is 12%.

Charges for Services account for 10.6% of FY 2016-2017 General Fund revenues. Charges for services are used to recover costs of programs for specific end users. Programs provided through Community Services are typically subsidized by the General Fund to encourage participation.

## ANALYSIS OF SPECIAL REVENUE FUNDS MAJOR REVENUES

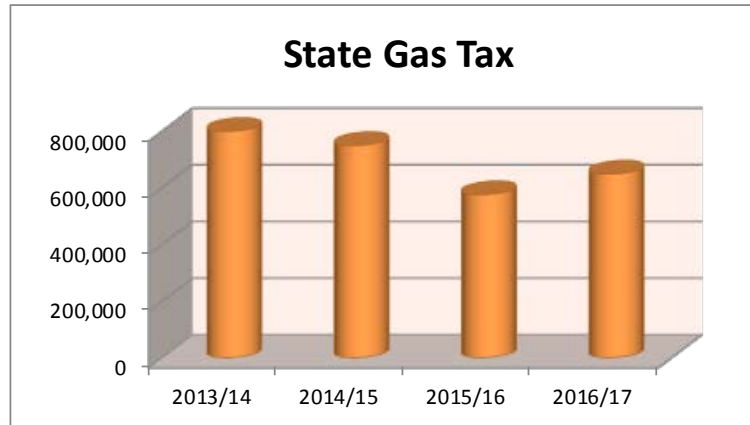
### State Gas Tax

The State of California collects 27.8¢ per gallon for vehicle fuel which is allocated to the State, Counties and Cities. The City allocation is distributed based on population.

# Analysis of Major Revenues

## State Gas Tax

	Amount	% change
2013/14	801,228	
2014/15	750,140	-6.4%
2015/16	577,000	-23.1%
2016/17	649,500	12.6%

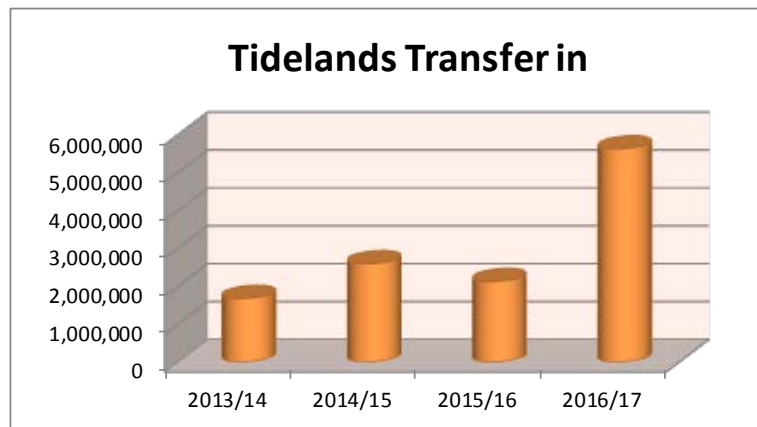


## Tidelands Beach Fund – Transfer In – General Fund Subsidy

The Tidelands Beach Fund is required by the State of California and is used to account for all revenues derived from beach and pier operations in the City. Unfortunately the revenues generated at the beach and pier, such as beach parking revenues and property rental do not fully cover the cost of operations. As a result, the Tidelands Beach Fund is subsidized by the General Fund as illustrated in the following graph.

## Tidelands Beach Fund - General Fund Subsidy

	Amount	% change
2013/14	1,680,808	
2014/15	2,596,409	54.5%
2015/16	2,127,800	-18.0%
2016/17	5,631,000	164.6%



Budget Assumptions - The General Fund Subsidy varies significantly from one year to the next, but the increase for 2016-2017 is primarily related to the Pier Utility Upgrade Project.

## Measure M2

The Measure M “Local Turnback” revenues are part of the ½ cent sales tax increase approved by voters November 6, 1990 which would provide transportation funding through 2011. In November 2006, voters approved the continuation of the ½ cent sales tax through 2041. These funds can only be expended on street and highway improvements. The allocation of the ½ cent sales tax is based on the City’s population and on the City’s “Maintenance of Effort” and/or the minimum amount of General Fund funds expended on street and sidewalk maintenance. Each year the City must file a “Maintenance of Effort” report with the Orange County Transportation Authority (OCTA). The report itemizes the estimated expenses the City will spend with General Fund dollars on streets, storm drains and sidewalk repairs that include supplies, and salaries and benefits, and compares that figure with the County’s benchmark figure of minimum

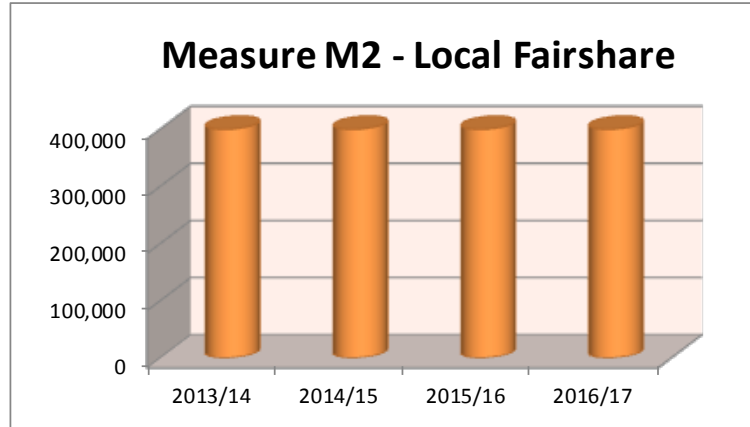
# Analysis of Major Revenues

expenditures for street maintenance. The City's "Maintenance of Effort" benchmark figure is \$551,208. Failure to reach the \$551,208 will affect the amount of Measure M2 - Local Fairshare and Gas Tax revenues the City receives.

The City anticipates receipt of \$450,000 of Measure M2 – Local Fairshare revenues for FY 2016-2017.

## Measure M2 Local Fairshare

	<u>Amount</u>	<u>% change</u>
2013/14	406,280	
2014/15	402,071	-1.0%
2015/16	458,000	13.9%
2016/17	456,000	-0.4%



## **ANALYSIS OF WATER AND SEWER OPERATIONS MAJOR REVENUE**

### **Water Revenue and Sewer Fees**

The City's Water Rate Schedule is tiered and based on consumption and meter size. Revenues are projected to be \$3,303,700 for FY 2016-2017, for the Operations Fund. Water Capital Fund revenues are projected to be \$1,410,000.

The Sewer Capital Fees are also tiered. Revenues are projected to be \$735,300 for operations in the FY 2016-2017. Sewer Capital Fund revenues are projected to be \$1,728,000.



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# General Fund

The General Fund is the general operating fund of the City. All general tax revenues and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include general operating expenses and capital improvement costs, which are not paid through other funds.

# General Fund

## Analysis of Unassigned Fund Balance

The City's Budget and Fiscal Policy is to maintain an unassigned fund balance of at least 20% to 25%, of operating expenditures in the General Fund. This is considered the "industry standard" in order to maintain the City's ability to withstand operating or capital needs, economic uncertainties, local disasters and other financial hardships. Unassigned fund balance refers to the portion of the fund balance that is not obligated to assigned funds; therefore, it can be used for the situations previously stated.

Assigned for encumbrance represent portions of the fund balance that are obligated through legal restrictions or amounts due that the City is legally obligated to such as encumbrances or advances and loans to other funds or organizations.

Assigned fund balance is the obligation of funds due to policy implementation.

	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Projected	2016-2017 Adopted
Beginning Fund Balance	\$ 28,158,585	\$ 29,262,174	\$ 29,828,094	\$ 28,971,371	\$ 27,685,770
General Fund Revenues:					
Property Tax Revenue	\$ 9,600,606	\$ 9,148,948	\$ 9,698,833	\$ 10,136,700	\$ 10,423,900
Sales and Use Tax	5,408,756	4,742,859	4,246,079	4,476,300	4,520,100
Utility Users Tax	4,732,597	4,644,217	4,646,434	4,450,000	4,500,000
Transient Occupancy Tax	1,289,007	1,509,095	1,525,723	1,525,000	1,550,000
Franchise Fees	1,126,398	1,324,860	1,163,595	1,179,100	1,194,600
Other Taxes	328,743	555,804	344,789	250,500	200,500
Licenses and Permits	1,247,750	1,369,275	1,375,188	1,380,400	1,385,100
Intergovernmental	336,881	122,084	370,242	129,100	105,800
Charges for Services	3,239,070	2,972,916	2,898,846	3,171,400	3,158,900
Fines and Forfeitures	1,025,257	989,517	1,115,137	1,028,000	1,064,200
Use of Money and Property	303,784	645,779	659,002	646,000	631,000
Other Revenue	2,055,602	932,526	640,706	648,100	560,700
Transfers in from Other Funds	359,209	361,159	421,658	630,000	640,000
<b>Total General Fund Revenues</b>	<b>\$ 31,053,660</b>	<b>\$ 29,319,039</b>	<b>\$ 29,106,232</b>	<b>\$ 29,650,600</b>	<b>\$ 29,934,800</b>
Expenditures:					
General Administration	\$ 3,617,808	\$ 3,811,099	\$ 4,260,436	\$ 4,139,501	\$ 4,144,300
Police Department	8,170,078	8,970,642	8,778,120	8,817,600	9,379,700
Detention Facilities	656,939	653,892	755,052	766,900	887,500
Fire Protection Services	4,273,326	4,402,580	4,703,098	4,916,600	5,053,800
Community Development	1,129,629	862,306	848,458	904,200	914,200
Public Works	2,696,337	2,876,574	3,902,557	2,774,300	3,071,600
Refuse Services	1,159,674	1,325,165	1,139,917	1,150,000	1,150,000
Recreation	1,182,716	1,048,925	1,129,496	1,113,600	1,063,900
Liability/Risk Management	1,292,248	679,583	1,189,830	1,280,400	1,279,100
Transfers Out	6,137,110	4,122,353	4,802,920	5,073,100	11,326,700
<b>Total Expenditures</b>	<b>\$ 30,315,865</b>	<b>\$ 28,753,119</b>	<b>\$ 31,509,884</b>	<b>\$ 30,936,201</b>	<b>\$ 38,270,800</b>
<b>Total Expenditures (Excludes CIP)</b>	<b>\$ 29,792,860</b>	<b>\$ 27,611,601</b>	<b>\$ 29,265,560</b>	<b>\$ 28,754,201</b>	<b>\$ 29,917,900</b>
<b>Net Revenues (Expenditures)</b>	<b>\$ 737,795</b>	<b>\$ 565,920</b>	<b>\$ (2,403,652)</b>	<b>\$ (1,285,601)</b>	<b>\$ (8,336,000)</b>
Prior Periods Adjustments to Fund Balance	365,794	-	-	-	-
Prepaid Expense	-	-	1,546,929	-	-
<b>Ending Fund Balance</b>	<b>\$ 29,262,174</b>	<b>\$ 29,828,094</b>	<b>\$ 28,971,371</b>	<b>\$ 27,685,770</b>	<b>\$ 19,349,770</b>
Assigned for Encumbrance					
Assigned	\$ 41,586	\$ 229,625	\$ 246,858	\$ 172,690	\$ 172,690
Assigned for Fiscal Policy	10,839,000	10,420,441	9,686,576	9,376,055	3,835,155
	8,048,580	6,881,620	6,881,620	7,188,550	7,479,475
<b>Unassigned Fund Balance</b>	<b>\$ 10,333,008</b>	<b>\$ 12,296,408</b>	<b>\$ 12,156,317</b>	<b>\$ 10,948,475</b>	<b>\$ 7,862,450</b>
<i>Unassigned Fund Balance</i>					
<i>Percentage of Total Operating Expenditures</i>	34.7%	44.5%	40.3%	38.1%	26.3%
<i>Assigned for Fiscal Policy</i>					
<i>Percentage of Total Operating Expenditures</i>	27.0%	24.9%	23.5%	25.0%	25.0%

# General Fund Analysis of Unassigned Fund Balance

The City continues to meet the City Council's adopted fiscal policies for unassigned fund balance.

<b>General Fund Assigned Fund Balance</b>
---

	<b>2016-2017</b>
Beginning Fund Balance	\$27,685,770
Net Revenues (Expenditures)	(8,336,000)
Ending Fund Balance	<b>\$19,349,770</b>
Assigned for Encumbrances	\$ 172,690
Assigned for Designations	3,835,155
Assigned for Fiscal Policy	7,479,475
Unassigned Fund Balance	7,862,450
Total General Fund Balance	<b>\$ 19,349,770</b>

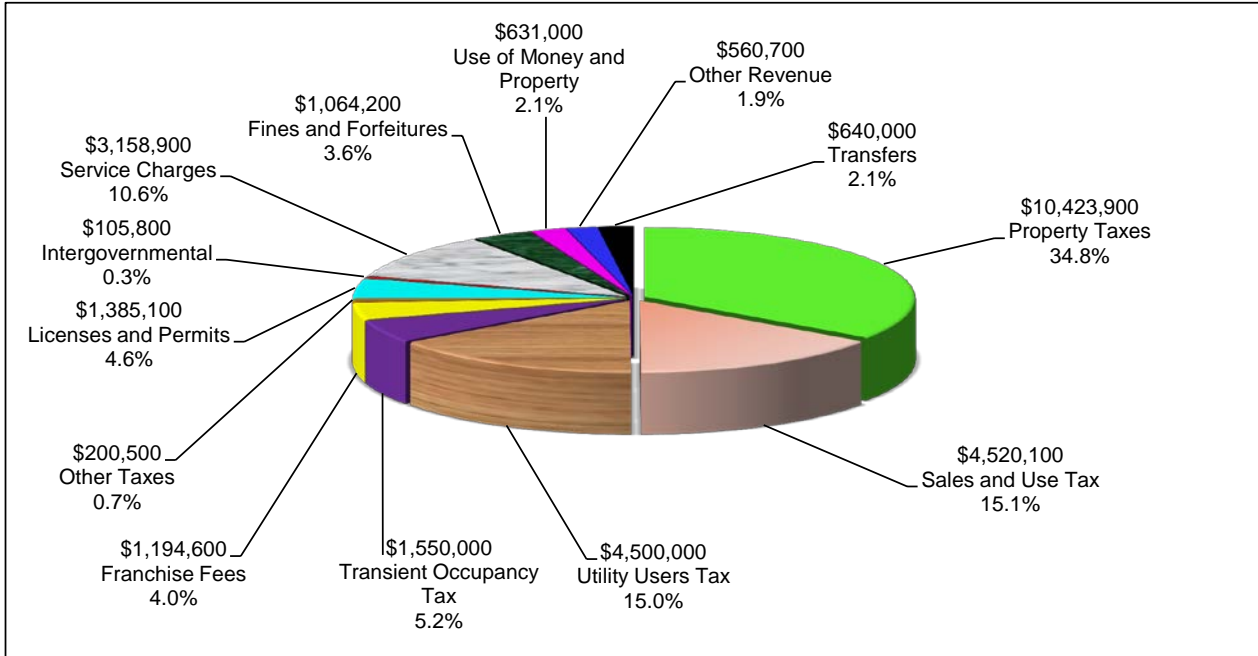
	Estimated Beginning Balance	Proposed Decreases	Estimated Ending Balance
<b>Assigned for Encumbrances</b>	<b>\$ 172,690</b>	<b>\$ -</b>	<b>\$ 172,690</b>
College Park East	477,000	-	477,000
Swimming Pool	4,836,900	(4,836,900)	-
Economic Condition	1,750,000	-	1,750,000
Street Improvement	117,167	-	117,167
Storm Drain	646,731	(461,000)	185,731
Buildings	425,653	(243,000)	182,653
Compensated Absences	1,122,604	-	1,122,604
<b>Total Assigned</b>	<b>9,376,055</b>	<b>(5,540,900)</b>	<b>3,835,155</b>
<b>Assigned for Fiscal Policy</b>	<b>7,188,550</b>	<b>290,925</b>	<b>7,479,475</b>
<b>Grand Total</b>	<b>\$ 16,737,295</b>	<b>\$ (5,249,975)</b>	<b>\$ 11,487,320</b>



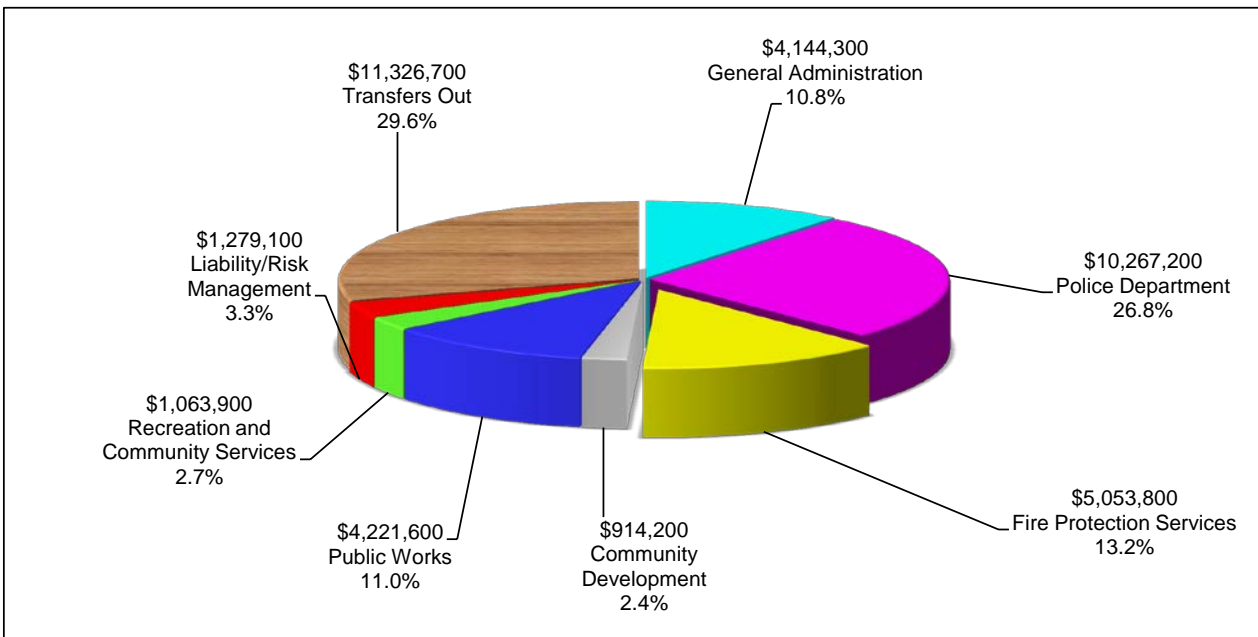
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## Summary of Revenues and Expenditures General Fund

### Fiscal Year 2016-17 Projected Revenues - \$29,934,800

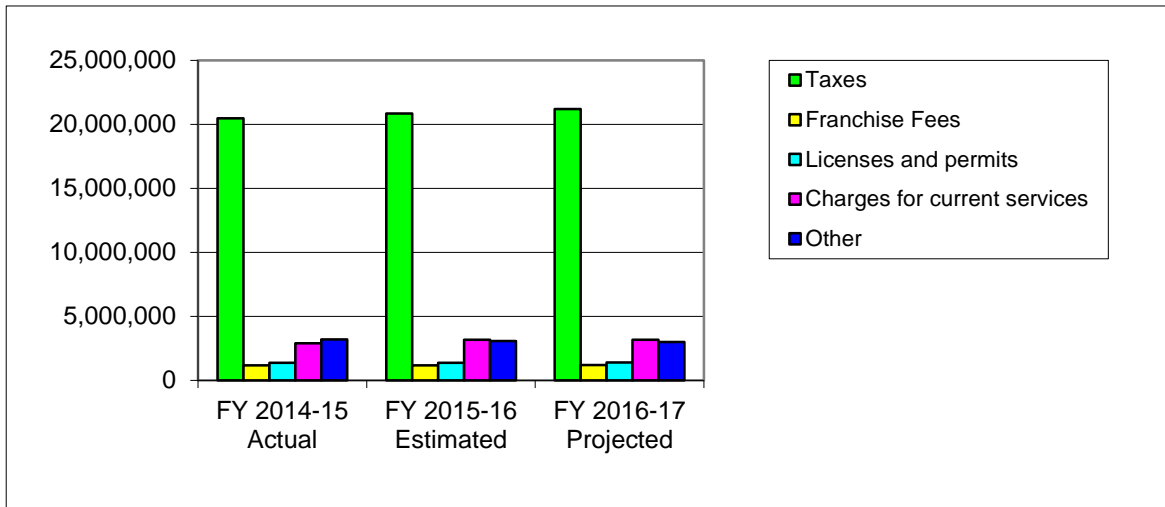


### Fiscal Year 2016-17 Projected Expenditures - \$38,270,800



# General Fund Revenue Summary

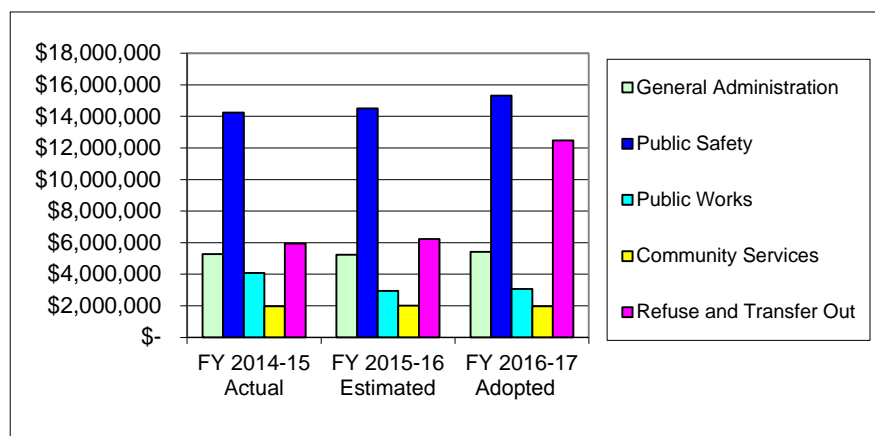
Description	2014-2015 Actual	2015-2016 Estimated	2016-2017 Projected Budget
Property Tax	\$ 9,698,833	\$ 10,136,700	\$ 10,423,900
Other Taxes	344,789	250,500	200,500
Utility Users Tax	4,646,434	4,450,000	4,500,000
Transient Occupancy Tax	1,525,723	1,525,000	1,550,000
Sales and Use Tax	4,246,079	4,476,300	4,520,100
Franchise Fees	1,163,595	1,179,100	1,194,600
Licenses and Permits	1,375,188	1,380,400	1,385,100
Fines and Forfeitures	1,115,137	1,028,000	1,064,200
Use of Money and Property	659,002	646,000	631,000
Charges for Services	2,898,846	3,171,400	3,158,900
Intergovernmental	370,242	129,100	105,800
Other Revenues	640,706	648,100	560,700
Transfer In and Enterprise Overheads	421,658	630,000	640,000
<b>Total Revenue</b>	<b>\$ 29,106,232</b>	<b>\$ 29,650,600</b>	<b>\$ 29,934,800</b>



	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Projected
Taxes	\$ 20,461,858	\$ 20,838,500	\$ 21,194,500
Franchise Fees	1,163,595	1,179,100	1,194,600
Licenses and Permits	1,375,188	1,380,400	1,385,100
Charges for Current Services	2,898,846	3,171,400	3,158,900
Other	3,206,745	3,081,200	3,001,700
<b>Grand Total</b>	<b>\$ 29,106,232</b>	<b>\$ 29,650,600</b>	<b>\$ 29,934,800</b>

# General Fund Expenditure Summary

Department	2016-2017		
	2014-2015 Actual	2015-2016 Estimated	Adopted Budget
010 City Council	\$ 220,185	\$ 274,900	\$ 178,100
011 City Manager	599,113	569,600	560,100
012 City Clerk	195,590	179,200	302,700
014 Human Resources	166,253	184,800	200,000
015 Legal Services	446,689	392,000	545,000
016 Senior Bus Program	169,797	175,000	180,000
017 Finance	689,398	703,800	760,400
018 Risk Management	1,189,830	1,280,400	1,279,100
019 Non-Departmental	1,180,063	992,900	965,600
020 Information System Technolc	593,348	667,301	632,400
021 Police EOC	131,086	157,600	246,400
022 Police	6,376,883	6,188,900	6,513,000
023 Police Support Services	1,604,170	1,746,100	1,531,900
024 Police Detention Facility	755,052	766,900	887,500
025 Parking Enforcement	-	-	337,500
026 Fire	4,703,098	4,916,600	5,053,800
030 Planning	380,716	459,500	406,500
031 Building and Safety	467,742	444,700	507,700
035 West Comp JPA	665,981	725,000	750,900
042 Engineering	92,406	87,900	85,200
043 Storm Drain	441,098	373,600	440,500
044 Street Maintenance	1,244,633	1,027,700	694,300
049 Landscape Maintenance	309,577	291,600	720,400
050 Automobile Maintenance	396,647	396,700	388,600
051 Refuse	1,139,917	1,150,000	1,150,000
052 Building Maintenance	1,418,196	596,800	562,600
070 Recreation Administration	319,607	343,000	215,200
071 Sports	30,141	31,800	31,900
072 Parks and Recreation	303,635	352,300	343,200
073 Aquatics	195,945	163,000	236,400
074 Tennis Center	280,168	223,500	237,200
Transfer Out	4,802,920	5,073,100	11,326,700
<b>Total Expenditures</b>	<b>\$ 31,509,884</b>	<b>\$ 30,936,201</b>	<b>\$ 38,270,800</b>



	FY 2014-15 Actual	FY 2015-16 Estimated	FY 2016-17 Adopted
General Administration	\$ 5,280,469	\$ 5,244,901	\$ 5,423,400
Public Safety	14,236,270	14,501,100	15,321,000
Public Works	4,072,354	2,949,300	3,071,600
Community Services	1,977,954	2,017,800	1,978,100
Refuse and Transfer Out	5,942,837	6,223,100	12,476,700
<b>Grand Total</b>	<b>\$ 31,509,884</b>	<b>\$ 30,936,201</b>	<b>\$ 38,270,800</b>

City of Seal Beach - General Fund Transfer Out

**FY 2016-2017**

DEPARTMENT: Finance Account Code: 001-080  
 FUND: 001 General Fund - Transfer Out

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Transfer Out	\$ 4,802,920	\$ 10,696,000	\$ 5,073,100	\$ 11,326,700
<b>TOTAL</b>	<b>\$ 4,802,920</b>	<b>\$ 10,696,000</b>	<b>\$ 5,073,100</b>	<b>\$ 11,326,700</b>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out - CIP	Transfer out to various capital improvement projects
47002	Transfer Out - Operations	Transfer out to various funds
47010	Vehicle Replacement	Transfer out to Vehicle Replacement Fund



City of Seal Beach - General Fund Transfer Out

FY 2016-2017

DEPARTMENT: Finance Account Code: 001-080  
 FUND: 001 General Fund - Transfer Out

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>TRANSFER OUT</b>					
Transfer Out - CIP	001-080-47000	\$ 4,492,920	\$ 10,386,000	\$ 4,763,100	\$ 8,352,900
Transfer Out - Operations	001-080-47002	-	-	-	2,663,800
Vehicle Replacement	001-080-47010	310,000	310,000	310,000	310,000
<b>TOTAL TRANSFER OUT</b>		<u>\$ 4,802,920</u>	<u>\$ 10,696,000</u>	<u>\$ 5,073,100</u>	<u>\$ 11,326,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 4,802,920</u>	<u>\$ 10,696,000</u>	<u>\$ 5,073,100</u>	<u>\$ 11,326,700</u>

<b>Transfer Out Account 001-080-47000:</b>	
Tidelands Fund 034 (CIP)	2,680,000
Capital Projects Fund 045	5,672,900
<b>Total for 001-080-47000:</b>	<u><b>\$ 8,352,900</b></u>
<b>Transfer Out Account 001-080-47002:</b>	
Street Lighting District Fund 002	\$ 42,700
Pension Obligation D/S Fund 027	1,221,700
Fire Station D/S Fund 028	535,000
Tidelands Fund 034	864,400
	<u><b>\$ 2,663,800</b></u>



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# City of Seal Beach

# CITY COUNCIL

## **Elected Official:**

City Council

## **Mission Statement**

The City Council serves as the governing body that addresses the current and future needs of the City. Always mindful of the needs, interests, and concerns of the City's constituents, the Council will operate an open and responsive government, establishing City policies and legislation that promote the best interests of its citizens, businesses, community organizations, and visitors while keeping quality of life a priority.

## **Primary Activities**

The City Council reviews and decides issues affecting the City; enacts laws and directs actions as required to provide for the general welfare of the community through programs, services, and activities; creates sustainable revenue for essential City services; provides policy guidance to City staff; adopts and monitors the annual operating and capital improvement budgets; makes appointments to vacancies on various commissions and committees; monitors legislative activity that has a financial impact on the City; provides City policy and input on local, state, and federal matters affecting Seal Beach.

## **Objectives**

- To provide policy leadership for the community and administration on issues affecting the health, safety, and welfare of Seal Beach.
- To ensure that the City maintains a sustainable revenue base to support essential City services.
- To allocate resources in accordance with the needs of the community while understanding that citizen expectations for services will continue to exceed the available funding.

DEPARTMENT: City Manager  
 FUND: 001 General Fund - City Council

Account Code: 001-010

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 34,877	\$ 33,600	\$ 33,600	\$ 33,600
Maintenance and Operations	185,308	143,500	241,300	144,500
<b>TOTAL</b>	<b>\$ 220,185</b>	<b>\$ 177,100</b>	<b>\$ 274,900</b>	<b>\$ 178,100</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	City Council compensation
40013	PARS Retirement	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40019	FICA	Employee benefits costs
40100	Office Supplies	Office Supplies
40101	Council Discretionary - Dist. 1	Council special projects
40102	Council Discretionary - Dist. 2	Council special projects
40103	Council Discretionary - Dist. 3	Council special projects
40104	Council Discretionary - Dist. 4	Council special projects
40105	Council Discretionary - Dist. 5	Council special projects
40300	Memberships and Dues	Southern California Assoc. of Government, League California of Cities, Orange County Council of Governments, and miscellaneous
40400	Training and Meetings	Meetings and training include, but not limited to annual training conferences, mileage, and general meetings of the City Council
40800	Special Departmental	Miscellaneous events
40802	Special Exp. - Comm. Input Prj	Sponsor concerts/permits City supported Events
44000	Contract Professional	Legislative advocacy

DEPARTMENT: City Manager Account Code: 001-010  
 FUND: 001 General Fund - City Council

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-010-40004	\$ 33,480	\$ 32,400	\$ 32,400	\$ 32,400
PARS Retirement	001-010-40013	309	300	300	300
Medicare Insurance	001-010-40017	485	500	500	500
FICA	001-010-40019	603	400	400	400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 34,877</b>	<b>\$ 33,600</b>	<b>\$ 33,600</b>	<b>\$ 33,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-010-40100	\$ 755	\$ 1,000	\$ 1,000	\$ 1,000
Council Discretionary - Dist. 1	001-010-40101	19,090	20,000	20,000	20,000
Council Discretionary - Dist. 2	001-010-40102	20,000	15,000	15,000	20,000
Council Discretionary - Dist. 3	001-010-40103	14,548	20,000	20,000	20,000
Council Discretionary - Dist. 4	001-010-40104	22,890	29,000	29,000	20,000
Council Discretionary - Dist. 5	001-010-40105	20,000	15,000	15,000	20,000
Memberships and Dues	001-010-40300	25,032	21,000	21,000	21,000
Training and Meetings	001-010-40400	20,810	12,500	12,500	12,500
Special Departmental	001-010-40800	4,904	10,000	16,300	10,000
Special Exp.-Comm. Input Prj	001-010-40802	79	-	-	-
Contract Professional	001-010-44000	37,200	-	91,500	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 185,308</b>	<b>\$ 143,500</b>	<b>\$ 241,300</b>	<b>\$ 144,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 220,185</b>	<b>\$ 177,100</b>	<b>\$ 274,900</b>	<b>\$ 178,100</b>



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## City of Seal Beach

# CITY MANAGER

### **Managing Department Head:**

City Manager

### **Mission Statement**

Appointed by the City Council, the City Manager serves as the chief administrative officer of the City, responsible for providing effective municipal services in accordance with City Council Policies, the Municipal Code, and provisions of the City Charter. The City Manager enforces all municipal laws and regulations for the benefit of the community. The City Manager provides for the overall planning and control of City programs.

### **Primary Activities**

The City Manager's Office provides municipal services by effectively directing all City activities, finances, and personnel. Contract administration, risk management, legislation, and lobbyist activities, public information, personnel services, City Council agenda preparation, website operation, ocean water quality issues, grant applications, franchise agreement management, property management, and workers compensation administration are direct functions of this office.

### **Objectives**

- Enforce all laws and ordinances as prescribed in the City Charter and the Municipal Code.
- Promote the efficient administration of all City departments.
- Formulate and submit recommended actions concerning policy issues to City Council.
- Ensure service delivery to residents in a cost-effective manner.
- Ensure that the City budget is balanced, providing for a healthy reserve as prescribed by City Council policy and to identify future sources of revenues for unfunded necessities of the City.
- Ensure that the City's interests are effectively represented in decisions made by other governmental agencies.

DEPARTMENT: City Manager  
 FUND: 001 General Fund - City Manager

Account Code: 001-011

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 503,373	\$ 424,900	\$ 430,500	\$ 470,100
Maintenance and Operations	95,740	133,100	139,100	90,000
<b>TOTAL</b>	<b>\$ 599,113</b>	<b>\$ 558,000</b>	<b>\$ 569,600</b>	<b>\$ 560,100</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40008	Auto Allowance	Employee benefits costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Compensation-Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Insurance-Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40022	Flexible Spending - Cafeteria	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40100	Office Supplies	Office Supplies
40200	Public/Legal Notices	Misc. publications (subscriptions, handbooks, advertising, and personnel notices)
40300	Memberships and Dues	Orange County City Manager's Assoc., International City/County Mgmt. Assoc., Municipal Mgmt. Assoc. of Southern CA., American Society for Public Administration, CA. City Mgmt. Foundation, National Notary Assoc., CA. Assoc. of Public Information Officials, 3CMA, and miscellaneous
40400	Training and Meetings	League of Cities City Manager and City Council, Orange County City Manager's Assoc., International City/County Management Association California Association of Public Information Officials, League of CA. Cities, California. Joint Powers Insurance Authority, and Municipal Management Association Southern California
40800	Special Departmental	Business cards, plaques, and miscellaneous.
44000	Contract Professional Svcs	Executive Team Building, Long Beach Transit, and miscellaneous



# City of Seal Beach

# FY 2016-2017

DEPARTMENT: City Manager Account Code: 001-011  
 FUND: 001 General Fund - City Manager

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-011-40001	\$ 356,108	\$ 291,300	\$ 306,500	\$ 320,700
Part-time	001-011-40004	10,876	24,800	19,900	22,600
Auto Allowance	001-011-40008	4,800	4,200	4,200	4,200
Cell Phone Allowance	001-011-40009	1,671	1,300	1,300	1,300
Deferred Compensation-Cafeteria	001-011-40010	2,057	1,200	1,100	1,200
Deferred Compensation	001-011-40011	14,172	11,900	12,200	12,700
PERS Retirement	001-011-40012	44,903	38,900	45,300	49,000
PARS Retirement	001-011-40013	138	300	300	300
Medical Insurance	001-011-40014	25,171	22,900	24,400	31,900
Medicare Insurance	001-011-40017	6,159	5,200	5,000	5,500
Life and Disability	001-011-40018	2,337	2,400	2,400	2,200
Flexible Spending- Cafeteria	001-011-40022	1,818	1,800	1,900	-
Vacation Buy/Payout	001-011-40027	33,163	18,700	6,000	18,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 503,373</b>	<b>\$ 424,900</b>	<b>\$ 430,500</b>	<b>\$ 470,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-011-40100	\$ 3,908	\$ 5,000	\$ 5,000	\$ 5,000
Public/Legal Notices	001-011-40200	-	3,000	1,000	1,000
Memberships and Dues	001-011-40300	4,645	6,600	14,600	7,500
Training and Meetings	001-011-40400	14,323	20,000	20,000	20,000
Special Departmental	001-011-40800	2,395	1,500	1,500	1,500
Cont. Professional Svcs	001-011-44000	70,469	97,000	97,000	55,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 95,740</b>	<b>\$ 133,100</b>	<b>\$ 139,100</b>	<b>\$ 90,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 599,113</b>	<b>\$ 558,000</b>	<b>\$ 569,600</b>	<b>\$ 560,100</b>



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# City of Seal Beach

# CITY CLERK

## **Managing Department Head:**

City Clerk

## **Mission Statement**

The City clerk serves as liaison between the City Council, the City staff, and the public in a helpful, professional manner. The City Charter, City Municipal Code, and various codes of the State of California legally mandate the duties and responsibilities of the City Clerk. The City Clerk is a full time employee of the City.

## **Primary Activities**

The City Clerk manages all activities in the clerk's office; attends all meetings of the City Council and other meetings as requested by the City Council; is responsible for maintaining an accurate record of the actions resulting from those meetings; maintains all meeting minutes and official documents including ordinances, resolutions, contracts/agreements, deeds, easements, etc.; process amendments to the Municipal Code; certify official and legal documents; administer legal publications; receive/open bids; administer oaths; custodian of official City seal; Fair Political Practices Commission (FPPC) forms – including conflict of interest filings (700 form); conduct all activities associated with municipal elections in accordance with the City Charter and State law; and receipt of claims and requests for information to public.

## **Objective**

- The main goal for all decisions made in the City Clerk department would be that they are all done efficiently and ethically - guidelines used would be the City's code, policies, and regulations.
- Determining the operation of the department would be the federal and state regulations imposed on all local government agencies and City Municipal Code, City Charter, and policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivered to the public – Public Records Act.
- Provide staff assistance to the City Manager and City staff including research on a variety of topics and official documents and maintain an accurate list of contracts/agreements.
- Ensure the record retention program is in accordance with applicable laws and regulations and that there is adequate staffing, training, and funds to support the citywide program.
- Continue to scan documents and permits to Laserfiche for accessibility to City staff and the public.
- Work with IT personnel to explore ways to provide access to public documents/records on the City's website.
- Maintain the video streaming and archiving of City Council and Planning Commission meetings.
- Continue managing the City's Municipal Code, ensuring it is up-to-date.

DEPARTMENT: City Clerk Account Code: 001-012  
 FUND: 001 General Fund - City Clerk & Election 001-013

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 119,692	\$ 172,500	\$ 150,300	\$ 245,400
Maintenance and Operations	45,593	32,500	27,900	25,800
Election	30,305	1,000	1,000	31,500
<b>TOTAL</b>	<b>\$ 195,590</b>	<b>\$ 206,000</b>	<b>\$ 179,200</b>	<b>\$ 302,700</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40022	Flexible Spending - Cafeteria	Employee benefits costs
40024	Cafeteria - Taxable	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40028	Sick Payout	Employee benefits costs
40100	Office Supplies	Office Supplies
40200	Public/Legal Notices	Publish City Clerk notices in the newspaper
40300	Memberships and Dues	City Clerk Assoc. of CA., International Institute of Municipal Clerks, ARMA, NNA, AIIM, and Notary
40400	Training and Meetings	City Clerks Association, International Institute of Municipal Clerks, ARMA, NNA, and AIIM
40800	Special Departmental	Records retention, notary, and City Clerk certification
44000	Contract Professional Svcs	Records management, CPS transparency projects/scanning, and codification services
013-40800	Special Departmental	Consolidation with the County, Martin Chapman Stand Alone Run off, training and education, and materials and supplies

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: City Clerk Account Code: 001-012  
 FUND: 001 General Fund - City Clerk & Election 001-013

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-012-40001	\$ 83,512	\$ 99,500	\$ 102,400	\$ 170,300
Part-time	001-012-40004	-	34,000	16,700	7,800
Cell Phone Allowance	001-012-40009	228	700	700	700
Deferred Comp-Cafeteria	001-012-40010	964	-	100	-
Deferred Compensation	001-012-40011	2,846	3,500	3,600	4,400
PERS Retirement	001-012-40012	9,450	16,400	15,600	29,500
PARS Retirement	001-012-40013	-	500	200	100
Medical Insurance	001-012-40014	4,846	15,000	8,800	26,500
Medicare Insurance	001-012-40017	1,499	2,000	-	2,700
Life and Disability	001-012-40018	941	900	700	2,000
Flexible Spending - Cafeteria	001-012-40022	524	-	600	-
Cafeteria - Taxable	001-012-40023	-	-	900	1,400
Vacation Buy/payout	001-012-40027	8,415	-	-	-
Sick Payout	001-012-40028	6,467	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 119,692</b>	<b>\$ 172,500</b>	<b>\$ 150,300</b>	<b>\$ 245,400</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-012-40100	\$ 1,014	\$ 1,000	\$ 1,300	\$ 1,000
Public/Legal Notices	001-012-40200	2,355	3,500	3,500	3,500
Memberships and Dues	001-012-40300	-	500	500	800
Training and Meetings	001-012-40400	-	4,000	1,000	4,000
Special Departmental	001-012-40800	1,264	3,500	1,600	3,500
Contract Professional Svcs	001-012-44000	40,960	20,000	20,000	13,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 45,593</b>	<b>\$ 32,500</b>	<b>\$ 27,900</b>	<b>\$ 25,800</b>
<b>ELECTIONS</b>					
Special Departmental	001-013-40800	\$ 30,305	\$ 1,000	\$ 1,000	\$ 31,500
<b>TOTAL ELECTIONS</b>		<b>\$ 30,305</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 31,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 195,590</b>	<b>\$ 206,000</b>	<b>\$ 179,200</b>	<b>\$ 302,700</b>

DEPARTMENT: City Manager Account Code: 001-014  
 FUND: 001 General Fund - Human Resources

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 128,900	\$ 109,500	\$ 108,800	\$ 114,000
Maintenance and Operations	37,353	46,000	76,000	86,000
<b>TOTAL</b>	<b>\$ 166,253</b>	<b>\$ 155,500</b>	<b>\$ 184,800</b>	<b>\$ 200,000</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Compensation-Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40300	Memberships and Dues	Southern CA. Personnel Mgmt. Assoc., Orange County Human Resources Consortium, CA. Public Agency Compensation Survey, Liebert Cassidy & Whitmore, Public Employer Labor Relations Assoc./National Public Labor Relations Assoc., CA Public Employers Labor Relations Assoc., and Society For Human Resources Mgmt.
40400	Training and Meetings	CA. Public Employees' Retirement System, Southern CA Personnel Mgmt. Assoc., Public Employer Labor Relations Assoc., CA Public Employers Labor Relations Assoc., Liebert Cassidy Whitmore, and miscellaneous
44000	Contract Professional Svcs	Section 125, Employee Assistance Program, Livescan, TASC, Pre-employment screening, Psychology Consultant, unemployment, CALOPPS, Personnel Investigation, Recruitment Advertising/Testing, Executive search, and miscellaneous

City of Seal Beach

FY 2016-2017

DEPARTMENT: City Manager  
 FUND: 001 General Fund - Human Resources

Account Code: 001-014

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-014-40001	\$ 92,851	\$ 77,000	\$ 76,800	\$ 79,800
Cell Phone Allowance	001-014-40009	135	200	200	200
Deferred Compensation	001-014-40011	3,255	2,700	2,700	2,800
PERS Retirement	001-014-40012	12,471	12,700	11,500	13,700
Medical Insurance	001-014-40014	13,654	11,500	12,200	12,300
Medicare Insurance	001-014-40017	1,418	1,200	1,200	1,300
Life and Disability	001-014-40018	1,023	800	800	800
Vacation Buy/Payout	001-014-40027	3,998	3,400	3,400	3,100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 128,900</b>	<b>\$ 109,500</b>	<b>\$ 108,800</b>	<b>\$ 114,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Memberships and Dues	001-014-40300	\$ 5,241	\$ 6,000	\$ 6,000	\$ 7,000
Training and Meetings	001-014-40400	2,174	5,000	5,000	4,000
Cont. Professional Svcs	001-014-44000	29,938	35,000	65,000	75,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 37,353</b>	<b>\$ 46,000</b>	<b>\$ 76,000</b>	<b>\$ 86,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 166,253</b>	<b>\$ 155,500</b>	<b>\$ 184,800</b>	<b>\$ 200,000</b>



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## City of Seal Beach

# LEGAL SERVICES

### **Managing Department Head:**

City Manager

### **Mission Statement**

The City Attorney provides legal counsel and representation to the City Council, commissions, and staff with the goal of assuring legal compliance and protecting the City's interest in all legal matters. The City contracts its attorney services with Richards, Watson and Gershon, a professional corporation ("Firm"). Pursuant to the contract, the City pays a monthly retainer of \$20,000 covering all general legal services. Services beyond that covered by the retainer are billed at appropriate contract rates.

### **Primary Activities**

The City Attorney attends all City Council and Planning Commission meetings. The City Attorney represents the City in all legal actions against the City and prosecutes if called upon to do so. The City Attorney prepares and/or reviews all contracts, ordinances, resolutions, litigation, and other documents and provides Council and staff legal advice in compliance with applicable laws.

### **Objectives**

- Provide effective legal services to all City officers, departments, and commissions.
- Effectively represent the City in litigation matters.

DEPARTMENT: Legal Services Account Code: 001-015  
 FUND: 001 General Fund - Legal Services

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 446,689	\$ 490,000	\$ 392,000	\$ 545,000
<b>TOTAL</b>	<b>\$ 446,689</b>	<b>\$ 490,000</b>	<b>\$ 392,000</b>	<b>\$ 545,000</b>

ACCOUNT NUMBER EXPLANATION

49700	RWG - Monthly Retainer	Monthly retainer
49710	RWG - Litigation Services	Reimbursable costs and expenses
49720	RWG - General Prosecution	Services beyond that covered by the retainer
49721	DRL - General Prosecution	Code enforcement
49722	PD - Legal Services	Police matter
49730	RWG - Police Services	Services beyond that covered by the retainer
49777	RWG - Other Attorney Services	Services beyond that covered by the retainer
49778	RWG - Personnel Matters	Services beyond that covered by the retainer
49779	RWG - Special Counsel	Services beyond that covered by the retainer
49780	RWG - Environmental	Services beyond that covered by the retainer
49781	RWG - Real Estate	Services beyond that covered by the retainer
49782	LCW - Personnel Matters	Personnel Matters

DEPARTMENT: Legal Services  
 FUND: 001 General Fund - Legal Services

Account Code: 001-015

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
RWG - Monthly Retainer	001-015-49700	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
RWG - Litigation Services	001-015-49710	30,699	75,000	75,000	165,000
RWG - General Prosecution	001-015-49720	42,577	40,000	-	10,000
DRL - General Prosecution	001-015-49721	-	10,000	10,000	20,000
PD - Legal Services	001-015-49722	-	-	-	12,000
RWG - Police Services	001-015-49730	25,195	5,000	-	10,000
RWG - Other Attorney Services	001-015-49777	85,273	50,000	15,000	38,000
RWG - Personnel Matters	001-015-49778	16,560	12,000	12,000	10,000
RWG - Special Counsel	001-015-49779	-	20,000	35,000	20,000
RWG - Environmental	001-015-49780	3,031	15,000	1,000	5,000
RWG - Real Estate	001-015-49781	3,354	10,000	2,000	5,000
LCW - Personnel Matters	001-015-49782	-	13,000	2,000	10,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 446,689</b>	<b>\$ 490,000</b>	<b>\$ 392,000</b>	<b>\$ 545,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 446,689</b>	<b>\$ 490,000</b>	<b>\$ 392,000</b>	<b>\$ 545,000</b>



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# City of Seal Beach

# FINANCE

## **Managing Department Head:**

Director of Finance/City Treasurer

## **Mission Statement**

Finance is a service-oriented department serving the Public, City Council, City Manager, other department heads, and employees. The main responsibilities fall into three categories: accounting, finance, and treasury. The department's priorities are to be prudent in classifying and recording transactions, ensuring that City assets are safeguarded against theft or misuse, preparing financial reports and conducting fiscal planning of the City and Successor Agency of the Redevelopment Agency.

## **Primary Activities**

Finance performs the following activities: accounts payable, accounts receivable, city-wide cash receipting, payroll, business licensing, utility billing, general ledger maintenance, timely financial reporting in conformity with generally accepted accounting principles, fixed asset recording, budgeting, grant administration, assessment district administration, Successor Agency of the Redevelopment Agency administration, debt administration, cash and investment management. The department also monitors compliance with Utility Users Tax, Transient Occupancy Tax, Business Licenses, and many others.

## **Objectives**

- Ensure business registration compliance and to expedite the processing of business license applications.
- Provide quality customer service by paying all business partners accurately and within payment terms.
- Safeguard the City's cash through the timely processing and deposit of all City funds.
- Promote positive customer service relations with the City's customers.
- Maximize the total return on the investment portfolio while meeting the daily cash flow demands of the City.

DEPARTMENT: Finance Account Code: 001-017  
 FUND: 001 General Fund - Finance

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 537,978	\$ 585,000	\$ 535,200	\$ 590,500
Maintenance and Operations	151,420	175,675	168,600	169,900
<b>TOTAL</b>	<b>\$ 689,398</b>	<b>\$ 760,675</b>	<b>\$ 703,800</b>	<b>\$ 760,400</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40022	Flexible Spending - Cafeteria	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40026	Comp time Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40030	Unemployment	Employee benefits costs
40100	Office Supplies	Parking permit forms, W-2 and 1099's, City bank checks, business license paper, envelopes (AP and payroll), office supplies, postage and cash receipt tape
40200	Public/Legal Notices	State Controllers Report and Budget, parking permit advertisement, and GFOA award
40300	Memberships and Dues	Subscription (GASB pronouncements and update), Government Finance Officers Assoc., Certified Public Funds Investment Mgrs., CA. Society of Municipal Finance Officers, Thompson HR, CA. Municipal Treasurers Assoc., Women Leading Govt. and Costco
40400	Training and Meetings	Gov. Finance Officers Assoc. conference, CA. Municipal Finance Officers Assoc. conference/luncheon, Public Employees Retirement System conference/training, Springbrook conference/training, Govt. payroll tax seminar, accounting training, and CA Municipal Revenue and Tax Association
40800	Special Departmental	Bank courier services, IRS Determination Letter, CAFR award application fee, postage, annual budget (printing), CAFR (printing), and miscellaneous expenses
44000	Contract Professional Svcs	Annual audit, BNY custody, HDL - sales/property tax, State Controllers report (City Annual/PFA), Cal. Municipal Statistics, PFM investment services, Muni Services (UUT) and CalPERS GASB valuation

DEPARTMENT: Finance Account Code: 001-017  
 FUND: 001 General Fund - Finance

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-017-40001	\$ 383,089	\$ 424,900	\$ 366,300	\$ 424,500
Part-time	001-017-40004	42,260	26,500	41,300	24,200
Cell Phone Allowance	001-017-40009	1,215	1,300	1,300	1,300
Deferred Comp - Cafeteria	001-017-40010	2,799	2,900	3,600	4,200
Deferred Compensation	001-017-40011	11,069	11,400	10,800	11,500
PERS Retirement	001-017-40012	47,553	70,000	62,800	73,700
PARS Retirement	001-017-40013	323	400	300	300
Medical Insurance	001-017-40014	27,115	27,700	27,700	34,200
Medicare Insurance	001-017-40017	6,545	7,000	5,400	6,900
Life and Disability	001-017-40018	4,007	4,700	4,100	4,700
Flexible Spending - Cafeteria	001-017-40022	908	800	900	1,000
Cafeteria Taxable	001-017-40023	917	2,200	1,000	700
Comp time Buy/payout	001-017-40026	1,629	-	1,700	-
Vacation Buy/payout	001-017-40027	8,866	5,200	8,000	3,300
Unemployment Finance	001-017-40030	(317)	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 537,978</b>	<b>\$ 585,000</b>	<b>\$ 535,200</b>	<b>\$ 590,500</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-017-40100	\$ 8,323	\$ 10,775	\$ 8,500	\$ 10,000
Public/legal Notices	001-017-40200	475	1,400	600	1,400
Memberships and Dues	001-017-40300	1,825	2,400	2,400	2,400
Training and Meetings	001-017-40400	10,970	16,000	12,000	11,000
Special Departmental	001-017-40800	12,957	15,500	15,500	15,500
Contract Professional Svcs	001-017-44000	116,870	129,600	129,600	129,600
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 151,420</b>	<b>\$ 175,675</b>	<b>\$ 168,600</b>	<b>\$ 169,900</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 689,398</b>	<b>\$ 760,675</b>	<b>\$ 703,800</b>	<b>\$ 760,400</b>



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## City of Seal Beach

# RISK MANAGEMENT

### **Managing Department Head:**

City Manager

### **Mission Statement**

Oversee administration of City's Risk Management Program including public liability insurance and worker's compensation insurance. Public liability covers insurance costs, claims administration and claims settlement for any liability incurred against the City. Worker's compensation insurance reflects cost of insurance premiums, claims administration and claims settlement.

### **Primary Activities**

The City's Risk Management Program includes administration of the City's insurance programs through use of a joint powers insurance authority as well as the coordination of claims processing between the City and the Authority. Responsibilities include: administration of comprehensive loss prevention programs that incorporate current practices and philosophies most effective in preventing injuries, liabilities and damage to City equipment, vehicles, and materials; identifying and minimizing exposures that could result in financial loss to the City and to provide City representation in claims litigation.

### **Objectives**

- Protect the City's assets through cost-effective risk management services.
- Protect public and employee safety.
- Recommend changes to all departments to remove City from possible liability.
- Stay current in knowledge of principles, practices, and methods of safety and loss prevention as well as state and federal laws relating to health and safety, including CAL/OSHA.
- Provide City insurance coverage without interruption and to ensure that all City agreements provide for adequate liability and worker's compensation coverage.

DEPARTMENT: City Manager  
 FUND: 001 General Fund - Risk Management

Account Code: 001-018

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 1,189,830	\$ 1,274,600	\$ 1,280,400	\$ 1,279,100
<b>TOTAL</b>	<u>\$ 1,189,830</u>	<u>\$ 1,274,600</u>	<u>\$ 1,280,400</u>	<u>\$ 1,279,100</u>

ACCOUNT NUMBER EXPLANATION

49500	Gen. Liab. Admn Risk Mgmt	Annual Insurance Premium, CIPA Assessment
49501	Property Insurance Premium	Annual Insurance Premium
49600	Work Comp Admn Risk Mgmt	Annual Insurance Premium

City of Seal Beach

FY 2016-2017

DEPARTMENT: City Manager Account Code: 001-018  
 FUND: 001 General Fund - Risk Management

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Gen. Liab. Admn.	001-018-49500	\$ 519,025	\$ 581,900	\$ 584,800	\$ 557,800
Property Insurance Premium	001-018-49501	212,078	212,100	215,000	212,100
Work Comp Admn.	001-018-49600	458,727	480,600	480,600	509,200
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 1,189,830</u>	<u>\$ 1,274,600</u>	<u>\$ 1,280,400</u>	<u>\$ 1,279,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,189,830</u>	<u>\$ 1,274,600</u>	<u>\$ 1,280,400</u>	<u>\$ 1,279,100</u>

DEPARTMENT: Finance Account Code: 001-019  
 FUND: 001 General Fund - Non Departmental

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 544,868	\$ 355,900	\$ 502,000	\$ 449,700
Maintenance and Operations	635,195	578,850	490,900	515,900
<b>TOTAL</b>	<b>\$ 1,180,063</b>	<b>\$ 934,750</b>	<b>\$ 992,900</b>	<b>\$ 965,600</b>

ACCOUNT NUMBER EXPLANATION

40014	Medical Insurance	Retiree benefits
40100	Office Supplies	Office Supplies, postage machine, parking permits, arrowhead water, and Pitney Bowes supplies
40300	Membership and Dues	Local Agency Formation Commission, Santa Ana River Flood, and LCWA JPA contribution
40400	Trainings and Meetings	AED compliance and medical direction
40800	Special Departmental	Police Department massage fingerprinting, holiday luncheon, Corovan, in service day, ergonomic equipment, and miscellaneous
40802	Special Exp. - Comm. Input Prj	Sponsor concerts/permits
40803	Prior Year Expense	Expense from prior year
40804	Special Exp. - Nonprofit	To support community organization's events, programs, and projects; helicopter and helicopter noise study; support non-profit City-wide events; Salon Meritage and Centennial
40900	Promotional	4th July Fireworks JFTB contribution and miscellaneous
42000	Rental/Lease equip	C3 Office Solution, De Lage, Pitney Bowes, and holiday Dekra Lite
44000	Contract Professional	SCE License, Safe Shred, POM (parking meter repairs), class and comp, Priority Cummins - coin counter maintenance, actuarial study, OpenGov, and Animal Care Center
45000	Intergovernmental	Long Beach Animal Control and School Resource Officer

DEPARTMENT: Finance Account Code: 001-019  
 FUND: 001 General Fund - Non Departmental

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Medical Insurance	001-019-40014	\$ 544,868	\$ 355,900	\$ 502,000	\$ 449,700
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 544,868</u>	<u>\$ 355,900</u>	<u>\$ 502,000</u>	<u>\$ 449,700</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-019-40100	\$ 46,429	\$ 30,000	\$ 30,000	\$ 39,600
Memberships and Dues	001-019-40300	8,987	11,000	9,000	6,500
Trainings and Meetings	001-019-40400	-	-	-	2,600
Special Departmental	001-019-40800	29,195	17,100	17,100	17,100
Special Exp. - Chamber of Comm	001-019-40802	-	6,000	6,000	6,000
Prior Year Expense	001-019-40803	30,441	-	9,100	-
Special Exp. - Nonprofits	001-019-40804	55,158	19,800	19,800	20,000
Promotional	001-019-40900	8,000	10,000	8,000	10,000
Rental/Lease Equip	001-019-42000	96,157	92,000	92,000	105,400
Contract Professional	001-019-44000	131,148	223,050	130,000	146,400
Support of Special Events	001-019-44001	332	-	-	-
Intergovernmental	001-019-45000	229,348	169,900	169,900	162,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 635,195</u>	<u>\$ 578,850</u>	<u>\$ 490,900</u>	<u>\$ 515,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,180,063</u>	<u>\$ 934,750</u>	<u>\$ 992,900</u>	<u>\$ 965,600</u>

DEPARTMENT: City Manager  
 FUND: 001 General Fund - Information Systems

Account Code: 001-020

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 593,348	\$ 667,301	\$ 667,301	\$ 632,400
<b>TOTAL</b>	<b>\$ 593,348</b>	<b>\$ 667,301</b>	<b>\$ 667,301</b>	<b>\$ 632,400</b>

ACCOUNT NUMBER EXPLANATION

40500	Office and Tech Resource	Server replacements, replace UPS unit, computer replacements, server drive replacements, IT equipment and peripherals, website enhancements, MDC replacements, server room build, network improvements, video streaming and agenda mgmt, and IT misc.
44000	Contract Professional	Netmotion warranty, VMware renewal, Faronic licenses, anti-virus protection, business software, council video streaming, IT services, IT software licensing, IT supplies, key fob maintenance, PD MDC maintenance, website hosting & maintenance, phone warranty renewals, printer support, Time Warner internet, Verizon phone and internet, warranty renewals, Vermont Sys., and IT assessment

DEPARTMENT: City Manager Account Code: 001-020  
 FUND: 001 General Fund - Information Systems

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Office and Technology Resources	001-020-40500	\$ 86,451	\$ 137,071	\$ 137,071	\$ 155,000
Contract Professional Services	001-020-44000	506,897	530,230	530,230	477,400
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 593,348</u>	<u>\$ 667,301</u>	<u>\$ 667,301</u>	<u>\$ 632,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 593,348</u>	<u>\$ 667,301</u>	<u>\$ 667,301</u>	<u>\$ 632,400</u>

DEPARTMENT: Various  
 FUND: 004 Special Projects

Account Code: 004-xxx

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 119,982	\$ 142,992	\$ 312,700	\$ 100,000
<b>TOTAL</b>	<b>\$ 119,982</b>	<b>\$ 142,992</b>	<b>\$ 312,700</b>	<b>\$ 100,000</b>

ACCOUNT NUMBER EXPLANATION

080-47000	Transfer Out	Project PR1502 - Eisenhower Park Improvement Project
211-41500	Salon Meritage	Expense related to Salon Meritage
211-41501	Centennial	Expense related to Centennial
211-41502	State of the City	Expense related to State of the City
223-41501	BSCC Grant - PD	Expense related to BSCC Grant
228-41500	5K/10K - Marine Safety	Expense related to 5K/10K for Marine Safety
230-41500	Cottage	Expense related to Blue Cottage
231-41500	Plan Archival - Building	Expense related to Plan Archival
231-41502	GIS - Building	Expense related to GIS
244-41500	Benches - PW Yard	Expense related to Benches
249-41500	Tree Replacement - PW Yard	Expense related to Tree Replacement
270-41503	5K/10K - Recreation	Expense related to 5K/10K for Recreation



City of Seal Beach

FY 2016-2017

DEPARTMENT: Various Account Code: 004-xxx  
 FUND: 004 Special Projects

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out - CIP	004-080-47000	\$ 63,126	\$ 42,000	\$ -	\$ -
Salon Meritage	004-211-41500	-	-	600	-
Centennial	004-211-41501	49,703	45,300	260,000	6,000
State of the City	044-211-41502	-	4,000	9,300	7,000
BSCC Grant - PD	004-223-41501	-	10,000	-	30,000
5K/10K - Marine Safety	004-228-41500	-	7,200	7,200	-
Cottage	004-230-41500	-	-	4,500	3,500
Plan Archival - Building	004-231-41500	296	20,000	1,500	20,000
GIS - Building	004-231-41502	-	-	10,500	10,500
Benches - PW Yard	004-244-41500	6,857	4,492	9,100	9,000
Tree Replacement - PW Yard	004-249-41500	-	-	-	4,000
5K/10K - Recreation	004-270-41503	-	10,000	10,000	10,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>119,982</u>	<u>142,992</u>	<u>312,700</u>	<u>100,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 119,982</u>	<u>\$ 142,992</u>	<u>\$ 312,700</u>	<u>\$ 100,000</u>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 678,516	\$ 889,420	\$ 889,420	\$ 713,220
Revenues	330,886	83,000	136,500	100,500
Expenditures	(119,982)	(142,992)	(312,700)	(100,000)
Ending Fund Balance	<u>\$ 889,420</u>	<u>\$ 829,428</u>	<u>\$ 713,220</u>	<u>\$ 713,720</u>

DEPARTMENT: Finance  
 FUND: 050-Seal Beach Cable

Account Code: 050-019

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 91,565	\$ 300,000	\$ 81,000	\$ 294,000
<b>TOTAL</b>	<b>\$ 91,565</b>	<b>\$ 300,000</b>	<b>\$ 81,000</b>	<b>\$ 294,000</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Station Operations	
47000	Transfer Out - CIP	Transfer to Capital Fund for Project:	<b>Amount</b>
		BG1402 SBTV3 Control Room Upgrades	219,000

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Finance  
 FUND: 050-Seal Beach Cable

Account Code: 050-019

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	050-019-44000	\$ 54,884	\$ 75,000	\$ 75,000	\$ 75,000
Special Expense-SBTV	050-019-44001	34,091	-	-	-
Transfer Out - CIP	050-019-47000	2,590	225,000	6,000	219,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 91,565</b>	<b>\$ 300,000</b>	<b>\$ 81,000</b>	<b>\$ 294,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 91,565</b>	<b>\$ 300,000</b>	<b>\$ 81,000</b>	<b>\$ 294,000</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 371,449	\$ 397,064	\$ 397,064	\$ 397,064
Revenues	117,180	92,000	92,000	92,000
Expenditures	(91,565)	(300,000)	(81,000)	(294,000)
Ending Fund Balance	<b>\$ 397,064</b>	<b>\$ 189,064</b>	<b>\$ 408,064</b>	<b>\$ 195,064</b>



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# City of Seal Beach

# EMERGENCY SERVICES BUREAU

## **Managing Department Head:**

Chief of Police

## **Mission Statement**

The Seal Beach Police Department's Emergency Services Bureau strives to prepare the community of Seal Beach for all types of natural and man-made disasters by providing specialized training, support, experience, and equipment to all City departments and the community at large.

## **Primary Activities**

The Emergency Services Bureau directs the community to emergency preparedness and provides administrative support. These services include; but, are not limited to:

- Prepare, update, and maintain the City of Seal Beach Emergency Plan,
- Maintain the City Emergency Operations Center/s (EOC) and emergency communications equipment,
- Train City staff who may be called upon to serve in time of disaster,
- Assist the Chief of Police and City Manager with issues relating to emergency management,
- Steward and conduct emergency exercises in collaboration with county, state, and federal agencies,
- Work with other government agencies to develop and maintain, integrated emergency plans for response to a disaster, and
- Assist individuals and community organizations toward total disaster preparedness.

## **Objectives**

Continuously update, deploy, and implement the City's Emergency Operations Plan (EOP) with basic, intermediate, and advanced disaster preparedness training and programs; including, FEMA Storm Ready and Tsunami Ready, Citizen Emergency Response Team (CERT) training.

Continue training staff, Citywide, to the National Incident Management System (NIMS) and participate in a series of tabletop drill exercises practicing the new system.

Continue to provide outstanding emergency services management to City stakeholders, including but not limited to:

1. Continue training volunteer emergency responders to augment professional responders.
2. Continue to upgrade our emergency information access and distribution.
3. Supplies for the care and feeding of volunteer workers and emergency responders for long term major incidents.

DEPARTMENT: Police  
 FUND: 001 General Fund - EOC

Account Code: 001-021

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 91,987	\$ 193,200	\$ 138,200	\$ 223,400
Maintenance and Operations	39,099	51,153	19,400	23,000
<b>TOTAL</b>	<b>\$ 131,086</b>	<b>\$ 244,353</b>	<b>\$ 157,600</b>	<b>\$ 246,400</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Temporary Special Pay	Employee salaries costs
40003	Over-time	Employee salaries costs
40005	Holiday Pay	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40020	Uniform Allowance	Employee benefits costs
40021	Annual Education	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40026	Comptime Buy/Payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40028	Sick Payout	Employee benefits costs
40030	Unemployment	Employee benefits costs
40400	Training and Meetings	International Assoc. of Emergency Mgrs., CA. Emergency Services Assoc., Fed. Emergency Mgrs. Assoc. conference, CA. Specialized Training Institute, OC Emergency Mgrs. Assoc., Red Cross training, and mature driver recertification
40700	Equipment/Materials	Radio Amateur Civil Emergency Services radio equipment, Community Emergency Response Team vehicle and trailer expenses, Volunteers in Police Service events expenses, and Emergency Operations Center enhancements and equipment maintenance
40800	Special Departmental	Emergency food and supplies, Radio Amateur Civil Emergency Svcs. and Community Emergency Response Team uniform and gear, and miscellaneous informational print jobs
44000	Contract Professional	National Night Out, Neighbor for Neighbor, Emergency Prop Expo Health Fair, traffic control equipment and supplies, Community events and public outreach, and fingerprinting of new VIPS & CERT members

DEPARTMENT: Police Account Code: 001-021  
 FUND: 001 General Fund - EOC

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-021-40001	\$ 66,484	\$ 119,200	\$ 75,100	\$ 133,700
Special Pay	001-021-40002	-	-	200	-
Over-Time	001-021-40003	1,099	-	700	-
Holiday Pay	001-021-40005	2,383	8,100	5,500	9,100
Cell Phone Allowance	001-021-40009	-	-	200	900
PERS Retirement	001-021-40012	17,532	38,100	29,500	46,500
Medical Insurance	001-021-40014	-	18,200	18,200	19,200
Medicare Insurance	001-021-40017	1,024	2,000	1,300	2,200
Life and Disability	001-021-40018	-	1,100	1,100	1,100
Uniform Allowance	001-021-40020	538	1,000	700	1,000
Annual Education	001-021-40021	2,423	4,500	3,000	6,000
Cafeteria Taxable	001-021-40023	504	1,000	400	-
Comptime Buy/Payout	001-021-40026	-	-	2,300	1,200
Vacation Buy/Payout	001-021-40027	-	-	-	2,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 91,987</b>	<b>\$ 193,200</b>	<b>\$ 138,200</b>	<b>\$ 223,400</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meeting	001-021-40400	\$ 2,943	\$ 4,000	\$ 3,600	\$ 4,000
Equipment and Materials	001-021-40700	3,752	5,953	5,000	8,500
Special Departmental	001-021-40800	1,782	29,500	1,800	4,500
Contract Professional	001-021-44000	30,622	11,700	9,000	6,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 39,099</b>	<b>\$ 51,153</b>	<b>\$ 19,400</b>	<b>\$ 23,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 131,086</b>	<b>\$ 244,353</b>	<b>\$ 157,600</b>	<b>\$ 246,400</b>



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# City of Seal Beach

# POLICE

## **Managing Department Head:**

Chief of Police

## **Mission Statement**

The Seal Beach Police Department dedicates itself to providing outstanding police service to the citizens of Seal Beach with the primary objective of protecting lives and property. Its Mission Statement reads, "The Mission of the Police Department is to drive down crime and improve the quality of life for residents and visitors of Seal Beach."

## **Primary Activities**

The Department's primary duties include: responding to calls for service; conducting preventive, direct foot and vehicular patrols; and providing traffic enforcement in areas where traffic accidents are occurring and in residential areas as a response to traffic complaints. It also provides neighborhood policing services to geographically defined locations to reduce crime and crime related issues and to partner with the community to maintain its high quality of life standards; follow-through on patrol arrests, cases with workable leads, and file criminal cases with the District Attorney's office; and provide front-counter services to the police during business hours; all within the framework of a community-policing environment.

## **Objectives**

### *Maintain Public Safety and Quality of Life*

- Continue to implement Community Oriented Policing
  - Work with alcohol establishments to reduce over consumption by patrons
  - Continue to provide "above and beyond" customer service where possible
  - Focus on crime prevention, intervention and suppression
- The FY16-17 budget cycle will experience a continuation of these efforts.

DEPARTMENT: Police  
 FUND: 001 General Fund - Field Services

Account Code: 001-022

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 6,342,829	\$ 6,270,400	\$ 6,158,900	\$ 6,486,000
Maintenance and Operations	34,054	42,000	30,000	27,000
<b>TOTAL</b>	<b>\$ 6,376,883</b>	<b>\$ 6,312,400</b>	<b>\$ 6,188,900</b>	<b>\$ 6,513,000</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Temporary Special Pay	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40005	Holiday Pay	Employee benefits costs
40007	Tuition Reimbursement	Employee benefits costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40016	OT-OCTA Agreement	Employee salaries costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40020	Uniform Allowance	Employee benefits costs
40021	Annual Education	Employee benefits costs
40022	Flexible Spending Cafeteria	Employee benefits costs
40023	Cafeteria - Taxable	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40400	Training and meetings	FBI-NAA training, Non-Post reimbursement training, conferences, mileage, reserve training, FBI-NAA conference, peer support team training, CSTI, CPOA, UC Regents, CNOA, Team Building Workshop, OCSO classes, Motor Training, Command College, Traffic, Narcotics training, Hostage Roll of Chief, Armorer course, Juvenile Justice, Crisis communications, and Basic updated skills for Sworn Officers
40401	Extradition	Extradition related expenses
40402	Training and meetings - POST	POST training

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Police  
 FUND: 001 General Fund - Field Services

Account Code: 001-022

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-022-40001	\$ 3,773,760	\$ 3,712,000	\$ 3,569,600	\$ 3,823,100
Temporary Special Pay	001-022-40002	20,095	17,700	22,500	17,700
Over-time	001-022-40003	341,009	194,600	216,300	200,000
Part-time	001-022-40004	11,800	12,000	9,600	12,000
Holiday Pay	001-022-40005	207,509	244,100	210,000	251,400
Tuition Reimbursement	001-022-40007	17,848	25,000	12,000	17,000
Cell Phone Allowance	001-022-40009	10,880	10,900	10,900	9,100
Deferred Comp - Cafeteria	001-022-40010	65,527	58,300	55,100	49,200
Deferred Comp	001-022-40011	6,888	7,000	7,000	7,100
PERS Retirement	001-022-40012	1,107,502	1,227,500	1,084,200	1,359,200
PARS Retirement	001-022-40013	153	200	200	200
Medical Insurance	001-022-40014	450,134	426,100	406,100	440,900
AFLAC Cafeteria	001-022-40015	5,230	3,600	2,900	1,900
OT-OCTA Agreement C-9-0651	001-022-40016	155	-	-	-
Medicare Insurance	001-022-40017	68,830	65,600	65,700	66,700
Life and Disability	001-022-40018	33,711	31,400	30,300	33,500
Uniform Allowance	001-022-40020	30,331	29,400	29,400	31,300
Annual Education	001-022-40021	125,200	116,300	117,300	107,900
Flexible Spending - Cafeteria	001-022-40022	687	-	1,300	800
Cafeteria - Taxable	001-022-40023	7,006	12,600	6,500	5,400
Comptime Buy/Payout	001-022-40026	24,413	38,800	24,000	21,800
Vacation Buy/Payout	001-022-40027	34,161	37,300	135,000	29,800
Sick Payout	001-022-40028	-	-	143,000	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 6,342,829</b>	<b>\$ 6,270,400</b>	<b>\$ 6,158,900</b>	<b>\$ 6,486,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meetings	001-022-40400	\$ 33,604	\$ 20,000	\$ 20,000	\$ 15,000
Extradition	001-022-40401	300	-	-	-
Training and Meetings - POST	001-022-40402	-	22,000	10,000	12,000
Contract Professional	001-022-44000	150	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 34,054</b>	<b>\$ 42,000</b>	<b>\$ 30,000</b>	<b>\$ 27,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,376,883</b>	<b>\$ 6,312,400</b>	<b>\$ 6,188,900</b>	<b>\$ 6,513,000</b>

DEPARTMENT: Police Account Code: 001-023  
 FUND: 001 General Fund - Support Services

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 908,327	\$ 1,002,200	\$ 970,800	\$ 708,400
Maintenance and Operations	695,357	835,441	775,300	816,000
Capital Outlay	486	7,500	-	7,500
<b>TOTAL</b>	<b>\$ 1,604,170</b>	<b>\$ 1,845,141</b>	<b>\$ 1,746,100</b>	<b>\$ 1,531,900</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40007	Tuition Reimbursement	Employee benefits costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40020	Uniform Allowance	Employee benefits costs
40022	Flexible Spending - Cafeteria	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40028	Sick Payout	Employee benefits costs
40030	Unemployment	Employee benefits costs
40100	Office Supplies	Office Supplies and Postage
40300	Memberships and Dues	CPOA, CPCA, OCTMA, SCCIA, CHIA, CPPA, CTOA, CATO, CAHN, CNOA, IACP, CCUG, FBI-NAA, IAPE, CLEARs, CAPE, IAEM, WCUG, CA Peer Support Assoc., CA Emergency Serv Assoc., National Information Officers, OC Chief & Sheriff Assoc., and new memberships for positional changes
40400	Training and Meetings	Non-POST reimbursed training for property and evidence, records, notary, office training, computer training, court, and time management
40402	Training and Meetings - POST	POST reimburseable training
40700	Equipment/materials	Photo processing, batteries, flares, audio/video tapes, non-office supplies, radar maintenance & repairs, audio recorders, body armor fingerprint supplies, small computer peripherals, disaster kits, supplies, field consumables, tasers, license plate reader, and cameras

40800	Special Departmental	Citations (moving/parking), uniforms, badges, property supplies, range supplies & ammunition, special order items, Volunteer program drug testing kits, equipment repairs, and body armor
40804	Vehicles Leasing	Leasing detective vehicles
40805	Special Expense - 5K/10K	5K/10K related expenses
41000	Telephone	T-1 line connections to West Covina and OC Elite, ILJAOC and ILJAOC connection
41010	Gas	Building gas costs
41020	Electricity	Building electricity costs
42000	Rental/lease Equip	Code 5 group, Direct TV, postage meter, CLEAR, Pitney Bowes, De Lage Copier Leases, and C3 Office Solutions
44000	Contract Professional	False alarm, DOJ fingerprinting, sexual assault examinations, turbo data, employment physicals, background investigations, DUI blood and breath tests, transcription services, polygraph testing, first aid supplies, Orange County 800 MHz contract, TCTI counseling, Corodata, and diversified thermal prop. freezer maint.
45000	Intergovernmental	West Covina Systems Group, County Prosecution Assessment fees, radio and MDC repairs, Range fees, mobile command post vehicle, County of Orange citation processing, and AFIS shared cost
48010	Furniture and Fixtures	Incremental Furniture and OSHA Compliant

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Police  
 FUND: 001 General Fund - Support Services

Account Code: 001-023

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-023-40001	\$ 585,970	\$ 637,900	\$ 627,100	\$ 456,000
Over-time	001-023-40003	12,916	8,000	6,400	13,000
Part-time	001-023-40004	100,013	115,200	108,000	61,800
Tuition Reimbursement	001-023-40007	3,037	6,000	3,000	6,000
Cell Phone Allowance	001-023-40009	589	900	900	900
Deferred Comp - Cafeteria	001-023-40010	8,313	7,200	11,900	10,100
Deferred Compensation	001-023-40011	7,602	9,200	9,100	7,500
PERS Retirement	001-023-40012	74,758	95,600	94,100	67,800
PARS Retirement	001-023-40013	1,303	1,500	1,400	800
Medical Insurance	001-023-40014	75,773	82,200	76,100	62,900
AFLAC Cafeteria	001-023-40015	1,745	1,300	1,500	1,500
Medicare Insurance	001-023-40017	9,753	11,700	10,400	8,100
Life and Disability	001-023-40018	7,335	7,900	7,900	5,500
Uniform Pay	001-023-40020	5,296	5,500	5,500	3,100
Flexible Spending - Cafeteria	001-023-40022	422	-	300	300
Cafeteria Taxable	001-023-40023	1,018	2,000	1,000	-
Comptime Buy/Payout	001-023-40026	3,722	5,200	4,200	1,900
Vacation Buy/Payout	001-023-40027	7,126	4,900	1,000	1,200
Sick Payout	001-023-40028	730	-	-	-
Unemployment	001-023-40030	906	-	1,000	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 908,327</b>	<b>\$ 1,002,200</b>	<b>\$ 970,800</b>	<b>\$ 708,400</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-023-40100	\$ 8,989	\$ 15,524	\$ 14,000	\$ 15,000
Memberships and Dues	001-023-40300	3,574	4,500	4,400	4,800
Training and Meetings	001-023-40400	8,075	4,000	4,200	4,000
Training and Meetings - POST	001-023-40402	-	1,000	500	1,000
Automotive Expense	001-023-40600	3,290	8,500	8,500	6,000
Equipment/Materials	001-023-40700	26,418	64,800	52,000	52,500
Special Departmental	001-023-40800	36,083	58,217	48,000	56,600
Vehicles Leasing	001-023-40804	597	1,000	200	1,000
Special Expense - 5K/10K	001-023-40805	3,150	-	-	-
Telephone	001-023-41000	40,972	60,000	49,500	62,000
Gas	001-023-41010	2,547	3,600	2,900	3,400
Electricity	001-023-41020	63,266	55,000	56,100	58,000
Rental/Lease Equip	001-023-42000	7,147	19,900	20,000	26,000
Contract Professional	001-023-44000	138,595	159,400	155,000	151,300
Intergovernmental	001-023-45000	352,654	380,000	360,000	374,400
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 695,357</b>	<b>\$ 835,441</b>	<b>\$ 775,300</b>	<b>\$ 816,000</b>
<b>CAPITAL OUTLAY</b>					
Furniture and Fixtures	001-023-48010	\$ 486	\$ 7,500	\$ -	\$ 7,500
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 486</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ 7,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,604,170</b>	<b>\$ 1,845,141</b>	<b>\$ 1,746,100</b>	<b>\$ 1,531,900</b>

## City of Seal Beach

# DETENTION FACILITY

### **Managing Department Head:**

Chief of Police

### **Mission Statement**

The Seal Beach Detention Center is dedicated to the humane processing and housing of prisoners arrested by the Seal Beach Police Department and allied agencies, along with pay-to-stay prisoners serving adjudicated, local court sentences; all with an emphasis on courteous treatment with respect for individual rights and liberties within a confinement environment.

### **Primary Activities**

The Detention Center's primary function is to process, book, and transport those arrested by members of the Seal Beach Police Department. Additionally, the Detention Center provides custody and care for contract City, County, State, and Federal prisoners serving sentences or awaiting relocation, in a manner that complies with all applicable County, State, and Federal mandates.

### **Objectives**

- The Police Department has staff that provides jail intake processing and screening, security, booking, and transportation services for Seal Beach arrestees and those of other governmental agencies with contracts for service by the Department.
- Additionally, the Detention Center provides bed space to local and regional, criminals serving jail sentences, for which they pay a fee to the City in an effort to reduce operational costs.

DEPARTMENT: Police Account Code: 001-024  
 FUND: 001 General Fund - Detention Facility

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 685,550	\$ 800,100	\$ 697,500	\$ 799,700
Maintenance and Operations	69,502	87,800	69,400	87,800
<b>TOTAL</b>	<b>\$ 755,052</b>	<b>\$ 887,900</b>	<b>\$ 766,900</b>	<b>\$ 887,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Temporary Special Pay	Employee salaries costs
40003	Over-time	Employee salaries costs
40005	Holiday Pay	Employee salaries costs
40007	Tuition Reimbursement	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40020	Uniform Allowance	Employee benefits costs
40021	Annual Education	Employee benefits costs
40022	Flexible Spending - Cafeteria	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40100	Office Supplies	Office Supplies
40200	Public/Legal Notices	Recruitment advertisements
40300	Memberships and Dues	Newport Harbor Bar Assoc., CA Jail Programs Assoc. & American Correctional Assoc., LA County Bar Assoc. and Riverside County Bar Association
40400	Training and Meetings	STC training, Federal training and meetings and other required training.
40700	Equipment/Materials	Plumbing, fixtures, lighting, replacement cameras, cleaning materials, jail mattresses, bedding, uniforms, vacuum, miscellaneous operating and equipment supplies and new floor polisher
40800	Special Departmental	Uniforms, CSO badges and STC Core course uniform/material
41000	Telephone	Telephone services
44000	Contract Professional	Contract physician, nurse, and meal vendor; general maintenance contractual services; contract GPS work furlough inmate services.



# City of Seal Beach

# FY 2016-2017

**DEPARTMENT:**

**Police**

**Account Code: 001-024**

**FUND:**

**001 General Fund - Detention Facility**

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-024-40001	\$ 453,212	\$ 506,900	\$ 450,500	\$ 503,000
Temporary Special Pay	001-024-40002	88	500	100	500
Over-time	001-024-40003	32,414	33,000	33,000	33,000
Holiday Police - Detention Center	001-024-40005	7,119	10,200	8,000	10,200
Tuition Reimbursement	001-024-40007	3,971	5,000	3,500	5,000
Cell Allowance	001-024-40009	822	800	300	800
Deferred Comp - Cafeteria	001-024-40010	5,784	14,300	6,100	12,300
Deferred Compensation	001-024-40011	3,093	3,600	3,100	3,600
PERS Retirement	001-024-40012	79,078	102,800	96,300	109,100
Medical Insurance	001-024-40014	64,615	84,200	64,200	80,300
AFLAC Cafeteira	001-024-40015	324	-	-	-
Medicare Insurance	001-024-40017	7,666	8,600	7,700	8,600
Life and Disability	001-024-40018	4,429	5,600	5,300	5,900
Uniform Pay	001-024-40020	5,111	5,600	4,900	5,600
Annual Education - POST	001-024-40021	5,462	5,500	5,500	5,500
Flexible Spending - Cafeteria	001-024-40022	-	-	-	1,700
Comptime Buy/Payout	001-024-40026	8,167	9,800	7,500	10,600
Vacation Buy/Payout	001-024-40027	4,195	3,700	1,500	4,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 685,550</b>	<b>\$ 800,100</b>	<b>\$ 697,500</b>	<b>\$ 799,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-024-40100	\$ 689	\$ 800	\$ 400	\$ 800
Public/Legal Notices	001-024-40200	-	500	-	500
Memberships and Dues	001-024-40300	-	1,500	200	1,500
Training and Meeting	001-024-40400	5,321	6,000	4,000	6,000
Equipment/Materials	001-024-40700	7,720	10,000	8,500	10,000
Special/Departmental	001-024-40800	2,604	3,200	2,800	3,200
Telephone	001-024-41000	555	800	2,000	800
Contract Prof Svcs	001-024-44000	52,613	65,000	51,500	65,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 69,502</b>	<b>\$ 87,800</b>	<b>\$ 69,400</b>	<b>\$ 87,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 755,052</b>	<b>\$ 887,900</b>	<b>\$ 766,900</b>	<b>\$ 887,500</b>

DEPARTMENT: Police  
 FUND: 001 General Fund - Parking Enforcement

Account Code: 001-025

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 337,500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 337,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40020	Uniform Allowance	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs

DEPARTMENT:

Police

Account Code: 001-025

FUND:

001 General Fund - Parking Enforcement

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-025-40001	\$ -	\$ -	\$ -	\$ 208,500
Part-Time	001-025-40004	-	-	-	48,600
Deferred Comp - Cafeteria	001-025-40010	-	-	-	3,200
Deferred Compensation	001-025-40011	-	-	-	2,000
PERS Retirement	001-025-40012	-	-	-	36,600
PARS Retirement	001-025-40013	-	-	-	600
Medical Insurance	001-025-40014	-	-	-	20,500
Medicare Insurance	001-025-40017	-	-	-	4,000
Life and Disability	001-025-40018	-	-	-	2,500
Uniform Pay	001-025-40020	-	-	-	2,300
Comptime Buy/Payout	001-025-40026	-	-	-	4,600
Vacation Buy/Payout	001-025-40027	-	-	-	4,100
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 337,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 337,500</u>



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## City of Seal Beach

# FIRE SERVICES

### **Managing Department Head:**

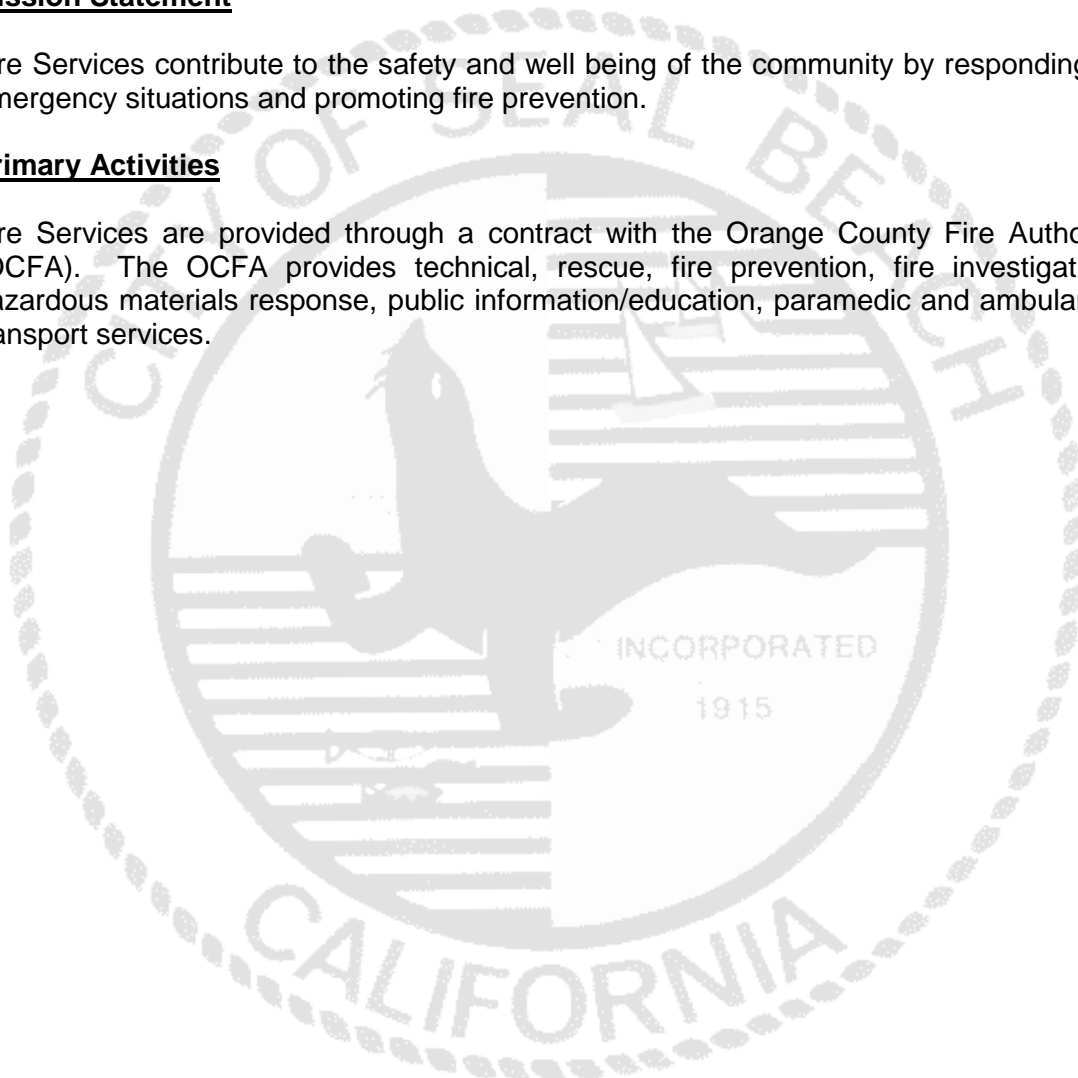
City Manager

### **Mission Statement**

Fire Services contribute to the safety and well being of the community by responding to emergency situations and promoting fire prevention.

### **Primary Activities**

Fire Services are provided through a contract with the Orange County Fire Authority (OCFA). The OCFA provides technical, rescue, fire prevention, fire investigation, hazardous materials response, public information/education, paramedic and ambulance transport services.



# City of Seal Beach

## FY 2016-2017

**DEPARTMENT:** City Manager  
**FUND:** 001 General Fund - Fire Services

**Account Code:** 001-026

	<u>2014-2015 Actual</u>	<u>2015-2016 Amended Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Personnel Services	\$ 93,560	\$ 116,600	\$ 116,600	\$ 135,500
Maintenance and Operations	4,609,538	4,800,000	4,800,000	4,918,300
<b>TOTAL</b>	<u>\$ 4,703,098</u>	<u>\$ 4,916,600</u>	<u>\$ 4,916,600</u>	<u>\$ 5,053,800</u>

ACCOUNT NUMBER EXPLANATION

40012	PERS Retirement	Retiree costs
44000	Contract Professional Svcs	OCFA Contract (Fire and Emergency Medical Services)

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: City Manager Account Code: 001-026  
 FUND: 001 General Fund - Fire Services

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
PERS Retirement	001-026-40012	\$ 93,560	\$ 116,600	\$ 116,600	\$ 135,500
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 93,560</u>	<u>\$ 116,600</u>	<u>\$ 116,600</u>	<u>\$ 135,500</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Services	001-026-44000	\$ 4,609,538	\$ 4,800,000	\$ 4,800,000	\$ 4,918,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 4,609,538</u>	<u>\$ 4,800,000</u>	<u>\$ 4,800,000</u>	<u>\$ 4,918,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 4,703,098</u>	<u>\$ 4,916,600</u>	<u>\$ 4,916,600</u>	<u>\$ 5,053,800</u>

DEPARTMENT: Police  
 FUND: 001 General Fund - West Comm JPA

Account Code: 001-035

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 665,981	\$ 725,000	\$ 725,000	\$ 750,900
<b>TOTAL</b>	<b>\$ 665,981</b>	<b>\$ 725,000</b>	<b>\$ 725,000</b>	<b>\$ 750,900</b>

ACCOUNT NUMBER EXPLANATION

46000 West Comm West Comm JPA



# City of Seal Beach

## FY 2016-2017

DEPARTMENT:

Police

Account Code:

001-035

FUND:

001 General Fund - West Comm JPA

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
West Comm	001-035-46000	\$ 665,981	\$ 725,000	\$ 725,000	\$ 750,900
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 665,981</u>	<u>\$ 725,000</u>	<u>\$ 725,000</u>	<u>\$ 750,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 665,981</u>	<u>\$ 725,000</u>	<u>\$ 725,000</u>	<u>\$ 750,900</u>



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## City of Seal Beach

# POLICE - SLESF

### **Managing Department Head:**

Chief of Police

### **Mission Statement**

The Supplemental Law Enforcement Services Fund (SLESF) Grant (Proposition 172, circa 1992) is restricted funding received from the State under the State Citizens Option for Public Safety Program. Certain implementation procedures are required prior to the use of these funds, and the funds must not be used to supplant existing funding for law enforcement.

### **Primary Activities**

The State awards this on-going grant contribution, annually, to local law enforcement agencies in the amount of approximately \$100,000 a year to provide funding for new program personnel, overtime, equipment, and/or other uses within the police department. Expenditures must link to front-line police services.

### **Objectives**

- The Police Department's SLESF will provide funds for personnel and equipment supporting the Department's community policing efforts and front-line support.
- For the FY2016-2017 budget cycle, the City will expend existing funds for personnel and equipment supporting the department's front-line, community policing efforts and for other permissible law enforcement uses.

DEPARTMENT: Police  
 FUND: 009 Supplemental Law Enforcement Srvc

Account Code: 009-600

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 84,837	\$ 86,200	\$ 81,200	\$ 86,200
Maintenance and Operations	26,542	35,000	37,000	30,000
<b>TOTAL</b>	<b>\$ 111,379</b>	<b>\$ 121,200</b>	<b>\$ 118,200</b>	<b>\$ 116,200</b>

ACCOUNT NUMBER EXPLANATION

40003	Over-time	Special events-SLEF Grant
40010	Deferred Comp - Cafeteria	Employee benefits costs
40015	AFLAC- Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40400	Training and Meetings	Rifle training, SWAT, special program training
40700	Equipment/Materials	SWAT, community policing equipment, frontline and training

City of Seal Beach

FY 2016-2017

DEPARTMENT: Police  
 FUND: 009 Supplemental Law Enforcement Srvc

Account Code: 009-600

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Over-time - SLESF Grant	009-600-40003	\$ 83,475	\$ 85,000	\$ 80,000	\$ 85,000
Deferred Comp- Cafeteria	009-600-40010	140	-	-	-
AFLAC - Cafeteria	009-600-40015	3	-	-	-
Medicare Insurance	009-600-40017	1,219	1,200	1,200	1,200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 84,837</b>	<b>\$ 86,200</b>	<b>\$ 81,200</b>	<b>\$ 86,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meetings SLESF Grant	009-600-40400	\$ 5,952	\$ 5,000	\$ 7,000	\$ 5,000
Equipment/Materials	009-600-40700	20,590	30,000	30,000	25,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 26,542</b>	<b>\$ 35,000</b>	<b>\$ 37,000</b>	<b>\$ 30,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 111,379</b>	<b>\$ 121,200</b>	<b>\$ 118,200</b>	<b>\$ 116,200</b>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 24,913	\$ 29,713	\$ 29,713	\$ 22,013
Revenues	116,179	100,300	110,500	100,300
Expenditures	(111,379)	(121,200)	(118,200)	(116,200)
Ending Fund Balance	<b>\$ 29,713</b>	<b>\$ 8,813</b>	<b>\$ 22,013</b>	<b>\$ 6,113</b>



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## City of Seal Beach

# POLICE - INMATE WELFARE

### **Managing Department Head:**

Chief of Police

### **Mission Statement**

The Seal Beach Police Detention Center serves as a lock-up facility capable of holding 18 arrestees or pay-to-stay inmates. The high security facility holds male prisoners of varying degrees of security risks. Female prisoners brought to the facility for booking purposes are processed out of the facility as soon as practicable. Prisoners housed in the facility are allowed the opportunity to purchase commissary items to better their time served. Those monies spent by the prisoners cover costs of the commissary items purchased and also other items for the good of all prisoners within the facility.

### **Primary Activities**

The Inmate Welfare Fund was initially funded by monies seeded from the previous jail services vendor and carried over for the benefit of prisoners housed in the facility. Additional monies feeding the fund are generated through sales of commissary items to the prisoners, for their benefit. Any and all proceeds from these sales are rolled back to the prisoners in the form of supplies and equipment to better their lot while confined.

### **Objectives**

- The Detention Center's objectives include but are not limited to providing safe, responsible, courteous, and dignified custodial services to local arrestees and resident inmates serving court ordered sentences for a variety of crimes.

DEPARTMENT: Police  
 FUND: 010 Inmate Welfare Fund

Account Code: 010-024

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 3,366	\$ 15,000	\$ 5,500	\$ 15,000
<b>TOTAL</b>	<b>\$ 3,366</b>	<b>\$ 15,000</b>	<b>\$ 5,500</b>	<b>\$ 15,000</b>

ACCOUNT NUMBER EXPLANATION

40700	Equipment/Materials	Equipment/materials to benefit inmates
40800	Special Departmental	Miscellaneous commissary items to benefit inmates



DEPARTMENT: Police  
 FUND: 010 Inmate Welfare Fund

Account Code: 010-024

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	010-024-40700	\$ 109	\$ 5,000	\$ 2,000	\$ 5,000
Special Departmental	010-024-40800	3,257	10,000	3,500	10,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 3,366</b>	<b>\$ 15,000</b>	<b>\$ 5,500</b>	<b>\$ 15,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,366</b>	<b>\$ 15,000</b>	<b>\$ 5,500</b>	<b>\$ 15,000</b>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 1,388	\$ 8,975	\$ 8,975	\$ 13,575
Revenues	10,953	10,000	10,100	10,000
Expenditures	(3,366)	(15,000)	(5,500)	(15,000)
Ending Fund Balance	<b>\$ 8,975</b>	<b>\$ 3,975</b>	<b>\$ 13,575</b>	<b>\$ 8,575</b>



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## City of Seal Beach

# STATE ASSET FORFEITURE

### **Managing Department Head:**

Chief of Police

### **Mission Statement**

The State Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents. Those labeled State or Federal indicate the jurisdictional authority over the assets seized and converted to City use. The primary purpose of the Asset Forfeiture Program is to deter drug-related crimes by depriving criminals of the profits and proceeds from trafficking illegal drugs. Another purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of asset forfeiture proceeds. These funds cannot be used to supplant on-going operations, for the payment of salaries for existing positions, or for non-law enforcement purposes.

### **Primary Activities**

The Asset Forfeiture Fund will provide funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

### **Objectives**

- During the FY2016-2017 budget cycle, the City may expend existing funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

DEPARTMENT: Police  
 FUND: 011 Asset Forfeiture (State)

Account Code: 011-555

	2014-2015 Actual	2015-2016 Amended Budget	2014-2015 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	4,800	-	4,800
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 4,800</b>	<b>\$ -</b>	<b>\$ 4,800</b>

ACCOUNT NUMBER EXPLANATION

40700	Equipment/materials	Frontline equipment including drug enforcement and policing equipment.
40800	Special Departmental	Travel and extradition expenses.

DEPARTMENT: Police Account Code: 011-555  
 FUND: 011 Asset Forfeiture (State)

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2014-2015 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment and Materials	011-555-40700	\$ -	\$ 3,000	\$ -	\$ 3,000
Special Departmental	011-555-40800	-	1,800	-	1,800
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ -	\$ 4,800	\$ -	\$ 4,800
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 4,800	\$ -	\$ 4,800

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2014-2015 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 6,813	\$ 6,840	\$ 6,840	\$ 8,440
Revenues	27	-	1,600	-
Expenditures	-	(4,800)	-	(4,800)
Ending Fund Balance	\$ 6,840	\$ 2,040	\$ 8,440	\$ 3,640



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## City of Seal Beach

# FEDERAL ASSET FORFEITURE

### **Managing Department Head:**

Chief of Police

### **Mission Statement**

The Federal Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents. Those labeled State or Federal indicate the jurisdictional authority over the assets seized and converted to City use. The primary purpose of the Asset Forfeiture Program is to deter drug-related crimes by depriving criminals of the profits and proceeds from trafficking illegal drugs. Another purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of asset forfeiture proceeds. These funds cannot be used to supplant on-going operations, for the payment of salaries for existing positions, or for non-law enforcement purposes.

### **Primary Activities**

The Asset Forfeiture Fund will provide funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

### **Objectives**

- During the FY 2016-2017 budget cycle, the City may expend existing funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

# City of Seal Beach

## FY 2016-2017

**DEPARTMENT:** Police  
**FUND:** 013 Asset Forfeiture (Federal)

**Account Code:** 013-111

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 66,565	\$ 179,700	\$ 142,800	\$ -
Maintenance and Operations	550	124,300	-	124,300
<b>TOTAL</b>	<b>\$ 67,115</b>	<b>\$ 304,000</b>	<b>\$ 142,800</b>	<b>\$ 124,300</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Temporary Special Pay	Employee salaries costs
40003	Over-time	Employee salaries costs
40005	Holiday Pay	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40020	Uniform Allowance	Employee benefits costs
40021	Annual Education	Employee benefits costs



# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Police  
 FUND: 013 Asset Forfeiture (Federal)

Account Code: 013-111

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	013-111-40001	\$ 45,978	\$ 89,200	\$ 84,700	\$ -
Temporary Special Pay	013-111-40002	162	-	1,000	-
Overtime	013-111-40003	1,800	35,400	4,000	-
Holiday Pay	013-111-40005	4,321	6,400	5,800	-
Deferred Comp - Cafeteria	013-111-40010	458	3,000	-	-
PERS Retirement	013-111-40012	12,567	28,500	27,600	-
Medical Insurance	013-111-40014	-	13,200	16,100	-
Medicare Insurance	013-111-40017	741	2,000	1,500	-
Life and Disability	013-111-40018	-	1,000	1,100	-
Uniform Allowance	013-111-40020	539	1,000	1,000	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 66,565</b>	<b>\$ 179,700</b>	<b>\$ 142,800</b>	<b>\$ -</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment and Materials	013-111-40700	\$ -	\$ 122,500	\$ -	\$ 122,500
Special Departmental	013-111-40800	550	1,800	-	1,800
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 550</b>	<b>\$ 124,300</b>	<b>\$ -</b>	<b>\$ 124,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 67,115</b>	<b>\$ 304,000</b>	<b>\$ 142,800</b>	<b>\$ 124,300</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 25	\$ (67,090)	\$ (67,090)	\$ (134,890)
Revenues	-	300,000	75,000	150,000
Expenditures	(67,115)	(304,000)	(142,800)	(124,300)
Ending Fund Balance	<b>\$ (67,090)</b>	<b>\$ (71,090)</b>	<b>\$ (134,890)</b>	<b>\$ (109,190)</b>

DEPARTMENT: Finance Account Code: 027-022  
 FUND: 027 Pension Obligation Bond 027-026

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ 1,137,298	\$ 1,177,900	\$ 1,177,900	\$ 1,221,700
<b>TOTAL</b>	<b>\$ 1,137,298</b>	<b>\$ 1,177,900</b>	<b>\$ 1,177,900</b>	<b>\$ 1,221,700</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional	Wells Fargo - Trustee Fee for Pension Obligation Bond
47888	Debt Service	Debt service principal
47999	Interest Expense	Debt service interest

# City of Seal Beach

# FY 2016-2017

**DEPARTMENT:**

Finance

**Account Code:**

027-022

**FUND:**

027 Pension Obligation Bond

027-026

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Contract Professional	027-022-44000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
D/S Pmt Safety - Principal	027-022-47888	859,000	950,000	950,000	1,055,000
Interest Payment - Safety	027-022-47999	276,298	225,400	225,400	164,200
<b>TOTAL DEBT SERVICE</b>		<u>\$ 1,137,298</u>	<u>\$ 1,177,900</u>	<u>\$ 1,177,900</u>	<u>\$ 1,221,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,137,298</u>	<u>\$ 1,177,900</u>	<u>\$ 1,177,900</u>	<u>\$ 1,221,700</u>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 91,857	\$ 95,807	\$ 95,807	\$ 99,307
Revenues	1,141,248	1,177,900	1,181,400	1,221,700
Expenditures	(1,137,298)	(1,177,900)	(1,177,900)	(1,221,700)
Ending Fund Balance	<u>\$ 95,807</u>	<u>\$ 95,807</u>	<u>\$ 99,307</u>	<u>\$ 99,307</u>

DEPARTMENT: Finance  
 FUND: 028 Fire Station Bond

Account Code: 028-026

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ 566,018	\$ 579,700	\$ 579,700	\$ 535,000
<b>TOTAL</b>	<u>\$ 566,018</u>	<u>\$ 579,700</u>	<u>\$ 579,700</u>	<u>\$ 535,000</u>

ACCOUNT NUMBER EXPLANATION

47888	Debt Service	Debt service principal
47999	Interest Expense	Debt service interest

City of Seal Beach

FY 2016-2017

DEPARTMENT: Finance  
 FUND: 028 Fire Station Bond

Account Code: 028-026

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Debt Service Pmt - Principal	028-026-47888	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Interest Payment	028-026-47999	146,018	159,700	159,700	115,000
<b>TOTAL DEBT SERVICE</b>		<u>\$ 566,018</u>	<u>\$ 579,700</u>	<u>\$ 579,700</u>	<u>\$ 535,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 566,018</u>	<u>\$ 579,700</u>	<u>\$ 579,700</u>	<u>\$ 535,000</u>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 626,591	\$ 626,555	\$ 626,555	\$ 597,355
Revenues	565,982	579,700	550,500	535,000
Expenditures	(566,018)	(579,700)	(579,700)	(535,000)
Ending Fund Balance	<u>\$ 626,555</u>	<u>\$ 626,555</u>	<u>\$ 597,355</u>	<u>\$ 597,355</u>



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## City of Seal Beach

# POLICE - GRANTS

### **Managing Department Head:**

Chief of Police

### **Mission Statement**

The City and its Police Department intend to use law enforcement grant monies, whenever possible to provide specialized funding for the purposes of law enforcement within the City of Seal Beach.

### **Primary Activities**

Use Urban Area Security Initiative (UASI) grant funds to pay for training and equipment which enhance the overall capabilities of the Seal Beach Police Department to respond to community public safety and law enforcement needs. Previous purchases included: police headquarters building target hardening; a fully equipped CERT equipment trailer and tow vehicle; a fully equipped Mobile Command Post vehicle; RACES radio equipment; portable radios; specialized training and backfill pay; etc.

### **Objectives**

- UASI Grant: The Federal homeland Security Appropriations Act provides funding to address the needs of high-risk urban areas through planning, equipment, training, and exercises throughout the Urban Area Security Initiative (UASI).
- The City of Seal Beach is located in the Orange County Urban Area, and is eligible to receive financial assistance in the form of funds and/or equipment through UASI sub-grants.
- The Orange County Operational Area, under the California Office of Emergency Services (OES), has chosen the Cities of Anaheim and/or Santa Ana as the core UASI agencies for the Orange County Urban Area.
- The intent of these grant funds is to reimburse City funds expended in advance, pursuant agreements between the Orange County Urban Area and the Cities of Anaheim and/or Santa Ana will distribute these monies to the participating agencies UASI Grant:
- The Federal Homeland Security Appropriations Act provides funding to address the needs of high-risk urban areas through planning, equipment, training, and exercises through the Urban Area Security Initiative (UASI).

DEPARTMENT: Police  
 FUND: 075 Police Grants

Account Code: 075

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 72,647	\$ 115,300	\$ 83,900	\$ 121,700
Maintenance and Operations	19,757	178,000	3,200	57,300
<b>TOTAL</b>	<b>\$ 92,404</b>	<b>\$ 293,300</b>	<b>\$ 87,100</b>	<b>\$ 179,000</b>

ACCOUNT NUMBER EXPLANATION

40003	Over-time	Employee salaries costs
40017	Medicare Insurance	Employee benefits costs
40400	Training and meeting	Training for Homeland Security
40700	Equipment/Materials	Half of cost of body armor supplemented by matching funds limited and restricted by "The Bureau of Justice Assistance" (BJA)



DEPARTMENT: Police Account Code: 075  
 FUND: 075 Police Grants

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Equipment and Materials	075-442-40700	\$ 6,468	\$ -	\$ 3,200	\$ -
Over-time	075-460-40003	13,321	-	-	-
Medicare Insurance	075-460-40017	195	-	-	-
Over-time	075-467-40003	8,319	-	-	-
Medicare Insurance	075-467-40017	121	-	-	-
Over-time - OTS	075-470-40003	43,583	113,600	37,500	-
Medicare Insurance	075-470-40017	640	1,700	600	-
Over-time - OTS	075-472-40003	-	-	42,000	120,000
Medicare Insurance	075-472-40017	-	-	600	1,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 72,647</b>	<b>\$ 115,300</b>	<b>\$ 83,900</b>	<b>\$ 121,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	075-442-40700	\$ -	\$ 5,000	\$ 3,200	\$ 5,000
Equipment & Materials	075-466-40700	4,282	30,000	-	34,000
Training and Meetings - OTS	075-470-40400	-	3,000	-	-
Equipment and Materials	075-470-40700	15,475	-	-	-
Equipment and Materials	075-472-40700	-	140,000	-	18,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 19,757</b>	<b>\$ 178,000</b>	<b>\$ 3,200</b>	<b>\$ 57,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 92,404</b>	<b>\$ 293,300</b>	<b>\$ 87,100</b>	<b>\$ 179,000</b>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ (48,221)	\$ (55,327)	\$ (55,327)	\$ 177,073
Revenues	85,298	318,000	319,500	10,000
Expenditures	(92,404)	(293,300)	(87,100)	(179,000)
Ending Fund Balance	<b>\$ (55,327)</b>	<b>\$ (30,627)</b>	<b>\$ 177,073</b>	<b>\$ 8,073</b>



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# City of Seal Beach

# PLANNING

## **Managing Department Head:**

Director of Community Development

## **Mission Statement**

The mission of the Planning Department is to promote sound economic and environmentally sustainable use of land, consistent with the goals and values of the community and to enhance the quality of life for citizens, businesses, and visitors to the community. It is the department's goal to provide residents, merchants, elected officials, and City boards and commissions with accurate, detailed, and timely information in a professional and courteous manner that sustains the public trust.

## **Primary Functions**

- Provide professional planning and land use advice to the City Council, City Planning Commission, and City Manager.
- Primary staff to the General Plan/Local Coastal Plan Citizens Advisory Committee, Environmental Quality Control Board, Archaeological Advisory Committee, and DWP CAC.
- Promote positive community and economic development within the City.
- Review and make recommendations on land use applications including general plan and zoning amendments, tentative maps, conditional use permits, and variances.
- Review ministerial projects including room additions, tenant improvements, sign applications, and home occupancy permits for zoning compliance.
- Conduct environmental assessments in compliance with the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) for all private and public projects completed within the City.
- Review plans and answer questions at the public counter regarding zoning and land use matters.

## **Summary Activity Report**

Fiscal Year	Number of Planning Commission and Coastal Commission Land Use Cases
2013-2014	33 cases
2014-2015	30 cases
2015-2016	39 cases

## **Objectives**

- Complete the draft Local Coastal Program and submit to the State Coastal Commission for review.
- Continue to work toward improving the pier.
- Continue to develop a working relationship with Coastal Commission Staff.
- Complete the City's Climate Action Plan to assist in reducing Greenhouse Gas.

DEPARTMENT: Community Development  
 FUND: 001 General Fund - Planning

Account Code: 001-030

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 321,477	\$ 366,600	\$ 370,600	\$ 290,000
Maintenance and Operations	59,239	116,400	88,900	116,500
<b>TOTAL</b>	<b>\$ 380,716</b>	<b>\$ 483,000</b>	<b>\$ 459,500</b>	<b>\$ 406,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Overtime	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40019	FICA	Employee benefits costs
40100	Office Supplies	Office Supplies
40200	Public/Legal Notices	Public hearing notices, Climate Action Plan MND, LCP MND, and posting
40300	Memberships and Dues	American Planning Association, California Chapter American California Chapter American Planning Assoc., Association of Environmental Professional, and Planning Director Assoc., of OC
40400	Training and Meetings	PDAOC annual forum and monthly workshops, SCAG Regional conference and League Academy for Commissioners
44000	Contract Professional Svcs	Local Coastal Planning consultant, Community Development Block Grant administration, and PMC

DEPARTMENT: Community Development Account Code: 001-030  
 FUND: 001 General Fund - Planning

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-030-40001	\$ 238,370	\$ 263,800	\$ 272,100	\$ 205,500
Overtime	001-030-40003	342	-	-	-
Part-time	001-030-40004	6,306	7,200	4,000	7,200
Cell Phone Allowance	001-030-40009	1,305	1,300	400	-
Deferred Comp - Cafeteria	001-030-40010	2,462	2,500	2,000	1,100
Deferred Comp	001-030-40011	6,790	7,200	7,500	5,200
PERS Retirement	001-030-40012	31,733	43,500	44,000	35,700
PARS Retirement	001-030-40013	54	100	100	100
Medical Insurance	001-030-40014	27,916	34,000	33,700	29,500
Medicare Insurance	001-030-40017	3,652	4,100	4,100	3,200
Life and Disability	001-030-40018	2,354	2,600	2,600	2,200
FICA	001-030-40019	193	300	100	300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 321,477</b>	<b>\$ 366,600</b>	<b>\$ 370,600</b>	<b>\$ 290,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-030-40100	\$ 1,604	\$ 2,000	\$ 2,000	\$ 2,000
Public/Legal Notices	001-030-40200	1,901	5,300	4,700	5,300
Memberships and Dues	001-030-40300	1,766	1,500	8,700	1,600
Training and Meetings	001-030-40400	1,469	2,600	1,500	2,600
Contract Professional	001-030-44000	52,499	105,000	72,000	105,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 59,239</b>	<b>\$ 116,400</b>	<b>\$ 88,900</b>	<b>\$ 116,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 380,716</b>	<b>\$ 483,000</b>	<b>\$ 459,500</b>	<b>\$ 406,500</b>



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# City of Seal Beach

## BUILDING AND NEIGHBORHOOD SERVICES

### **Managing Department Head:**

Director of Community Development

### **Mission Statement**

The mission of the Building Division is to promote the safety and wellbeing of residents and visitors by ensuring compliance with all applicable local, state, and federal laws related to building safety and Title 24 State accessibility standards. The Building Division accomplishes this through the courteous, prompt, and professional review of plans and inspections to verify that all construction within the City results in safe structures.

Neighborhood Services is also part of the Building Division. The primary responsibility of neighborhood services is to respond to complaints of violations of the City Municipal Code which includes building, planning, public nuisance, noise and environmental issues.

### **Primary Functions**

- Provide professional expertise and assistance to residents, contractors, and design professionals regarding building code issues.
- Review construction plans and documents.
- Issue permits for construction and alteration of buildings and structures.
- Perform inspections on buildings and structures and enforce compliance with the provisions of the Code of the City of Seal Beach and the California Building Codes.
- Compile monthly permit data reports; maintain project coordination with internal divisions, as well as state and local agencies.
- Review, amend, and adopt required codes and policies.
- Investigate and enforce all municipal code violations such as property maintenance zoning and land use compliance.

### **Summary Activity Report** Building Division/Neighborhood Services

Fiscal Year	Number of Building Plan Checks Completed	Number of Building Inspections
2013-2014	230	3700
2014-2015	276	3800
2015-2016		
Fiscal Year	Number of Code Enforcement Cases	Number of Code Enforcement Inspections
2014-2015	30 Active and 62 Closed	820
2015-2016		

### **Objectives**

- Continue to streamline the plan check process by conducting the review and examination of construction plans in-house and offer outside plan check service for additional expedited service.
- Continue a code enforcement compliance policy that responds to complaints within 24 hours.
- Remain current on changes within the Building industry and maintain required certifications and licenses for Building Division staff.
- Adopt the 2016 Building Codes and Fire Codes.

DEPARTMENT: Community Development Account Code: 001-031  
 FUND: 001 General Fund - Building and Neighborhood Services

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 286,356	\$ 451,700	\$ 264,500	\$ 482,600
Maintenance and Operations	181,386	24,200	180,200	25,100
<b>TOTAL</b>	<b>\$ 467,742</b>	<b>\$ 475,900</b>	<b>\$ 444,700</b>	<b>\$ 507,700</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee salaries costs
40010	Deferred Comp - Cafeteria	Employee salaries costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40022	Flexible Spending Cafeteria	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40100	Office Supplies	Office supplies, and CA Building Code updates
40200	Public/Legal Notices	Public/Legal notices
40300	Membership	Code enforcement and annual ICC certifications
40400	Training and meetings	ICC classess and miscellaneous training
40700	Equipment/materials	Equipment materials and office furniture
44000	Contract Professional Svcs	Charles Abbott Associates and emergency plan check services

\*\*Note: Traw Associates contract for the Building Official position is funded through salaries and benefits savings.



City of Seal Beach

FY 2016-2017

DEPARTMENT: Community Development Account Code: 001-031  
 FUND: 001 General Fund - Building and Neighborhood Services

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-031-40001	\$ 221,258	\$ 347,800	\$ 188,200	\$ 367,200
Over-time	001-031-40003	-	-	2,000	-
Part-time	001-031-40004	-	-	13,300	-
Cell Phone Allowance	001-031-40009	135	200	100	-
Deferred Comp-Cafeteria	001-031-40010	3,128	3,200	3,400	4,400
Deferred Compensation	001-031-40011	3,968	8,200	3,400	8,800
PERS Retirement	001-031-40012	25,576	36,900	23,000	58,900
Medical Insurance	001-031-40014	26,192	46,500	18,300	33,500
Medicare Insurance	001-031-40017	3,321	5,200	3,200	5,500
Life and Disability	001-031-40018	2,668	3,700	1,900	4,300
Flexible Spending - Cafeteria	001-031-40022	110	-	-	-
Comptime Buy/Payout	001-031-40026	-	-	2,300	-
Vacation Buy/Payout	001-031-40027	-	-	5,400	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 286,356</b>	<b>\$ 451,700</b>	<b>\$ 264,500</b>	<b>\$ 482,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-031-40100	\$ 863	\$ 1,800	\$ 1,800	\$ 2,000
Public/Legal Notices	001-031-40200	-	200	200	200
Memberships and Dues	001-031-40300	290	300	300	300
Training and Meetings	001-031-40400	991	1,300	1,300	1,300
Equipment/Materials	001-031-40700	324	600	600	1,300
Contract Professional Svcs	001-031-44000	178,918	20,000	176,000	20,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 181,386</b>	<b>\$ 24,200</b>	<b>\$ 180,200</b>	<b>\$ 25,100</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 467,742</b>	<b>\$ 475,900</b>	<b>\$ 444,700</b>	<b>\$ 507,700</b>



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# City of Seal Beach

## COMMUNITY DEVELOPMENT BLOCK GRANT

### **Managing Department Head:**

Director of Community Development

### **Mission Statement**

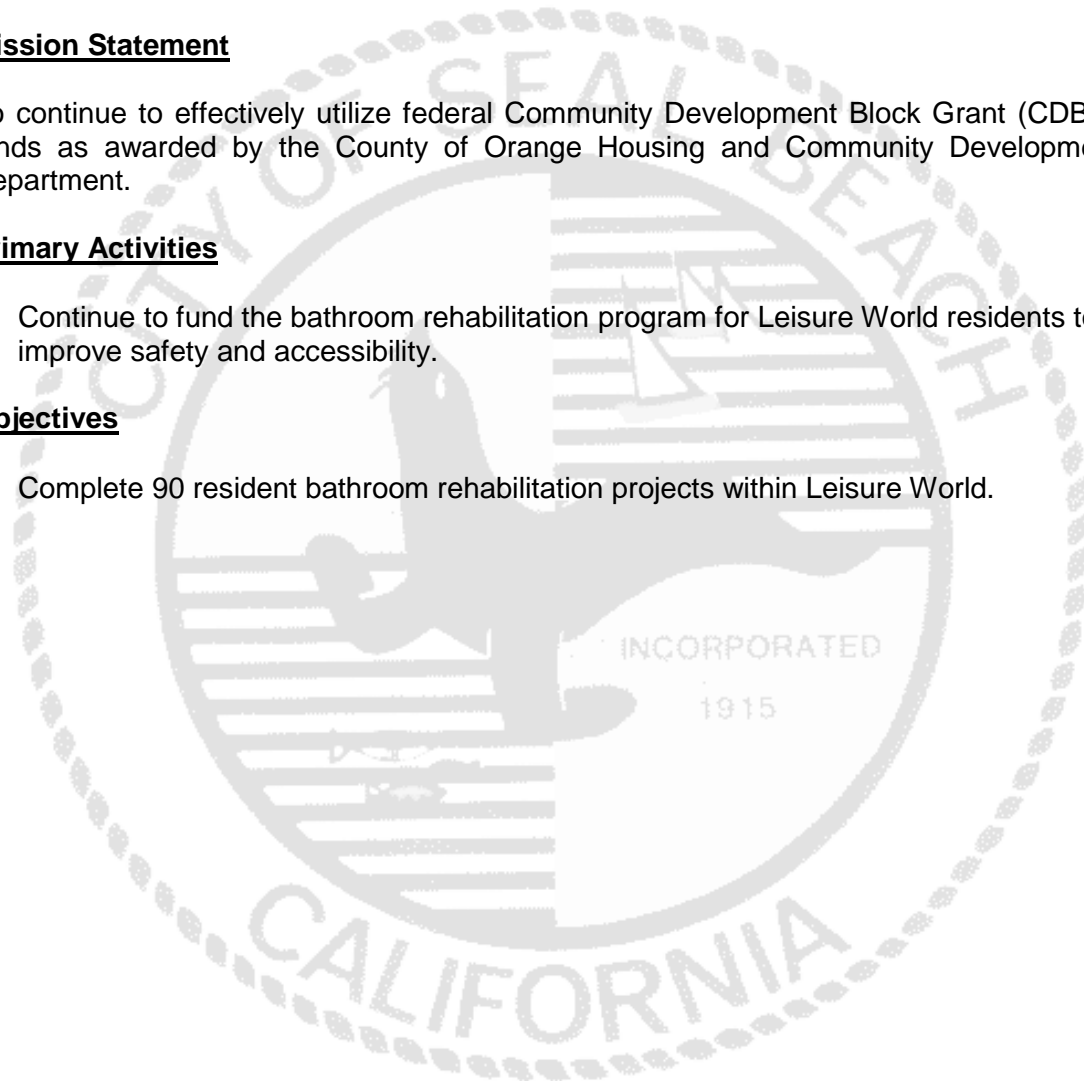
To continue to effectively utilize federal Community Development Block Grant (CDBG) funds as awarded by the County of Orange Housing and Community Development Department.

### **Primary Activities**

- Continue to fund the bathroom rehabilitation program for Leisure World residents to improve safety and accessibility.

### **Objectives**

- Complete 90 resident bathroom rehabilitation projects within Leisure World.



DEPARTMENT: Community Development  
 FUND: 072 Community Development Block Grant

Account Code: 072-030

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
<b>TOTAL</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Leisure World restroom rehabilitation program

DEPARTMENT: Community Development  
 FUND: 072 Community Development Block Grant

Account Code: 072-030

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	072-030-44000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ (2,409)	\$ (2,409)	\$ (2,409)	\$ -
Revenues	180,000	180,000	182,409	180,000
Expenditures	(180,000)	(180,000)	(180,000)	(180,000)
Ending Fund Balance	<u>\$ (2,409)</u>	<u>\$ (2,409)</u>	<u>\$ -</u>	<u>\$ -</u>



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# City of Seal Beach

## ADMINISTRATIVE ENGINEERING

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

To administer planning, programming, budgeting, construction, and maintenance of the infrastructure in a cost-effective way that meets the overall needs of the community.

### **Primary Activities**

Capital Improvement Program (CIP) - determine projects; seek and secure grant funds; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; coordinate with other departments and agencies; conduct community meetings and prepare presentations and press releases; prepare and present agenda reports to Council, respond to public inquiries; adhere to multi-agency funding and environmental requirements.

Regular Activities - development plan check: tract maps, lot line adjustments, utility plans, grading, implement best management practices; issue permits for grading; respond to public, Council and other agencies requests for information on plans, permits, surveys, flood zones and standard plans; track all service requests; prepare maps and blue prints; manage and update the geographic information system (GIS), and manage and file over 7000 record drawings; apply for all available grant funding sources; manage various sources of funding.

Construction Management/Inspection - inspection of grading, public, and private improvements, respond to citizen requests concerning construction activities, enforce City and agency regulations, and ensure quality assurance and conformance to plans, specifications and standards.

Outside Agency Coordination and/or Compliance with Regulations - National Pollution Discharge Elimination System permit; Regional Water Quality Control Board; California Department of Transportation, Orange County Flood Control, Orange County Public Works Department, All surrounding Cities, California Department of Health, Air Quality Management District, California Coastal Commission, Southern California Edison, Southern California Gas, Time-Warner Cable, Verizon, Naval Weapons Station, California Coastal Conservancy, California Fish and Game, California Fish and Wildlife, Orange County Transportation Authority, OSHA, Environmental Protection Agency, Orange County Water District, Municipal Water District of Orange County, West Orange County Water District, Orange County Sanitation District.

### **Objectives**

To provide professional, technical, and administrative assistance to the public and City Council.

To provide a new in house full time Public Works Inspector for construction projects, water conservation violations, NPDES and inspect residential/commercial Water Quality measures.

DEPARTMENT: Public Works  
 FUND: 001-016 Senior Bus

Account Code: 001-016

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 169,797	\$ 180,000	\$ 175,000	\$ 180,000
<b>TOTAL</b>	<u>\$ 169,797</u>	<u>\$ 180,000</u>	<u>\$ 175,000</u>	<u>\$ 180,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Western Transit (Keolis)



City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 001-016 Senior Bus

Account Code: 001-016

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	001-016-44000	\$ 169,797	\$ 180,000	\$ 175,000	\$ 180,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 169,797</u>	<u>\$ 180,000</u>	<u>\$ 175,000</u>	<u>\$ 180,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 169,797</u>	<u>\$ 180,000</u>	<u>\$ 175,000</u>	<u>\$ 180,000</u>

DEPARTMENT: Public Works Account Code: 001-042  
 FUND: 001 General Fund - Administration and Engineering

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 56,966	\$ 56,700	\$ 56,100	\$ 51,800
Maintenance and Operations	35,440	35,900	31,800	33,400
<b>TOTAL</b>	<b>\$ 92,406</b>	<b>\$ 92,600</b>	<b>\$ 87,900</b>	<b>\$ 85,200</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40100	Office Supplies	Office supplies
40300	Memberships and Dues	APWA, ASCE, CA PE License, ITE, NWOCPWD, CEADOC
40400	Training and Meetings	League of Cities, Traffic Engineering Course, report writing, map act, inspection courses, EIT training, water certification, professional engineering license
44000	Contract Professional Svcs	Miscellaneous Professional Engineering, Development Engineering Support, AutoCAD software subscription, Grant submission support, and GIS upgrade.

DEPARTMENT: Public Works Account Code: 001-042  
 FUND: 001 General Fund - Administration and Engineering

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-042-40001	\$ 38,784	\$ 39,200	\$ 38,700	\$ 35,900
Part-time	001-042-40004	3,699	3,100	5,300	2,500
Cell Phone Allowance	001-042-40009	1,607	200	100	-
Deferred Comp - Cafeteria	001-042-40010	58	100	100	-
Deferred Comp	001-042-40011	883	900	700	800
PERS Retirement	001-042-40012	5,191	6,500	5,000	6,200
PARS Retirement	001-042-40013	48	100	100	100
Medical Insurance	001-042-40014	5,530	5,100	3,900	5,300
AFLAC Cafeteria	001-042-40015	5	-	-	-
Medicare Insurance	001-042-40017	439	600	500	600
Life and Disability	001-042-40018	379	400	200	400
Vacation Buy/Payout	001-042-40027	343	500	1,500	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 56,966</b>	<b>\$ 56,700</b>	<b>\$ 56,100</b>	<b>\$ 51,800</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-042-40100	\$ 1,150	\$ 1,800	\$ 1,800	\$ 1,800
Memberships and Dues	001-042-40300	115	2,600	1,000	1,600
Training and Meetings	001-042-40400	3,239	3,500	1,000	2,000
Equipment/Materials	001-042-40700	52	-	-	-
Special Departmental	001-042-40800	185	-	-	-
Contract Professional	001-042-44000	30,699	28,000	28,000	28,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 35,440</b>	<b>\$ 35,900</b>	<b>\$ 31,800</b>	<b>\$ 33,400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 92,406</b>	<b>\$ 92,600</b>	<b>\$ 87,900</b>	<b>\$ 85,200</b>



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# City of Seal Beach

# STORM DRAINS

## **Managing Department Head:**

Director of Public Works

## **Mission Statement**

To ensure proper conveyance of storm water for flood protection while maintaining mandated levels of ocean water quality.

## **Primary Activities**

Maintenance - inspecting, cleaning, maintaining, and tracking catch basins, catch basin filters, catch basin screens, storm drains, culverts, and other storm water conveyances, maintaining and operating a storm water pumping station, testing of debris trapped in catch basins. Engineering - compliance and enforcement of Federal, State, and local regulations for the protection of water quality, implementation of the city's NPDES Local Implementation Plan (LIP) and the Drainage Area Master Plan (DAMP), compiling annual Program Effectiveness Reports, plan checking and site checking storm drains, and implementation of Best Management Practices, attend mandated storm water meetings, issuance of Notice of Violations and public education for water quality protection.

Capital Improvement Program - Identify projects; seek and secure project funds; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; coordinate with other departments and agencies; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change order, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts.

## **Objectives**

- Maintains the existing storm drain infrastructure of over 216 catch basins, several thousand linear feet of storm drains, and the West End Pump Station.
- Continue ongoing improvements to the West End Pump Station to maximize the efficiency.
- The City continues to seek outside grant funding to improve the infrastructure.
- Performs inspection and maintenance of storm drain filters and screens. Each catch basin is inspected and cleaned at least twice per year. In addition, the Division is in the second year of replacing catch basin screens.
- The Santa Ana Regional Water Quality Control Board is in the process of issuing a new NPDES permit for the County of Orange and its' co-permittees. Compliance with the new permit may require expenditures not contemplated in this budget.
- Evaluate the temporary storm pumps for ongoing versus permanent solution.

DEPARTMENT: Public Works  
 FUND: 001 General Fund - Storm Drains

Account Code: 001-043

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 197,535	\$ 237,000	\$ 220,300	\$ 277,000
Maintenance and Operations	243,563	183,600	153,300	163,500
<b>TOTAL</b>	<b>\$ 441,098</b>	<b>\$ 420,600</b>	<b>\$ 373,600</b>	<b>\$ 440,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40400	Training and Meetings	Staff trainings
40700	Equipment/Materials	Materials for West End Pump Station
41020	Electricity	Electricity for West End Pump Station
44000	Contract Professional Svcs	NPDES program consultant, catch basin maint., Beehive SD module and license fee, storm drain video inspection, catch basin filter replacement, professional engineering services, winter storm pump rental, storm preparation flyers, and employee uniforms
44001	Special Expense - Ironwood	DMS Property Management
45000	Intergovernmental	State Water Resources Control Board, NPDES permit County Orange, AQMD permit fee and LA County property tax

DEPARTMENT: Public Works Account Code: 001-043  
 FUND: 001 General Fund - Storm Drains

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-043-40001	\$ 140,541	\$ 167,500	\$ 148,800	\$ 143,300
Over-time	001-043-40003	3,716	5,000	4,200	5,000
Part-time	001-043-40004	6,769	4,200	9,100	70,800
Cell Phone Allowance	001-043-40009	450	600	200	-
Deferred Comp - Cafeteria	001-043-40010	1,500	2,100	1,800	1,700
Deferred Compensation	001-043-40011	2,927	3,300	3,200	2,700
PERS Retirement	001-043-40012	18,577	27,000	25,100	24,300
PARS Retirement	001-043-40013	123	100	200	900
Medical Insurance	001-043-40014	18,425	21,400	21,900	22,500
AFLAC Cafeteria	001-043-40015	214	300	300	300
Medicare Insurance	001-043-40017	2,077	2,700	2,300	3,300
Life and Disability	001-043-40018	1,561	1,800	1,600	1,600
Cafeteria Taxable	001-043-40023	60	200	300	300
Comptime Buy/Payout	001-043-40026	128	-	200	-
Vacation Buy/Payout	001-043-40027	467	800	1,100	300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 197,535</b>	<b>\$ 237,000</b>	<b>\$ 220,300</b>	<b>\$ 277,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Memberships and Dues	001-043-40300	\$ 36	\$ -	\$ -	\$ -
Training and Meetings	001-043-40400	-	1,000	500	1,000
Equipment/Materials	001-043-40700	8,558	3,000	3,800	6,000
Electricity	001-043-41020	12,427	11,000	15,000	12,500
Contract Professional	001-043-44000	177,554	108,600	100,000	82,900
Special Expense - Ironwood	001-043-44001	3,853	-	4,000	4,000
Intergovernmental	001-043-45000	41,135	60,000	30,000	57,100
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 243,563</b>	<b>\$ 183,600</b>	<b>\$ 153,300</b>	<b>\$ 163,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 441,098</b>	<b>\$ 420,600</b>	<b>\$ 373,600</b>	<b>\$ 440,500</b>



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# City of Seal Beach

# STREET MAINTENANCE

## **Managing Department Head:**

Director of Public Works

## **Mission Statement**

To maintain infrastructure and provide clean and safe roadways, signals, sidewalk, medians, and traffic signage and striping within the public right of way and to promote efficient flow of traffic by providing safe, reliable, cost effective signalization of our roadways.

## **Primary Activities**

Regular activities - Maintenance - sidewalk and gutter patching, pothole repair, road maintenance, traffic markings and signage, paver installation, street litter, Underground Service Alert marking. Engineering - Capital Improvement program (CIP), development review, plan checks, reports, coordinate, budget, permit all activities for street facilities including bridges, overcrossings, streets, sidewalks, curbs, gutters, patching, striping, medians, traffic signal construction, maintenance and repairs, street lighting, street sweeping, street tree trimming and installation; Contract Administration: street patching, striping, sweeping, traffic signals, median and parkway maintenance and senior bus program; Development plan check - utility plans, streets, storm water pollution prevention plans, best management practices; Permits - street excavation, dumpsters/street obstruction, tree planting and removal, cranes, monitoring wells, and traffic control; Routine - respond to public, council and other agency requests for information on plans, permits, CIP, and standard plans; track all street related service requests; prepare maps and blue prints; manage and update the geographic information system (GIS), and manage and file over 7000 record drawings; administer the pavement management system; apply for all available grant funding sources; manage various funding sources; and provide support for other public works divisions. This budget includes increases in service for street tree trimming and for Main Street sidewalk cleaning. The cost of City support for community events such as the car show and 10k run are now included in this cost center.

## **Objectives**

- The Public Works Department oversees contract services such as street sweeping, street tree trimming, median and parkway landscape maintenance, traffic signal maintenance, street patching and striping, and the operation of the senior bus. These contracts are managed under the direction of the Deputy Director of Public Works/Maintenance and Utilities.
- The maintenance crews of the department will continue with routine maintenance such as patching of sidewalks, gutters, potholes, and signs. In-house crews have replaced damaged sidewalk with pavers around mature ficus trees at a rate of one location per month and will continue to work at other high pedestrian locations.
- The City Engineer is continuing to manage the City's aggressive CIP program. The division is moving forward to rehabilitate the City's street infrastructure, meet ocean and water quality goals, adhere to new regulatory mandates, provide enhanced information and services to the public on the internet, apply for available grant funding and to continue to update the Geographical Information System (GIS) as a tool for staff and the public. Street paving has become an issue with the community and much progress has been made in the past few years.
- A large portion of the costs for the CIP is allocated to the following projects: local residential street paving projects, signal improvement, trees, and arterial rehabilitation projects.

DEPARTMENT: Public Works Account Code: 001-044  
 FUND: 001 General Fund - Street Maintenance

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 578,413	\$ 585,800	\$ 494,500	\$ 461,200
Maintenance and Operations	666,220	649,171	533,200	233,100
<b>TOTAL</b>	<b>\$ 1,244,633</b>	<b>\$ 1,234,971</b>	<b>\$ 1,027,700</b>	<b>\$ 694,300</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40023	Cafeteria - Taxable	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40300	Membership Dues	Annual membership
40400	Training and meetings	Staff training and development
40700	Equipment/Materials	Asphalt hot/cold mix, traffic signs, graffiti abatement, pavers, sand bags, equipment, materials, and tools
40800	Special Departmental	Trimming of parkway and median trees
40801	Street Sweeping	Provides street sweeping
41000	Telephone	Cell phone costs
41020	Electricity	Electricity costs
44000	Contract Professional Svcs	Traffic signal maint., lighting maint. Contract, concrete repairs, traffic engineering services, and Beehive Permitting Software License

DEPARTMENT: Public Works Account Code: 001-044  
 FUND: 001 General Fund - Street Maintenance

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-044-40001	\$ 415,046	\$ 416,900	\$ 337,700	\$ 297,300
Over-time	001-044-40003	1,698	5,000	1,600	5,000
Part-time	001-044-40004	18,892	5,300	12,200	40,100
Cell Allowance	001-044-40009	-	1,100	300	-
Deferred Comp - Cafeteria	001-044-40010	5,210	5,000	4,100	3,100
Deferred Compensation	001-044-40011	7,969	7,500	5,900	5,700
PERS Retirement	001-044-40012	55,217	68,100	60,200	51,000
PARS Retirement	001-044-40013	245	100	200	500
Medical Insurance	001-044-40014	59,613	62,200	57,100	48,000
AFLAC Cafeteria	001-044-40015	546	600	600	300
Medicare Insurance	001-044-40017	5,717	6,500	4,700	5,100
Life and Disability	001-044-40018	4,592	4,600	3,600	3,400
Cafeteria - Taxable	001-044-40023	404	400	800	1,100
Comptime Buy/Payout	001-044-40026	928	-	600	-
Vacation Buy/Payout	001-044-40027	2,336	2,500	4,900	600
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 578,413</b>	<b>\$ 585,800</b>	<b>\$ 494,500</b>	<b>\$ 461,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-044-40100	\$ 26	\$ -	\$ -	\$ -
Membership	001-044-40300	633	500	200	500
Training and Meetings	001-044-40400	819	1,500	500	1,500
Equipment/Materials	001-044-40700	29,309	36,000	30,000	31,200
Special Departmental	001-044-40800	105,278	101,800	-	-
Street Sweeping	001-044-40801	86,919	115,000	115,000	115,000
Telephone	001-044-41000	381	500	500	1,900
Electricity	001-044-41020	18,610	15,000	17,000	17,000
Contract Professional	001-044-44000	424,245	378,871	370,000	66,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 666,220</b>	<b>\$ 649,171</b>	<b>\$ 533,200</b>	<b>\$ 233,100</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,244,633</b>	<b>\$ 1,234,971</b>	<b>\$ 1,027,700</b>	<b>\$ 694,300</b>



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# City of Seal Beach

# FLEET MAINTENANCE

## **Managing Department Head:**

Director of Public Works

## **Mission Statement**

To ensure that City vehicles and equipment are available, dependable, safe to operate, cost effective, and energy efficient.

## **Primary Activities**

Routine Activities - primary activities include tune-ups, brake work, fuel system service, electrical system service, mount, balance, and repair tires, transmission service, smog service, diesel and gasoline engine overhauls, welding and fabrication, safety inspection, interior or exterior repair, procurement of parts and materials, bid specifications, suspension service, vehicle modifications and the purchase of fuel.

## **Objectives**

- Recent accomplishments include adoption of a Fleet Management Plan (June 11, 2012), and operation of vehicle replacement internal service fund. The fund recognizes the annual cost of operating the vehicles needed to carry out the City's mission and also plans for future replacement of vehicles in the most efficient manner possible.
- Maintenance of over 115 vehicles and equipment is performed using one full-time mechanic and one part-time mechanic.
- The cost of fuel has fluctuated during the previous budget years. The City has added two backup power sources and is currently in construction for a third at facilities that require maintenance and fueling.
- Continue to utilize Dossier and Voyager to schedule PM maintenance.
- Continue to bring more repairs and maintenance in house.
  - Decrease the vehicle and equipment down time
  - Lower repair costs
- Create a Master Preventative Maintenance Schedule to prolong the life of equipment and vehicles.
- Create a Master Parts Inventory and re-order schedule to assist in maintenance efficiency.

DEPARTMENT: Public Works Account Code: 001-050  
 FUND: 001 General Fund - Vehicle Maintenance

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 124,796	\$ 115,400	\$ 105,700	\$ 112,600
Maintenance and Operations	271,851	302,180	291,000	276,000
<b>TOTAL</b>	<b>\$ 396,647</b>	<b>\$ 417,580</b>	<b>\$ 396,700</b>	<b>\$ 388,600</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40028	Sick Payout	Employee benefits costs
40300	Memberships and Dues	Annual membership
40400	Training and Meetings	Staff trainings
40700	Equipment/Materials	Auto parts and materials to maintain approx 100 vehicles and equipment
40800	Special Departmental	Fuel for fleet vehicles, diesel, natural gas for police, lifeguard/admin, emergency generators and fuel polishing contract for the generator
44000	Contract Professional Svcs	Vehicle/Motorcycle maintenance, waste oil disposal, uniforms, contract mechanics and contract auto maintenance

DEPARTMENT: Public Works Account Code: 001-050  
 FUND: 001 General Fund - Vehicle Maintenance

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-050-40001	\$ 64,583	\$ 66,700	\$ 54,100	\$ 63,100
Overtime	001-050-40003	195	-	-	-
Part-time	001-050-40004	37,312	23,800	27,500	22,900
Cell Phone Allowance	001-050-40009	-	100	100	-
Deferred Comp-Cafeteria	001-050-40010	288	500	600	700
Deferred Compensation	001-050-40011	1,254	1,300	800	1,100
PERS Retirement	001-050-40012	8,437	10,400	9,200	10,300
PARS Retirement	001-050-40013	484	300	400	300
Medical Insurance	001-050-40014	9,502	9,700	9,400	12,200
Medicare Insurance	001-050-40017	1,518	1,400	1,200	1,300
Life and Disability	001-050-40018	756	700	600	700
Vacation Buy/Payout	001-050-40027	467	500	1,100	-
Sick Payout	001-050-40028	-	-	700	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 124,796</b>	<b>\$ 115,400</b>	<b>\$ 105,700</b>	<b>\$ 112,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Memberships and Dues	001-050-40300	\$ 36	\$ 500	\$ 500	\$ 500
Training and Meetings	001-050-40400	-	1,000	500	1,000
Equipment/Materials	001-050-40700	59,526	45,180	45,000	55,800
Special Departmental	001-050-40800	182,480	220,000	210,000	174,400
Contract Professional Svcs	001-050-44000	29,809	35,500	35,000	44,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 271,851</b>	<b>\$ 302,180</b>	<b>\$ 291,000</b>	<b>\$ 276,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 396,647</b>	<b>\$ 417,580</b>	<b>\$ 396,700</b>	<b>\$ 388,600</b>



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## City of Seal Beach

# REFUSE SERVICES

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

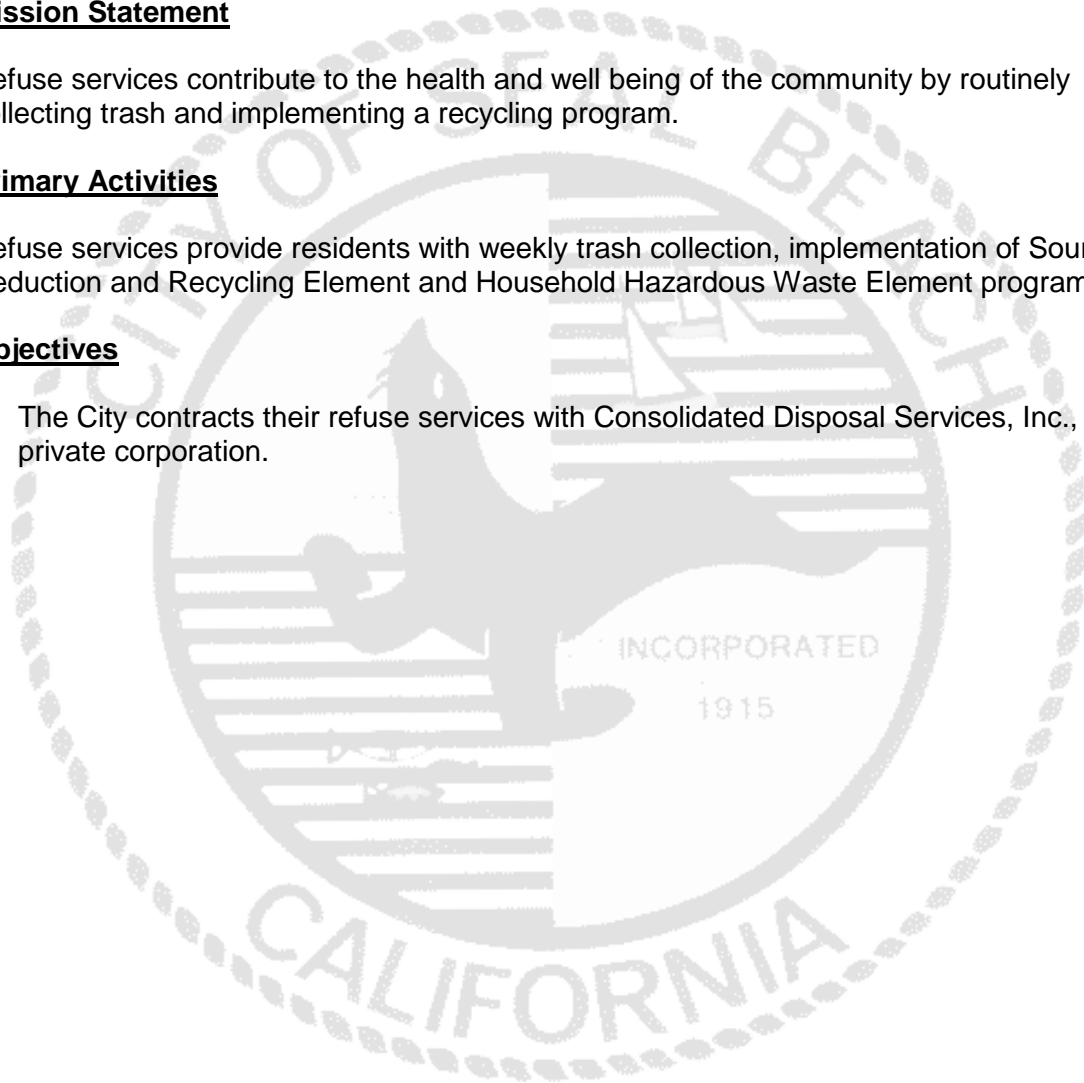
Refuse services contribute to the health and well being of the community by routinely collecting trash and implementing a recycling program.

### **Primary Activities**

Refuse services provide residents with weekly trash collection, implementation of Source Reduction and Recycling Element and Household Hazardous Waste Element programs.

### **Objectives**

- The City contracts their refuse services with Consolidated Disposal Services, Inc., a private corporation.



City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works Account Code: 001-051  
 FUND: 001- General Fund - Refuse

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 1,139,917	\$ 1,325,000	\$ 1,150,000	\$ 1,150,000
<b>TOTAL</b>	<u>\$ 1,139,917</u>	<u>\$ 1,325,000</u>	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Consolidated Disposal Services, Inc.

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 001- General Fund - Refuse

Account Code: 001-051

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Refuse	001-051-44000	\$ 1,139,917	\$ 1,325,000	\$ 1,150,000	\$ 1,150,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ 1,139,917	\$ 1,325,000	\$ 1,150,000	\$ 1,150,000
<b>TOTAL EXPENDITURES</b>		\$ 1,139,917	\$ 1,325,000	\$ 1,150,000	\$ 1,150,000



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# City of Seal Beach

## BUILDING AND FACILITIES MAINTENANCE

**Managing Department Head:**  
Director of Public Works

### **Mission Statement**

Maintain clean and safe public buildings and facilities in a cost effective manner for citizens, visitors, and City staff.

### **Primary Activities**

Regular activities - activities include janitorial, elevators, roofing, heating, air conditioning, water, electrical, plumbing, light fixtures, windows, carpeting, doors, locks, cabinets and furniture, phone system, interior and exterior walls, pest control, termites, fumigation, landscaping maintenance at buildings/facilities and overall aesthetics.

Capital Improvement Program: Buildings and Grounds - determine projects; seek and secure grant funds; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; conduct community meetings and prepare presentations and press releases; prepare Council reports for advertisements, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts.

### **Objectives**

- In FY 2012-13 the City completed a light remodel of City Hall. Similar projects are scheduled for the City Council Chambers and the Public Works Administration Building. On October 10, 2011 the City council adopted a Facility Condition Assessment of all city owned facilities. The emergency repairs identified within the assessment are ongoing. Funding options are being evaluated for the remainder of the improvements identified within the plan.
- Funding for the work to be done in-house or by small contract is included in this budget. Other work was proposed in the Capital Improvement section.

DEPARTMENT: Public Works Account Code: 001-052  
 FUND: 001 General Fund - Building Maintenance

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 76,944	\$ 81,400	\$ 68,000	\$ 143,400
Maintenance and Operations	378,211	373,000	359,000	249,400
Debt Service	963,041	169,800	169,800	169,800
<b>TOTAL</b>	<b>\$ 1,418,196</b>	<b>\$ 624,200</b>	<b>\$ 596,800</b>	<b>\$ 562,600</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40030	Unemployment	Employee benefits costs
40700	Equipment/Materials	Building materials/supplies for electrical, plumbing, painting, roofing, and wall repair
41000	Telephone	Telephone expense related to the City
41010	Gas	Gas expense related to the City
41020	Electricity	Electricity expense related to the City and charging station
44000	Contract Professional Svcs	Landscape maint at City facilities HVAC maint, pest control, irrigation repairs, elevator maint (PD & CH), janitorial contract, Rec facilities janitorial, termite control, fire extinguisher McGaugh Pool maintenance, electrical repairs, bldg roof repairs, tree trimming, AQMD permit fee, restroom/janitorial paper supplies, locksmith/pond maintenance, and window/doors/drain cleaning
47444	Lease Payments	Debt service lease payments - City National Bank
47888	Principal Payments	Debt service principal - City National Bank
47999	Interest Payments	Interest payments - City National Bank

DEPARTMENT: Public Works Account Code: 001-052  
 FUND: 001 General Fund - Building Maintenance

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-052-40001	\$ 59,422	\$ 61,400	\$ 48,800	\$ 104,700
Over-time	001-052-40003	179	200	500	200
Cell Phone Allowance	001-052-40009	-	200	100	-
Deferred Comp - Cafeteria	001-052-40010	1,073	1,200	1,100	1,300
Deferred Compensation	001-052-40011	1,256	1,300	800	2,100
PERS Retirement	001-052-40012	7,798	9,500	8,300	16,800
Medical Insurance	001-052-40014	5,298	5,300	5,300	15,000
AFLAC Cafeteria	001-052-40015	-	-	100	100
Medicare Insurance	001-052-40017	733	1,000	600	1,600
Life and Disability	001-052-40018	654	600	500	1,400
Comptime Buy/Payout	001-052-40026	64	-	100	-
Vacation Buy/Payout	001-052-40027	467	700	1,100	200
Unemployment Building	001-052-40030	-	-	700	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 76,944</b>	<b>\$ 81,400</b>	<b>\$ 68,000</b>	<b>\$ 143,400</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Memberships and Dues	001-052-40300	\$ 36	\$ -	\$ -	\$ -
Equipment/Materials	001-052-40700	20,521	15,000	18,000	20,000
Telephone	001-052-41000	21,725	20,000	21,000	23,900
Gas	001-052-41010	3,429	5,000	5,000	5,000
Electricity	001-052-41020	51,305	40,000	45,000	50,000
Contract Professional Svcs	001-052-44000	281,195	293,000	270,000	150,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 378,211</b>	<b>\$ 373,000</b>	<b>\$ 359,000</b>	<b>\$ 249,400</b>
<b>DEBT SERVICE PAYMENT</b>					
Lease Payments	001-052-47444	\$ 944,318	\$ -	\$ -	\$ -
Debt Service - Principal	001-052-47888	-	120,200	120,200	124,300
Interest Payments	001-052-47999	18,723	49,600	49,600	45,500
<b>TOTAL DEBT SERVICE PAYMENT</b>		<b>\$ 963,041</b>	<b>\$ 169,800</b>	<b>\$ 169,800</b>	<b>\$ 169,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,418,196</b>	<b>\$ 624,200</b>	<b>\$ 596,800</b>	<b>\$ 562,600</b>



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# City of Seal Beach

## AIR QUALITY IMPROVEMENT

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

The Air Quality Improvement Program Fund accounts for supplemental vehicle license fee revenue distributed to Cities by the South Coast Air Quality Management District pursuant to Assembly Bill 2766. Expenditures are limited to programs, which will reduce air pollution by reducing, directly or indirectly, mobile source emission pollutants (i.e. trip reduction, transit and traffic flow improvements, alternative fuel vehicles).

### **Primary Activities**

This program funds the transportation of seniors through the Orange County Senior Transportation Program. This program funds the transportation and mobility of seniors citywide to reduce emissions, vehicle trips and improve air quality.

### **Objectives**

- The objective of this program is to ensure the highest activity for seniors having a low financial impact to the City.
- Monitor and review the contract agreement and determine if a new provider is needed based on increases in recent fuel prices.

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 012 Air Quality Improvement

Account Code: 012-700

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 30,423	\$ 30,000	\$ 30,000	\$ 30,000
<b>TOTAL</b>	<u>\$ 30,423</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Senior transportation program

DEPARTMENT: Public Works  
 FUND: 012 Air Quality Improvement

Account Code: 012-700

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof Svcs	012-700-44000	\$ 30,423	\$ 30,000	\$ 30,000	\$ 30,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 30,423</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 30,423</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 7,903	\$ 8,012	\$ 8,012	\$ 8,012
Revenues	30,531	30,000	30,000	30,000
Expenditures	(30,423)	(30,000)	(30,000)	(30,000)
Ending Fund Balance	<u>\$ 8,012</u>	<u>\$ 8,012</u>	<u>\$ 8,012</u>	<u>\$ 8,012</u>

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 016 Park Improvement

Account Code: 016-800

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ -	\$ 10,000	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Edison park improvement

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 016 Park Improvement

Account Code: 016-800

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	016-800-44000	\$ -	\$ 10,000	\$ -	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ -	\$ 10,000	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 10,000	\$ -	\$ -

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 28,174	\$ 48,441	\$ 48,441	\$ 59,041
Revenues	20,267	200	10,600	300
Expenditures	-	(10,000)	-	-
Ending Fund Balance	\$ 48,441	\$ 38,641	\$ 59,041	\$ 59,341

DEPARTMENT: Public Works  
 FUND: 040 Gas Tax

Account Code: 040-090

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 801,876	\$ 1,002,000	\$ 402,000	\$ 1,132,000
<b>TOTAL</b>	<b>\$ 801,876</b>	<b>\$ 1,002,000</b>	<b>\$ 402,000</b>	<b>\$ 1,132,000</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	State Controller - Annual Street Report	
47000	Transfers Out	Transfer to Capital Fund for projects:	<b>Amount</b>
	ST1408	Traffic Management Center Upgrade	75,000
	ST1508	Old Town Parking and Signage Improvemen	100,000
	ST1601	Annual Slurry Seal Program	70,000
	ST1604	Annual Concrete Repair Program	25,000
	ST1605	Annual Striping program	25,000
	ST1606	Annual Signage Replacement	10,000
	ST1610	Westminster Ave. Rehabilitation	200,000
	ST1701	Annual Slurry Seal Program	100,000
	ST1704	Annual Concrete Repair Program	50,000
	ST1705	Annual Striping program	25,000
	ST1708	Westminster/17th St. Corridor Traffic Signal	50,000
		<b>Total CIP Projects</b>	<b>730,000</b>
47002	Transfers Out - Operation	Transfer to General Fund for overhead street maintenance	

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 040 Gas Tax

Account Code: 040-090

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	040-090-44000	\$ 1,025	\$ 2,000	\$ 2,000	\$ 2,000
Transfers Out - CIP	040-090-47000	800,851	1,000,000	400,000	730,000
Transfers Out - Operations	040-090-47002	-	-	-	400,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 801,876</b>	<b>\$ 1,002,000</b>	<b>\$ 402,000</b>	<b>\$ 1,132,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 801,876</b>	<b>\$ 1,002,000</b>	<b>\$ 402,000</b>	<b>\$ 1,132,000</b>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 769,437	\$ 717,700	\$ 717,700	\$ 892,700
Revenues	750,140	572,700	577,000	649,500
Expenditures	(801,876)	(1,002,000)	(402,000)	(1,132,000)
Ending Fund Balance	<b>\$ 717,700</b>	<b>\$ 288,400</b>	<b>\$ 892,700</b>	<b>\$ 410,200</b>



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## City of Seal Beach

# MEASURE M2

### **Managing Department Head:**

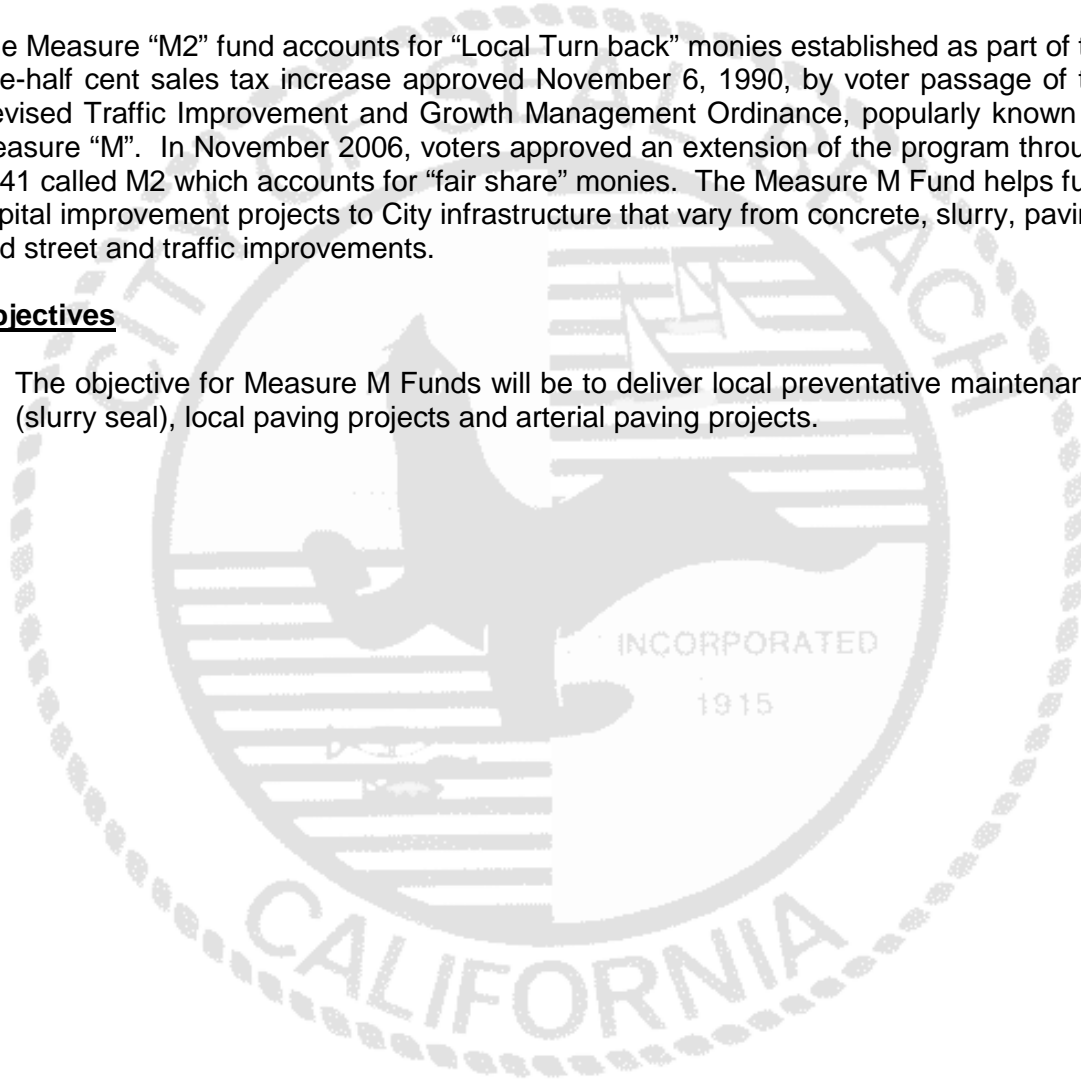
Director of Public Works

### **Primary Activities**

The Measure “M2” fund accounts for “Local Turn back” monies established as part of the one-half cent sales tax increase approved November 6, 1990, by voter passage of the Revised Traffic Improvement and Growth Management Ordinance, popularly known as Measure “M”. In November 2006, voters approved an extension of the program through 2041 called M2 which accounts for “fair share” monies. The Measure M Fund helps fund capital improvement projects to City infrastructure that vary from concrete, slurry, paving, and street and traffic improvements.

### **Objectives**

- The objective for Measure M Funds will be to deliver local preventative maintenance (slurry seal), local paving projects and arterial paving projects.



DEPARTMENT: Public Works  
 FUND: 042 Measure M2

Account Code: 042-099

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 417,378	\$ 575,000	\$ 500,000	\$ 1,050,000
<b>TOTAL</b>	<b>\$ 417,378</b>	<b>\$ 575,000</b>	<b>\$ 500,000</b>	<b>\$ 1,050,000</b>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:	<u>Amount</u>
		ST1602 Local Street Resurfacing Program	275,000
		ST1610 Westminster Ave. Rehabilitation	300,000
		ST1702 Local Street Resurfacing Program	275,000
		ST1703 Arterial Street Resurfacing Program	200,000
		<b>Total CIP Projects</b>	<b>1,050,000</b>

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 042 Measure M2

Account Code: 042-099

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	042-099-47000	\$ 417,378	\$ 575,000	\$ 500,000	\$ 1,050,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 417,378</u>	<u>\$ 575,000</u>	<u>\$ 500,000</u>	<u>\$ 1,050,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 417,378</u>	<u>\$ 575,000</u>	<u>\$ 500,000</u>	<u>\$ 1,050,000</u>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 881,259	\$ 865,952	\$ 865,952	\$ 823,952
Revenues	402,071	453,800	458,000	456,000
Expenditures	(417,378)	(575,000)	(500,000)	(1,050,000)
Ending Fund Balance	<u>\$ 865,952</u>	<u>\$ 744,752</u>	<u>\$ 823,952</u>	<u>\$ 229,952</u>

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 048 Parking In-lieu

Account Code: 048-400

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ (3,142)	\$ -	\$ -	\$ -
<b>TOTAL</b>	<u>\$ (3,142)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

47000      Transfer Out      Transfer to Capital Fund for Project from prior year

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 048 Parking In-lieu

Account Code: 048-400

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	048-400-47000	\$ (3,142)	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ (3,142)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ (3,142)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 122,379	\$ 137,021	\$ 137,021	\$ 167,021
Revenues	11,500	-	30,000	-
Expenditures	3,142	-	-	-
Ending Fund Balance	<u>\$ 137,021</u>	<u>\$ 137,021</u>	<u>\$ 167,021</u>	<u>\$ 167,021</u>

DEPARTMENT: Public Works  
 FUND: 049 - Traffic Impact AB1600

Account Code: 049

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ -	\$ 350,000	\$ 210,000	\$ 330,000
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 210,000</u>	<u>\$ 330,000</u>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out - CIP	Transfer to Capital Fund for project ST1207	
47002	Transfer Out - Operation	Transfer to General Fund for:	<b>Amount</b>
		Long Beach Transit (001-011-44000)	10,000
		Senior Bus Transportation (001-016-44000)	180,000
			<u><b>190,000</b></u>

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 049 - Traffic Impact AB1600

Account Code: 049

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	049-333-44000	\$ -	\$ 30,000	\$ -	\$ -
Transfer Out - CIP	049-333-47000	-	320,000	210,000	140,000
Transfer Out - Operation	049-333-47002	-	-	-	190,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 210,000</b>	<b>\$ 330,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 210,000</b>	<b>\$ 330,000</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 651,579	\$ 659,599	\$ 659,599	\$ 458,999
Revenues	8,020	3,800	9,400	219,500
Expenditures	-	(350,000)	(210,000)	(330,000)
Ending Fund Balance	<b>\$ 659,599</b>	<b>\$ 313,399</b>	<b>\$ 458,999</b>	<b>\$ 348,499</b>

DEPARTMENT: Public Works  
 FUND: 080 City-Wide Grants

Account Code: 080

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 1,033,047	\$ 743,000	\$ -	\$ 974,000
<b>TOTAL</b>	<u>\$ 1,033,047</u>	<u>\$ 743,000</u>	<u>\$ -</u>	<u>\$ 974,000</u>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:	<u>Amount</u>
		ST1408 Traffic Management Center	243,000
		ST1610 Westminster Ave. Rehab.	500,000
		ST1708 Westminster/17th St Traffic Sign Sync	231,000
		<b>Total CIP Projects</b>	<u><b>974,000</b></u>



City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 080 City-Wide Grants

Account Code: 080

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out - OCTA	080-361-47000	\$ -	\$ 743,000	\$ -	\$ 974,000
Transfers Out - BCI	080-364-47000	1,033,047	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 1,033,047</u>	<u>\$ 743,000</u>	<u>\$ -</u>	<u>\$ 974,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,033,047</u>	<u>\$ 743,000</u>	<u>\$ -</u>	<u>\$ 974,000</u>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 146,990	\$ (407,424)	\$ (407,424)	\$ 679,276
Revenues	478,633	1,636,700	1,086,700	2,861,000
Expenditures	(1,033,047)	(743,000)	-	(974,000)
Ending Fund Balance	<u>\$ (407,424)</u>	<u>\$ 486,276</u>	<u>\$ 679,276</u>	<u>\$ 2,566,276</u>



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# City of Seal Beach

## PARKS AND LANDSCAPE SERVICES

### **Managing Department Head:**

Director of Community Development

### **Mission Statement**

To enhance the city's landscape medians, parks, greenbelts and the urban forest.

### **Primary Activities**

Contract activities include annual tree trimming and tree planting; turf maintenance, maintain irrigation systems, playground inspections and maintenance, weed abatement, remove litter in parks, maintenance of portable restrooms and report monthly to the City Tree Advisory Board.

Capital Improvement Program - Parks and Playgrounds - identify projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; conduct community meetings and prepare presentations and press releases; prepare Council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare record progress reports and payments; and prepare record drawings and project closeouts.

### **Objectives**

- This division is managed by the Community Services Department.
- The landscaping and tree maintenance contracts have been bid to obtain the lowest responsible prices.
- Create a comprehensive 3 year landscape tree trimming schedule throughout the city.
- Create an annual park equipment and playground maintenance assessment standards for long term sustainability.
- Adopt and implement the Department of Water Resources, Model Water Efficient Landscape Ordinance (MWELo) 2015.
- Work with the Tree Advisory Committee to sustain and improve the City's urban forest.

DEPARTMENT: Community Services Account Code: 001-049  
 FUND: 001 General Fund - Park and Landscape Services

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 58,054	\$ 61,100	\$ 51,700	\$ 75,100
Maintenance and Operations	251,523	263,416	239,900	645,300
<b>TOTAL</b>	<b>\$ 309,577</b>	<b>\$ 324,516</b>	<b>\$ 291,600</b>	<b>\$ 720,400</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40009	Cell Phone Allowance	Employee salaries costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40700	Equipment/materials	Arbor Park support (doggie bags and fencing), Gumgrove Park support (doggie bags and etc), and misc playground equipment
41000	Telephone	Phone costs
41020	Electricity	Electricity at Parks
44000	Contract Professional Svcs	Park landscape maint., portable restrooms, parkway trees, pest control, tree trimming, lighting repairs, certified playground safety inspections, park irrigation repairs, park fencing repairs, shrub replanting, SB Blvd tree treatment, City facility tree trimming, Main St cleaning, landscape maintenance of medians, and building landscape maintenance

DEPARTMENT: Community Services Account Code: 001-049  
 FUND: 001 General Fund - Park and Landscape Services

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-049-40001	\$ 45,381	\$ 46,100	\$ 37,900	\$ 56,300
Cell Phone Allowance	001-049-40009	-	100	100	-
Deferred Comp - Cafeteria	001-049-40010	829	800	800	900
Deferred Comp	001-049-40011	906	900	700	1,200
PERS Retirement	001-049-40012	6,008	7,600	6,800	9,800
Medical Insurance	001-049-40014	3,513	3,900	3,500	5,400
Medicare Insurance	001-049-40017	623	700	500	900
Life and Disability	001-049-40018	451	500	400	600
Vacation Buy/Payout	001-049-40027	343	500	1,000	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 58,054</b>	<b>\$ 61,100</b>	<b>\$ 51,700</b>	<b>\$ 75,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meeting	001-049-40400	\$ 200	\$ -	\$ -	\$ -
Equipment/Materials	001-049-40700	12,766	17,000	17,000	17,000
Telephone	001-049-41000	-	400	400	-
Electricity	001-049-41020	15,354	11,000	11,000	15,000
Contract Professional	001-049-44000	223,203	235,016	211,500	613,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 251,523</b>	<b>\$ 263,416</b>	<b>\$ 239,900</b>	<b>\$ 645,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 309,577</b>	<b>\$ 324,516</b>	<b>\$ 291,600</b>	<b>\$ 720,400</b>



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## City of Seal Beach

# RECREATION & COMMUNITY SERVICES

### **Managing Department Head:**

Director of Community Development

### **Mission Statement**

The Recreation and Community Services Department is dedicated to supporting the community through people, parks, and programs. The department provides a multi-faceted recreational and community service program that promotes educational and healthy lifestyles in the community for all ages.

### **Primary Activities**

Department programming encompasses a year-round recreation class program, youth and educational camps, tennis, aquatic and sports league programs, youth and adult activities, facility rentals, and community and special events. The department also offers senior services and programs including senior meals-on-wheels, transportation, and tax preparation services. The department provides staff and/or oversight to the Seal Beach Tennis Center, as well as recreational and park activities at fifteen facility sites throughout the city, including management of the community gardens. Department staff administers special event and film permit processing. The department also provides support to Parks and Recreation Commission.

### **Objectives**

- Provide and promote the highest quality of community, social, and recreational programs for the community.
- Provide program and service opportunities that allow people of all ages to share, grow, learn, and participate together.
- Promote community awareness through recreation and special event activities.
- Evaluate the future facility and programming needs of the community and to identify future funding resources to support recreational and community service growth.
- Complete the Community Aquatics Center site assessment and implement the design phase.
- Complete the Seal Beach Tennis Center site design and implement the construction phase.
- Complete the Eisenhower Park playground upgrade.
- Create a three-year comprehensive landscape and tree trimming schedule and performance standards.
- Create an annual park equipment assessment programs for the purpose of long-term sustainability.
- Create additional programs that are operated and administered by City staff.
- Create new recreation programs including the Seal Beach Pumpkin Fest and Seal Beach Summer Sendoff.
- Create additional methods to promote recreation programs.

DEPARTMENT: Community Services Account Code: 001-070  
 FUND: 001 General Fund - Recreation Admin

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 256,651	\$ 309,700	\$ 269,800	\$ 130,900
Maintenance and Operations	62,956	61,000	73,200	84,300
<b>TOTAL</b>	<b>\$ 319,607</b>	<b>\$ 370,700</b>	<b>\$ 343,000</b>	<b>\$ 215,200</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40022	Flexible Spending Cafeteria	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40100	Office Supplies	Office supplies and Bay Hardware
40300	Memberships and Dues	CPRS dues, NRPA, SCPPOA, and SCMAF
40200	Public/Legal Notices	Special events flyer
40400	Training and Meetings	CPRS convention, brochure exchange, SCPPOA monthly and miscellaneous training
40700	Equipment/Materials	Necessary equipment and materials for the department
40800	Special Departmental	Community gardens, senior health fair, breakfast with Santa, building supplies, credit card fees, tree lighting, and BMI music license
41009	Cable TV	Direct TV
44000	Contract Professional Svcs	Senior meals and parking NSBC (Shops of Rossmoor)



DEPARTMENT: Community Services  
 FUND: 001 General Fund - Recreation Admin

Account Code: 001-070

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-070-40001	\$ 175,476	\$ 210,800	\$ 148,500	\$ 87,100
Part-time	001-070-40004	26,778	31,900	60,900	13,200
Cell Phone Allowance	001-070-40009	1,080	1,100	300	-
Deferred Comp - Cafeteria	001-070-40010	1,381	1,300	1,700	500
Deferred Compensation	001-070-40011	5,348	5,900	5,000	2,400
PERS Retirement	001-070-40012	23,481	34,800	28,200	14,400
PARS Retirement	001-070-40013	327	400	800	200
Medical Insurance	001-070-40014	11,413	11,800	12,600	10,500
Medicare Insurance	001-070-40017	3,066	3,700	3,200	1,500
Life and Disability	001-070-40018	1,981	2,100	1,300	1,100
Flexible Spending - Cafeteria	001-070-40022	2,427	3,700	300	-
Comptime Buy/Payout	001-070-40026	-	-	1,600	-
Vacation Buy/Payout	001-070-40027	3,893	2,200	5,400	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 256,651</b>	<b>\$ 309,700</b>	<b>\$ 269,800</b>	<b>\$ 130,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-070-40100	\$ 608	\$ 2,000	\$ 2,000	\$ 2,000
Public/Legal Notices	001-070-40200	215	-	-	-
Memberships and Dues	001-070-40300	69	700	500	700
Training and Meetings	001-070-40400	-	1,500	400	1,500
Equipment/Materials	001-070-40700	8,732	-	-	-
Special Departmental	001-070-40800	11,601	13,200	13,200	5,500
Cable Television	001-070-41009	1,729	1,600	1,600	1,600
Contract Professional	001-070-44000	40,002	42,000	55,500	73,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 62,956</b>	<b>\$ 61,000</b>	<b>\$ 73,200</b>	<b>\$ 84,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 319,607</b>	<b>\$ 370,700</b>	<b>\$ 343,000</b>	<b>\$ 215,200</b>

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Community Services  
 FUND: 001 General Fund - Sports

Account Code: 001-071

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 25,454	\$ 25,100	\$ 24,800	\$ 13,500
Maintenance and Operations	4,687	7,477	7,000	18,400
<b>TOTAL</b>	<b>\$ 30,141</b>	<b>\$ 32,577</b>	<b>\$ 31,800</b>	<b>\$ 31,900</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Employee salaries costs
40013	PARS Retirement	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40700	Equipment/materials	Field equipment, gym equipment, Softball and Basketball league equipment, youth basketball, youth flag football and various supplies

City of Seal Beach

FY 2016-2017

DEPARTMENT: Community Services  
 FUND: 001 General Fund - Sports

Account Code: 001-071

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-071-40004	\$ 24,772	\$ 24,400	\$ 24,100	\$ 13,100
PARS Retirement	001-071-40013	322	300	300	200
Medicare Insurance	001-071-40017	360	400	400	200
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 25,454</u>	<u>\$ 25,100</u>	<u>\$ 24,800</u>	<u>\$ 13,500</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	001-071-40700	\$ 4,687	\$ 7,477	\$ 7,000	\$ 18,400
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 4,687</u>	<u>\$ 7,477</u>	<u>\$ 7,000</u>	<u>\$ 18,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 30,141</u>	<u>\$ 32,577</u>	<u>\$ 31,800</u>	<u>\$ 31,900</u>

DEPARTMENT: Community Services Account Code: 001-072  
 FUND: 001 General Fund - Park and Recreation

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 3,252	\$ -	\$ -	\$ -
Maintenance and Operations	300,383	365,400	352,300	343,200
<b>TOTAL</b>	<b>\$ 303,635</b>	<b>\$ 365,400</b>	<b>\$ 352,300</b>	<b>\$ 343,200</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Employee salaries costs
40013	PARS Retirement	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40100	Office Supplies	Office supplies
40200	Public/Legal Notices	Recreation brochure design, print and mail
40201	Printing	Recreation guide
40700	Equipment/Materials	Building supplies and miscellaneous
40800	Special Departmental	Vermont Systems, RecTrac online payments, special event insurance, remote access and credit card service fees
41000	Telephone	Telephone (NSBC)
41020	Electricity	Building electricity
44000	Contract Professional Svcs	Contract instructor payment

DEPARTMENT: Community Services Account Code: 001-072  
 FUND: 001 General Fund - Park and Recreation

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time Leisure Classes	001-072-40004	\$ 3,129	\$ -	\$ -	\$ -
PARS Retirement	001-072-40013	58	-	-	-
Medicare Insurance	001-072-40017	65	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 3,252</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-072-40100	\$ 1,870	\$ 800	\$ 800	\$ 800
Public/Legal Notices	001-072-40200	-	7,400	-	5,100
Printing	001-072-40201	44,350	37,000	44,000	48,000
Equipment/Materials	001-072-40700	996	3,000	3,000	3,000
Special Departmental	001-072-40800	6,112	8,200	8,200	26,700
Telephone	001-072-41000	2,319	2,600	2,300	2,600
Electricity	001-072-41020	12,959	11,400	14,000	12,000
Contract Professional	001-072-44000	231,777	295,000	280,000	245,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 300,383</u>	<u>\$ 365,400</u>	<u>\$ 352,300</u>	<u>\$ 343,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 303,635</u>	<u>\$ 365,400</u>	<u>\$ 352,300</u>	<u>\$ 343,200</u>

DEPARTMENT: Community Services  
 FUND: 001 General Fund - Tennis Center

Account Code: 001-074

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 99,353	\$ 106,300	\$ 89,400	\$ 126,400
Maintenance and Operations	180,815	138,600	134,100	110,800
<b>TOTAL</b>	<b>\$ 280,168</b>	<b>\$ 244,900</b>	<b>\$ 223,500</b>	<b>\$ 237,200</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Employee salaries costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40550	Bldg/Material/Supplies	Building supplies (lumber and other materials)
40800	Special Departmental	Concessions
40950	Bldg/Ground Materials	Landscape maintenance
41000	Telephone	Telephone
41009	Cable	Cable
41010	Gas	Gas
41020	Electricity	Electricity
44000	Contract Professional Svcs	Lighting replacement, pest control, security, and miscellaneous

DEPARTMENT: Community Services Account Code: 001-074  
 FUND: 001 General Fund - Tennis Center

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-074-40004	\$ 96,290	\$ 101,500	\$ 85,700	\$ 118,800
PARS Retirement	001-074-40013	1,231	1,300	1,100	1,500
Medical Insurance	001-074-40014	468	2,000	1,400	4,400
Medicare Insurance	001-074-40017	1,364	1,500	1,200	1,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 99,353</b>	<b>\$ 106,300</b>	<b>\$ 89,400</b>	<b>\$ 126,400</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Bldg/Material/Supplies	001-074-40550	\$ 13,879	\$ 19,000	\$ 19,000	\$ 14,000
Special Departmental	001-074-40800	6,092	6,800	6,800	6,800
Bldg/Ground Materials	001-074-40950	42,047	16,100	15,000	15,000
Telephone	001-074-41000	2,785	3,000	1,600	3,000
Cable	001-074-41009	1,257	1,700	1,700	1,800
Gas	001-074-41010	741	800	800	1,000
Electricity	001-074-41020	27,454	30,000	28,000	28,000
Contract Professional Services	001-074-44000	86,560	61,200	61,200	41,200
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 180,815</b>	<b>\$ 138,600</b>	<b>\$ 134,100</b>	<b>\$ 110,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 280,168</b>	<b>\$ 244,900</b>	<b>\$ 223,500</b>	<b>\$ 237,200</b>



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## City of Seal Beach

# MARINE SAFETY

### **Managing Department Head:**

Marine Safety Chief

### **Mission Statement**

To provide the highest quality safety services in the coastal and aquatic environment for the public through prevention, education, rescue, medical aid, outreach, beach management, and enforcement.

### **Primary Activities**

Prevention of aquatic accidents can best be accomplished by the recognition of dangerous situations and advising the public to stay clear. It is not always possible to keep hazards and the public separated, so Marine Safety personnel are also responsible for the rescue of persons in distress or difficulty. Additionally, marine safety personnel must provide prompt and efficient first aid, monitor aquatic regulations, and provide educational information to beach and pool patrons on aquatic related subjects.

### **Beach Lifeguard Division**

The Beach Lifeguard's primary activities involve safety of the beach going public. Ocean Lifeguards protect an assigned area of beach from a station, or in some instances, patrol a section of beach in a mobile unit, warn of hazardous conditions, rescue people in distress or in danger of drowning, answer questions and give information pertaining to the beach and ocean environment, apply first aid to those in need, remove hazardous obstacles from sand and water, take charge of lost children, advise the public regarding local beach and ocean related ordinances, regulations, safety and conduct, perform other related work as required and maintain a professional and courteous relationship with the public.

### **Pool Lifeguard Division**

The Pool Lifeguard's primary activities involve pool safety and water safety instruction. Pool lifeguards are stationed around the pool to provide maximum pool surveillance, warn pool users of dangerous activities, rescue people in distress or in danger of drowning, and provide first aid to those in need. Pool Lifeguards check swimmers in for adult lap swim and act as swim lesson instructors during the summer. Swim lessons participants range in age from infants to high school with all levels of abilities. Provide training of full and part-time personnel in basic lifeguard, first aid and defibrillator to fully support year-round pool aquatic program.

# City of Seal Beach

## Junior Lifeguard Division

The Marine Safety Department administers a Junior Lifeguard Program serving up to 400 children ages 9-17. Junior Lifeguards are taught ocean and beach safety, lifesaving techniques including CPR and First-Aid, as well as lifesaving competition skills. This program begins at the end of June and ends in mid-August.

## Other Administrative Duties

In addition to managing the previously listed activities, the full-time Marine Safety Staff administers the following programs:

### Lifeguard Training Academy

All new and recurrent lifeguards receive training from Seal Beach Marine Safety staff. New beach lifeguard training consists of 120 hours of rescue and medical training. The staff is trained to a level that is certified as “Advanced Agency” from the United States Lifesaving Association.

### City Wide AED program

Automated External Defibrillator (AED). Seal Beach Marine Safety manages the City of Seal Beach AED program consisting of 18 AED's located in Police Department vehicles, Lifeguard department vehicles, and in municipal buildings. Marine Safety staff maintains the contract for medical oversight, trains city staff in AED use, and services the AED inventory.

### Beach Safety Education

The Marine Safety Department works with the community to spread the message of beach safety through such programs as Project Wipeout, introduced over 25 years ago to prevent spinal cord injuries in Orange County. Through Project Wipeout, Seal Beach Lifeguards participate in the Orange County Fair, the Orange County Youth Expo, and the Project Wipeout Lifeguard Seminar. In addition to this program, Lifeguards actively educate visiting schools, Boy and Girl Scouts and various other groups.



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DEPARTMENT: Marine Safety  
 FUND: 001 General Fund - Aquatics

Account Code: 001-073

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 127,372	\$ 129,600	\$ 108,100	\$ 127,600
Maintenance and Operations	68,573	54,459	54,900	108,800
<b>TOTAL</b>	<b>\$ 195,945</b>	<b>\$ 184,059</b>	<b>\$ 163,000</b>	<b>\$ 236,400</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Employee salaries costs
40013	PARS Retirement	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40400	Training and Meetings	Pool lifeguard training
40030	Unemployment	Employee benefits costs
40700	Equipment/Materials	Pool supplies, staff uniforms, instructional aids and miscellaneous
41000	Telephone	Telephone and fax pool office
41010	Gas	Los Alamitos Unified School District
41020	Electricity	Los Alamitos Unified School District
44000	Contract Professionals	Pool maintenance

City of Seal Beach

FY 2016-2017

DEPARTMENT: Marine Safety Account Code: 001-073  
 FUND: 001 General Fund - Aquatics

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-073-40004	\$ 124,111	\$ 126,000	\$ 105,200	\$ 124,200
PARS Retirement	001-073-40013	1,577	1,700	1,400	1,600
Medicare Insurance	001-073-40017	1,684	1,900	1,500	1,800
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 127,372</b>	<b>\$ 129,600</b>	<b>\$ 108,100</b>	<b>\$ 127,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meetings	001-073-40400	\$ -	\$ -	\$ -	\$ 1,000
Equipment/Materials	001-073-40700	19,163	11,559	12,000	18,300
Telephone	001-073-41000	1,938	1,600	1,600	2,000
Gas	001-073-41010	22,589	21,300	21,300	22,600
Electricity	001-073-41020	24,883	20,000	20,000	24,900
Contract Professionals	001-073-44000	-	-	-	40,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 68,573</b>	<b>\$ 54,459</b>	<b>\$ 54,900</b>	<b>\$ 108,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 195,945</b>	<b>\$ 184,059</b>	<b>\$ 163,000</b>	<b>\$ 236,400</b>

DEPARTMENT: Marine Safety  
 FUND: 034 Tidelands Beach

Account Code: 034-828

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 1,103,005	\$ 1,128,600	\$ 1,133,600	\$ 1,263,000
Maintenance and Operations	171,753	163,313	155,400	165,800
Capital Outlay	24,967	30,000	30,000	586,000
<b>TOTAL</b>	<b>\$ 1,299,725</b>	<b>\$ 1,321,913</b>	<b>\$ 1,319,000</b>	<b>\$ 2,014,800</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40006	Junior Lifeguard Sal	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40030	Unemployment	Employee benefits costs
40100	Office Supplies	Office Supplies
40300	Memberships and Dues	United States Lifesaving Association, Orange County Lifeguard Chiefs Association, Seal Beach Lifeguard Association and California Boating Safety Officer Association
40400	Training and Meetings	California Surf Lifesaving Association meeting, Emergency Medical Technician training, American Red Cross training, Certification fees, CA Dept. of Boating and Waterways class, United States Coast Guard Skipper class
40600	Marine Maint/Fuel Lifeguard	Fuel, communications, boat maintenance, PWC maintenance ATV maintenance, and boat upgrade/repair
40700	Equipment/Materials	Rescue equipment, fist aid supplies, uniforms, tower and headquarters maint., oxygen maint., paddle board, cleaning supplies, pest control repair of (2) Lifeguard Towers, and 800 Mhz radios
40701	Materials and Supplies-Jr Lifeguard	Uniforms, office supplies, can buoys, banquet/Catalina food, paddle boards, field trip supplies, EZ-ups, and body boards
40800	Special Departmental	Class A uniforms, training rooms tables/chairs, Scuba maintenance, back-up generator, binoculars and equipment maintenance
40806	Special Dept-Jr Lifeguard	USLA, buses for field trips, Catalina Express, Catalina Dive boat rental, Raging Water entry fee, banquet rentals, storage rental, movie, night rental, and campground
41000	Telephone	Telephone
41020	Electricity	Electricity
45000	Intergovernmental	Rescue boat slip fees
48075	Vehicle	Boat, Tacoma, and 2 ATVs

# City of Seal Beach

# FY 2016-2017

**DEPARTMENT:** Marine Safety  
**FUND:** 034 Tidelands Beach

**Account Code:** 034-828

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	034-828-40001	\$ 306,433	\$ 332,100	\$ 332,100	\$ 417,900
Over-time	034-828-40003	8,336	8,000	8,000	8,000
Part-time	034-828-40004	500,584	479,400	479,400	451,900
Junior Lifeguard Sal	034-828-40006	81,894	98,700	98,700	93,000
Cell Phone Allowance	034-828-40009	2,709	2,700	2,700	3,600
Deferred Comp - Cafeteria	034-828-40010	2,063	1,200	1,200	600
Deferred Comp	034-828-40011	8,746	9,500	9,500	10,700
PERS Retirement	034-828-40012	99,664	110,400	110,400	152,300
PARS Retirement	034-828-40013	7,319	7,500	7,500	7,100
Medical Insurance	034-828-40014	44,891	51,800	51,800	91,500
Medicare Insurance	034-828-40017	13,341	13,900	13,900	14,600
Life and Disability	034-828-40018	3,204	3,400	3,400	4,400
Vacation Buy/Payout	034-828-40027	10,687	10,000	10,000	7,400
Unemployment	034-828-40030	13,134	-	5,000	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,103,005</b>	<b>\$ 1,128,600</b>	<b>\$ 1,133,600</b>	<b>\$ 1,263,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	034-828-40100	\$ 5,470	\$ 5,100	\$ 4,800	\$ 8,500
Membership and Dues	034-828-40300	235	800	3,800	600
Training and Meeting	034-828-40400	6,838	14,900	12,500	7,300
Marine Maint/Fuel Lifeguard	034-828-40600	13,542	10,200	10,200	9,500
Equipment/Materials	034-828-40700	53,207	20,453	20,500	24,100
Materials & Supplies Jr Lifeguard	034-828-40701	24,869	34,860	34,900	32,500
Special Departmental	034-828-40800	10,574	11,300	11,300	11,500
Special Dept - Jr Lifeguard	034-828-40806	41,893	48,600	42,000	56,000
Telephone	034-828-41000	4,046	3,400	3,700	4,100
Electricity	034-828-41020	7,697	10,000	8,000	8,000
Intergovernmental	034-828-45000	3,382	3,700	3,700	3,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 171,753</b>	<b>\$ 163,313</b>	<b>\$ 155,400</b>	<b>\$ 165,800</b>
<b>CAPITAL OUTLAY</b>					
Vehicle	034-828-48075	\$ 24,967	\$ 30,000	\$ 30,000	\$ 586,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 24,967</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 586,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,299,725</b>	<b>\$ 1,321,913</b>	<b>\$ 1,319,000</b>	<b>\$ 2,014,800</b>



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# City of Seal Beach

## BEACH AND PIER MAINTENANCE

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

To maintain a clean and safe beach and pier environment free from debris and waste for the overall public's enjoyment and provide resident protection from tidal events.

### **Primary Activities**

Regular Activities - primary activities include cleaning the beach with the surf rake for large debris; remove windblown sand from parking lots and adjacent residences; empty the tot lot, pier, parking lot and beach trash cans; remove graffiti; construct and remove the seasonal berm and clean up after storm events. In addition, the City pays the Surfside Colony for maintenance of Surfside Beach.

Capital Improvement Program - Capital projects include the annual sand management program and repairs to the pier and groin wall. Under this program, the department will determine and recommend projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection to ensure quality assurance; respond to public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports; and prepare record drawings and project closeouts.

### **Objectives**

- The Department is actively working to maintain the beach with its limited staff. Typically, approximately 30,000 cubic yards of sand is moved from the west side of the beach to the east side of the beach every two years. In FY 2014-15, the City nourished the beach with sand on an emergency basis. Nourishment from external sources is typically done every 5-7 years, and likely will not occur again until at least 2020.
- This Division is funded approximately by Tidelands revenues and subsidized by General Fund.
- Create a Tidelands account for documenting beach equipment and vehicles needed to maintain the beach area.

DEPARTMENT: Public Works Account Code: 034-863  
 FUND: 034 Beach Maintenance

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 198,613	\$ 242,500	\$ 211,500	\$ 281,400
Maintenance and Operations	1,010,184	1,565,815	478,700	3,101,400
Capital Outlay	-	170,000	100,000	151,000
<b>TOTAL</b>	<b>\$ 1,208,797</b>	<b>\$ 1,978,315</b>	<b>\$ 790,200</b>	<b>\$ 3,533,800</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40700	Equipment/Materials	Sandbags, beach tools, pier plumbing (showers & restrooms), beach graffiti abatement, pier railing, signage & utility maintenance, and diesel fuel for beach equipment
41000	Telephone	Cellular phone
41020	Electricity	Electricity for beach, parking lots, and pier
44000	Contract Professional Svcs	Surfside beach cleaning, landscape maintenance (Eisenhower & Windsurf park), pier parking lot (slurry seal & striping) winter sand berm construction, removal & inspection, coastal and pier engineering tree trimming (1st Street, Eisenhower park and beach tree rings), emergency pump rental for winter storms, sand backpass (\$150K), and ABM parking services
47000	Transfer Out	Various capital improvement projects
48075	Vehicle	Barber, and two F350

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works Account Code: 034-863  
 FUND: 034 Beach Maintenance

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	034-863-40001	\$ 112,100	\$ 115,200	\$ 73,100	\$ 162,700
Over-time	034-863-40003	517	500	600	500
Part-time	034-863-40004	45,090	83,300	106,000	47,600
Cell Phone Allowance	034-863-40009	459	200	100	100
Deferred Comp - Cafeteria	034-863-40010	1,891	1,800	1,200	1,100
Deferred Comp	034-863-40011	2,102	2,100	1,300	2,500
PERS Retirement	034-863-40012	14,792	18,400	14,300	27,600
PARS Retirement	034-863-40013	583	1,100	1,700	600
Medical Insurance	034-863-40014	16,204	14,600	8,200	33,200
AFLAC Cafeteria	034-863-40015	133	100	100	100
Medicare Insurance	034-863-40017	2,175	3,000	2,900	3,100
Life and Disability	034-863-40018	1,376	1,200	600	2,100
Cafeteria Taxable	034-863-40023	120	-	-	-
Comp time Buy/Payout	034-863-40026	320	-	200	-
Vacation Buy/Payout	034-863-40027	679	1,000	1,200	200
Membership and Dues	034-863-40300	72	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 198,613</b>	<b>\$ 242,500</b>	<b>\$ 211,500</b>	<b>\$ 281,400</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	034-863-40700	\$ 7,672	\$ 14,908	\$ 15,000	\$ 17,500
Telephone	034-863-41000	28	200	200	2,800
Electricity	034-863-41020	3,905	3,500	3,500	4,100
Contract Prof. Svcs	034-863-44000	252,940	737,207	450,000	397,000
Property Management	034-863-44002	1,434	-	-	-
Transfer Out - CIP	034-863-47000	744,205	810,000	10,000	2,680,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 1,010,184</b>	<b>\$ 1,565,815</b>	<b>\$ 478,700</b>	<b>\$ 3,101,400</b>
<b>CAPITAL OUTLAY</b>					
Vehicle	034-863-48075	\$ -	\$ 170,000	\$ 100,000	\$ 151,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 170,000</b>	<b>\$ 100,000</b>	<b>\$ 151,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,208,797</b>	<b>\$ 1,978,315</b>	<b>\$ 790,200</b>	<b>\$ 3,533,800</b>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ (84,087)	\$ 3,800	\$ 3,800	\$ (0)
Revenues	2,596,409	3,130,100	2,105,400	5,548,600
Expenditures	(2,508,522)	(3,300,228)	(2,109,200)	(5,548,600)
Ending Fund Balance	<u>\$ 3,800</u>	<u>\$ (166,328)</u>	<u>\$ (0)</u>	<u>\$ (0)</u>



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# City of Seal Beach

## SPECIAL ASSESSMENT DISTRICTS

Special Assessment Districts are established to account for resources legally restricted to specified purposes. The City of Seal Beach currently manages the following special assessment districts:

- 002 - Street Lighting Assessment District
- 101 - Ad94-1 Redemption Fund
- 201 - Community Facilities District 2002-02 (SB Blvd/Lampson Ave Landscape Maintenance)
- 202 - Community Facilities District Heron Pointe
- 203 - Community Facilities District Pacific Gateway Bonds
- 204 - Community Facilities District 2002-01 (Heron Pointe Administrative Expense Fund)
- 205 - Community Facilities District 2005-01 (Pacific Gateway Business Center)
- 206 - Community Facilities District Heron Pointe 2015
- 207 - Community Facilities District Pacific Gateway Bonds 2016
- 208 - Community Facilities District 2002-01 (Heron Pointe Administrative Expense Fund)
- 209 - Community Facilities District 2005-01 (Pacific Gateway Business Center)



**DEPARTMENT:** Public Works  
**FUND:** 002 Street Lighting Assessment District

**Account Code:** 002-500

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 182,195	\$ 194,500	\$ 194,500	\$ 185,100
<b>TOTAL</b>	<b>\$ 182,195</b>	<b>\$ 194,500</b>	<b>\$ 194,500</b>	<b>\$ 185,100</b>

ACCOUNT NUMBER EXPLANATION

41020	Electricity	Street Lighting
44000	Contract Professional Svcs	Willdan Financial Services and legal fees

The Seal Beach Street Lighting Assessment District was formed under the Street Lighting Act of 1919 to finance the maintenance of streetlights and to finance the electricity used by the streetlights by special assessments. Revenue is derived from the District's share of the basic property tax levy and the special district augmentation allocations.

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 002 Street Lighting Assessment District

Account Code: 002-500

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Electricity - Street Lighting	002-500-41020	\$ 172,142	\$ 184,500	\$ 184,500	\$ 175,000
Contract Professional	002-500-44000	10,053	10,000	10,000	10,100
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 182,195</b>	<b>\$ 194,500</b>	<b>\$ 194,500</b>	<b>\$ 185,100</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 182,195</b>	<b>\$ 194,500</b>	<b>\$ 194,500</b>	<b>\$ 185,100</b>

### FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenues	182,195	194,500	194,500	185,100
Expenditures	(182,195)	(194,500)	(194,500)	(185,100)
Ending Fund Balance	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

DEPARTMENT: Finance  
 FUND: 101 AD94-1 Redemption

Account Code: 101-333

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 7,866	\$ 9,400	\$ 8,000	\$ -
Debt Service	127,982	128,500	128,500	-
<b>TOTAL</b>	<b>\$ 135,848</b>	<b>\$ 137,900</b>	<b>\$ 136,500</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svc	Willdan Financial Services and Bank of New York
47000	Transfer Out	Transfer admin cost to General Fund
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest



# City of Seal Beach

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DEPARTMENT: Finance  
 FUND: 101 AD94-1 Redemption

Account Code: 101-333

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof Svc	101-333-44000	\$ 7,866	\$ 9,400	\$ 8,000	\$ -
Transfer Out	101-333-47000	-	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 7,866</u>	<u>\$ 9,400</u>	<u>\$ 8,000</u>	<u>\$ -</u>
<b>DEBT SERVICE</b>					
Debt Service Pmt Principal	101-333-47888	\$ 120,000	\$ 125,000	\$ 125,000	\$ -
Interest Expense	101-333-47999	7,982	3,500	3,500	-
<b>TOTAL DEBT SERVICE</b>		<u>\$ 127,982</u>	<u>\$ 128,500</u>	<u>\$ 128,500</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 135,848</u>	<u>\$ 137,900</u>	<u>\$ 136,500</u>	<u>\$ -</u>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 249,899	\$ 130,660	\$ 130,660	\$ -
Revenues	16,609	151,600	5,840	-
Expenditures	(135,848)	(137,900)	(136,500)	-
Ending Fund Balance	<u>\$ 130,660</u>	<u>\$ 144,360</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Finance Account Code: 201-450  
 FUND: 201 CFD Landscape

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 15,949	\$ 17,000	\$ 17,000	\$ 40,200
Maintenance and Operations	601,720	151,000	151,000	151,000
<b>TOTAL</b>	<b>\$ 617,669</b>	<b>\$ 168,000</b>	<b>\$ 168,000</b>	<b>\$ 191,200</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40010	Deferred Compensation-Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
43750	Water Service	Water service expense
44000	Contract Professional Svcs	Spectrum Care Landscape Services, SB/Lampson tree treatment, and Willdan
47000	Transfer Out	Transfer out to General Fund for Admin costs

The Seal Beach Community Facilities District No. 2002-02 (Seal Beach Boulevard/Lampson Avenue Landscape Maintenance District) was formed under the Mello-Roos Community Facilities Act of 1982 to provide financing for the City's maintenance of landscaping facilities installed within the public right-of-way as part of the Bixby Old Ranch, Town Center, and Country Club developments. The subject landscaping facilities were installed by the Bixby Ranch Co. in the center median and the easterly parkway on Seal Beach Boulevard from Old Ranch Parkway to Plymouth Drive/Rossmoor Center Way in the center median southerly parkway on Lampson Avenue from Seal Beach Boulevard to approximately 1600 feet easterly, and in the City owned property along the northerly side of the I-405 north bound off ramp at Seal Beach Boulevard. Revenue is derived from the District's share of the basic property tax levy and the special district augmentation allocations.

# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Finance  
 FUND: 201 CFD Landscape

Account Code: 201-450

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	201-450-40001	\$ 12,582	\$ 12,900	\$ 12,900	\$ 30,400
Deferred Compensation-Cafeteria	201-450-40010	324	300	300	600
Deferred Compensation	201-450-40011	150	200	200	700
PERS Retirement	201-450-40012	1,635	2,100	2,100	5,300
Medical Insurance	201-450-40014	930	1,100	1,100	2,400
Medicare Insurance	201-450-40017	184	200	200	500
Life and Disability	201-450-40018	144	200	200	300
Vacation Buy/Payout	201-450-40027	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 15,949</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 40,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Prior Year Expense	201-450-40803	\$ 75,781	\$ -	\$ -	\$ -
Water services	201-450-43750	12,915	13,000	13,000	13,000
Contract Professional	201-450-44000	39,172	125,000	125,000	125,000
Transfers Out - Operations	201-450-47002	473,852	13,000	13,000	13,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 601,720</b>	<b>\$ 151,000</b>	<b>\$ 151,000</b>	<b>\$ 151,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 617,669</b>	<b>\$ 168,000</b>	<b>\$ 168,000</b>	<b>\$ 191,200</b>

### FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 546,439	\$ 93,542	\$ 93,542	\$ 105,042
Revenues	164,772	142,700	179,500	142,700
Expenditures	(617,669)	(168,000)	(168,000)	(191,200)
Ending Fund Balance	<b>\$ 93,542</b>	<b>\$ 68,242</b>	<b>\$ 105,042</b>	<b>\$ 56,542</b>

DEPARTMENT: Finance  
 FUND: 202 CFD Heron Pointe

Account Code: 202-460

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ 234,760	\$ 347,200	\$ 593,427	\$ -
<b>TOTAL</b>	<b>\$ 234,760</b>	<b>\$ 347,200</b>	<b>\$ 593,427</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Transfer to Fund 204 to cover admin cost and to new Fund 206
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

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DEPARTMENT: Finance  
 FUND: 202 CFD Heron Pointe

Account Code: 202-460

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	202-460-47100	\$ 25,000	\$ 25,000	\$ 271,227	\$ -
Debt Service Pmt Principal	202-460-47888	95,000	100,000	100,000	-
Interest Expense	202-460-47999	114,760	222,200	222,200	-
<b>TOTAL DEBT SERVICE</b>		<u>\$ 234,760</u>	<u>\$ 347,200</u>	<u>\$ 593,427</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 234,760</u>	<u>\$ 347,200</u>	<u>\$ 593,427</u>	<u>\$ -</u>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 404,490	\$ 458,227	\$ 458,227	\$ -
Revenues	288,497	204,000	135,200	-
Expenditures	(234,760)	(347,200)	(593,427)	-
Ending Fund Balance	<u>\$ 458,227</u>	<u>\$ 315,027</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Finance  
 FUND: 203 CFD Pacific Gateway

Account Code: 203-470

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ 560,114	\$ 716,400	\$ 1,155,197	\$ -
<b>TOTAL</b>	<u>\$ 560,114</u>	<u>\$ 716,400</u>	<u>\$ 1,155,197</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Transfer to Fund 205 to cover admin cost and to Fund 207
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Finance  
 FUND: 203 CFD Pacific Gateway

Account Code: 203-470

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	203-470-47100	\$ 25,000	\$ 25,000	\$ 463,797	\$ -
Debt Service Pmt Principal	203-470-47888	90,000	105,000	105,000	-
Interest Expense	203-470-47999	445,114	586,400	586,400	-
<b>TOTAL DEBT SERVICE</b>		<u>\$ 560,114</u>	<u>\$ 716,400</u>	<u>\$ 1,155,197</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 560,114</u>	<u>\$ 716,400</u>	<u>\$ 1,155,197</u>	<u>\$ -</u>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 818,622	\$ 822,297	\$ 822,297	\$ -
Revenues	563,789	500,200	332,900	-
Expenditures	(560,114)	(716,400)	(1,155,197)	-
Ending Fund Balance	<u>\$ 822,297</u>	<u>\$ 606,097</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Finance  
 FUND: 204 Heron Pointe CFD

Account Code: 204-460

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 19,065	\$ 19,000	\$ 85,046	\$ -
<b>TOTAL</b>	<b>\$ 19,065</b>	<b>\$ 19,000</b>	<b>\$ 85,046</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Bank of New York and Willdan
47000	Transfer Out	Transfer to General Fund for Admin Costs and Fund 208

The Seal Beach Community Facilities District No. 2002-01 (Heron Point) was formed under the Mello-Roos Community Facilities Act of 1982, as amended, to provide financing for the construction and acquisition of certain public street improvements, water and sanitary sewer improvements, dry utility improvements, park and landscaping improvements which will serve the new construction in the Community Facility District. This special revenue fund will account for the activity of the Administrative Expense Fund created by the Fiscal Agent Agreement. Revenue is derived from the proceeds of the annual levy and collection of Special Tax against property within the Community Facility District and used to fund all costs directly related to the administration of the CFD.



# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Finance  
 FUND: 204 Heron Pointe CFD

Account Code: 204-460

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	204-460-44000	\$ 8,065	\$ 8,000	\$ 8,000	\$ -
Transfers Out	204-460-47000	11,000	11,000	77,046	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 19,065</b>	<b>\$ 19,000</b>	<b>\$ 85,046</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 19,065</b>	<b>\$ 19,000</b>	<b>\$ 85,046</b>	<b>\$ -</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 53,240	\$ 59,646	\$ 59,646	\$ -
Revenues	25,471	25,300	25,400	-
Expenditures	(19,065)	(19,000)	(85,046)	-
Ending Fund Balance	<b>\$ 59,646</b>	<b>\$ 65,946</b>	<b>\$ (0)</b>	<b>\$ -</b>

DEPARTMENT: Finance Account Code: 205-470 & 480  
 FUND: 205 CFD Pacific Gateway Landscape

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 15,949	\$ 17,000	\$ 17,000	\$ -
Maintenance and Operations	46,187	276,700	280,084	-
<b>TOTAL</b>	<b>\$ 62,136</b>	<b>\$ 293,700</b>	<b>\$ 297,084</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
43750	Water Services	Water service expense
44000	Contract Professional Svcs	Spectrum Landscape Services, Willdan Financial Services, and Bank of New York
47000	Transfer out	Transfers to General Fund for Admin Costs Tax (A & B) and Fund 209

The Seal Beach Community Facilities District No. 2005-01 (Pacific Gateway Business Center) was formed under the Mello-Roos Community Facilities Act of 1982, as amended. Special Tax B will satisfy costs related to the maintenance of parks parkways and open space within the District (Landscaping Maintenance). Revenue is derived from the proceeds of the annual levy and collection of the Special Tax against property within the Community Facility District.

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Finance  
 FUND: 205 CFD Pacific Gateway  
 Landscape

Account Code: 205-470 & 480

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	205-470-40001	\$ 12,582	\$ 12,900	\$ 12,900	\$ -
Deferred Compensation-Cafeteria	205-470-40010	324	300	300	-
Deferred Compensation	205-470-40011	150	200	200	-
PERS Retirement	205-470-40012	1,635	2,100	2,100	-
Medical Insurance	205-470-40014	930	1,100	1,100	-
Medicare Insurance	205-470-40017	184	200	200	-
Life and Disability	205-470-40018	144	200	200	-
Vacation Buy/Payout	205-470-40027	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 15,949</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ -</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Water Services	205-470-43750	\$ 4,702	\$ 5,000	\$ 5,000	\$ -
Contract Professional Services	205-470-44000	7,579	38,000	38,000	-
Transfer Out	205-470-47000	15,000	215,000	15,000	-
Contract Professional Services	205-480-44000	7,906	7,700	7,700	-
Transfers Out	205-480-47000	11,000	11,000	214,384	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 46,187</b>	<b>\$ 276,700</b>	<b>\$ 280,084</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 62,136</b>	<b>\$ 293,700</b>	<b>\$ 297,084</b>	<b>\$ -</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 218,932	\$ 231,784	\$ 231,784	\$ -
Revenues	74,988	76,200	65,300	-
Expenditures	(62,136)	(293,700)	(297,084)	-
Ending Fund Balance	<b>\$ 231,784</b>	<b>\$ 14,284</b>	<b>\$ -</b>	<b>\$ -</b>

DEPARTMENT: Finance  
 FUND: 206 CFD Heron Pointe 2015

Account Code: 206-460

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ -	\$ -	\$ -	\$ 294,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 294,000</b>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Transfer to Fund 208 to cover admin cost
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Finance  
 FUND: 206 CFD Heron Pointe 2015

Account Code: 206-460

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	206-460-47100	\$ -	\$ -	\$ -	\$ 25,000
Debt Service Pmt Principal	206-460-47888	-	-	-	115,000
Interest Expense	206-460-47999	-	-	-	154,000
<b>TOTAL DEBT SERVICE</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 294,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 294,000</u>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 106,000
Revenues	-	-	106,000	244,900
Expenditures	-	-	-	(294,000)
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 106,000</u>	<u>\$ 56,900</u>

DEPARTMENT: Finance  
 FUND: 207 CFD Pacific Gateway 2016

Account Code: 207-470

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ -	\$ -	\$ -	\$ 587,400
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 587,400</u>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Transfer to Fund 209 to cover admin cost
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

DEPARTMENT:

Finance

Account Code:

207-470

FUND:

207 CFD Pacific Gateway 2016

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	207-470-47100	\$ -	\$ -	\$ -	\$ 25,000
Debt Service Pmt Principal	207-470-47888	-	-	-	185,000
Interest Expense	207-470-47999	-	-	-	377,400
<b>TOTAL DEBT SERVICE</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 587,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 587,400</u>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 230,800
Revenues	-	-	230,800	478,600
Expenditures	-	-	-	(587,400)
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 230,800</u>	<u>\$ 122,000</u>

DEPARTMENT: Finance  
 FUND: 208 Heron Pointe CFD

Account Code: 208-460

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ -	\$ -	\$ -	\$ 19,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,000</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Bank of New York and Willdan
47002	Transfer Out - Operations	Transfer to General Fund for Admin Costs

The Seal Beach Community Facilities District No. 2002-01 (Heron Point) was formed under the Mello-Roos Community Facilities Act of 1982, as amended, to provide financing for the construction and acquisition of certain public street improvements, water and sanitary sewer improvements, dry utility improvements, park and landscaping improvements which will serve the new construction in the Community Facility District. This special revenue fund will account for the activity of the Administrative Expense Fund created by the Fiscal Agent Agreement. Revenue is derived from the proceeds of the annual levy and collection of Special Tax against property within the Community Facility District and used to fund all costs directly related to the administration of the CFD.



# City of Seal Beach

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DEPARTMENT: Finance  
 FUND: 208 Heron Pointe CFD

Account Code: 208-460

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	208-460-44000	\$ -	\$ -	\$ -	\$ 8,000
Transfers Out - Operations	208-460-47002	-	-	-	11,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,000</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenues	-	-	-	25,000
Expenditures	-	-	-	(19,000)
Ending Fund Balance	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>

DEPARTMENT: Finance  
 FUND: 209 CFD Pacific Gateway  
 Landscape

Account Code: 209-470 & 480

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 40,200
Maintenance and Operations	-	-	-	198,100
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238,300</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
43750	Water Services	Water service expense
44000	Contract Professional Svcs	Spectrum Landscape Services, Willdan Financial Services, and Bank of New York
47000	Transfer out - CIP	CIP project ST1509
47002	Transfer out - Operations	Transfers to General Fund for Admin Costs Tax (A & B)

The Seal Beach Community Facilities District No. 2005-01 (Pacific Gateway Business Center) was formed under the Mello-Roos Community Facilities Act of 1982, as amended. Special Tax B will satisfy costs related to the maintenance of parks parkways and open space within the District (Landscaping Maintenance). Revenue is derived from the proceeds of the annual levy and collection of the Special Tax against property within the Community Facility District.

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Finance  
 FUND: 209 CFD Pacific Gateway  
 Landscape

Account Code: 209-470 & 480

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	209-470-40001	\$ -	\$ -	\$ -	\$ 30,400
Deferred Compensation-Cafeteria	209-470-40010	-	-	-	600
Deferred Compensation	209-470-40011	-	-	-	700
PERS Retirement	209-470-40012	-	-	-	5,300
Medical Insurance	209-470-40014	-	-	-	2,400
Medicare Insurance	209-470-40017	-	-	-	500
Life and Disability	209-470-40018	-	-	-	300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Water Services	209-470-43750	\$ -	\$ -	\$ -	\$ 5,000
Contract Professional Services	209-470-44000	-	-	-	28,800
Transfer Out - Operation	209-470-47002	-	-	-	15,000
Transfer Out - CIP	209-470-47000	-	-	-	130,600
Contract Professional Services	209-480-44000	-	-	-	7,700
Transfers Out	209-480-47002	-	-	-	11,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 198,100</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238,300</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 213,384
Revenues	-	-	213,384	25,000
Expenditures	-	-	-	(238,300)
Ending Fund Balance	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,384</b>	<b>\$ 84</b>



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# City of Seal Beach

## WATER OPERATIONS AND CIP

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

To provide Seal Beach residents with reliable and safe water for domestic and fire protection uses.

### **Primary Activities**

Regular activities - Primary activities include monitoring the SCADA controls for water wells and pump stations, water production, pipe installation and maintenance, booster station maintenance, well maintenance, water quality sampling and testing, flushing hydrants, exercising valves, changing meters, reading meters, repairing leaks and main line breaks, customer service requests, water turn off's and on's, cross connection program, fire flow tests, instrumentation and control, and public relations.

Capital Improvement Program: pipelines, storage, disinfections, and booster stations - determine projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; plan check drawings; conduct community meetings, and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports and payments; prepare record drawings and project closeouts. Outside Agency Coordination and/or compliance with Regulations - National Pollution Discharge Elimination System permit; Regional Water Quality Control Board; City of Long Beach, City of Huntington Beach, California Dept. of Health, Air Quality Management District, Dept. of Water Resources, OSHA, Environmental Protection Agency, Metropolitan Water District, Orange County Water District, Municipal Water District of Orange county, West Orange County Water Board and Golden State Water Company.

### **Objectives**

- The City's water system is over 40-45 years old. Over the past 10 years the City has invested in upgrading of the infrastructure and technology improvements. In order to maintain the system, labor resources are continuously evaluated within the water department. The department staff performs daily testing, inspection of the system, station maintenance, compliance with regulations, exercising of all valves, and flushing of hydrants. The City is currently implementing improvements identified within the City's Water Master Plan adopted July 9, 2012.
- The last Water Master Plan was adopted in 2012. In 2015 projects identified within this master plan will be implemented. The largest project being rehabilitation of the Beverly Manor Reservoir. Additionally, the City will be undertaking an update to Water Rates with preparation of a Water Rate Study. The study will incorporate items such as the Capital Improvements needed, new requirements for operation of the water system, and updated construction costs, etc.
- In 2014 the State issued emergency mandatory water conservation measures. The added requirements were funded via budget amendment during FY2014-15, but are built into the FY 2015-16 budget going forward.
- Continue to meet and exceed state mandated water conservation restrictions.

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 017 Water Fund - Operations

Account Code: 017-900

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 1,210,475	\$ 1,347,200	\$ 1,270,200	\$ 1,453,200
Maintenance and Operations	2,650,652	3,125,000	2,850,600	3,126,200
Capital Outlay	-	50,000	50,000	45,000
<b>TOTAL</b>	<b>\$ 3,861,127</b>	<b>\$ 4,522,200</b>	<b>\$ 4,170,800</b>	<b>\$ 4,624,400</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Temporary Special Pay	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40007	Tuition Reimbursement	Employee benefits costs
40008	Auto Allowance	Employee benefits costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40019	FICA	Employee benefits costs
40022	Flexible Spending - Cafeteria	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40026	Comp time Buy/Payout	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40028	Sick Payout	Employee benefits costs
40100	Office Supplies	Postage for water bills, water billing forms, office supplies, publications
40300	Memberships and Dues	State Water Distrib. & Treatment licenses, AWWA, OC Backflow, USC Cross Connection Control
40400	Training and Meetings	Finance Billing training, Water Dept State required training
40700	Equipment/Materials	Replacement parts for fire hydrants, valves, fittings, parts for wells and booster stations, water meters, chlorination supplies, tools for water department, and replace plotter
40800	Special Departmental	Datamatic hand held and annual maintenance, Springbrook annual maintenance, and credit card charges (BofA & Payment Resource)
40900	Depreciation	Fixed asset annual depreciation
41000	Telephone	Telephone lines for station alarms, emergency cell phone on-call
41010	Gas	Natural gas for water wells and booster station
41020	Electricity	Electricity for water stations and adding new Lampson Well which will run on electric

44000	Contract Professional	Water quality laboratory testing, landscape maintenance-Beverly Manor uniforms, pump maintenance, backup power maintenance, annual water quality report, underground service alert, professional engineering services regulatory required testing, water break repairs, fuel polishing contract, and Local Coastal Planning consultant
44050	Overhead	Administrative expenses calculated for department
45000	Intergovernmental	MWD imported water, OCWD replenishment charge, OC hazmat facility charge, AQMD permits, WOCWB feeder line and MWD connection fees
47999	Interest Payments	Economic Development Administrative Loan - Department of Commerce
48075	Vehicle	Ford F250 truck with upfitting



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City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works Account Code: 017-900  
 FUND: 017 Water Fund - Operations

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	017-900-40001	\$ 805,597	\$ 901,400	\$ 772,200	\$ 917,400
Temporary Special Pay	017-900-40002	37	-	-	-
Over-time	017-900-40003	64,089	35,000	70,500	60,000
Part-time	017-900-40004	74,609	78,000	107,900	115,100
Tuition Reimbursement	017-900-40007	5,220	-	3,000	5,000
Auto Allowance	017-900-40008	600	900	900	900
Cell Phone Allowance	017-900-40009	1,697	1,900	900	700
Deferred Comp - Cafeteria	017-900-40010	13,354	13,500	13,000	13,100
Deferred Compensation	017-900-40011	15,949	17,600	15,100	18,100
PERS Retirement	017-900-40012	99,382	141,200	125,000	149,200
PARS Retirement	017-900-40013	965	1,000	1,100	1,500
Medical Insurance	017-900-40014	91,627	121,800	119,800	139,800
AFLAC - Cafeteria	017-900-40015	257	200	200	500
Medicare Insurance	017-900-40017	13,608	15,400	14,100	16,400
Life and Disability	017-900-40018	8,727	9,600	8,600	9,900
FICA	017-900-40019	34	100	100	100
Flexible Spending - Cafeteria	017-900-40022	230	200	300	500
Cafeteria Taxable	017-900-40023	382	500	300	300
Comp-time Buy/Payout	017-900-40026	3,172	-	1,800	-
Vacation Buy/Payout	017-900-40027	10,131	8,900	11,500	4,700
Sick Payout	017-900-40028	808	-	3,900	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,210,475</b>	<b>\$ 1,347,200</b>	<b>\$ 1,270,200</b>	<b>\$ 1,453,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	017-900-40100	\$ 27,884	\$ 28,600	\$ 28,000	\$ 28,600
Membership and Dues	017-900-40300	1,075	2,500	2,200	2,000
Training and Meetings	017-900-40400	1,754	5,500	1,500	2,000
Equipment/Materials	017-900-40700	59,441	100,000	110,000	132,500
Special Departmental	017-900-40800	53,540	35,000	35,000	-
Depreciation	017-900-40900	46,868	46,900	46,900	46,900
Telephone	017-900-41000	6,974	7,000	10,500	11,400
Gas	017-900-41010	5,867	26,000	1,500	26,000
Electricity	017-900-41020	216,520	150,000	145,000	150,000
Contract Prof Svcs	017-900-44000	234,625	299,000	150,000	269,300
Overhead	017-900-44050	324,500	324,500	320,000	324,500
Intergovernmental	017-900-45000	1,671,604	2,100,000	2,000,000	2,133,000
Interest Payment	017-900-47999	-	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 2,650,652</b>	<b>\$ 3,125,000</b>	<b>\$ 2,850,600</b>	<b>\$ 3,126,200</b>
<b>CAPITAL OUTLAY</b>					
Vehicles	017-900-48075	\$ -	\$ 50,000	\$ 50,000	\$ 45,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 45,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,861,127</b>	<b>\$ 4,522,200</b>	<b>\$ 4,170,800</b>	<b>\$ 4,624,400</b>
<b>FUND BALANCE ANALYSIS</b>					
		<b>2014-2015 Actual</b>	<b>2015-2016 Amended Budget</b>	<b>2015-2016 Estimated</b>	<b>2016-2017 Adopted Budget</b>
Beginning Fund Balance		\$ 4,641,052	\$ 3,996,826	\$ 3,996,826	\$ 3,276,126
Revenues		3,216,901	3,419,600	3,450,100	3,303,700
Expenditures		(3,861,127)	(4,522,200)	(4,170,800)	(4,624,400)
Ending Fund Balance		<b>\$ 3,996,826</b>	<b>\$ 2,894,226</b>	<b>\$ 3,276,126</b>	<b>\$ 1,955,426</b>

DEPARTMENT: Public Works  
 FUND: 019 Water Capital Improvement Fund

Account Code: 019-950

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 643,257	\$ 5,236,110	\$ 997,600	\$ 12,337,600
<b>TOTAL</b>	<u>\$ 643,257</u>	<u>\$ 5,236,110</u>	<u>\$ 997,600</u>	<u>\$ 12,337,600</u>

ACCOUNT NUMBER EXPLANATION

40900	Depreciation	Fixed asset annual depreciation
49605	Construction-Capital Projects	Various Contractors for capital projects

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 019 Water Capital Improvement Fund

Account Code: 019-950

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	019-950-40900	\$ 497,221	\$ 497,600	\$ 497,600	\$ 497,600
Construction - Capital Projects	019-950-49605	146,036	4,738,510	500,000	11,840,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 643,257</b>	<b>\$ 5,236,110</b>	<b>\$ 997,600</b>	<b>\$ 12,337,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 643,257</b>	<b>\$ 5,236,110</b>	<b>\$ 997,600</b>	<b>\$ 12,337,600</b>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 19,226,458	\$ 20,133,254	\$ 20,133,254	\$ 20,573,754
Revenues	1,550,053	1,401,600	1,438,100	1,410,000
Expenditures	(643,257)	(5,236,110)	(997,600)	(12,337,600)
Ending Fund Balance	<b>\$ 20,133,254</b>	<b>\$ 16,298,744</b>	<b>\$ 20,573,754</b>	<b>\$ 9,646,154</b>

**DEPARTMENT:**

**Public Works**

**Account Code:**

**021-980**

**FUND:**

**021 Vehicle Replacement Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Maintenance and Operations	\$ 24,967	\$ 200,000	\$ -	\$ 737,000
Capital Outlay	174,262	615,400	615,400	489,000
<b>TOTAL</b>	<b>\$ 199,229</b>	<b>\$ 815,400</b>	<b>\$ 615,400</b>	<b>\$ 1,226,000</b>

ACCOUNT NUMBER EXPLANATION

40900	Depreciation	Annual depreciation expense
47000	Transfer Out - CIP	Transfer to Capital Project Fund
47002	Transfer Out - Operations	Transfer to Tidelands
48075	Vehicles	Vehicle Replacement

City of Seal Beach

FY 2016-2017

DEPARTMENT: Public Works Account Code: 021-980  
 FUND: 021 Vehicle Replacement Fund

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out - CIP	021-980-47000	\$ 24,967	\$ 200,000	\$ -	\$ -
Transfer Out - Operations	021-980-47002	-	-	-	737,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 24,967</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 737,000</b>
<b>CAPITAL OUTLAY</b>					
Depreciation	021-980-40900	\$ 141,414	\$ 145,400	\$ 145,400	\$ 145,400
Vehicles	021-980-48075	32,848	470,000	470,000	343,600
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 174,262</b>	<b>\$ 615,400</b>	<b>\$ 615,400</b>	<b>\$ 489,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 199,229</b>	<b>\$ 815,400</b>	<b>\$ 615,400</b>	<b>\$ 1,226,000</b>

FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 2,680,683	\$ 2,805,505	\$ 2,805,505	\$ 2,500,105
Revenues	324,052	310,000	310,000	310,000
Expenditures	(199,229)	(815,400)	(615,400)	(1,226,000)
Ending Fund Balance	<b>\$ 2,805,505</b>	<b>\$ 2,300,105</b>	<b>\$ 2,500,105</b>	<b>\$ 1,584,105</b>



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# City of Seal Beach

## SEWER OPERATIONS AND CIP

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

Public Works will maintain the City's sewer/wastewater collection system in a safe and cost effective manner.

### **Primary Activities**

Regular Activities - Primary activities include daily station rounds and maintenance, sewer line cleaning, routinely inspecting the system for physical damage of system, response to public inquiries and operation of the system to prevent public health hazards.

Capital Improvement Program - pipelines and pump stations - determine projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; plan check drawings; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts.

### **Objectives**

- The Public Works Department has made significant progress in its undertaking of a large capital improvement program to replace the majority of the infrastructure. Due to its age, much of the system is at the end of its useful life.
- The Department will continue its aggressive capital improvement program and on-going maintenance.
- The Department has also prepared a Preventative Maintenance Plan, an Emergency Response Plan, sewer grease ordinance and a Fats Oils and Grease Program.
- The Sewer Master Plan will be updated in FY 2016-17 with a Sewer Rate Study to insure that rates are accurately set.
- Along with an updated Sewer Master Plan, the City will update its Sewer System Management Plan, Sewer Management Plan Audit, and Sanitary Sewer overflow Emergency Response Plan. These plans are state mandated and are valuable in aiding the City in its management of the City-Wide Sewer System.

DEPARTMENT: Public Works  
 FUND: 043 Sewer Operations

Account Code: 043-925

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 589,400	\$ 742,500	\$ 654,200	\$ 931,300
Maintenance and Operations	283,099	281,250	239,100	282,000
<b>TOTAL</b>	<b>\$ 872,499</b>	<b>\$ 1,023,750</b>	<b>\$ 893,300</b>	<b>\$ 1,213,300</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Temporary Special Pay	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40008	Auto Allowance	Employee benefits costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Comp - Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40013	PARS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40015	AFLAC Cafeteria	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40018	Life and Disability	Employee benefits costs
40019	FICA	Employee benefits costs
40022	Flexible Spending Cafeteria	Employee benefits costs
40023	Cafeteria - Taxable	Employee benefits costs
40026	Comptime Buy/payout	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40028	Sick Payout	Employee benefits costs
40100	Office Supplies	Office supplies
40300	Memberships and Dues	California Water Environment Association certification and dues
40400	Training and Meetings	Training and education
40700	Equipment/Materials	Electrical supplies, valves, pumps, chemicals, tools & equipment and replace plotter
40900	Depreciation	Annual depreciation of sewer fixed assets
41000	Telephone	Telephone lines to sewer stations, emergency phones, pagers
41010	Gas	Natural gas for sewer station engines and emergency generators.
41020	Electricity	Electricity at sewer pump stations
44000	Contract Professional Svcs	Pump station maintenance and emergency call outs, sewer cleaning, video taping, FOG program, landscape maintenance, uniforms, professional services, and emergency spot repairs
44050	Overhead	Administrative expenses calculated for department
45000	Intergovernmental	State permits and fees, AQMD, OC Health Care, OC tax, City of Huntington Beach for Sunset Aquatic Park



# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 043 Sewer Operations

Account Code: 043-925

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	043-925-40001	\$ 428,859	\$ 530,500	\$ 450,600	\$ 636,200
Temporary Special Pay	043-925-40002	2	-	-	-
Over-time	043-925-40003	5,746	10,500	10,100	10,500
Part-time	043-925-40004	10,743	13,900	16,400	45,300
Auto Allowance	043-925-40008	600	900	900	900
Cell Phone Allowance	043-925-40009	1,386	1,800	900	700
Deferred Comp - Cafeteria	043-925-40010	4,760	5,300	4,800	5,100
Deferred Comp	043-925-40011	10,165	13,100	11,400	15,500
PERS Retirement	043-925-40012	52,028	86,300	77,500	106,800
PARS Retirement	043-925-40013	132	200	300	600
Medical Insurance	043-925-40014	53,485	57,000	56,100	84,300
AFLAC Cafeteria	043-925-40015	370	400	700	1,200
Medicare Insurance	043-925-40017	5,866	8,500	6,500	10,500
Life and Disability	043-925-40018	4,563	5,200	4,400	6,300
FICA	043-925-40019	34	100	100	100
Flexible Spending - Cafeteria	043-925-40022	169	100	300	400
Cafeteria - Taxable	043-925-40023	394	500	300	400
Comp time Buy/Payout	043-925-40026	1,166	-	1,900	-
Vacation Buy/Payout	043-925-40027	8,124	8,200	8,100	6,500
Sick Payout	043-925-40028	808	-	2,900	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 589,400</b>	<b>\$ 742,500</b>	<b>\$ 654,200</b>	<b>\$ 931,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	043-925-40100	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Membership and Dues	043-925-40300	583	1,500	500	1,300
Training and Meetings	043-925-40400	1,994	2,000	500	2,000
Equipment and Materials	043-925-40700	19,885	20,000	17,000	37,500
Depreciation	043-925-40900	47,704	10,000	10,000	10,000
Telephone	043-925-41000	6,413	7,500	9,000	4,900
Gas	043-925-41010	503	500	600	500
Electricity	043-925-41020	27,883	27,000	26,500	29,000
Contract Prof Svcs	043-925-44000	140,159	132,750	100,000	116,800
Overhead	043-925-44050	54,000	54,000	54,000	54,000
Intergovernmental	043-925-45000	6,268	25,000	20,000	25,000
Vehicles	043-925-48075	(22,293)	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 283,099</b>	<b>\$ 281,250</b>	<b>\$ 239,100</b>	<b>\$ 282,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 872,499</b>	<b>\$ 1,023,750</b>	<b>\$ 893,300</b>	<b>\$ 1,213,300</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 1,167,373	\$ 1,059,938	\$ 1,059,938	\$ 906,638
Revenues	765,064	735,300	740,000	735,300
Expenditures	(872,499)	(1,023,750)	(893,300)	(1,213,300)
Ending Fund Balance	<b>\$ 1,059,938</b>	<b>\$ 771,488</b>	<b>\$ 906,638</b>	<b>\$ 428,638</b>

# City of Seal Beach

## FY 2016-2017

**DEPARTMENT:** Public Works  
**FUND:** 044 Sewer Capital

**Account Code:** 044-975

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 842,727	\$ 2,969,865	\$ 1,582,500	\$ 2,119,100
<b>TOTAL</b>	<u>\$ 842,727</u>	<u>\$ 2,969,865</u>	<u>\$ 1,582,500</u>	<u>\$ 2,119,100</u>

Account Number Explanation

40900	Depreciation	Annual depreciation expense
47600	Amortization	2000 Sewer System Certificates of Participation
47999	Interest Expense	2000 Sewer System Certificates of Participation
49605	Construction-Capital Projects	Various Contractors for capital projects

# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 044 Sewer Capital

Account Code: 044-975

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	044-975-40900	\$ 568,869	\$ 568,900	\$ 568,900	\$ 568,900
Amortization	044-975-47600	12,070	12,100	12,100	12,100
Interest Expense	044-975-47999	236,788	301,500	301,500	218,100
Construction - Capital Projects	044-975-49605	25,000	2,087,365	700,000	1,320,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 842,727</u>	<u>\$ 2,969,865</u>	<u>\$ 1,582,500</u>	<u>\$ 2,119,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 842,727</u>	<u>\$ 2,969,865</u>	<u>\$ 1,582,500</u>	<u>\$ 2,119,100</u>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 20,529,633	\$ 21,731,611	\$ 21,731,611	\$ 21,919,111
Revenues	2,044,705	1,722,800	1,770,000	1,728,000
Expenditures	(842,727)	(2,969,865)	(1,582,500)	(2,119,100)
Ending Fund Balance	<u>\$ 21,731,611</u>	<u>\$ 20,484,546</u>	<u>\$ 21,919,111</u>	<u>\$ 21,528,011</u>



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**DEPARTMENT:** Public Works - Capital Improvement Projects  
**FUND:** Various Funding Sources

		<b>Approved Carry over 2015-16 Budget</b>	<b>2016-17 Adopted Budget</b>	<b>2016-17 Total</b>
Fund 001	General Fund	\$ 5,622,900	\$ 50,000	\$ 5,672,900
Fund 019	Water Capital Fund	3,480,000	8,360,000	11,840,000
Fund 034	Tidelands	380,000	2,300,000	2,680,000
Fund 040	State Gas Tax	505,000	225,000	730,000
Fund 042	Measure M2	575,000	475,000	1,050,000
Fund 044	Sewer Capital Fund	1,015,000	305,000	1,320,000
Fund 049	Traffic Impact	110,000	30,000	140,000
Fund 050	Seal Beach Cable	219,000	-	219,000
Fund 080	Citywide Grants	743,000	231,000	974,000
Fund 209	CFD Landscape	130,600	-	130,600
<b>TOTAL</b>		<b><u>\$ 12,780,500</u></b>	<b><u>\$ 11,976,000</u></b>	<b><u>\$ 24,756,500</u></b>

Capital Project (Fund 045)	\$ 11,596,500
Water Capital Project (Fund 019)	11,840,000
Sewer Capital Project (Fund 044)	1,320,000
<b>Total Capital Project - All Funds</b>	<b><u>\$ 24,756,500</u></b>

The Capital Improvement Project Fund, funds major capital projects with various revenues sources but excludes the Water and Sewer Capital Fund. The various revenue sources include, but not limited to the Successor Agency to the Redevelopment Agency, Park Improvement, State Gas Tax, Measure M2 Grants and General Fund. These sources get transferred into the Capital Improvement Project Fund.

Major CIP's for FY 2016-2017 include, but not limited to, Beverly Manor Reservoir Roof Replacement, Water and Sewer Rate Studies, Traffic Management Center Upgrades, Eisenhower Park Improvement Project and 8th Street Sewer Pump Station.

For the FY 2016-2017, the total Capital Improvement Project budget is \$11,596,500 which excludes the Water and Sewer Capital Funds, only \$5,672,900 is General Fund. The remaining balance of \$5,923,600 is funded through the various revenue sources listed above. Detailed descriptions of all capital projects, including Water and Sewer Enterprise Funds are presented in the 5-Year Capital Improvement Program budget document.

# CAPITAL IMPROVEMENT PROJECTS

FY 2016-2017

DEPARTMENT: Public Works - Capital Improvement Projects  
 FUND: Various Funding Sources

Capital Fund: 045, 019, & 044

Project Number	Description	Approved Carry over 2015-16 Budget	2016-17 Adopted Budget	2016-17 Total
<b>Fund 001 General Fund</b>				
PR1602	Eisenhower Park Tot Lot	160,000	-	160,000
BG1504	Citywide Financial Information System	190,000		190,000
PR1701	Annual Citywide Court Rehabilitation	-	30,000	30,000
ST1302	Underground Utility Project (Rule 20A)	10,000		10,000
ST1707	Annual Street Tree Planting Program	-	20,000	20,000
BG1603	Countywide 800mHz Agreement	58,000	-	58,000
	<b>Subtotal for General Fund</b>	<b>418,000</b>	<b>50,000</b>	<b>468,000</b>
<b>001 - 29013 Buildings Assigned Fund Balance</b>				
BG1401	Council Chamber Remodel	243,000	-	243,000
	<b>Subtotal for Building Assigned Fund Balance</b>	<b>243,000</b>	<b>-</b>	<b>243,000</b>
<b>001 - 29009 Swimming Pool Assigned Fund Balance</b>				
BG0904	New Swimming Pool	4,836,900		4,836,900
	<b>Subtotal for Swimming Pool Assigned Fund Balance</b>	<b>4,836,900</b>	<b>-</b>	<b>4,836,900</b>
<b>001 - 29012 Storm Drain Assigned Fund Balance</b>				
SD1601	West End Pump Station Electrical Improvements	125,000	-	125,000
	<b>Subtotal for Storm Drain Assigned Fund Balance</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>
<b>Total General Fund Requests:</b>		<b>5,622,900</b>	<b>50,000</b>	<b>5,672,900</b>
<b>Fund 019 Water Capital Fund</b>				
BP1002	Pier Utility Upgrade Project	450,000	170,000	620,000
BP1102	Local Coastal Plan	80,000	-	80,000
WT0904	Water Station Rehab. - Beverly Manor	2,700,000	2,500,000	5,200,000
WT1501	Water Rate Study Update	80,000	-	80,000
WT1605	Navy reservoir Chlorination System Upgrades	25,000	75,000	100,000
WT1607	7th St. Alley (PCH to N. Electric Ave.)	145,000	90,000	235,000
WT1701	West Orange County Connector Waterline Extension		675,000	675,000
WT1702	Westminster Ave. Water Main Replacement	-	2,800,000	2,800,000
WT1703	405 Widening Water Line Reconfiguration		750,000	750,000
WT1704	Lampson Ave Water Main Replacement	-	1,300,000	1,300,000
<b>Total Water Fund Requests:</b>		<b>3,480,000</b>	<b>8,360,000</b>	<b>11,840,000</b>
<b>Fund 034 Tidelands</b>				
BP1002	Pier Utility Upgrade Project	300,000	2,300,000	2,600,000
BP1102	Local Coastal Plan	80,000	-	80,000
<b>Total Tidelands Fund Requests:</b>		<b>380,000</b>	<b>2,300,000</b>	<b>2,680,000</b>

# CAPITAL IMPROVEMENT PROJECTS

FY 2016-2017

DEPARTMENT: Public Works - Capital Improvement Projects  
 FUND: Various Funding Sources

Capital Fund: 045, 019, & 044

Project Number	Description	Approved Carry over 2015-16 Budget	2016-17 Adopted Budget	2016-17 Total
<b>Fund 040 State Gas Tax</b>				
ST1408	Traffic Management Center Upgrade	75,000	-	75,000
ST1508	Old Town Parking and Signage Improvement	100,000	-	100,000
ST1601	Annual Slurry Seal Program	70,000	-	70,000
ST1604	Annual Concrete Repair Program	25,000	-	25,000
ST1605	Annual Striping program	25,000	-	25,000
ST1606	Annual Signage Replacement	10,000	-	10,000
ST1610	Westminster Ave. Rehabilitation (WCL to Seal Beach Blvd)	200,000	-	200,000
ST1701	Annual Slurry Seal Program	-	100,000	100,000
ST1704	Annual Concrete Repair Program	-	50,000	50,000
ST1705	Annual Striping program	-	25,000	25,000
ST1708	Westminster/17th St. Corridor Traffic Signal Synchronization	-	50,000	50,000
<b>Total Gas Tax Fund Requests:</b>		<b>505,000</b>	<b>225,000</b>	<b>730,000</b>
<b>Fund 042 Measure M2</b>				
ST1602	Local Street Resurfacing Program	275,000	-	275,000
ST1610	Westminster Ave. Rehabilitation (WCL to Seal Beach Blvd)	300,000	-	300,000
ST1702	Local Street Resurfacing Program	-	275,000	275,000
ST1703	Arterial Street Resurfacing Program	-	200,000	200,000
<b>Total Measure M2 Fund Requests:</b>		<b>575,000</b>	<b>475,000</b>	<b>1,050,000</b>
<b>Fund 044 Sewer Capital Fund</b>				
BP1002	Pier Utility Upgrade Project	450,000	215,000	665,000
BP1102	Local Coastal Plan	80,000	-	80,000
SS1301	Sewer System Master Plan Update	250,000	-	250,000
SS1401	Sewer Rate Study	80,000	-	80,000
SS1601	Manhole Rehabilitation	10,000	-	10,000
WT1607	7th St. Alley (PCH to N. Electric Ave.)	145,000	90,000	235,000
<b>Total Sewer Fund Requests:</b>		<b>1,015,000</b>	<b>305,000</b>	<b>1,320,000</b>
<b>Fund 049 Traffic Impact</b>				
ST1207	Seal Beach Comprehensive Parking Management Plan	110,000	30,000	140,000
<b>Total Traffic Impact Requests:</b>		<b>110,000</b>	<b>30,000</b>	<b>140,000</b>
<b>Fund 050 Seal Beach Cable Foundation</b>				
BG1402	SBTV3 Control Room Upgrades	219,000	-	219,000
<b>Total Seal Beach Cable Foundation Fund Requests:</b>		<b>219,000</b>	<b>-</b>	<b>219,000</b>
<b>Fund 080 Citywide Grants</b>				
<i>080-361 Grant Reimb.</i>				
ST1408	Traffic Management Center Upgrade (361)	243,000	-	243,000
ST1610	Westminster Ave. Rehabilitation (WCL to Seal Beach Blvd)	500,000	-	500,000
ST1708	Westminster/17th St. Corridor Traffic Signal Synchronization	-	231,000	231,000
<b>Total Citywide Grant Fund Requests:</b>		<b>743,000</b>	<b>231,000</b>	<b>974,000</b>
<b>Fund 209 CFD Landscape</b>				
ST1509	Westminster Ave Median Improvement	130,600	-	130,600
<b>Total Community Facilities District Requests:</b>		<b>130,600</b>	<b>-</b>	<b>130,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 12,780,500</b>	<b>\$ 11,976,000</b>	<b>\$ 24,756,500</b>

DEPARTMENT: Public Works  
 FUND: 045 Capital Project Fund

Account Code: 045-333

	<u>2014-2015 Actual</u>	<u>2015-2016 Amended Budget</u>	<u>2015-2016 Estimated</u>	<u>2016-2017 Adopted Budget</u>
Maintenance and Operations	\$ 4,649,480	\$ 10,574,897	\$ 2,289,397	\$ 11,596,500
<b>TOTAL</b>	<u>\$ 4,649,480</u>	<u>\$ 10,574,897</u>	<u>\$ 2,289,397</u>	<u>\$ 11,596,500</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Various Contractors for capital projects



# City of Seal Beach

# FY 2016-2017

DEPARTMENT: Public Works  
 FUND: 045 Capital Project Fund

Account Code: 045-333

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Svcs	045-333-44000	\$ 4,577,822	\$ 10,574,897	\$ 2,289,397	\$ 11,596,500
Transfers Out to Other Funds	045-333-47000	71,658	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 4,649,480</b>	<b>\$ 10,574,897</b>	<b>\$ 2,289,397</b>	<b>\$ 11,596,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,649,480</b>	<b>\$ 10,574,897</b>	<b>\$ 2,289,397</b>	<b>\$ 11,596,500</b>

## FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 71,993	\$ -	\$ -	\$ -
Revenues	4,577,487	10,574,897	2,289,397	11,596,500
Expenditures	(4,649,480)	(10,574,897)	(2,289,397)	(11,596,500)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -



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# City of Seal Beach

## SUCCESSOR AGENCY TO SB RDA

### **Managing Department Head:**

Director of Finance/City Treasurer

### **Mission Statement**

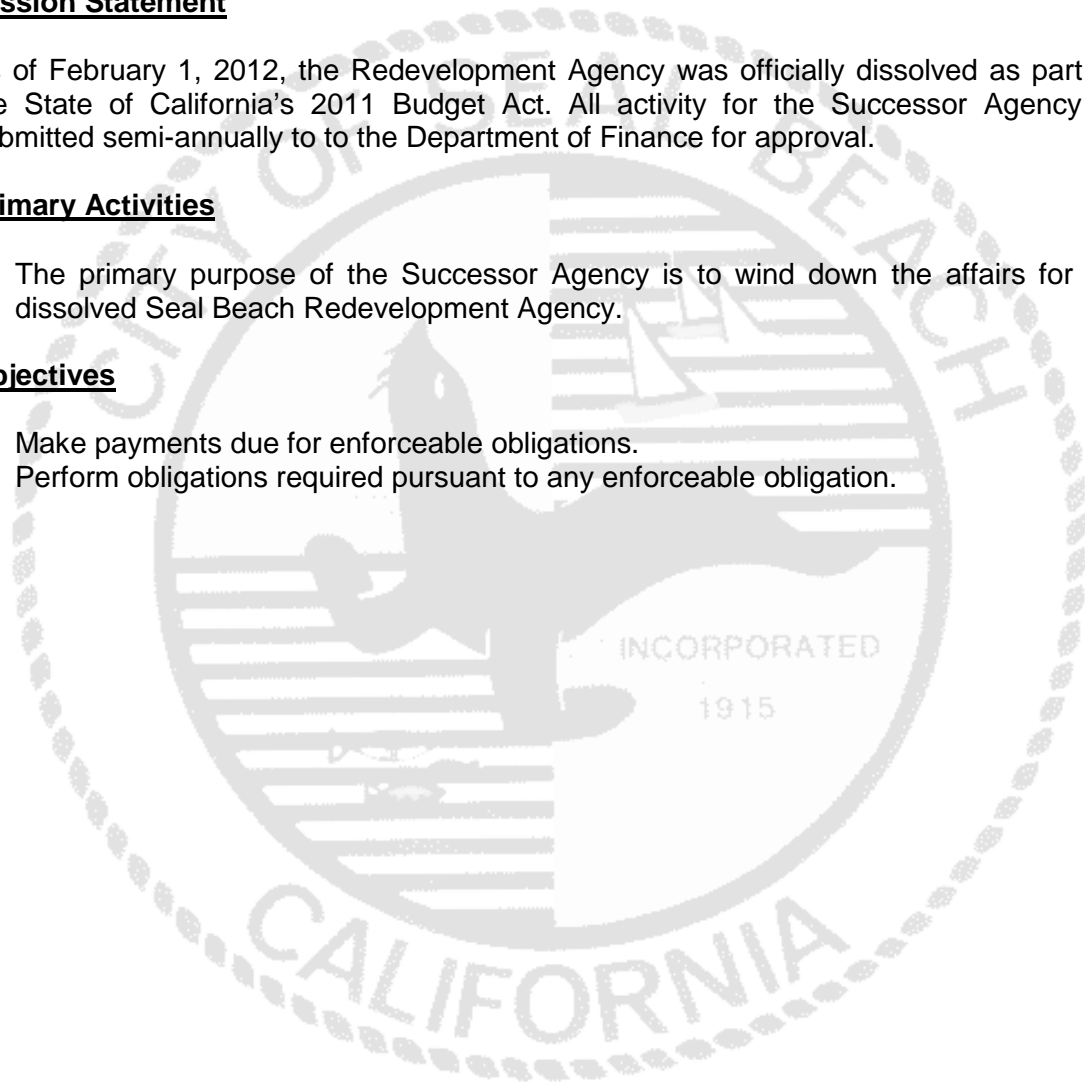
As of February 1, 2012, the Redevelopment Agency was officially dissolved as part of the State of California's 2011 Budget Act. All activity for the Successor Agency is submitted semi-annually to the Department of Finance for approval.

### **Primary Activities**

- The primary purpose of the Successor Agency is to wind down the affairs for the dissolved Seal Beach Redevelopment Agency.

### **Objectives**

- Make payments due for enforceable obligations.
- Perform obligations required pursuant to any enforceable obligation.



# City of Seal Beach

## FY 2016-2017

DEPARTMENT: Finance  
 FUND: 300 RDA - Riverfront Fund

Account Code: 300-063

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Maintenance and Operations	\$ 698,165	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 698,165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

40900	Depreciation	Depreciation expense
47889	Extraordinary Gain/Loss	Transfer asset to the City

DEPARTMENT: Finance  
 FUND: 300 RDA - Riverfront Fund

Account Code: 300-063

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	300-063-40900	\$ 3,580	\$ -	\$ -	\$ -
Extraordinary Gain/Loss	300-063-47889	694,585	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 698,165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 698,165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ 759,026	\$ 60,861	\$ 60,861	\$ 60,861
Revenues	-	-	-	-
Expenditures	(698,165)	-	-	-
Ending Fund Balance	<b>\$ 60,861</b>	<b>\$ 60,861</b>	<b>\$ 60,861</b>	<b>\$ 60,861</b>

DEPARTMENT: Finance  
 FUND: 302 RDA - Debt Service Fund

Account Code: 302-065

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Debt Service	\$ 195,832	\$ 230,400	\$ 230,400	\$ 192,300
<b>TOTAL</b>	<b>\$ 195,832</b>	<b>\$ 230,400</b>	<b>\$ 230,400</b>	<b>\$ 192,300</b>

ACCOUNT NUMBER EXPLANATION

47999 Interest Expense Debt service interest - Tax Allocation Bonds A & B

DEPARTMENT: Finance  
 FUND: 302 RDA - Debt Service Fund

Account Code: 302-065

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>DEBT SERVICE</b>					
Interest Expense	302-065-47999	\$ 195,832	\$ 230,400	\$ 230,400	\$ 192,300
<b>TOTAL DEBT SERVICE</b>		<u>\$ 195,832</u>	<u>\$ 230,400</u>	<u>\$ 230,400</u>	<u>\$ 192,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 195,832</u>	<u>\$ 230,400</u>	<u>\$ 230,400</u>	<u>\$ 192,300</u>

**FUND BALANCE ANALYSIS**

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ (3,489,506)	\$ (2,966,134)	\$ (2,966,134)	\$ (2,421,134)
Revenues	719,204	775,400	775,400	767,300
Expenditures	(195,832)	(230,400)	(230,400)	(192,300)
Ending Fund Balance	<u>\$ (2,966,134)</u>	<u>\$ (2,421,134)</u>	<u>\$ (2,421,134)</u>	<u>\$ (1,846,134)</u>

DEPARTMENT: Finance  
 FUND: 304 Retirement Obligation Fund

Account Code: 304-081

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Personnel Services	\$ 8,509	\$ 23,100	\$ 23,100	\$ 14,800
Maintenance and Operations	1,171,687	1,294,000	836,282	1,023,200
<b>TOTAL</b>	<b>\$ 1,180,196</b>	<b>\$ 1,317,100</b>	<b>\$ 859,382</b>	<b>\$ 1,038,000</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40008	Auto Allowance	Employee benefits costs
40009	Cell Phone Allowance	Employee benefits costs
40010	Deferred Compensation-Cafeteria	Employee benefits costs
40011	Deferred Compensation	Employee benefits costs
40012	PERS Retirement	Employee benefits costs
40014	Medical Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40022	Life/Long Term Disability	Employee benefits costs
44000	Contract Professional Svcs	Agency audit expenses, legal services, and misc
44005	Property Tax Admin Fee	Orange County Administrative Fee.
45050	Low/Mod Housing set aside	20% set aside for Low/Mod Housing .
47000	Transfer Out	Debt service transfer to Fund 302
47002	Transfer Out - Operations	Debt service transfer to Fund 302
47001	Project/Admin Allowance exp	Transfer to GF for admin allowance and project SD1201
47888	Principal - Sewer	Debt service - principal
47889	Extraordinary Gain/Loss	Payment to Orange County
47999	Interest Expense	Debt service - interest



# City of Seal Beach

## FY 2016-2017

**DEPARTMENT:** Finance  
**FUND:** 304 Retirement Obligation Fund

**Account Code:** 304-081

Description	Account Number	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	304-081-40001	\$ 7,315	\$ 20,000	\$ 20,000	\$ 14,800
Deferred Comp - Cafeteria	304-081-40010	26	-	-	-
Deferred Comp	304-081-40011	258	700	700	-
PERS Retirement	304-081-40012	791	1,900	1,900	-
Medicare	304-081-40017	113	300	300	-
Life/Long Term Disability	304-081-40022	-	200	200	-
Flexible Spending - Cafeteria	304-081-40022	6	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 8,509</b>	<b>\$ 23,100</b>	<b>\$ 23,100</b>	<b>\$ 14,800</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	304-081-44000	\$ 90,602	95,900	60,882	105,900
Property Tax Fee	304-081-44005	2,379	-	-	-
Low/Mod Housing 20% set aside	304-081-45050	180,000	180,000	-	-
Housing Auth.-Admin Allow	304-081-45051	125,000	-	-	150,000
Transfer Out	304-081-47000	719,204	775,400	775,400	-
Transfer Out - Operations	304-081-47002	-	-	-	767,300
Project/Admin. Allowance Exp	304-081-47001	50,453	-	-	-
Principal - Sewer	304-081-47888	-	239,000	-	-
Interest Expense	304-081-47999	4,049	3,700	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 1,171,687</b>	<b>\$ 1,294,000</b>	<b>\$ 836,282</b>	<b>\$ 1,023,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,180,196</b>	<b>\$ 1,317,100</b>	<b>\$ 859,382</b>	<b>\$ 1,038,000</b>

### FUND BALANCE ANALYSIS

	2014-2015 Actual	2015-2016 Amended Budget	2015-2016 Estimated	2016-2017 Adopted Budget
Beginning Fund Balance	\$ (203,907)	\$ (299,818)	\$ (299,818)	\$ 43,500
Revenues	1,084,285	1,314,000	1,202,700	994,500
Expenditures	(1,180,196)	(1,317,100)	(859,382)	(1,038,000)
Ending Fund Balance	<b>\$ (299,818)</b>	<b>\$ (302,918)</b>	<b>\$ 43,500</b>	<b>\$ -</b>



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# Appropriations Limits

The voters of California approved Article XIII - B of the California State Constitution also known as Proposition 4, or the "Gann Initiative". The proposition restricts the total amount of appropriations allowed in any given fiscal year from the "proceeds of taxes". In 1980, the State Legislature added a section of the Government Code that required the governing body of each local jurisdiction to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year's limit, adjusted for population changes and the change in the U.S. Consumer Price Index or California per Capita Personal Income if smaller.

In June 1990, the voters modified the original Proposition 4 with the passage of Proposition 111 and its implementing legislation. Beginning with the 1990-91 Appropriations Limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to construction within the City, and the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the taxpayers within two years.

**City of Seal Beach  
Schedule B  
Calculation of Appropriations Subject to Propositions XIII B Limit  
For Fiscal Year Ended June 30, 2017**

<b>Limit for FY 15/16</b>	<b>\$</b>	<b>26,599,307</b>
<b>2016/2017 per Capita Personal Income</b>		<b>1.0537</b>
<b>Product</b>		<b>28,027,690</b>
<b>2014/2015 Population Change (County)</b>		<b>1.0054</b>
<b>Appropriations Limit FY 16/17</b>	<b>\$</b>	<b>28,179,039</b>
<b>Appropriations Limit FY 16/17</b>		<b>28,179,039</b>
<b>Total FY 15/16 General Fund revenues subject to Appropriations Limit (Schedule A)</b>		<b>12,955,700</b>
<b>Unused Appropriations Limit</b>	<b>\$</b>	<b>15,223,339</b>

## Long-Term Debt

The City of Seal Beach is not obligated in any manner for general obligation or special assessment bonded indebtedness. Pursuant to California Government Code Section 43605, total general obligation bonds outstanding cannot exceed 15 percent of total assessed valuation. At June 30, 2016, the City did not have any debt subject to the State Debt Limit.

Current General Fund debt obligations include capital leases for installation and replacing of various air conditioning, lighting for City Buildings and City street lighting to reduce energy use or to make for a more efficient use of energy.

Enterprise Funds' debt obligations consist of the Water Operations Fund economic development loan from the Economic Development Administration for drought relief and the 2011 Installment Sales Agreement which was a refinancing loan that replaced the previous Sewer Capital Fund Certificates of Participation for the financing of improvements to the sewer infrastructure.

On June 20, 2008, the City issued Taxable Pension Obligation Bonds for the purpose of refunding the City's obligations to the California Public Employees' Retirement System for pension benefits accruing for its members.

The City issued \$6.3 million of bond proceeds in January of 2009. The bond proceeds were used to construct a new state-of-the-art 12,000 square foot fire station located at 3131 North Gate Road.

The following schedule outlines the City's total outstanding debt for the fiscal year 2015-2016. The schedule reports the original amounts of debt issued, the funding source to pay the debt, issue date, final payment date, and the interest rate.

# Long-Term Debt

## City of Seal Beach Outstanding Debt Schedule

Name of Bond, Loan or Capital Lease	Original Amount of Issue	Beginning Outstanding Balance 7/1/2016	Requirements for Fiscal Year Ending June 30, 2017			Ending Outstanding Balance 6/30/2017
			Interest Payable	Principal Payment	Total	
<b><u>General Fund</u></b>						
<i>Capital Leases</i>						
Energy Efficiency Program	1,546,931	1,368,208	45,472	124,270	169,742	1,243,938
<b>Total General Fund</b>	<b>1,546,931</b>	<b>1,368,208</b>	<b>45,472</b>	<b>124,270</b>	<b>169,742</b>	<b>1,243,938</b>
<b><u>Water and Sewer Enterprise</u></b>						
State of CA Revolving Loan 10-838-550	2,644,015	2,199,329	57,153	112,598	169,751	2,086,731
State of CA Revolving Loan 10-842-550	1,652,742	1,518,705	39,486	67,236	106,722	1,451,469
2011 Installment Sales Agreement	3,310,000	2,565,000	121,440	145,000	266,440	2,420,000
<b>Total Water and Sewer Enterprise Funds</b>	<b>7,606,757</b>	<b>6,283,034</b>	<b>218,079</b>	<b>324,834</b>	<b>542,913</b>	<b>5,958,200</b>
<b><u>Pension Obligation</u></b>						
<i>Bond</i>						
Police Plan 2008A-2	8,775,000	3,461,000	169,059	1,047,000	1,216,059	2,414,000
<b>Total Pension Obligation Fund</b>	<b>8,775,000</b>	<b>3,461,000</b>	<b>169,059</b>	<b>1,047,000</b>	<b>1,216,059</b>	<b>2,414,000</b>
<b><u>Lease Revenue 2009 Bond</u></b>						
<i>Bond</i>						
Fire Station Project	6,300,000	3,255,000	114,917	420,000	534,917	2,835,000
<b>Total Lease Revenue Fund</b>	<b>6,300,000</b>	<b>3,255,000</b>	<b>114,917</b>	<b>420,000</b>	<b>534,917</b>	<b>2,835,000</b>
<b>Total All City Funds Outstanding Debt</b>	<b>24,228,688</b>	<b>14,367,242</b>	<b>547,527</b>	<b>1,916,104</b>	<b>2,463,631</b>	<b>12,451,138</b>

# Description of Funds

The City's financial structure is organized like other governments with the use of funds. Funds represent the control structure that ensures that public monies are spent only for those purposes authorized and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular government function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by the City Charter and/or Municipal Code, the State of California statutes and Generally Accepted Accounting Principles, as determined by the Governmental Accounting Standards Board.

The City uses the following funds to control its financial activities: General Fund, Special Revenue Funds, Enterprise Funds, Successor Agency Funds and Capital Projects Funds.

**General Fund:** The General Fund is used to account for most of the day-to-day operations of the City, which are financed from property taxes, utility users tax, sales tax, and other general revenues. Activities financed by the General Fund include police services, fire services, general administration, engineering, and planning.

**Special Revenue Funds:** Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government and therefore cannot be diverted to other uses. The City has the following special revenue funds:

*Street Lighting Assessment District 002:* The Seal Beach Street Lighting Assessment District was formed under the Street Lighting Act of 1919 to finance the maintenance of streetlights and to finance the electricity used by the streetlights by special assessments.

*Special Project 004:* The Special Project Fund was established to account for revenues derived from donations or special fees designated for future projects.

*Supplemental Law Enforcement Grant 009:* The Supplemental Law Enforcement Grant are funds received from the State under the State Citizens Option for Public Safety Program. Certain procedures are required to be implemented prior to the use of the funds, and the funds cannot be used to supplant existing funding for law enforcement.

*Asset Seizure and Forfeiture Fund 011 & 013:* The Asset Seizure and Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents.

*Air Quality Improvement Program Fund 012:* The Air Quality Improvement Program Fund accounts for supplemental vehicle license fee revenue distributed to Cities by the South Coast Air Quality Management District pursuant to Assembly Bill 2766. Expenditures are limited to programs that will reduce air pollution by reducing, directly or indirectly, mobile source emission pollutants.

*Park Improvement Fund 016:* The Park Improvement Fund was established to account for the Quimby Act Fees received by developers. The fees collected are only to be used to improve parks and recreation facilities.

*Pension Obligation Bond 027:* The Pension Obligation Bond Fund was established to account for the principal and interest payments made to pay off this long-term debt. The General Fund is the source of the payments of principal and interest.

*Fire Station Bond 028:* The Fire Station Bond Fund was established to account for the principal and interest payments made to pay off this long-term debt. The General Fund is the source of the payments of principal and interest.

# Description of Funds

Tidelands Beach Fund 034: The Tidelands Beach fund is required by the State of California and is used to account for all revenues derived from beach and pier operations in the City. Expenditures are limited to lifeguard, pier, and beach operations.

State Gas Tax Fund 040: The Gas Tax Fund accounts for State collected, locally shared gas tax monies. Expenditures are limited to repair, construction, maintenance and right-of-way acquisitions relating to streets and highways.

Measure M Fund 041: The Measure "M" Fund accounts for "Local Turnback" funds established as part of the one-half cent sales tax increase initially approved November 6, 1990 and extended through 2041 by the voters of Orange County in November 2006. Measure "M" "Local Turnback" revenues can only be expended on street and highway improvements.

Measure M2 Fund 042: With the sunset of M1, voters approved a continuation of transportation improvements through the Measure M Transportation Investment Plan (M2). By the year 2041, the M2 program plans to deliver approximately \$15.5 billion\* worth of transportation improvements to Orange County. Major improvement plans target Orange County freeways, streets and roads, transit and environmental programs.

Traffic Impact AB1600 049: Traffic Impact Fees are fair-share based fees that will serve to offset, or mitigate, the traffic impacts caused by new development.

Roberti-Z'Berg-Harris Urban Open Space Fund 070: The Roberti-Z'Berg-Harris Open Space Fund's revenues can only be used to improve open space areas such as parks.

Per Capita Fund 071:

This fund consists of the Per Capita grant that is allocated to cities, counties, and eligible districts on a population-based formula. Funds may be used for the acquisition, development, improvement, rehabilitation, restoration, enhancement, and the development of interpretive facilities for local parks and recreational lands and facilities

Community Development Block Grant (CDBG) 072: The CDBG program provides communities with resources for a wide variety of unique community development needs. The City receives grant from federal CDBG funds for Leisure World Housing Rehabilitation on interiors. The intent is to modify bathrooms in the senior community to provide better and safer accessibility for elderly residents.

Police Grants 075: Various grants include the *Urban Area Security Initiative* (UASI), the *Office of Traffic Safety* (OTS) DUI grant reimburses funds advanced by the City for DUI enforcement, the *Bullet Proof Vest Protection* (BVP) grant which provides matching funds for the purchase of bullet-resistant vests, the *Alcoholic Beverage Control* (ABC) grant and the *Justice Assistance Grant* (JAG).

Citywide Grants Fund 080:

This fund accounts for various Federal and State grants that are restricted to expenditures for specific projects or purposes.

Community Facilities District No. 2002-01 202 & 204: The Community Facilities District No. 2002-01 (Heron Pointe) was formed under the Mello-Roos Community Facilities Act of 1982, as amended, to provide financing for the construction and acquisition of certain public street improvements, water and sanitary sewer improvements, dry utility improvements, park and landscaping improvements which will serve the new construction in the Community Facility District.

# Description of Funds

Community Facilities District No. 2002-02 201: The Community Facilities District No. 2002-02 was formed under the Mello-Roos Community Facilities Act of 1982 to provide financing for the City's Maintenance of landscaping facilities installed within the public right-of-way as part of the Bixby Old Ranch Town Center and country Club developments.

Community Facilities District No. 2005-01 205: The Community Facilities District No. 2005-01 (Pacific Gateway Business Center) was formed under the Mello-Roos Community Facilities Act of 1982, as amended. Special Tax B will satisfy costs related to the maintenance of parks, parkways and open space within the District ("Landscape Maintenance).

**Successor Agency to the SB Redevelopment Agency Funds:** The City of Seal Beach Redevelopment Agency operates as a separate legal entity from the City of Seal Beach and the budget and annual work program are established by the City Council acting as the Agency Board of Directors. The Agency maintains four separate funds. Transitioned to Successor Agency in 2012.

Retirement Fund - Riverfront Project Area 300: The Riverfront Project Area Fund accounts for staff, operating costs and capital projects within the Riverfront Project Area.

Retirement Fund - Low and Moderate Income Housing Funds 301: The Riverfront Low and Moderate Income Housing Funds account for preserving and expanding the City's affordable housing stock

Retirement Fund - Debt Service Fund 302: The Debt Service Fund accounts for the payments of long-term debt.

Retirement Fund - Tax Increment 303: The Tax Increment Fund accounts for the collection of property tax revenues and rental income from property within the Redevelopment Project Area. The 20% Low and Moderate Housing set-aside is transferred from this fund into the Riverfront Project Area Low and Moderate Housing Set-Aside Fund. Revenues accounted for in this fund are also transferred into the Debt Service fund for payment of long-term debt.

Retirement Obligation Fund 304: The Retirement Obligation Fund account for Recognized Obligation Payment Schedule (ROPS) items approved by the Department of Finance.

**Proprietary Funds:** Of the eleven fund types established by the GAAP, two are classified as proprietary funds. These are enterprise funds and internal service funds. Enterprise funds are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). The City's enterprise funds are Water and Sewer. The City's internal service fund is a vehicle replacement fund.

Water Enterprise Funds 017 & 019: The Water Enterprise Funds account for water operations that are financed and operated in a manner similar to private business enterprises where the intent of the government is that the costs of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges. The water usage rates are tiered and charged by the cubic feet consumed. The fees collected cover the water operations maintenance and operation expenses.

The Water Capital Enterprise Fund was established to pay for the costs of replacing aging water related infrastructure and equipment as needed, and the construction of new or enhanced water services necessitated by new development and existing infrastructural deficiencies. Fees collected are based on meter size and used for capital improvements and meter replacements.



# Description of Funds

Vehicle Replacement Fund 021: The revenues received by this fund are transferred from the departments that have vehicles and equipment. Departmental transfers represent a pro rata share of all costs of vehicles and equipment. All replacement vehicles are purchased from this fund.

Sewer Enterprise Funds 043 & 044: The Sewer Enterprise Funds account for sewer operations and maintenance and the upkeep and replacement of the sewer infrastructure and equipment in a manner similar to private business enterprises where the cost of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges.

Sewer fees used to finance the Sewer Operations Funds are charged to customers based on water usage. The fees collected cover sewer maintenance and operation expenses.

The Sewer Capital Enterprise Fund was established July 1, 2000 to pay for the costs of replacing and maintaining the City's aging sewer infrastructure and equipment. Fees collected are based on meter size and are used for long-term debt payments and capital improvements.

**Fiduciary Funds:** Fiduciary Funds are used when a government holds or manages financial resources in an agent or fiduciary capacity. The City has a trust fund that is not appropriated. This trust fund receives funds from entities and or individuals. Those funds are treated as deposits and expended at the direction of the entity and or individual who made the deposit (e.g. CATV).

# Glossary of Terms

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**Accounting System** – The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting**- The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

**Actual Prior Year** – Actual amounts for the fiscal year preceding the current fiscal year that precedes the budget fiscal year.

**Appropriation** – An authorization made by the legislative body of a government that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Appropriation Resolution** – The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Value** – The value placed on real and other property as a basis for levying taxes.

**Assets** – Property owned by a government that has monetary value.

**Bond** – A long-term promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

**Budget** – A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.

**Budget Calendar** – The schedule of key dates that a government follows in the preparation and adoption of the budget.

**Budget Deficit** – Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

**Budget Document** – The official written statement detailing the proposed budget as submitted by the City Manager and supporting staff to the legislative body.

**Budget Message** – A general discussion of the proposed budget presented in writing as a part of or supplemental to the budget document. The budget message explains principal budget issues against the background of financial trends, and presents recommendations made by the city manager.

**Capital Budget** – A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget that includes both operation and capital outlays.

**Debt Service** – Payment of interest and repayment of principal to holders of a government's debt instruments.

**Depreciation** – (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

# Glossary of Terms

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**Enterprise Fund Accounting** – Accounting used for government operations that are financed and operated in a manner similar to business enterprises and for which preparation of an income statement is desirable. Enterprise Funds use the accrual basis of accounting.

**Expenditure** – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays intergovernmental grant entitlement and shared revenues.

**Expense** – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Fiscal Policy** – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year** – The City of Seal Beach operates on a fiscal year from July 1 through June 30.

**Franchise Fee** – A fee paid by public service utilities for use of public property in providing their services to the citizens of a community, including refuse and cable television

**Full Time Equivalent (FTE)** – Number of employee positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equal one FTE.

**Fund** – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities that are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance** – The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

**General Fund** – General operating fund of the City. It is used to account for all financial resources except those included in Special Revenue, Enterprise and/or Agency Funds.

**Goal** – A statement of broad direction, purpose or intent based on the needs of the community.

**Grant** – A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**Licenses, Permits, and Fees** – Revenues collected by a governmental unit from individuals or business concerns for various rights or privileges granted by the government.

**Maintenance** – All materials or contract expenditures covering repair and upkeep of City buildings, machinery and equipment, systems, and land.

**Materials and Supplies** – Expendable materials and operating supplies necessary to conduct department activity.

**Modified Accrual Basis** – The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

# Glossary of Terms

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**Operating Budget** – The annual budget and process that provides a financial plan for the operation of government and the provision of core services for the year. Excluded from the operating budget are capital projects, which are determined by a separate, but interrelated process.

**Operating Transfer** – A transfer of revenues from one fund to another fund.

**Primary Activities** – A summary of what each department accomplishes during the fiscal year.

**Program Purpose** – The responsibilities of each department.

**Public Hearing** – The portions of open meetings held to present evidence that provides information on both sides of an issue.

**Reserve** – An account used to indicate that a portion of fund balance is legally restricted for a specific purpose, or is otherwise not available for appropriation and subsequent spending.

**Resolution** – An order of a legislative body requiring less formality than an ordinance or statute.

**Revenue** – The term designates an increase to a fund's assets which: (1) does not increase a liability (e.g., proceeds from a loan); (2) does not represent a repayment of an expenditure already made; (3) does not represent a cancellation of certain liabilities; and (4) does not represent an increase in contributed capital.

**Revenue Estimate** – A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**User Fees** – The payment of a charge or fee for direct receipt of a service by the party benefiting from the service.