



# City of Seal Beach

Adopted Budget | Fiscal Year 2019-2020



The City of Seal Beach provides  
excellent city services to enhance  
the quality of life and to  
preserve our small town character.



The City of Seal Beach Values:

Excellent Customer Service

Mutual Respect

Teamwork

Professionalism

Honest & Ethical Behavior

**City of Seal Beach  
California**

**FISCAL YEAR 2019-2020 BUDGET**



**CITY COUNCIL**

Thomas Moore, Mayor  
Schelly Sustarsic, Mayor Pro Tem  
Joe Kalmick, Council Member  
Sandra Massa-Lavitt, Council Member  
Mike Varipapa, Council Member

**EXECUTIVE OFFICERS**

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

**EXECUTIVE TEAM**

Patrick Gallegos, Assistant City Manager  
Joseph Miller IV, Chief of Police  
Steve Myrter, Director of Public Works  
Victoria L. Beatley, Director of Finance/City Treasurer  
Steven Fowler, Interim Director of Community Development  
Joe Bailey, Marine Safety Chief  
Gloria D. Harper, City Clerk

Prepared by  
Finance Department



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June 24, 2019

To: Honorable Mayor Moore and Members of the City Council

From: Jill R. Ingram, City Manager

Re: Fiscal Year 2019 - 2020 Budget Message

In accordance with the City Charter, I am submitting the Fiscal Year 2019-20 annual budget for the City of Seal Beach. The City's Fiscal Year 2019-2020 budget is balanced with General Fund operating revenues exceeding operating expenditures by \$1,456,200.

Over the last two fiscal years staff identified some significant challenges with balancing the budget, which resulted in key staff positions, such as the Director of Community Development, being left vacant and unfunded. The FY 2018-2019 fiscal year proved even more challenging, and as a result, additional staff positions were left vacant and some service levels were impacted.

Moreover, revenues continued to underperform in both Sales Tax and Utility Users' Tax. Because of the continued underperformance, the gap in the difference between revenues and expenses grew larger. Expenses related to retirement, public safety, insurance, and retiree health continued to grow as well.

Shortly after the FY 2018-19 budget was adopted, staff began working diligently on a path to fiscal sustainability. The fiscal challenges could not continue to be met by keeping key positions vacant nor by deferring infrastructure improvements, and the increasing structural deficit left unchecked would jeopardize the City's future significantly. As a result, City staff continued the development of a plan to revitalize revenue in the City.

With the future of Seal Beach, as a vibrant small town, at the forefront of key budgetary decisions, staff evaluated various options by which to generate additional revenue for the City. The options were thoughtfully and thoroughly reviewed, and it was evident that recommending a local sales tax measure was an option that would likely provide a path to long-term fiscal sustainability. In July 2018, the City Council approved the placement of a 1% Transaction and

Use Tax measure on the ballot. In November 2018, residents of Seal Beach approved Measure BB, and the new Transactions and Use Tax collection began on April 1, 2019.

Other than the addition of the new tax revenue, the FY 2019-20 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 current economic conditions. The revenue from Measure BB has been estimated to be approximately \$4.7 million in the first year. This estimate is based upon staff's familiarity with the local economy and information provided by HdL, the City's Sales Tax consultant.

As in prior budgets, the personnel services portion of the Fiscal Year 2019-2020 expenditure budget has been prepared by projecting wages and salaries by position and has been adjusted by 3% to allow for the consideration of salary-related changes.

The maintenance and operations, and capital outlay/improvements portions of the Fiscal Year 2019-2020 expenditure budget have been prepared by using historical data as a basis to estimate costs, which are then verified through a zero-based budgeting process. In addition, the proposed budget includes estimates for new programs and projects. Finally, the Fiscal Year 2019-2020 expenditures also include carryover amounts estimated from the previous year and incorporates known significant changes, such as increases in contract costs.

To better illustrate trends and changes, in virtually every section of the budget document, you will see a column indicating FY 2017-2018 actual operating results, followed by both the FY 2018-19 amended budget and estimated year-end amounts. The final column is the FY 2019-2020 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 and navigate through the budget document.

As previously stated, the proposed General Fund operating revenues exceed operating expenditures by \$1,456,200. Despite the proposed surplus, every effort will be made to look for additional savings and efficiencies.

### **General Fund Budget Highlights**

The FY 2019-20 General Fund budget presented includes operating expenditures of \$34.3 million and capital project expenditures of \$3.3 million (includes a transfer to the Tidelands Fund of \$433,000). The capital project expenditures are to be funded out of General Fund reserves. 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 \$35.7 million

for Fiscal Year 2019-2020, which is a \$4.7 million increase from the estimated FY 2018-2019 revenues.

In Fiscal Year 2019-2020, the projected revenue increase is primarily due to the new Transactions and Use Tax as a result of the voter approval of Measure BB. General Fund expenditures in the FY 2019-2020 budget are estimated to be \$37.5 million. This amount includes transfers for capital projects in the amount of \$3.3 million for Fiscal Year 2019-2020. The current General Fund fund balance is projected to be approximately \$18.1 million at the end of Fiscal Year 2019-2020.

### **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 2019-2020, the Public Works department is expected to spend approximately \$11.24 million. Of the \$11.24 million, \$6.8 million is being carried over from the FY 2018-2019 adopted budget and will be funded with reserves. The CIP being funded out of the General Fund is \$3.3 million (which includes a transfer to the Tidelands Fund of \$433,000), with \$2.8 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 of Seal Beach is supported by a lean, accountable, effective, and well-managed team of professionals focused on 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 our 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 in concurrence with the City Council's fiscal policies 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. In doing so, we believe that our residents will continue to receive an exceptional level of service that will serve to enhance their quality of life.

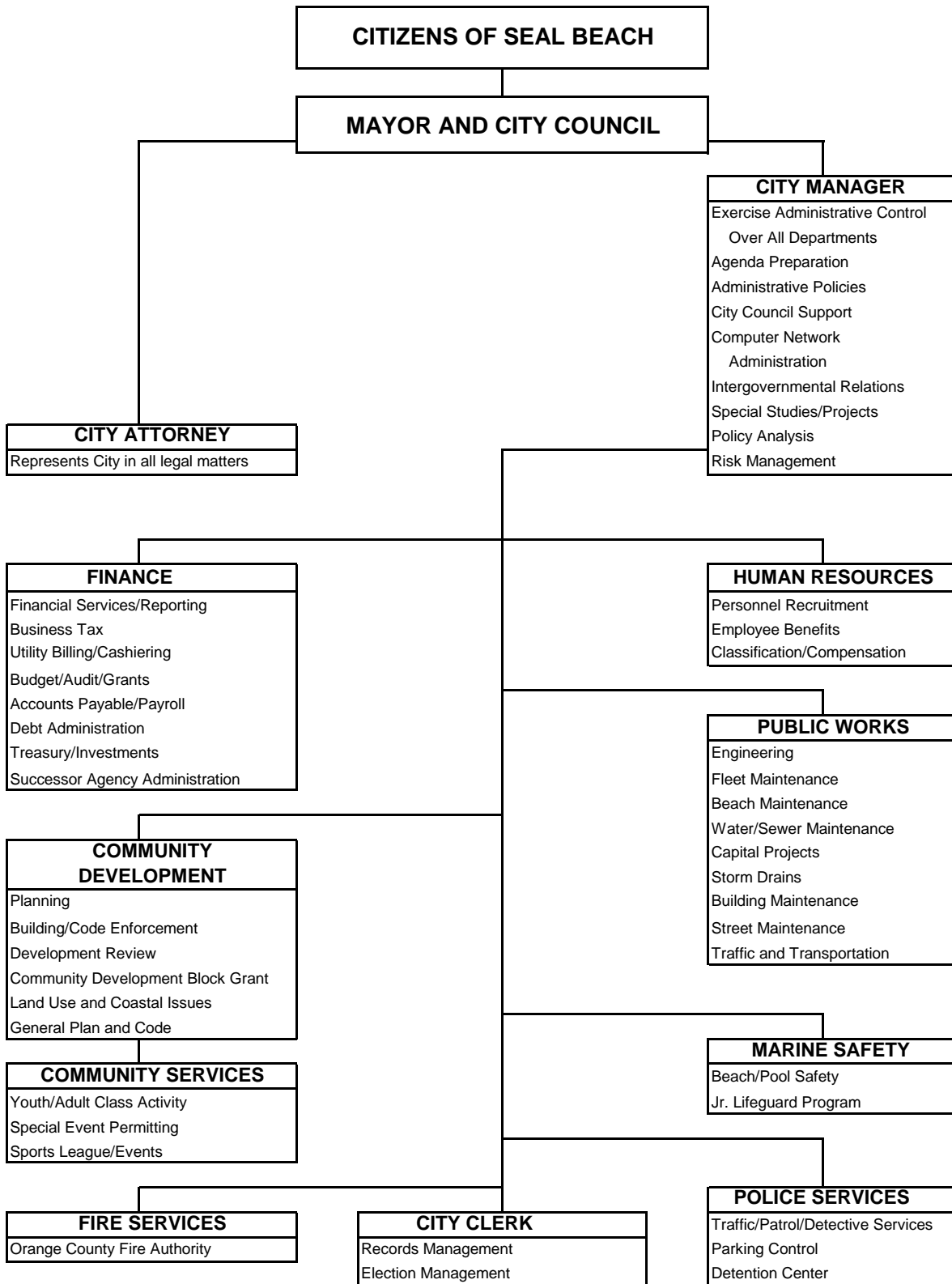
The staff and I welcome comments from both the City Council and the community on the spending plans for Fiscal Year 2019-2020.

Respectfully submitted,

*Jill R. Ingram*

Jill R. Ingram  
City Manager

# City of Seal Beach Organizational Chart



# POSITION ALLOCATION PLAN

FY 2019-2020

DEPARTMENT	DIVISION	POSITION	ADOPTED 2019-2020	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	-	0.65	0.15	-	0.15	0.05	0.05
001-011	City Manager	Assistant City Manager	1.00	-	0.33	0.15	0.02	0.15	0.35	0.35
001-014	City Manager	Management Analyst	1.00	-	0.60	0.10	0.20	0.10	-	-
001-011	City Manager	Executive Assistant	0.75	0.75	0.71	-	-	-	0.04	0.04
001-011	City Manager	Management Analyst (Part-time)	0.66	0.66	0.40	0.02	-	0.02	0.22	0.22
<b>Total City Manager</b>			<b>4.41</b>	<b>1.41</b>	<b>2.69</b>	<b>0.42</b>	<b>0.22</b>	<b>0.42</b>	<b>0.66</b>	<b>0.66</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	-	0.85	0.05	-	0.05	0.05	0.05
001-012	City Clerk/Election	Executive Assistant (Part-time)	0.73	-	0.69	-	-	-	0.04	0.04
<b>Total City Clerk</b>			<b>2.73</b>	<b>-</b>	<b>2.34</b>	<b>0.15</b>	<b>-</b>	<b>0.15</b>	<b>0.09</b>	<b>0.09</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	-	0.20	0.55	-	0.25	-	-
001-017	Finance	Senior Account Technician	1.00	-	0.75	0.15	-	0.10	-	-
001-017	Finance	Account Clerk	0.75	0.75	0.45	0.15	-	0.15	-	-
<b>Total Finance Department</b>			<b>7.75</b>	<b>0.75</b>	<b>5.10</b>	<b>1.55</b>	<b>-</b>	<b>1.10</b>	<b>-</b>	<b>-</b>

# POSITION ALLOCATION PLAN

FY 2019-2020

DEPARTMENT	DIVISION	POSITION	ADOPTED 2019-2020	Vacant	Funds Allocation			
					General (001)	Water (017)	Tidelands (034)	Sewer (043)
<b>POLICE</b>								
001-021	EOC	Police Corporal	1.00	-	1.00	-	-	-
001-022	Field Services	Police Chief	1.00	-	1.00	-	-	-
001-022	Field Services	Police Commander	2.00	-	2.00	-	-	-
001-022	Field Services	Police Sergeant	7.00	-	7.00	-	-	-
001-022	Field Services	Police Corporal	3.00	1.00	3.00	-	-	-
001-022	Field Services	Police Officer**	23.00	1.00	23.00	-	-	-
001-022	Field Services	Police Officer (Reserve)	5.00	-	5.00	-	-	-
001-023	Support Services	Executive Assistant	1.00	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)	1.00	-	1.00	-	-	-
001-023	Support Services	Crossing Guard (Part-time)	1.90	-	1.90	-	-	-
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)	3.95	2.18	3.95	-	-	-
013-111	Field Services	Police Officer	1.00	-	-	-	-	1.00
<b>Total Police Department</b>			<b>65.85</b>	<b>5.18</b>	<b>64.85</b>	-	-	<b>1.00</b>
<b>COMMUNITY DEVELOPMENT</b>								
001-030	Planning	Director of Comm. Dev.	1.00	1.00	0.80	0.10	-	-
001-030	Planning	Senior Planner	1.00	-	1.00	-	-	-
001-030	Planning	Assistant Planner	1.00	1.00	1.00	-	-	-
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	-	-
001-031	Building & Safety	Senior Building Technician	1.00	-	1.00	-	-	-
<b>Total Community Development</b>			<b>12.00</b>	<b>4.00</b>	<b>11.60</b>	<b>0.20</b>	<b>0.20</b>	<b>-</b>

# POSITION ALLOCATION PLAN

FY 2019-2020

DEPARTMENT	DIVISION	POSITION	ADOPTED 2019-2020	Vacant	General (001)	Water (017)	Funds Allocation			Other Various
							Tidelands (034)	Sewer (043)		
<b>PUBLIC WORKS</b>										
001-042	Admin & Engineering	Director of Public Works	1.00	-	0.45	0.30	0.05	0.20	-	-
001-042	Admin & Engineering	Dep. Dir. of PW/City Engineer	1.00	-	0.70	0.10	0.10	0.10	-	-
001-042	Admin & Engineering	Associate Engineer	1.00	-	0.20	0.30	0.30	0.20	-	-
001-042	Admin & Engineering	Assistant Engineer	1.00	-	0.45	0.30	0.05	0.20	-	-
001-042	Admin & Engineering	Executive Assistant	1.00	-	0.75	0.10	0.05	0.10	-	-
001-042	Admin & Engineering	Management Analyst (Part-time)	0.44	-	-	0.22	-	0.22	-	-
001-042	Admin & Engineering	Intern	0.75	-	0.75	-	-	-	-	-
001-043	Public Works Yard	Executive Assistant	0.76	0.76	0.26	0.23	-	0.23	0.04	0.04
001-044	Public Works Yard	Maint. Services Supervisor	1.00	1.00	0.50	0.10	-	0.40	-	-
001-044	Public Works Yard	Maintenance Services Supervisor	1.00	-	0.70	-	-	-	0.30	0.30
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	-	0.20	0.20	0.10	0.50	-	-
001-044	Public Works Yard	Sr. Maintenance Worker	3.00	-	0.85	-	-	1.85	0.30	0.30
001-044	Public Works Yard	Maintenance Aid (Part-time)	2.92	2.92	1.72	-	0.90	-	-	-
001-050	Public Works Yard	Fleet Maint. Program Manager	1.00	-	0.60	0.20	-	0.20	-	-
001-050	Public Works Yard	Mechanic***	1.00	1.00	0.60	0.20	-	0.20	-	-
017-900	Field Operations	Water Services Supervisor	1.00	-	-	0.90	-	0.10	-	-
017-900	Field Operations	Sr. Water Operator	1.00	-	-	0.95	-	0.05	-	-
017-900	Field Operations	Sr. Maintenance Worker	1.00	-	0.85	-	0.10	0.05	-	-
017-900	Field Operations	Water Operator	4.46	1.00	-	4.04	-	0.42	-	-
017-900	Field Operations	Maintenance Worker (Part-time)	0.96	-	-	0.43	-	0.43	0.10	0.10
017-900	Field Operations	Maintenance Worker	2.00	-	0.40	0.90	-	0.60	0.10	0.10
034-863	Beach Operations	Sr. Maintenance Worker	2.00	-	0.35	-	1.10	0.30	0.25	0.25
034-863	Beach Operations	Maintenance Worker (Part-time)	0.96	-	0.07	-	0.53	0.24	0.12	0.12
<b>Total Public Works</b>			<b>32.25</b>	<b>6.68</b>	<b>10.70</b>	<b>9.82</b>	<b>3.33</b>	<b>6.89</b>	<b>1.51</b>	<b>1.51</b>



**POSITION ALLOCATION PLAN**

**FY 2019-2020**

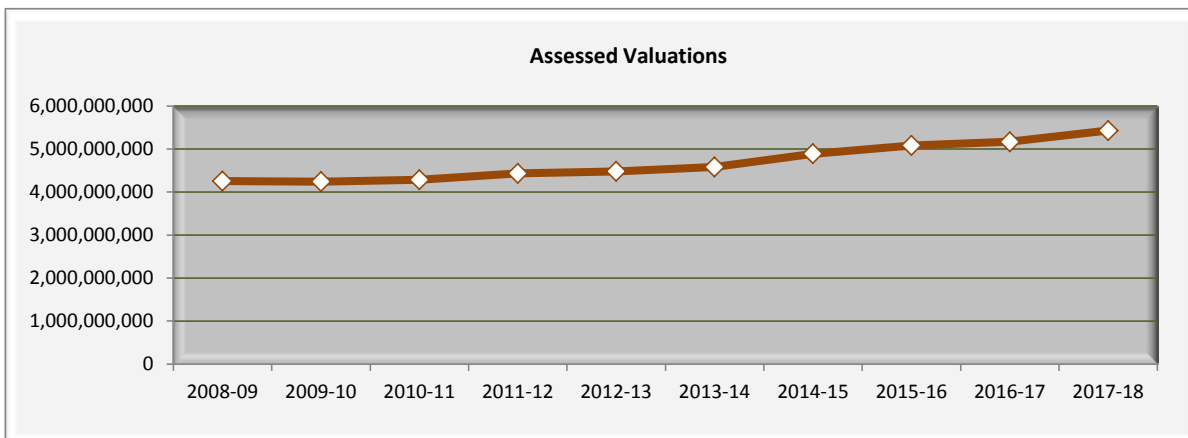
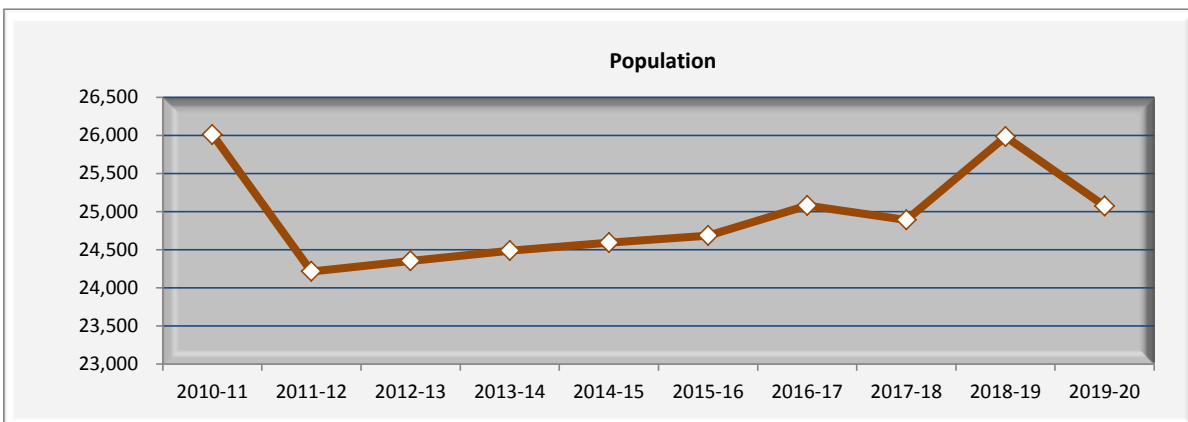
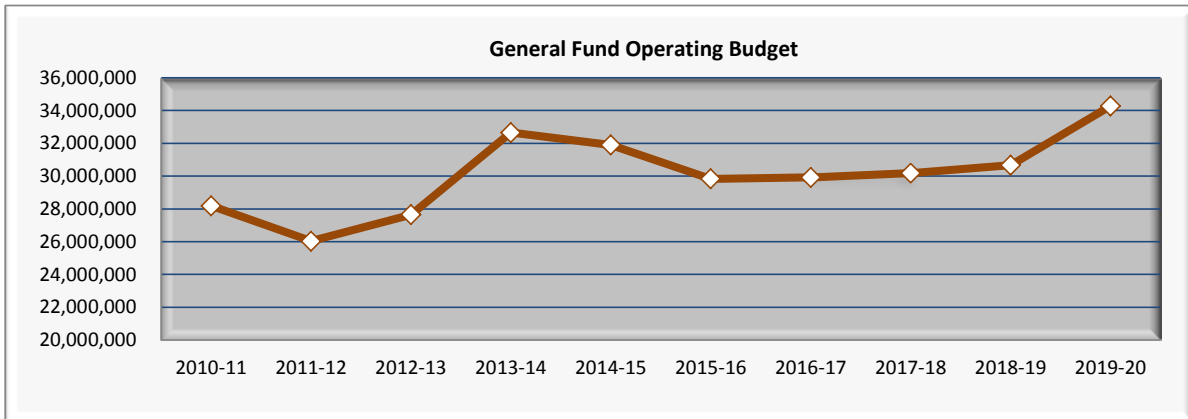
DEPARTMENT	DIVISION	POSITION	ADOPTED 2019-2020	Vacant	Funds Allocation				
					General (001)	Water (017)	Tidelands (034)	Sewer (043)	Other Various
<b>COMMUNITY SERVICES</b>									
001-070	Recreation Admin	Recreation Manager	1.00	-	0.60	0.05	-	0.05	0.30
001-070	Recreation Admin	Community Services Coordinator	1.00	-	1.00	-	-	-	-
001-070	Recreation Admin	Rec Coordinator (Part-time)	1.00	-	1.00	-	-	-	-
001-071	Sports	Rec Coordinator (Part-time)	0.50	-	0.50	-	-	-	-
001-074	Tennis Center	Rec Coordinator (Part-time)	1.50	-	1.50	-	-	-	-
001-074	Tennis Center	Recreation Specialist	1.76	-	1.76	-	-	-	-
<b>Total Community Services</b>			<b>6.76</b>	<b>-</b>	<b>6.36</b>	<b>0.05</b>	<b>-</b>	<b>0.05</b>	<b>0.30</b>
<b>MARINE SAFETY</b>									
001-073	Aquatics	Pool Guard (Part-time)	1.48	-	1.48	-	-	-	-
001-073	Aquatics	Swim Instructor (Part-time)	0.92	-	0.92	-	-	-	-
001-073	Aquatics	Aquatics Coordinator	0.82	-	0.82	-	-	-	-
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	-	-	-	2.00	-	-
034-828	Tidelands	Marine Safety Lifeguard (Part-time)	11.93	-	-	-	11.93	-	-
<b>Total Marine Safety</b>			<b>19.15</b>	<b>-</b>	<b>3.22</b>	<b>-</b>	<b>15.93</b>	<b>-</b>	<b>-</b>
<b>TOTAL ALL DEPARTMENTS FULL-TIME EQUIVALENTS</b>			<b>140.90</b>	<b>18.02</b>	<b>96.86</b>	<b>12.19</b>	<b>19.48</b>	<b>8.81</b>	<b>3.56</b>

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

\*\*Includes three new Police Officers

\*\*\*Part-time converted to full-time Mechanic

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



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

<u>Fiscal Year</u>	<u>Population</u>	<u>General Fund Operating Budget</u>	<u>General Fund Per Capita</u>	<u>*Total City Budget</u>	<u>Total Budget Per Capita</u>
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
2017-18	24,890	30,184,900	1,213	87,641,500	3,521
2018-19	25,984	30,662,900	1,180	82,327,300	3,168
2019-20	25,073	34,270,200	1,367	69,102,300	2,756

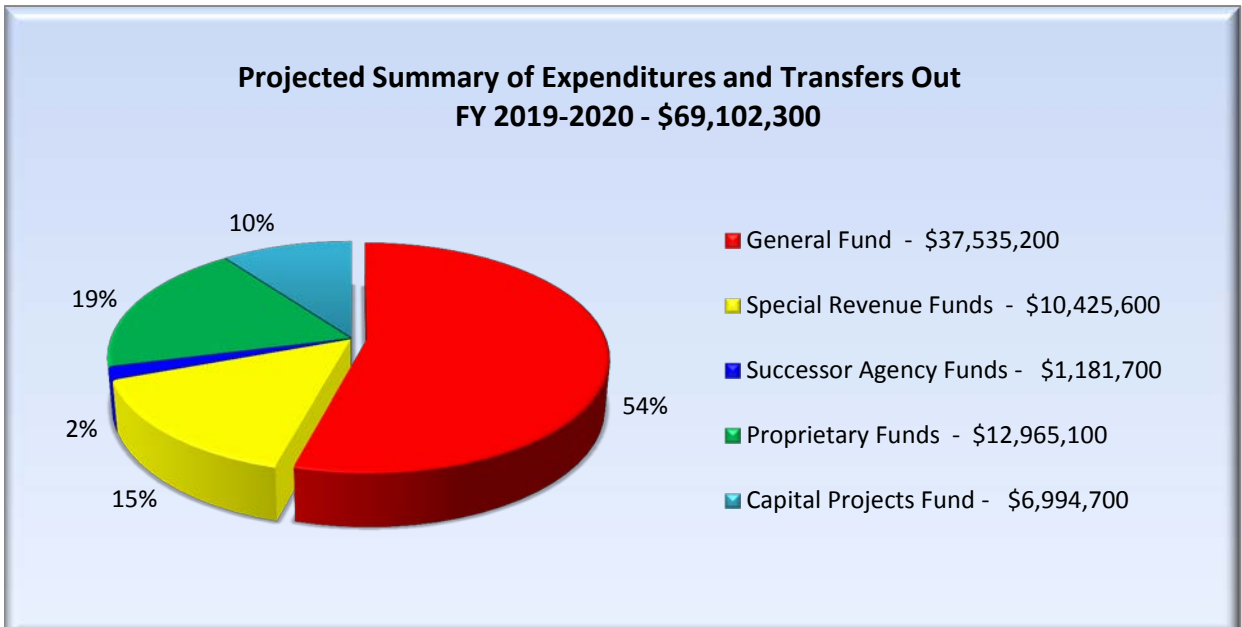
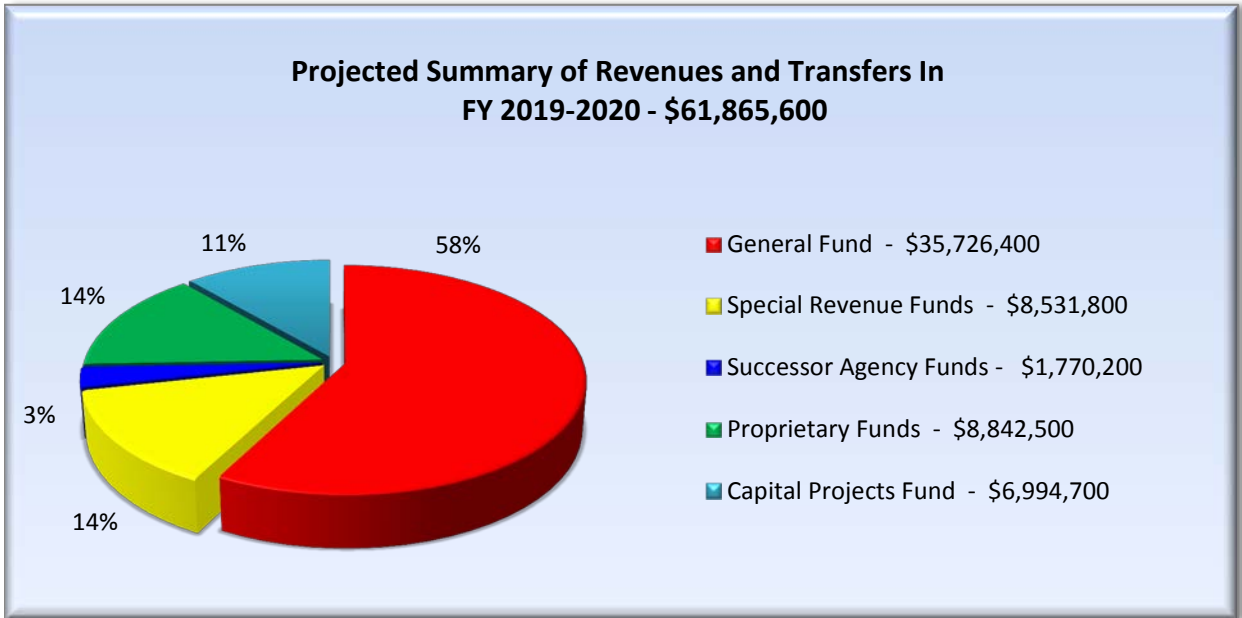
\* Includes Adopted Operating, Capital Improvement and Debt for all funds of the City.

Source (Population): State of California 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	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Total General Fund</b>	<b>\$ 30,160,398</b>	<b>\$ 30,263,900</b>	<b>\$ 31,052,100</b>	<b>\$ 35,726,400</b>
<b>Special Revenue Funds</b>				
002 Street Lighting Assessment District	\$ 196,784	\$ 196,400	\$ 196,400	\$ 206,400
004 Special Project	238,055	329,700	2,091,300	279,700
005 Waste Management Act	126,644	123,000	127,200	127,200
009 Supplemental Law Enforcement	140,849	130,700	140,700	140,700
010 Detention Facility	3,705	10,100	8,800	10,500
011 Asset Forfeiture - State	219	100	100	100
012 Air Quality Improvement	31,611	30,000	30,000	30,000
013 Asset Forfeiture - Federal	116,141	251,500	84,000	259,000
016 Park Improvement	10,217	-	100	-
027 Pension Obligation Debt Service	1,266,188	1,199,200	1,199,200	3,000
028 Fire Station Debt Service	525,744	506,800	506,800	491,200
034 Tidelands Beach	3,006,328	11,555,700	11,362,400	2,988,700
039 SB1 Program	121,638	413,300	414,800	414,800
040 State Gas Tax	557,069	645,900	568,200	694,300
042 Measure M2	415,024	392,000	390,600	394,000
048 Parking In-lieu	10,983	10,200	12,000	12,000
049 Traffic Impact	3,268	4,000	2,000	2,000
050 Seal Beach Cable	124,031	103,000	104,000	104,000
072 Community Development Block Grant	180,000	180,000	180,000	180,000
075 Police Grants	53,751	110,000	139,000	233,000
080 Citywide Grants	737,860	-	162,400	925,000
201 CFD 2002-02 SBB/Lampson Landscape	174,261	168,700	170,700	168,700
206 CFD Heron Pointe Refunding 2015	274,788	271,900	270,900	270,900
207 CFD Pacific Gateway Refunding 2016	514,475	498,900	498,100	498,600
208 CFD Heron Pointe 2015 Admin Exp	15,000	15,000	15,000	15,000
209 CFD Pacific Gateway 2016 Lnd/Admin	86,173	83,000	83,000	83,000
<b>Total Special Revenues Funds</b>	<b>\$ 8,930,806</b>	<b>\$ 17,229,100</b>	<b>\$ 18,757,700</b>	<b>\$ 8,531,800</b>
<b>Capital Projects</b>	<b>\$ 2,231,645</b>	<b>\$ 15,781,400</b>	<b>\$ 8,314,300</b>	<b>\$ 6,994,700</b>
<b>Proprietary Funds</b>				
017 Water Operations	\$ 3,686,477	\$ 5,094,200	\$ 4,721,500	\$ 3,701,000
019 Water Capital	1,521,003	1,435,000	1,275,800	1,376,000
021 Vehicle Replacement	68,222	-	-	310,000
043 Sewer Operations	744,934	3,068,800	1,087,900	1,504,500
044 Sewer Capital	2,285,436	1,735,000	1,946,000	1,951,000
<b>Total Enterprise Funds</b>	<b>\$ 8,306,072</b>	<b>\$ 11,333,000</b>	<b>\$ 9,031,200</b>	<b>\$ 8,842,500</b>
<b>Successor Agency Funds</b>				
302 Retirement Fund Debt Service	\$ 726,797	\$ 743,800	\$ 743,800	\$ 670,200
304 Retirement Obligation Fund	1,125,058	1,282,000	1,282,000	1,100,000
<b>Total Successor Agency</b>	<b>\$ 1,851,855</b>	<b>\$ 2,025,800</b>	<b>\$ 2,025,800</b>	<b>\$ 1,770,200</b>
<b>Total Revenues All Funds</b>	<b>\$ 51,480,776</b>	<b>\$ 76,633,200</b>	<b>\$ 69,181,100</b>	<b>\$ 61,865,600</b>

## Summary of Expenditures and Transfers Out All Funds

Description	2017-18 Actual	2018-19 Amended Budget	2018-19 Estimated	2019-20 Adopted Budget
<b>General Fund - 001</b>				
<b>Total General Fund</b>	<b>\$ 31,712,426</b>	<b>\$ 40,875,800</b>	<b>\$ 35,206,800</b>	<b>\$ 37,535,200</b>
<b>Special Expenditure Funds</b>				
002 Street Lighting Assessment District	\$ 186,616	\$ 196,400	\$ 196,400	\$ 206,400
004 Special Projects	230,084	365,900	154,200	513,100
005 Waste Management Act	38,756	382,700	237,000	407,500
009 Supplemental Law Enforcement Srvc	137,881	116,200	123,100	121,200
010 Detention Center	6,738	20,000	8,500	20,000
011 Asset Forfeiture (State)	6,493	2,700	-	2,700
012 Air Quality Improvement	31,537	30,600	37,000	31,200
013 Asset Forfeiture (Federal)	237,711	362,500	204,300	262,300
016 Park Improvement	-	-	-	16,700
027 Pension Obligation Bond	1,258,153	1,199,200	1,199,200	3,000
028 Fire Station Bond	522,335	506,800	506,800	491,200
034 Tidelands Beach	3,006,248	9,822,400	9,497,400	2,988,700
039 SB1 Program	-	532,400	349,400	550,000
040 Gas Tax	806,270	563,400	562,700	646,800
042 Measure M2	606,892	1,029,800	141,800	1,588,000
048 Parking In-Lieu	-	-	-	40,000
049 Traffic Impact	(4,994)	-	-	-
050 Seal Beach Cable	84,831	115,000	85,000	114,500
072 Community Development Block Grant	180,000	180,000	180,000	180,000
075 Police Grants	48,823	77,300	108,700	232,300
080 Citywide Grants	328,120	-	48,000	925,000
201 CFD Landscape	91,955	105,400	118,000	126,200
206 CFD Heron Pointe	262,184	299,100	299,100	299,200
207 CFD Pacific Gateway 2016	500,036	593,900	508,600	518,800
208 Heron Pointe CFD Admin	18,510	19,000	19,000	19,100
209 CFD Pacific Gateway/Landscape Admin	77,409	110,900	116,500	121,700
<b>Total Special Expenditure Funds</b>	<b>\$ 8,662,588</b>	<b>\$ 16,631,600</b>	<b>\$ 14,700,700</b>	<b>\$ 10,425,600</b>
<b>045 Capital Project Fund</b>	<b>\$ 2,235,797</b>	<b>\$ 15,781,400</b>	<b>\$ 8,311,000</b>	<b>\$ 6,994,700</b>
<b>Proprietary Funds</b>				
017 Water Operations	\$ 4,431,321	\$ 4,776,200	\$ 4,821,300	\$ 5,416,500
019 Water Capital	549,176	10,425,500	2,568,700	3,075,500
021 Vehicle Replacement	625,491	652,100	652,100	356,800
043 Sewer Operations	1,870,314	1,551,900	1,547,900	1,504,800
044 Sewer Capital	723,469	4,219,000	918,900	2,611,500
<b>Total Proprietary Funds</b>	<b>\$ 8,199,772</b>	<b>\$ 21,624,700</b>	<b>\$ 10,508,900</b>	<b>\$ 12,965,100</b>
<b>Successor Agency of Redevelopment Agency Funds</b>				
302 Retirement Fund - Debt Service Fund	108,296	108,800	108,800	65,200
304 Retirement Obligation Fund	926,532	1,370,500	1,370,500	1,116,500
<b>Total Successor Agency of RDA Funds</b>	<b>\$ 1,038,408</b>	<b>\$ 1,479,300</b>	<b>\$ 1,479,300</b>	<b>\$ 1,181,700</b>
<b>Total Expenditures All Funds</b>	<b>\$ 51,848,991</b>	<b>\$ 96,392,800</b>	<b>\$ 70,206,700</b>	<b>\$ 69,102,300</b>

OPERATING TRANSFERS

FY 2019-2020

Fund Name	Account Number	Transfer In	Transfer Out	Purpose
Capital Improvement Project	045-000-31500	6,994,700		Capital Projects
General	001-080-47000		2,832,000	Various CIP projects
Park Improvement	016-800-47000		16,700	PR2004 Shade Structure at Edison Park
Tidelands	034-863-47000		433,000	Various CIP projects
SB1 Program	039-090-47000		550,000	Various CIP projects
Gas Tax	040-090-47000		620,000	Various CIP projects
Measure M2	042-099-47000		1,588,000	Various CIP projects
Seal Beach Cable	050-019-47000		30,000	BG1802 Audio/Visual Council Chambers
Citywide Grants	080-361-47000		695,000	Various CIP projects
Citywide Grants	080-366-47000		230,000	ST1809 I-405 Widening OCTA Co-Op
<b>TOTAL:</b>		<b>6,994,700</b>	<b>6,994,700</b>	
General	001-000-31502	115,000		Overhead and Admin Costs
Gas Tax	040-090-47002		25,000	Admin costs transfer to GF 001
Parking-in-lieu	048-400-47002		40,000	Senior Bus transfer to GF 001
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>115,000</b>	<b>115,000</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		433,000	Tidelands various CIP projects
Tidelands Transfer In - CIP	034-000-31500	433,000		General Fund various CIP projects
<b>TOTAL:</b>		<b>433,000</b>	<b>433,000</b>	
General	001-080-47002		1,487,700	Street Lighting District
Street Lighting District	002-000-31502	64,700		Pension Obligation Bond
Pension Obligation Bond	027-000-31502	3,000		Fire Station Bond
Fire Station Bond D/S	028-000-31502	491,200		Tidelands
Tidelands Transfer In - Operation	034-000-31502	928,800		
<b>TOTAL:</b>		<b>1,487,700</b>	<b>1,487,700</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	670,200		SA Debt Service
Retirement Obligation	304-081-47002		670,200	Transfer to 302 for debt service pmt
<b>TOTAL:</b>		<b>670,200</b>	<b>670,200</b>	
Transfer Out -Operation	019-950-47002	409,000		Transfer to Fund 017
Transfer In -Operation	017-000-31502		409,000	Operation cost transfer
Transfer Out -Operation	044-975-47002	765,500		Transfer to Fund 043
Transfer In -Operation	043-000-31502		765,500	Operation cost transfer
<b>TOTAL:</b>		<b>1,174,500</b>	<b>1,174,500</b>	
Tidelands	034-000-31502	92,000		Vehicle Replacement
Transfer Out	021-980-47002		92,000	Transfer to 034 vehicles purchase
<b>TOTAL:</b>		<b>92,000</b>	<b>92,000</b>	

SUMMARY GENERAL FUND TOTAL TRANSFERS:			
<b>Transfer In:</b>			
	001-000-31502	115,000	Overhead and Admin Costs
	001-000-31660	54,000	Overhead
	001-000-31662	324,500	Overhead
<b>Transfer Out:</b>			
	001-080-47000		3,265,000
	001-080-47002		64,700
	001-080-47002		3,000
	001-080-47002		491,200
	001-080-47002		928,800
	001-080-47010		310,000
<b>TOTAL GENERAL FUND TRANSFERS</b>		<b>\$ 493,500</b>	<b>\$ 5,062,700</b>



# TOTAL SOURCES & USES AND FUND BALANCE

## FY 2019-2020

FUND	7/1/2019			TOTAL SOURCES	OPERATING EXPENDITURE	TRANSFERS OUT	TOTAL USES	ESTIMATED ENDING FUND BALANCE
	ESTIMATED BEGINNING BALANCE	REVENUE	TRANSFERS IN					
<b>GENERAL FUND</b>								
General Fund	\$ 19,936,465	\$ 35,232,900	\$ 493,500	\$ 55,662,865	\$ 32,472,500	\$ 5,062,700	\$ 37,535,200	\$ 18,127,665
<b>SPECIAL REVENUE FUNDS</b>								
Street Lighting District	-	141,700	64,700	206,400	206,400	-	206,400	-
Special Project	2,964,708	279,700	-	3,244,408	513,100	-	513,100	2,731,308
Waste Management Act	399,221	127,200	-	526,421	407,500	-	407,500	118,921
Supplemental Law Enforcement	82,569	140,700	-	223,269	121,200	-	121,200	102,069
Detention Facility	18,244	10,500	-	28,744	20,000	-	20,000	8,744
Asset Forfeiture	3,026	100	-	3,126	2,700	-	2,700	426
Air Quality Improvement Program	1,220	30,000	-	31,220	31,200	-	31,200	20
Federal Asset Forfeiture	4,191	259,000	-	263,191	262,300	-	262,300	891
Park Improvement	16,760	-	-	16,760	-	16,700	16,700	60
Pension Obligation D/S	110,703	-	3,000	113,703	3,000	-	3,000	110,703
Fire Station Debt Service	630,284	-	491,200	1,121,484	491,200	-	491,200	630,284
Tidelands	1,865,080	1,534,900	1,453,800	4,853,780	2,555,700	433,000	2,988,700	1,865,080
SB1 Funding	187,038	414,800	-	601,838	-	550,000	550,000	51,838
Gas Tax	495,664	694,300	-	1,189,964	1,800	645,000	646,800	543,164
Measure M2	1,288,014	394,000	-	1,682,014	-	1,588,000	1,588,000	94,014
Capital Project	44	-	6,994,700	6,994,744	6,994,700	-	6,994,700	44
Parking In-lieu	202,657	12,000	-	214,657	-	40,000	40,000	174,657
Traffic Impact AB1600	167,002	2,000	-	169,002	-	-	-	169,002
Seal Beach Cable	382,419	104,000	-	486,419	84,500	30,000	114,500	371,919
CDBG	10,241	180,000	-	190,241	180,000	-	180,000	10,241
Police Grants	(603)	233,000	-	232,397	232,300	-	232,300	97
Citywide Grants	385,231	925,000	-	1,310,231	-	925,000	925,000	385,231
CFD Landscape Maint 2002-01	511,281	168,700	-	679,981	113,200	13,000	126,200	553,781
CFD Heron Pointe - Refund 2015	288,647	270,900	-	559,547	284,200	15,000	299,200	260,347
CFD Pacific Gtewy - Refund 2016	760,260	498,600	-	1,258,860	493,800	25,000	518,800	740,060
CFD Heron Pt - 2015 Admn Exp	65,748	-	15,000	80,748	8,100	11,000	19,100	61,648
CFD Pac. Gtewy - 2016 Land/Admn	112,019	58,000	25,000	195,019	95,700	26,000	121,700	73,319
<b>PROPRIETARY FUND</b>								
Water Operations	36	3,292,000	409,000	3,701,036	5,092,000	324,500	5,416,500	(1,715,464)
Water Capital	21,560,017	1,376,000	-	22,936,017	2,666,500	409,000	3,075,500	19,860,517
Vehicle Replacement	1,503,626	-	310,000	1,813,626	264,800	92,000	356,800	1,456,826
Sewer Operations	(2,693,838)	739,000	765,500	(1,189,338)	1,450,800	54,000	1,504,800	(2,694,138)
Sewer Capital	26,706,714	1,951,000	-	28,657,714	1,846,000	765,500	2,611,500	26,046,214
<b>SUCCESSOR AGENCY</b>								
Retirement Fund - Riverfront	50,121	-	-	50,121	-	-	-	50,121
Retirement Fund - Debt Service	(1,098,430)	-	670,200	(428,230)	605,000	-	605,000	(1,033,230)
Retirement Obligation	403,857	1,100,000	-	1,503,857	446,300	670,200	1,116,500	387,357
<b>TOTAL ALL FUNDS</b>	<b>\$ 77,320,236</b>	<b>\$ 50,170,000</b>	<b>\$ 11,695,600</b>	<b>\$ 139,185,836</b>	<b>\$ 57,946,500</b>	<b>\$ 11,695,600</b>	<b>\$ 69,642,100</b>	<b>\$ 69,543,736</b>



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# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>GENERAL FUND - 001</b>					
<b>Taxes and Assessments:</b>					
<b>Property Tax</b>					
001-000-30001	Property Taxes Secured	\$ 7,388,042	\$ 7,635,000	\$ 7,700,000	\$ 8,045,700
001-000-30002	Property Taxes Unsecured	241,807	274,000	242,000	242,000
001-000-30003	Homeowners Exemption	44,174	43,900	43,000	43,000
001-000-30004	Secured/Unsecured Prior Year	42,829	55,000	55,000	55,000
001-000-30005	Property Tax - Other	457,849	375,000	450,000	425,000
001-000-30006	Supplemental Tax Secure/Unsecure	243,538	200,000	200,000	200,000
001-000-30009	Prop. Tax-In Lieu VLF	2,598,100	2,690,000	2,693,000	2,810,000
001-000-30013	Property Tax Transfers	163,857	120,000	108,000	120,000
<b>Total Property Tax</b>		<b>\$ 11,180,196</b>	<b>\$ 11,392,900</b>	<b>\$ 11,491,000</b>	<b>\$ 11,940,700</b>
<b>Sales Tax</b>					
001-000-30016	Sales/Use Tax	\$ 4,024,949	\$ 4,125,000	\$ 4,250,000	\$ 4,200,000
001-000-30019	Transactions/Use Tax - Meas. BB	-	-	900,000	4,712,500
001-000-30023	Public Safety Sales Tax	278,670	270,000	270,000	270,000
<b>Total Sales Tax</b>		<b>\$ 4,303,619</b>	<b>\$ 4,395,000</b>	<b>\$ 5,420,000</b>	<b>\$ 9,182,500</b>
<b>Utility Users Tax</b>					
001-000-30015	Utility Users Tax	\$ 4,186,554	\$ 4,175,000	\$ 4,175,000	\$ 4,175,000
<b>Total Utility Users Tax</b>		<b>\$ 4,186,554</b>	<b>\$ 4,175,000</b>	<b>\$ 4,175,000</b>	<b>\$ 4,175,000</b>
<b>Transient Occupancy Tax</b>					
001-000-30014	Transient Occupancy Tax	\$ 1,666,996	\$ 1,675,000	\$ 1,600,000	\$ 1,585,000
<b>Total Transient Occupancy Tax</b>		<b>\$ 1,666,996</b>	<b>\$ 1,675,000</b>	<b>\$ 1,600,000</b>	<b>\$ 1,585,000</b>
<b>Franchise Fees</b>					
001-000-30100	Electric Franchise Fees	\$ 258,835	\$ 251,500	\$ 260,400	\$ 260,400
001-000-30110	Natural Gas Franchise Fees	36,727	35,500	35,900	35,900
001-000-30120	Pipeline Franchise Fees	64,851	55,000	80,000	75,000
001-000-30130	Cable TV Franchise Fees	498,925	500,000	500,000	500,000
001-000-30140	Refuse Franchise Fees	200,242	202,500	202,500	202,500
<b>Total Franchise Fees</b>		<b>\$ 1,059,580</b>	<b>\$ 1,044,500</b>	<b>\$ 1,078,800</b>	<b>\$ 1,073,800</b>
<b>Other Taxes</b>					
001-000-30011	Excise Tax	\$ 75	\$ 100	\$ 100	\$ 2,300
001-000-30012	Barrel Tax	163,202	200,000	212,000	212,000
<b>Total Other Taxes</b>		<b>\$ 163,277</b>	<b>\$ 200,100</b>	<b>\$ 212,100</b>	<b>\$ 214,300</b>
<b>Total Taxes and Assessments</b>		<b>\$ 22,560,222</b>	<b>\$ 22,882,500</b>	<b>\$ 23,976,900</b>	<b>\$ 28,171,300</b>
<b>Licenses and Permits:</b>					
001-000-30200	Animal License	\$ 41,484	\$ 60,000	\$ 50,000	\$ 50,000
001-000-30210	Building Permits	370,762	330,000	360,000	330,000
001-000-30215	Business Licenses	624,384	505,000	505,000	505,000
001-000-30220	Contractor Licenses	178,275	180,000	180,000	180,000
001-000-30230	Electrical Permits	31,583	20,000	40,000	25,000
001-000-30235	Film Location Permits	1,517	3,000	3,000	3,000
001-000-30240	Oil Production Licenses	12,060	12,100	13,100	12,100
001-000-30250	Other Permits	28,408	25,000	25,000	20,000
001-000-30255	Plumbing Permits	60,511	30,000	55,000	40,000
001-000-30256	Issuance Permits	60,268	52,000	55,000	52,000
001-025-30245	Parking Permits	117,064	245,000	245,000	245,000
001-000-30265	News Rack Permits	1,533	-	-	-
<b>Total Licenses and Permits</b>		<b>\$ 1,527,849</b>	<b>\$ 1,462,100</b>	<b>\$ 1,531,100</b>	<b>\$ 1,462,100</b>
<b>Intergovernmental:</b>					
001-000-30500	Motor Vehicle In-lieu	\$ 13,102	\$ 10,000	\$ 12,500	\$ 12,500
001-000-30841	Inmate Fee - Other Agency	1,405	-	-	-
001-000-30978	Waste Disposal	65,058	-	1,000	-

# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
001-000-30980	Other Agency Reimbursements	3,053	5,000	3,000	3,100
001-000-30981	POST Reimbursement	4,598	8,000	200	4,500
001-016-30990	Senior Bus Program - OCTA	71,942	65,000	72,000	72,000
001-021-30980	Other Agency Revenues	33,722	-	40,900	-
001-022-30981	POST Reimbursement	6,624	-	7,500	7,000
001-023-30981	POST Reimbursement	10,389	-	100	500
001-024-30841	Inmate Fee from Other Agencies	-	3,500	1,500	203,000
001-024-30980	Other Agency Reimbursement	2,365	-	4,600	4,700
<b>Total Intergovernmental</b>		<b>\$ 212,258</b>	<b>\$ 91,500</b>	<b>\$ 143,300</b>	<b>\$ 307,300</b>
<b>Charges for Services:</b>					
001-000-30640	Recreation Service Charges	\$ 3,150	\$ 3,800	\$ 10,000	\$ 4,000
001-000-30700	Reimb. For Miscellaneous Services	87,363	71,500	71,500	105,900
001-000-30800	Alarm Fees	23,991	40,000	30,000	32,000
001-000-30820	Planning Fees	34,704	25,000	40,000	25,000
001-000-30825	Plan Check Fees	210,722	150,000	200,000	180,000
001-000-30835	Film Location Fees	4,208	-	2,500	2,000
001-000-30837	Transportation Permit Fees	2,608	1,700	2,500	2,500
001-000-30870	Traffic Impact Fees	218	-	-	-
001-000-30900	Bus Shelter Advertising	46,600	46,600	46,600	46,600
001-000-30935	Returned Check Fee	575	700	500	500
001-000-30945	Sale Printed Material	11,047	8,000	11,000	10,000
001-000-30946	Sale Printed Material - CIP only	480	200	100	100
001-000-30955	Special Events	3,954	5,000	5,000	5,000
001-000-30961	Admin Fee - Constr/Demo	16,526	10,000	10,000	10,000
001-000-30992	Charging Station Revenues	4,429	4,000	4,500	4,500
001-013-30810	Election Fees	100	300	2,800	-
001-016-30993	Senior Nutrition Transportation	6,788	6,100	6,300	6,300
001-023-30946	Traffic Report - electronic	5,124	6,000	4,500	6,000
001-024-30700	Reimb. For Miscellaneous Services	1,076	-	1,200	-
001-024-30801	Application Fee - Inmate DC	4,200	5,000	5,000	5,000
001-024-30842	Inmate Self Pay	288,735	300,000	320,000	320,000
001-024-30843	Booking Fees	16,105	12,000	11,000	12,000
001-025-30430	Parking Meters	88,813	122,000	95,000	100,000
001-030-30313	Plan Check Code Compliance	6,381	6,000	3,500	4,000
001-030-30314	Plan Check Energy Code Compliance	11,621	10,000	8,000	8,000
001-031-30311	Administrative Citation	300	5,000	2,000	2,000
001-031-30874	Special Services Fee	9,402	10,000	5,000	5,000
001-042-30801	DPW Permit Application Fees	8,466	10,000	9,500	9,500
001-042-30815	Engineering Inspection Fee	17,706	20,000	10,000	10,000
001-042-30825	Engineering Plan Check	19,381	5,000	15,000	15,000
001-042-30873	Engineering Permit Fee	4,922	20,000	3,000	3,000
001-044-30720	Street Sweeping Svcs	54,307	54,000	54,000	54,000
001-049-30730	Tree Trimming Services	38,719	39,000	39,000	39,000
001-051-30740	Refuse Svcs	1,257,688	1,282,000	1,282,000	1,320,500
001-071-30650	Sport Fees	15,539	15,000	15,000	15,000
001-072-30600	Recreation Facilities Rent	113,877	135,000	130,000	135,000
001-072-30610	Leisure Program Fees	203,383	230,000	230,000	230,000
001-072-30690	Recreation Cleaning Fees	7,985	8,000	8,000	8,000
001-073-30600	Recreation Facilities Rent	-	7,000	5,000	7,000
001-073-30620	Rec/Lap Swim Passes	40,940	60,500	60,500	68,000
001-073-30630	Swimming Lessons	46,668	82,300	60,000	60,000
001-073-30665	Swimming Pool Rentals	2,786	5,000	3,000	3,000
001-074-30645	Tennis Center Services	189,468	225,000	200,000	200,000
001-074-30646	Pro Shop Sales	9,662	17,000	10,000	10,000
<b>Total Charges for Services</b>		<b>\$ 2,920,717</b>	<b>\$ 3,063,700</b>	<b>\$ 3,032,500</b>	<b>\$ 3,083,400</b>

# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Fines and Forfeitures:</b>					
001-000-30310	Municipal Code Violations	\$ 15,051	\$ 50,000	\$ 15,000	\$ 20,000
001-000-30325	Vehicle Code Violations	89,962	110,000	90,000	90,000
001-000-30963	Unclaimed Property	325	500	500	500
001-025-30315	Parking Citations	984,176	1,215,000	950,000	1,300,000
<b>Total Fines and Forfeitures</b>		<b>\$ 1,089,514</b>	<b>\$ 1,375,500</b>	<b>\$ 1,055,500</b>	<b>\$ 1,410,500</b>
<b>Use of Money and Property:</b>					
001-000-30420	Interest on Investments	\$ 351,199	\$ 400,000	\$ 425,000	\$ 425,000
001-000-30423	Unrealized Gain/Loss on Invest	(456,157)	-	-	-
001-000-30455	Rental of Property	118,450	60,000	60,000	60,000
001-000-30457	Rental of Telecomm. Property	203,308	240,000	200,000	200,000
001-043-30455	Rental of Property - Ironwood	37,400	38,400	38,400	38,400
<b>Total Use of Money and Property</b>		<b>\$ 254,200</b>	<b>\$ 738,400</b>	<b>\$ 723,400</b>	<b>\$ 723,400</b>
<b>Other Revenues:</b>					
001-000-30435	Fuel Royalties	\$ 19,720	\$ 18,000	\$ 20,000	\$ 20,000
001-000-30910	Cash Over/Short	(391)	-	-	-
001-000-30920	Damaged Property	640	500	3,300	500
001-000-30940	Sale of Surplus Property	4,971	10,000	5,000	5,000
001-000-30960	Miscellaneous Revenue	17,066	85,000	22,900	20,000
001-000-30970	Liability Insurance Reimb	5,000	-	-	-
001-000-30971	Settlement/Court Judgement	300,613	-	-	-
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	6,698	-	-	-
001-022-30300	DUI Cost Recovery	-	1,000	-	1,000
001-022-30701	Subpoena Fee	2,475	2,100	500	2,000
001-023-30250	Other Permits	-	100	-	100
001-023-30312	Citation Sign Off	42	300	300	300
001-023-30947	Vehicle Release	26,604	22,000	26,000	26,000
001-030-30701	Subpoena Fees	-	-	200	-
<b>Total Other Revenues:</b>		<b>\$ 761,938</b>	<b>\$ 517,500</b>	<b>\$ 456,700</b>	<b>\$ 453,400</b>
<b>Transfers:</b>					
001-000-31502	Transfers In - Operations	\$ 833,700	\$ 132,700	\$ 132,700	\$ 115,000
<b>Total Transfers</b>		<b>\$ 833,700</b>	<b>\$ 132,700</b>	<b>\$ 132,700</b>	<b>\$ 115,000</b>
<b>Total General Fund Revenues</b>		<b>\$ 30,160,398</b>	<b>\$ 30,263,900</b>	<b>\$ 31,052,100</b>	<b>\$ 35,726,400</b>

# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>SPECIAL REVENUE FUNDS</b>					
<b>Street Lighting Assessment District - 002:</b>					
002-000-30001	Property Taxes Secured	\$ 139,784	\$ 141,000	\$ 141,000	\$ 141,000
002-000-30004	Secured/Unsecured Prior Year	2,874	500	500	500
002-000-30005	Property Tax Other	217	200	200	200
002-000-31502	Transfer In - Operations	53,909	54,700	54,700	64,700
<b>Total Street Lighting</b>		<b>\$ 196,784</b>	<b>\$ 196,400</b>	<b>\$ 196,400</b>	<b>\$ 206,400</b>
<b>Special Project - 004:</b>					
004-000-31502	Transfer In - Operations	\$ 87,500	\$ -	\$ -	\$ -
004-223-39501	BSCC Grant - PD	-	63,000	-	-
004-223-39503	AB109	1,568	1,700	1,600	1,700
004-228-39500	5k/10k - Marine Safety	2,955	-	-	-
004-230-39501	Joint Land Use Study	-	150,000	288,400	157,000
004-230-39502	Third Party Testing	4,000	-	4,000	6,000
004-231-39500	Plan Archival - Building	7,204	6,000	6,000	6,000
004-231-39501	General Plan - Building	55,846	45,000	48,000	45,000
004-231-39502	GIS - Building	42,148	35,000	35,000	35,000
004-231-39503	Building Code Appeal	1,500	-	-	-
004-231-39504	Technical Training	2,232	2,000	1,800	2,000
004-231-39505	Automation	3,680	3,000	3,000	3,000
004-231-39506	Business License ADA Fee	1,610	5,000	9,000	5,000
004-242-39501	Engineering Plan Check - I405	-	5,000	-	10,000
004-242-39502	Resource/recycling/recovery	13,352	-	-	-
004-242-39503	50/50 Program	1,650	-	-	-
004-242-39504	405 Litigation	-	-	1,687,500	-
004-244-39500	Benches - Pub. Works Yard	12,560	10,000	7,000	7,000
004-249-39500	Tree Replacement - Pub. Works Yard	250	4,000	-	2,000
<b>Total Special Project</b>		<b>\$ 238,055</b>	<b>\$ 329,700</b>	<b>\$ 2,091,300</b>	<b>\$ 279,700</b>
<b>Waste Management Act - 05</b>					
005-000-30420	Interest on Investment	\$ 6,644	\$ 3,000	\$ 7,200	\$ 7,200
005-011-30141	ACT Implementation Fee	120,000	120,000	120,000	120,000
<b>Total Waste Management Act</b>		<b>\$ 126,644</b>	<b>\$ 123,000</b>	<b>\$ 127,200</b>	<b>\$ 127,200</b>
<b>Supplemental Law Enforcement Services - 009:</b>					
009-000-30420	Interest on Investments	\$ 1,432	\$ 700	\$ 700	\$ 700
009-000-39075	Grant Reimbursement	139,417	130,000	140,000	140,000
<b>Total Supplemental Law Enforcement</b>		<b>\$ 140,849</b>	<b>\$ 130,700</b>	<b>\$ 140,700</b>	<b>\$ 140,700</b>
<b>Detention Facility - 010:</b>					
010-000-30400	Commissary	\$ 3,668	\$ 10,000	\$ 8,500	\$ 10,000
010-000-30960	Other Revenue	37	100	300	500
<b>Total Detention Facility</b>		<b>\$ 3,705</b>	<b>\$ 10,100</b>	<b>\$ 8,800</b>	<b>\$ 10,500</b>
<b>Asset Forfeiture Fund (State) - 011:</b>					
011-000-30420	Interest on Investments	\$ 99	\$ 100	\$ 100	\$ 100
011-000-30990	Asset Forfeiture	120	-	-	-
<b>Total Asset Forfeiture</b>		<b>\$ 219</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>Air Quality Improvement Program - 012:</b>					
012-000-30420	Interest on Investments	\$ 44	\$ -	\$ -	\$ -
012-000-35000	AB2766 Revenues	31,567	30,000	30,000	30,000
<b>Total Air Quality Improvement</b>		<b>\$ 31,611</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Asset Forfeiture Fund (Fed) - 013:</b>					
013-000-30420	Interest on Investments	\$ 1,792	\$ 1,500	\$ 1,000	\$ 1,000
013-000-30700	Reimb. Misc Svcs	1,643	-	3,000	8,000
013-000-30990	Asset Forfeiture	112,706	250,000	80,000	250,000
<b>Total Asset Forfeiture</b>		<b>\$ 116,141</b>	<b>\$ 251,500</b>	<b>\$ 84,000</b>	<b>\$ 259,000</b>
<b>Park Improvement - 016:</b>					
016-000-30420	Interest on Investments	\$ 217	\$ -	\$ 100	\$ -
016-000-30865	Quimby Act Fees	10,000	-	-	-
<b>Total Park Improvement</b>		<b>\$ 10,217</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>
<b>Pension Obligation D/S - 027:</b>					
027-000-30420	Interest on Investment	\$ 4,464	\$ -	-	\$ -
027-000-31502	Transfer In - Operations	1,261,724	1,199,200	1,199,200	3,000
<b>Total Pension Obligation</b>		<b>\$ 1,266,188</b>	<b>\$ 1,199,200</b>	<b>\$ 1,199,200</b>	<b>\$ 3,000</b>
<b>Fire Station D/S - 028:</b>					
028-000-30420	Interest on Investments	\$ 4,999	\$ -	\$ -	\$ -
028-000-31502	Transfer In - Operations	520,745	506,800	506,800	491,200
<b>Total Fire Station</b>		<b>\$ 525,744</b>	<b>\$ 506,800</b>	<b>\$ 506,800</b>	<b>\$ 491,200</b>
<b>Tidelands Beach - 034:</b>					
034-000-30425	Off-Street Parking	\$ 872,500	\$ 1,115,000	\$ 872,500	\$ 872,500
034-000-30700	Reimb Miscellaneous Services	9,404	10,000	10,000	10,000
034-000-30835	Film Location Fees	2,522	2,000	2,100	2,000
034-000-30959	Adopt A Highway	6,250	6,300	6,300	6,300
034-000-30969	Insurance Reimbursement	78,105	5,955,500	5,955,500	-
034-000-30980	Other Agency Revenue	44,980	57,000	57,000	57,000
034-000-31500	Transfer In - CIP	-	3,455,800	3,605,800	433,000
034-000-31502	Transfer In - Operations	1,532,648	377,200	308,100	1,020,800
034-000-31600	Landing Fees	158,593	225,600	225,600	240,300
034-000-31700	Junior Lifeguard Fees	176,377	224,800	224,800	190,500
034-072-30600	Recreation Facilities Rent	2,753	1,000	1,500	2,000
034-072-30610	Leisure Program Fees	84,396	90,000	92,500	92,000
034-072-30955	Special Events	648	2,000	700	2,000
034-863-30455	Rental of Property	37,152	33,500	-	60,300
<b>Total Tidelands Beach</b>		<b>\$ 3,006,328</b>	<b>\$ 11,555,700</b>	<b>\$ 11,362,400</b>	<b>\$ 2,988,700</b>
<b>SB1 Program:</b>					
039-000-30420	Interest on Investments	\$ 252	\$ -	\$ 1,500	\$ 1,500
039-000-32536	Road Maintenance Rehab	93,090	413,300	413,300	413,300
039-000-32537	Loan Repayment	28,296	-	-	-
<b>Total SB1</b>		<b>\$ 121,638</b>	<b>\$ 413,300</b>	<b>\$ 414,800</b>	<b>\$ 414,800</b>
<b>Gas Tax - 040:</b>					
040-000-30420	Interest on Investments	\$ 4,863	\$ 5,000	\$ 5,000	\$ 5,000
040-000-32499	Gas Tax 2103	105,864	190,800	92,200	221,600
040-000-32500	Gas Tax 2105	141,241	143,300	145,400	144,600
040-000-32525	Gas Tax 2106	104,887	95,700	99,300	97,800
040-000-32530	Gas Tax 2107	189,214	177,800	191,000	190,000
040-000-32535	Gas Tax 2107.5	11,000	5,000	6,000	6,000
040-000-32536	TCRF Loan Repayment	-	28,300	29,300	29,300
<b>Total Gas Tax</b>		<b>\$ 557,069</b>	<b>\$ 645,900</b>	<b>\$ 568,200</b>	<b>\$ 694,300</b>

# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Measure M2 - 042:</b>					
042-000-30420	Interest on Investments	\$ 14,458	\$ 8,000	\$ 10,000	\$ 10,000
042-000-30990	Senior Mobility Program (SMP)	(1,318)	4,000	600	4,000
042-000-33500	Local Fairshare	401,884	380,000	380,000	380,000
<b>Total Measure M2</b>		<b>\$ 415,024</b>	<b>\$ 392,000</b>	<b>\$ 390,600</b>	<b>\$ 394,000</b>
<b>Parking-In-Lieu - 048</b>					
048-000-30865	Parking-In-Lieu	\$ 10,355	\$ 10,200	\$ 12,000	\$ 12,000
048-000-30977	Prior Year Revenue	628	-	-	-
<b>Total Parking In-Lieu</b>		<b>\$ 10,983</b>	<b>\$ 10,200</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Traffic Impact AB1600</b>					
049-000-30420	Interest on Investments	\$ 1,805	\$ 4,000	\$ 2,000	\$ 2,000
049-000-30976	Traffic Impact Fees AB1600	1,463	-	-	-
<b>Total Traffic Impact AB1600</b>		<b>\$ 3,268</b>	<b>\$ 4,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Seal Beach Cable - 50:</b>					
050-000-30131	PEG Fees Publ Access, Edu, Gov	\$ 119,881	\$ 100,000	\$ 100,000	\$ 100,000
050-000-30420	Interest on Investments	4,150	3,000	4,000	4,000
<b>Total Seal Beach Cable</b>		<b>\$ 124,031</b>	<b>\$ 103,000</b>	<b>\$ 104,000</b>	<b>\$ 104,000</b>
<b>Community Development Block Grant (CDBG) - 072:</b>					
072-000-30988	Other Agency Revenue	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
<b>Total CDBG</b>		<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>
<b>Police Grants - 075:</b>					
075-442-30975	Grant Reimb - BPV	\$ 3,612	\$ 5,000	\$ 4,000	\$ 8,000
075-472-30975	Grant Reimb - DUI	16,410	60,000	60,000	60,000
075-473-30975	Grant Reimb - ABC	33,729	45,000	35,000	45,000
075-474-30975	Tobacco Grant	-	-	40,000	120,000
<b>Total Police Grants</b>		<b>\$ 53,751</b>	<b>\$ 110,000</b>	<b>\$ 139,000</b>	<b>\$ 233,000</b>
<b>City Wide Grants - 080:</b>					
080-361-30975	Grant Reimb - OCTA	\$ 463,727	\$ -	\$ 77,600	\$ 695,000
080-364-30975	Grant Reimb - BCI - OCTA	-	-	48,000	-
080-365-30975	Grant Reimb - BCI - CALTRANS	274,133	-	36,800	-
080-366-30975	Grant Reimb - OCTA Co-Op	-	-	-	230,000
<b>Total City Wide Grants</b>		<b>\$ 737,860</b>	<b>\$ -</b>	<b>\$ 162,400</b>	<b>\$ 925,000</b>
<b>CFD No. 2002-02 SB Blvd/Lampson Landscape - 201:</b>					
201-000-30001	Property Taxes Secured	\$ 168,819	\$ 166,700	\$ 166,700	\$ 166,700
201-000-30420	Interest on Investments	5,442	2,000	4,000	2,000
<b>Total CFD SB Blvd/Lampson Landscape</b>		<b>\$ 174,261</b>	<b>\$ 168,700</b>	<b>\$ 170,700</b>	<b>\$ 168,700</b>
<b>CFD Heron Pointe Refunding 2015 - 206:</b>					
206-000-30001	Property Taxes Secured	\$ 264,213	\$ 269,900	\$ 269,900	\$ 269,900
206-000-30004	Secured/Unsecured Prior Year	4,340	-	-	-
206-000-30005	Property Tax Other	1,728	-	-	-
206-000-30420	Interest on Investments	4,507	2,000	1,000	1,000
<b>Total CFD Heron Pointe</b>		<b>\$ 274,788</b>	<b>\$ 271,900</b>	<b>\$ 270,900</b>	<b>\$ 270,900</b>
<b>CFD Pacific Gateway Refunding 2016 - 207:</b>					
207-000-30001	Secured Property Tax	\$ 505,559	\$ 498,100	\$ 498,100	\$ 498,100
207-000-30420	Interest on Investments	8,916	800	500	500
<b>Total Pacific Gateway Bonds</b>		<b>\$ 514,475</b>	<b>\$ 498,900</b>	<b>\$ 498,100</b>	<b>\$ 498,600</b>



# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>CFD Heron Pointe 2015 Admin Expense - 208:</b>					
208-000-30300	Administrative Expense Reimb	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Total Heron Pointe Admin Expense</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>CFD Pacific Gateway 2016 Lnd/Admin- 209:</b>					
209-470-30001	Secured Property Tax	\$ 61,173	\$ 58,000	\$ 58,000	\$ 58,000
209-480-30300	Administrative Expense Reimb	25,000	25,000	25,000	25,000
<b>Total Pacific Gateway</b>		<b>\$ 86,173</b>	<b>\$ 83,000</b>	<b>\$ 83,000</b>	<b>\$ 83,000</b>
<b>PROPRIETARY FUNDS</b>					
<b>Water Operations - 017:</b>					
017-000-30420	Interest on Investments	\$ 21,211	\$ 35,000	\$ 20,000	\$ 20,000
017-000-30940	Sale of Surplus Property	(12,620)	-	-	-
017-000-30960	Miscellaneous Revenue	902	1,200	4,000	1,000
017-000-30964	Unclaimed Refund Checkss	-	-	2,000	-
017-000-30980	Other Agency Reimbursements	37,936	-	-	-
017-000-31502	Transfer in - Operation	-	1,796,000	1,423,700	409,000
017-000-34000	Water Revenue	2,439,277	2,000,000	2,075,000	2,075,000
017-000-35000	Residential Water	1,031,663	1,100,000	1,032,000	1,032,000
017-000-35020	Commercial Water	53,051	62,000	54,000	54,000
017-000-35500	Water Turn On Fee	6,635	6,000	4,000	4,000
017-000-35510	Late Charge	40,853	30,000	40,900	40,900
017-000-35520	Door Tag Fee	1,984	1,000	500	500
017-000-35530	Water Meters	2,299	-	1,000	1,000
017-000-35590	Fire Service	62,786	62,500	62,800	62,800
017-000-35591	Fire Water Flow Test	500	500	1,600	800
<b>Total Water Operations</b>		<b>\$ 3,686,477</b>	<b>\$ 5,094,200</b>	<b>\$ 4,721,500</b>	<b>\$ 3,701,000</b>
<b>Water Capital - 019:</b>					
019-000-30420	Interest on Investments	\$ 101,083	\$ 45,000	\$ 75,000	\$ 75,000
019-000-35042	Water Connection Fee	13,359	10,000	800	101,000
019-000-37000	Water Capital Charge	1,406,561	1,380,000	1,200,000	1,200,000
<b>Total Water Capital</b>		<b>\$ 1,521,003</b>	<b>\$ 1,435,000</b>	<b>\$ 1,275,800</b>	<b>\$ 1,376,000</b>
<b>Vehicle Replacement - 021:</b>					
021-000-30940	Sales of Surplus Property	\$ 66,994	\$ -	\$ -	\$ -
021-000-30960	Misc Revenues	1,228	-	-	-
021-000-31502	Transfer In - Operations	-	-	-	310,000
<b>Total Vehicle Replacement</b>		<b>\$ 68,222</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310,000</b>
<b>Sewer Operations - 043:</b>					
043-000-30420	Interest on Investments	\$ 7,549	\$ 10,300	\$ 2,000	\$ 2,000
043-000-30725	F.O.G. Discharge Permit Fee	27,825	27,000	27,000	27,000
043-000-30815	Engineering Inspection Fees	-	-	500	-
043-000-30945	Sale of Material	36	-	-	-
043-000-30960	Misc. Revenues	194	-	-	-
043-000-31502	Transfer In - Operation	-	2,306,500	348,400	765,500
043-000-36000	Sewer Fees	709,330	725,000	710,000	710,000
<b>Total Sewer Operations</b>		<b>\$ 744,934</b>	<b>\$ 3,068,800</b>	<b>\$ 1,087,900</b>	<b>\$ 1,504,500</b>
<b>Sewer Capital - 044:</b>					
044-000-30420	Interest on Investments	\$ 93,936	\$ 30,000	\$ 90,000	\$ 90,000
044-000-35042	Sewer Connection Fee	25,407	5,000	56,000	61,000
044-000-37150	Sewer Capital Charge	2,166,093	1,700,000	1,800,000	1,800,000
<b>Total Sewer Capital</b>		<b>\$ 2,285,436</b>	<b>\$ 1,735,000</b>	<b>\$ 1,946,000</b>	<b>\$ 1,951,000</b>

# REVENUE SUMMARY BY FUND

FY 2019-2020

Account Number	Revenue Source	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Retirement Fund Debt Service - 302:</b>					
302-000-30420	Interest on Investment	\$ 8,517	\$ -	\$ -	\$ -
302-000-31502	Transfers In - Operations	718,280	743,800	743,800	670,200
<b>Total Retirement Fund Debt Service</b>		<b>\$ 726,797</b>	<b>\$ 743,800</b>	<b>\$ 743,800</b>	<b>\$ 670,200</b>
<b>Retirement Obligation Fund</b>					
304-000-30018	SA Tax Increment	\$ 1,125,053	\$ 1,282,000	\$ 1,282,000	\$ 1,100,000
304-000-30420	Interest On Investments	5	-	-	-
<b>Total Retirement Obligation Fund</b>		<b>\$ 1,125,058</b>	<b>\$ 1,282,000</b>	<b>\$ 1,282,000</b>	<b>\$ 1,100,000</b>
<b>Capital Project - 045:</b>					
045-000-31500	Transfer In	\$ 2,231,645	\$ 15,781,400	\$ 8,314,300	\$ 6,994,700
<b>Total Capital Project</b>		<b>\$ 2,231,645</b>	<b>\$ 15,781,400</b>	<b>\$ 8,314,300</b>	<b>\$ 6,994,700</b>
<b>Total Revenue of All Funds</b>		<b>\$ 51,480,776</b>	<b>\$ 76,633,200</b>	<b>\$ 69,181,100</b>	<b>\$ 61,865,600</b>

# Analysis of Major Revenues

The total estimated revenues and transfers in from other funds for all City Funds for FY 2019-2020 is \$62.3 million, of which \$35.5 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 public safety, (which includes police, fire, marine safety, lifeguards, animal control services, school resource officer, and code enforcement), public works, recreation, building and neighborhood services, 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

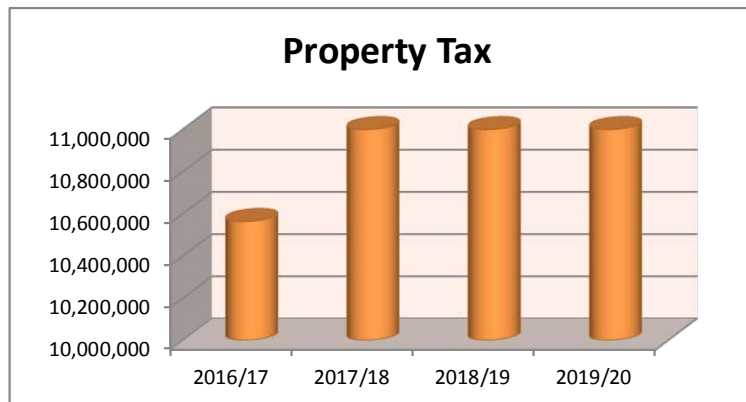
### Property Taxes

Property Taxes account for 33.7% of FY 2019-2020 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 various other property taxes including those related to penalties and interest.

#### Property Tax

	Amount	% change
2016/17	10,564,211	
2017/18	11,180,196	5.8%
2018/19	11,491,000	2.8%
2019/20	11,940,700	3.9%



Budget Assumptions – As the above information illustrates, property taxes continue to be a stable revenue source for the City. The projection for FY 2019-2020 shows an increase in expected revenue. The reason for the increase is that in FY 2019-2020 additional property taxes are expected to be received as a result of continued strength in the local real estate market, but at a slower rate than the previous fiscal year.

### Utility Users Tax

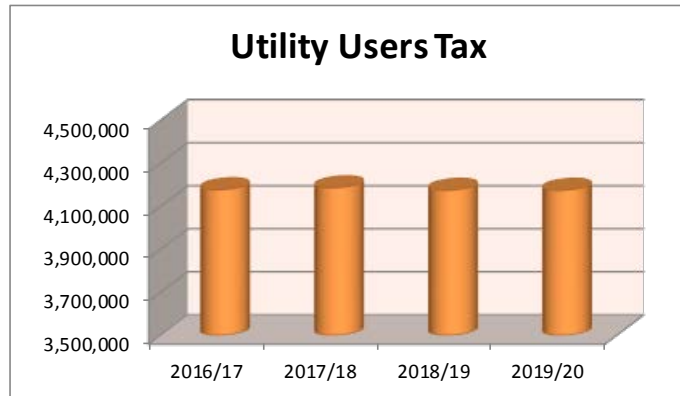
Utility Users Tax (UUT) accounts for 11.8% of FY 2019-2020 General Fund revenues. The Utility Users Tax rate is charged to customers of electric, natural gas, and telecommunications companies to raise revenue for general governmental purposes of the City. The Utility Users Tax rate, which was lowered by the voters in 2014, is currently 10% of the customer's applicable monthly charges. Beginning in January

# Analysis of Major Revenues

2016 retailers that sell pre-paid wireless plans were 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 taxes and remit them to the City.

## Utility Users Tax

	Amount	% change
2016/17	4,177,713	
2017/18	4,186,554	0.2%
2018/19	4,175,000	-0.3%
2019/20	4,175,000	0.0%



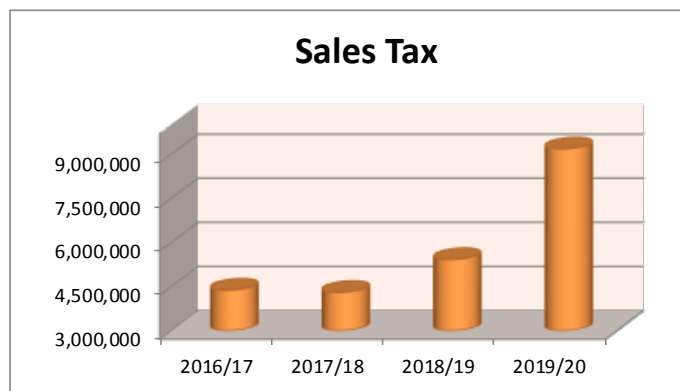
**Budget Assumptions** – The chart above illustrates the Utility Users Tax revenues continue to be a relatively stable and predictable revenue source. The City has a senior citizen exemption program for the Utility Users Tax. For the current fiscal year the revenue is expected to remain unchanged from the prior fiscal year.

## Sales and Use Tax

Sales and Use Tax accounts for 25.9% of FY 2019-2020 General Fund revenues. The sales tax rate is 8.75% as of April 1, 2019. The residents of Seal Beach passed a 1% Transactions and Use (Measure BB) in November 2018. With the passage of the ballot measure the rate increased from 7.75%. 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 is expected to be more than double with the addition of the 1% District tax.

## Sales Tax

	Amount	% change
2016/17	4,379,341	
2017/18	4,303,619	-1.7%
2018/19	5,420,000	25.9%
2019/20	9,182,500	69.4%



**Budget Assumptions** – Estimated revenues for Sales and Use Tax for FY 2018-2019 and projections for FY 2019-2020 were based on information by Hinderliter, de Llamas and Associates, a consulting firm that specializes in sales and use tax analysis provided based on sales tax information provided to them by the California Department of Tax and Fee Administration.

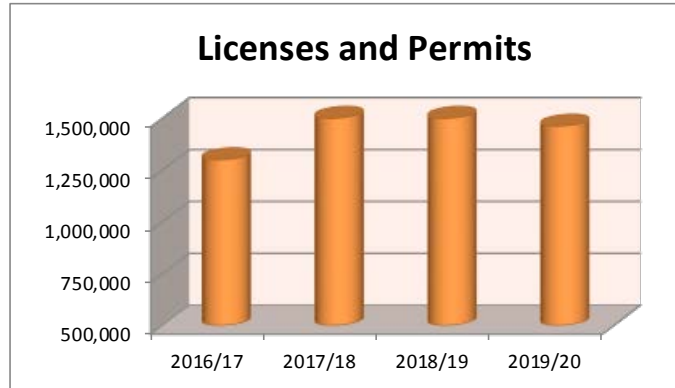
# Analysis of Major Revenues

## Licenses and Permits

Licenses and Permits account for 4.1% of FY 2019-2020 General Fund revenues. A slight decrease is projected in FY 2019-2020 primarily due to less fees related to building construction activities.

### Licenses and Permits

	<u>Amount</u>	<u>% change</u>
2016/17	1,300,232	
2017/18	1,527,849	17.5%
2018/19	1,531,100	0.2%
2019/20	1,462,100	-4.5%



## Other Revenues

Franchise Fees are imposed on various public utilities and account for 3.00% of FY 2019-2020 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 Bed Tax) accounts for 4.5% of FY 2019-2020 General Fund revenues. The approved rate for Transient Occupancy Tax is 12% and over the last several years this source of revenue has recovered and stabilized at the existing levels. In 2019-2020 there is an expected decline in this revenue as the result of a change in the business model for one of the revenue producers.

Charges for Services account for 8.7% of FY 2019-2020 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

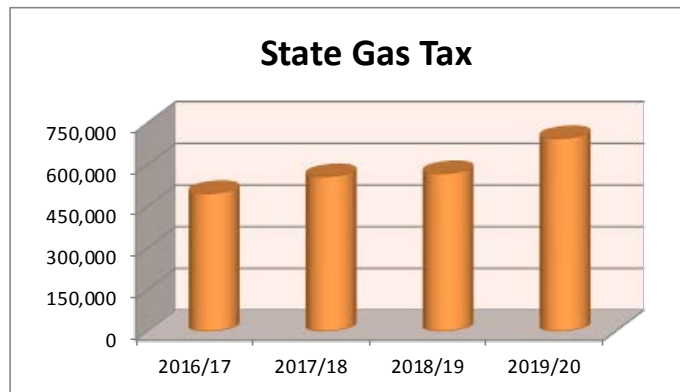
### State Gas Tax

The State of California collects 41.7¢ per gallon as of November 1, 2018 for vehicle fuel which is allocated to the State, Counties and Cities. The City allocation is distributed based on population. The Road Repair and Accountability Act of 2017 adopted annual inflationary adjustments to all per-gallon motor fuel excise taxes.

# Analysis of Major Revenues

## State Gas Tax

	Amount	% change
2016/17	496,625	
2017/18	557,069	12.2%
2018/19	568,200	2.0%
2019/20	694,300	22.2%

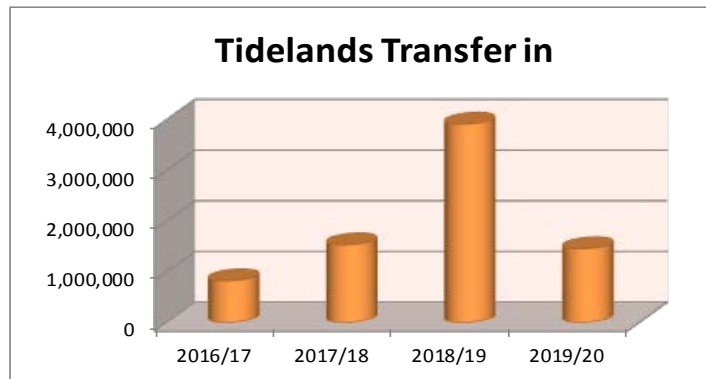


## Tidelands Beach Fund – Transfer In – General Fund Subsidy

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. Typically, 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 generally subsidized by the General Fund as illustrated in the following graph.

## Tidelands Beach Fund - General Fund Subsidy

	Amount	% change
2016/17	823,292	
2017/18	1,532,648	86.2%
2018/19	3,913,900	155.4%
2019/20	1,453,800	-62.9%



Budget Assumptions - The General Fund Subsidy varies significantly from one year to the next.

## Measure M2

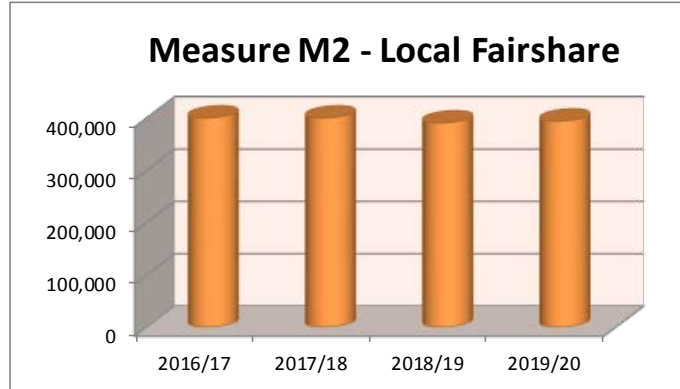
The Measure M “Local Turnback” revenues are part of the ½ cent sales tax increase approved by voters November 6, 1990 which would provide transportation funding through 2011. In November 2006, voters approved the continuation of the ½ cent sales tax through 2041. These funds can only be expended on street 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 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.

# Analysis of Major Revenues

The City anticipates receipt of \$380,000 from Measure M2 – Local Fairshare revenues for FY 2019-2020.

## Measure M2 Local Fairshare

	<u>Amount</u>	<u>% change</u>
2016/17	414,995	
2017/18	415,024	0.0%
2018/19	390,600	-5.9%
2019/20	394,000	0.9%



## **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 \$3,292,000 excludes transfer in for FY 2019-20, for the Operations Fund. Water Capital Fund revenues are projected to be \$1,376,000.

The Sewer Capital Fees are also tiered. Revenues are projected to be \$739,000 excludes transfer in for operations in the FY 2019-2020. Sewer Capital Fund revenues are projected to be \$1,951,000.



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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.

	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Adopted
Beginning Fund Balance	\$ 28,971,371	\$ 27,960,370	\$ 25,643,193	\$ 24,091,165	\$ 19,936,465
<b>General Fund Revenues:</b>					
Property Tax Revenue	\$ 10,027,899	\$ 10,564,211	\$ 11,180,196	\$ 11,491,000	\$ 11,940,700
Sales and Use Tax	4,228,729	4,379,341	4,303,619	5,420,000	9,182,500
Utility Users Tax	4,445,180	4,177,713	4,186,554	4,175,000	4,175,000
Transient Occupancy Tax	1,655,376	1,693,515	1,666,996	1,600,000	1,585,000
Franchise Fees	955,922	1,016,939	1,059,580	1,078,800	1,073,800
Other Taxes	197,166	190,510	163,277	212,100	214,300
Licenses and Permits	1,260,296	1,300,232	1,527,849	1,531,100	1,462,100
Intergovernmental	102,240	115,631	212,258	143,300	307,300
Charges for Services	2,702,535	2,831,373	2,920,717	3,032,500	3,083,400
Fines and Forfeitures	1,110,406	1,103,093	1,089,514	1,055,500	1,410,500
Use of Money and Property	939,915	375,302	254,200	723,400	723,400
Other Revenue	901,069	676,624	761,938	456,700	453,400
Transfers in from Other Funds	630,000	739,638	833,700	132,700	115,000
Total General Fund Revenues	<u>\$ 29,156,733</u>	<u>\$ 29,164,122</u>	<u>\$ 30,160,398</u>	<u>\$ 31,052,100</u>	<u>\$ 35,726,400</u>
<b>Expenditures:</b>					
General Administration	\$ 3,696,830	\$ 4,255,624	\$ 4,409,209	\$ 4,379,700	\$ 4,584,000
Police Department	9,013,810	9,954,729	9,737,687	10,171,400	11,748,600
Detention Facilities	766,661	768,584	854,136	927,500	961,400
Fire Protection Services	4,893,853	5,026,759	5,445,108	5,780,900	6,090,700
Community Development	876,412	894,475	961,253	910,500	1,195,300
Public Works	2,815,238	3,238,770	2,611,161	2,931,700	3,741,900
Refuse Services	1,071,333	1,170,096	1,192,860	1,150,000	1,184,500
Recreation	1,075,282	938,906	893,642	902,700	1,022,000
Liability/Risk Management	1,295,041	1,327,736	1,417,901	1,877,300	1,944,100
Transfers Out	4,663,275	3,905,620	4,189,469	6,175,100	5,062,700
Total Expenditures	<u>\$ 30,167,734</u>	<u>\$ 31,481,298</u>	<u>\$ 31,712,426</u>	<u>\$ 35,206,800</u>	<u>\$ 37,535,200</u>
Total Expenditures (Excludes CIP)	<u>\$ 28,167,429</u>	<u>\$ 30,655,589</u>	<u>\$ 29,368,025</u>	<u>\$ 30,792,400</u>	<u>\$ 34,270,200</u>
Net Revenues (Expenditures)	<u>\$ (1,011,001)</u>	<u>\$ (2,317,176)</u>	<u>\$ (1,552,028)</u>	<u>\$ (4,154,700)</u>	<u>\$ (1,808,800)</u>
Prepaid Expense	-	-	-	-	-
Ending Fund Balance	<u>\$ 27,960,370</u>	<u>\$ 25,643,193</u>	<u>\$ 24,091,165</u>	<u>\$ 19,936,465</u>	<u>\$ 18,127,665</u>
Assigned for Encumbrance	\$ 191,831	\$ 393,092	\$ 220,222	\$ 220,222	\$ 220,222
Assigned	9,610,906	9,108,269	8,246,317	8,288,752	7,970,452
Assigned for Fiscal Policy	7,066,390	7,541,181	7,589,839	7,698,100	8,480,791
Unassigned Fund Balance	<u>\$ 11,091,243</u>	<u>\$ 8,600,651</u>	<u>\$ 8,034,787</u>	<u>\$ 3,729,391</u>	<u>\$ 1,456,200</u>
<i>Unassigned Fund Balance</i>					
<i>Percentage of Total Operating Expenditures</i>	39.4%	28.1%	27.4%	12.1%	4.2%
<i>Assigned for Fiscal Policy</i>					
<i>Percentage of Total Operating Expenditures</i>	25.1%	24.6%	25.8%	25.0%	24.7%

# 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>
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	<b>2019-2020</b>
Beginning Fund Balance	\$19,936,465
Net Revenues (Expenditures)	(1,808,800)
Ending Fund Balance	<b>\$18,127,665</b>
Assigned for Encumbrances	\$ 220,222
Assigned for Designations	7,970,452
Assigned for Fiscal Policy	8,480,791
Unassigned Fund Balance	1,456,200
Total General Fund Balance	<b>\$ 18,127,665</b>

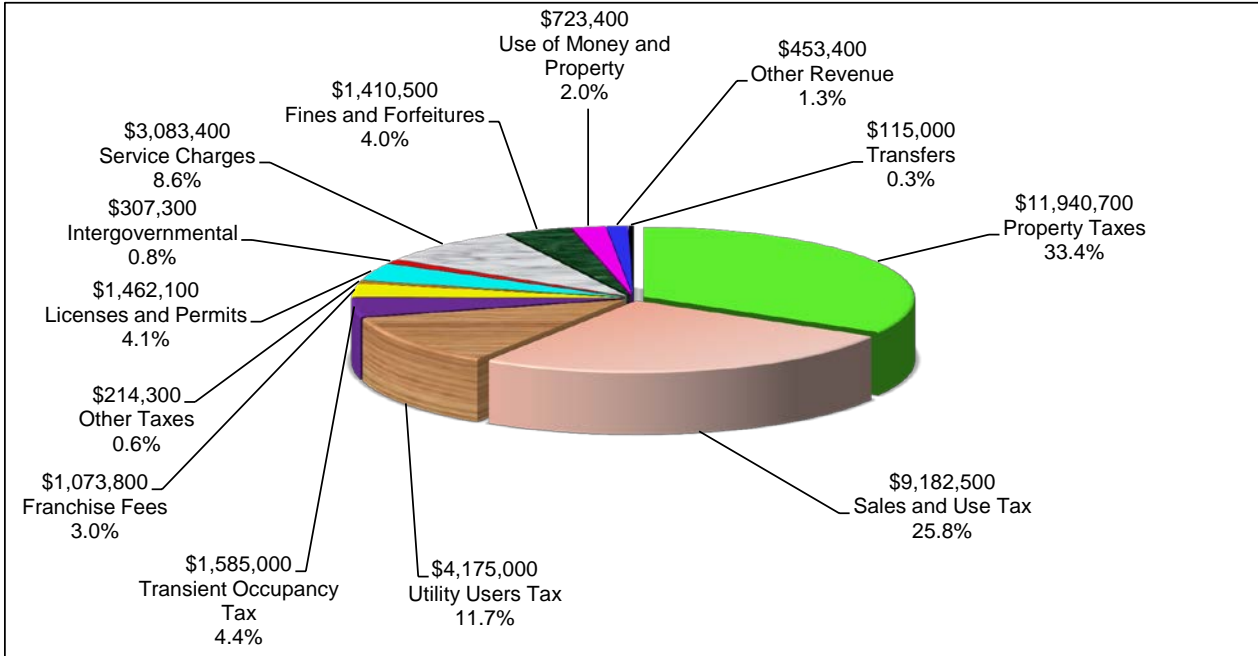
	Estimated Beginning Balance	Proposed Decreases	Estimated Ending Balance
<b>Assigned for Encumbrances</b>	<b>\$ 220,222</b>	<b>\$ -</b>	<b>\$ 220,222</b>
College Park East	477,000	-	477,000
Swimming Pool	4,702,271	(300,000)	4,402,271
Disaster/Hazard Mitigation Reserve	1,750,000	-	1,750,000
Street Improvement	117,167	-	117,167
Buildings	18,300	(18,300)	-
Compensated Absences	1,224,014	-	1,224,014
<b>Total Assigned</b>	<b>8,288,752</b>	<b>(318,300)</b>	<b>7,970,452</b>
<b>Assigned for Fiscal Policy</b>	<b>7,698,100</b>	<b>782,691</b>	<b>8,480,791</b>
<b>Grand Total</b>	<b>\$ 16,207,074</b>	<b>\$ 464,391</b>	<b>\$ 16,671,465</b>



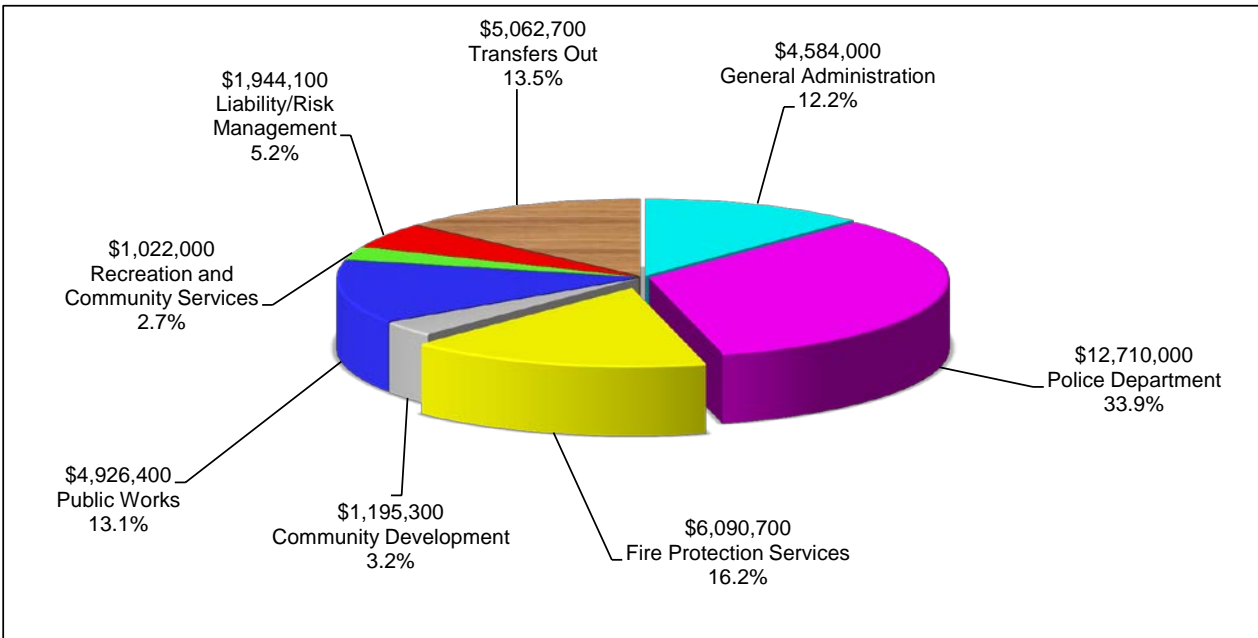
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## Summary of Revenues and Expenditures General Fund

### Fiscal Year 2019-20 Projected Revenues - \$35,726,400

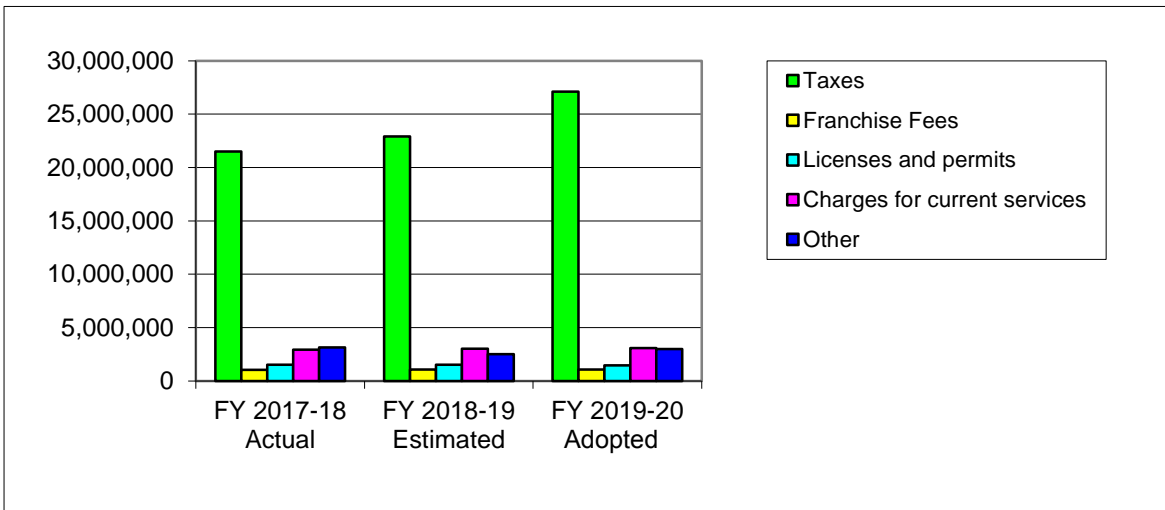


### Fiscal Year 2019-20 Projected Expenditures - \$37,535,200



# General Fund Revenue Summary

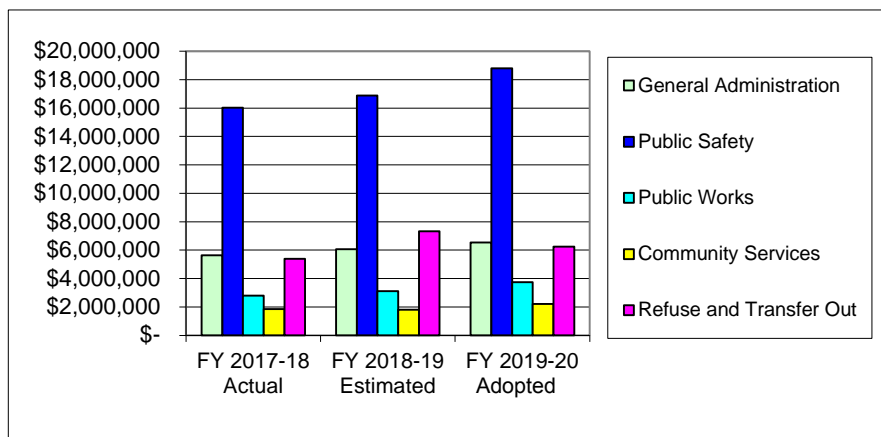
Description	2017-2018 Actual	2018-2019 Estimated	2019-2020 Adopted Budget
Property Tax	\$ 11,180,196	\$ 11,491,000	\$ 11,940,700
Other Taxes	163,277	212,100	214,300
Utility Users Tax	4,186,554	4,175,000	4,175,000
Transient Occupancy Tax	1,666,996	1,600,000	1,585,000
Sales and Use Tax	4,303,619	5,420,000	9,182,500
Franchise Fees	1,059,580	1,078,800	1,073,800
Licenses and Permits	1,527,849	1,531,100	1,462,100
Fines and Forfeitures	1,089,514	1,055,500	1,410,500
Use of Money and Property	254,200	723,400	723,400
Charges for Services	2,920,717	3,032,500	3,083,400
Intergovernmental	212,258	143,300	307,300
Other Revenues	761,938	456,700	453,400
Transfer In and Enterprise Overheads	833,700	132,700	115,000
<b>Total Revenue</b>	<b>\$ 30,160,398</b>	<b>\$ 31,052,100</b>	<b>\$ 35,726,400</b>



	FY 2017-18 Actual	FY 2018-19 Estimated	FY 2019-20 Adopted
Taxes	\$ 21,500,642	\$ 22,898,100	\$ 27,097,500
Franchise Fees	1,059,580	1,078,800	1,073,800
Licenses and Permits	1,527,849	1,531,100	1,462,100
Charges for Current Services	2,920,717	3,032,500	3,083,400
Other	3,151,610	2,511,600	3,009,600
<b>Grand Total</b>	<b>\$ 30,160,398</b>	<b>\$ 31,052,100</b>	<b>\$ 35,726,400</b>

# General Fund Expenditure Summary

Department	2019-2020		
	2017-2018 Actual	2018-2019 Estimated	Adopted Budget
010 City Council	\$ 139,931	\$ 136,500	\$ 182,600
011 City Manager	518,049	359,600	465,100
012 City Clerk	301,943	344,200	316,000
014 Human Resources	175,216	188,200	207,100
015 Legal Services	522,777	530,000	492,000
016 Senior Bus Program	195,083	183,400	220,300
017 Finance	786,329	770,000	844,500
018 Risk Management	1,417,901	1,877,300	1,944,100
019 Non-Departmental	1,254,211	1,206,700	1,283,600
020 Information System Technolo	515,670	661,100	793,100
021 Police EOC	237,888	256,800	251,000
022 Police	6,732,233	7,211,500	8,360,900
023 Police Support Services	1,316,033	1,166,800	1,390,400
024 Police Detention Facility	854,136	927,500	961,400
025 Parking Enforcement	663,893	703,800	883,700
026 Fire	5,445,108	5,780,900	6,090,700
030 Planning	441,860	364,200	513,900
031 Building and Safety	519,393	546,300	681,400
035 West Comp JPA	787,640	832,500	862,600
042 Engineering	75,728	180,500	262,000
043 Storm Drain	371,898	419,200	473,500
044 Street Maintenance	624,667	1,011,600	1,351,400
049 Landscape Maintenance	609,840	294,700	298,700
050 Automobile Maintenance	407,377	420,600	496,500
051 Refuse	1,192,860	1,150,000	1,184,500
052 Building Maintenance	521,651	605,100	639,500
070 Recreation Administration	231,269	208,600	223,800
071 Sports	18,898	23,300	27,800
072 Parks and Recreation	207,808	240,500	266,700
073 Aquatics	190,791	172,000	209,600
074 Tennis Center	244,876	258,300	294,100
Transfer Out	4,189,469	6,175,100	5,062,700
<b>Total Expenditures</b>	<b>\$ 31,712,426</b>	<b>\$ 35,206,800</b>	<b>\$ 37,535,200</b>



	FY 2017-18 Actual	FY 2018-19 Estimated	FY 2019-20 Adopted
General Administration	\$ 5,632,027	\$ 6,073,600	\$ 6,528,100
Public Safety	16,036,931	16,879,800	18,800,700
Public Works	2,806,244	3,115,100	3,741,900
Community Services	1,854,895	1,813,200	2,217,300
Refuse and Transfer Out	5,382,329	7,325,100	6,247,200
<b>Grand Total</b>	<b>\$ 31,712,426</b>	<b>\$ 35,206,800</b>	<b>\$ 37,535,200</b>

City of Seal Beach - General Fund Transfer Out

**FY 2019-2020**

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Transfer Out	\$ 4,189,469	\$ 11,810,500	\$ 6,175,100	\$ 5,062,700
<b>TOTAL</b>	<b>\$ 4,189,469</b>	<b>\$ 11,810,500</b>	<b>\$ 6,175,100</b>	<b>\$ 5,062,700</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 2019-2020

DEPARTMENT: Finance  
 FUND: 001 General Fund - Transfer Out

Account Code: 001-080

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>TRANSFER OUT</b>					
Transfer Out - CIP	001-080-47000	\$ 1,216,250	\$ 10,049,800	\$ 4,414,400	\$ 3,265,000
Transfer Out - Operations	001-080-47002	2,973,219	1,760,700	1,760,700	1,487,700
Vehicle Replacement	001-080-47010	-	-	-	310,000
<b>TOTAL TRANSFER OUT</b>		<u>\$ 4,189,469</u>	<u>\$ 11,810,500</u>	<u>\$ 6,175,100</u>	<u>\$ 5,062,700</u>
<b>TOTAL EXPENDITURES</b>		<u><b>\$ 4,189,469</b></u>	<u><b>\$ 11,810,500</b></u>	<u><b>\$ 6,175,100</b></u>	<u><b>\$ 5,062,700</b></u>

<b>Transfer Out Account 001-080-47000:</b>	
Tidelands Fund 034 (CIP)	433,000
Capital Projects Fund 045	2,832,000
<b>Total for 001-080-47000:</b>	<u><b>\$ 3,265,000</b></u>
<b>Transfer Out Account 001-080-47002:</b>	
Street Lighting District Fund 002	\$ 64,700
Pension Obligation D/S Fund 027	3,000
Fire Station D/S Fund 028	491,200
Tidelands Fund 034	928,800
	<u><b>\$ 1,487,700</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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 33,902	\$ 33,600	\$ 33,900	\$ 33,300
Maintenance and Operations	106,029	102,600	102,600	149,300
<b>TOTAL</b>	<b>\$ 139,931</b>	<b>\$ 136,200</b>	<b>\$ 136,500</b>	<b>\$ 182,600</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	City Council compensation
40013	PARS Retirement	Employee benefits costs
40017	Medicare Insurance	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
44000	Contract Professional	Consultant services

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-010-40004	\$ 32,593	\$ 32,400	\$ 32,700	\$ 32,400
PARS Retirement	001-010-40013	365	300	300	400
Medicare Insurance	001-010-40017	509	500	500	500
FICA	001-010-40019	435	400	400	-
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 33,902</u>	<u>\$ 33,600</u>	<u>\$ 33,900</u>	<u>\$ 33,300</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-010-40100	\$ 998	\$ 1,000	\$ 1,000	\$ 1,000
Council Discretionary - Dist. 1	001-010-40101	15,480	14,500	14,500	20,000
Council Discretionary - Dist. 2	001-010-40102	7,875	15,100	15,100	20,000
Council Discretionary - Dist. 3	001-010-40103	35,244	-	-	20,000
Council Discretionary - Dist. 4	001-010-40104	19,763	200	200	20,000
Council Discretionary - Dist. 5	001-010-40105	3,875	31,800	31,800	20,000
Memberships and Dues	001-010-40300	12,997	15,000	15,000	19,000
Training and Meetings	001-010-40400	5,643	10,000	10,000	12,500
Special Departmental	001-010-40800	1,481	5,000	5,000	6,800
Contract Professional	001-010-44000	2,673	10,000	10,000	10,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 106,029</u>	<u>\$ 102,600</u>	<u>\$ 102,600</u>	<u>\$ 149,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 139,931</u>	<u>\$ 136,200</u>	<u>\$ 136,500</u>	<u>\$ 182,600</u>



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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.
- Improve 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.

# City of Seal Beach

## FY 2019-2020

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

Account Code: 001-011

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 474,230	\$ 373,300	\$ 342,600	\$ 402,100
Maintenance and Operations	43,819	39,500	17,000	63,000
<b>TOTAL</b>	<b>\$ 518,049</b>	<b>\$ 412,800</b>	<b>\$ 359,600</b>	<b>\$ 465,100</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
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
40023	Cafeteria Taxable	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office Supplies
40300	Memberships and Dues	Orange County City Manager's Assoc., International City/County Mgmt. Assoc., CA. City Mgmt., Assoc., CA. Assoc. of Public Information Officials, League of CA Cities, Public Employers Labor Relations Association, Municipal Information System Association, American Society for Public Admin, 3CMA, MMASC, 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, California Joint Powers Insurance Authority, MMASC, and 3CMA
40800	Special Departmental	Pop up City Hall and miscellaneous
44000	Contract Professional Svcs	Communication and consultant services



# City of Seal Beach

# FY 2019-2020

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-011-40001	\$ 263,780	\$ 247,900	\$ 191,700	\$ 245,300
Part-time	001-011-40004	89,634	-	50,100	31,800
Auto Allowance	001-011-40008	4,361	3,900	3,900	3,900
Cell Phone Allowance	001-011-40009	1,368	900	900	900
Deferred Compensation-Cafeteria	001-011-40010	649	700	700	-
Deferred Compensation	001-011-40011	15,934	14,300	12,800	13,100
PERS Retirement	001-011-40012	58,527	59,200	53,500	66,700
PARS Retirement	001-011-40013	1,176	-	700	400
Medical Insurance	001-011-40014	17,648	25,500	7,700	18,100
Medicare Insurance	001-011-40017	5,714	4,100	4,000	4,000
Life and Disability	001-011-40018	1,335	1,900	800	1,300
Cafeteria Taxable	001-011-40023	-	-	300	600
Vacation Buy/Payout	001-011-40027	12,417	14,200	14,400	14,600
Health and Wellness Program	001-011-40032	1,687	700	700	700
Medical Waiver	001-011-40033	-	-	400	700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 474,230</b>	<b>\$ 373,300</b>	<b>\$ 342,600</b>	<b>\$ 402,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-011-40100	\$ 1,615	\$ 3,000	\$ 3,000	\$ 3,000
Memberships and Dues	001-011-40300	7,052	4,000	4,000	7,500
Training and Meetings	001-011-40400	6,745	5,000	5,000	15,000
Special Departmental	001-011-40800	82	2,500	2,500	2,500
Cont. Professional Svcs	001-011-44000	28,325	25,000	2,500	35,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 43,819</b>	<b>\$ 39,500</b>	<b>\$ 17,000</b>	<b>\$ 63,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 518,049</b>	<b>\$ 412,800</b>	<b>\$ 359,600</b>	<b>\$ 465,100</b>



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# City of Seal Beach

# CITY CLERK

## **Managing Department Head:**

City Clerk

## **Mission Statement**

It is our mission to provide courteous and professional service in a fiscally responsible manner. The City Clerk's Office is dedicated to accurately recording and archiving the actions of the City Council, Successor Agency and other related Boards, Commissions and/or Committees; and providing clear, concise and transparent information while serving the public, City Council, City staff and constituents. 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 Manager; 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, and documents recorded with the County; processes amendments to the Municipal Code and City Charter; certifies official and legal documents; administers legal publications; receives/opens bids; administers oaths; custodian of official City seal; receives, reviews and processes Fair Political Practices Commission (FPPC) forms; conduct all activities associated with municipal elections in accordance with the City Charter and State law; receipt of claims and requests for information to public; and provides notary services for official City business.

## **Objective**

- To work efficiently and ethically at all times.
- Stay informed and in compliance with federal and state regulations imposed on all local government agencies, City Municipal Code, City Charter and City policies and procedures.
- Complete the implementation of the next phase of the automated Agenda Management system to create efficiency and reduce costs related to unfunded State mandates.
- Leverage the Avante Laserfiche Electronic Document Management System to increase the use of electronic records management citywide, including the use of automated workflows, and creating increased accessibility to City staff and the public.
- Implement a PrimeGov feature for interested subscribers to receive an Email Notification when items are published to the City's website, e.g., City Council Agendas, Planning Commission Agendas, City Events, etc.
- Process and respond to the increasing requests for public records through the implemented online California Public Records Act processing solution NextRequest.
- Implement electronic filing of State required Conflict of Interest and Campaign Finance Form.
- Maintain the video streaming and archiving of City Council and Planning Commission meetings.
- Continue managing the City's Municipal Code codification process.
- Leverage the City website to expand government transparency matters on the City Clerk webpage.
- Provide Community Outreach regarding City Clerk services.

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 272,349	\$ 281,300	\$ 266,400	\$ 275,900
Maintenance and Operations	26,791	27,300	27,300	32,100
Election	2,803	50,000	50,500	8,000
<b>TOTAL</b>	<b>\$ 301,943</b>	<b>\$ 358,600</b>	<b>\$ 344,200</b>	<b>\$ 316,000</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
40032	Health and Wellness Program	Employee benefits costs
40100	Office Supplies	Office Supplies
40200	Public/Legal Notices	Legal notices, public hearings, ordinance
40300	Memberships and Dues	ARMA, City Clerks Association of California, International Institute of Municipal Clerks, and National Notary Association
40400	Training and Meetings	Technical Tracks for Clerks (UCR) #3/4 and ARMA International,
40800	Special Departmental	Potential mandates and miscellaneous events
44000	Contract Professional Svcs	Codification services, government transparency, and record management
013-40800	Special Departmental	MCA Direct annual services, training and education, publications, materials and supplies, election run-off, and Orange County Registrar

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-012-40001	\$ 160,300	\$ 171,800	\$ 162,900	\$ 169,300
Part-time	001-012-40004	37,583	26,500	31,800	38,500
Cell Phone Allowance	001-012-40009	748	700	400	-
Deferred Comp-Cafeteria	001-012-40010	365	-	-	-
Deferred Compensation	001-012-40011	7,191	4,500	2,800	4,300
PERS Retirement	001-012-40012	32,906	41,000	34,400	26,600
PARS Retirement	001-012-40013	491	300	300	500
Medical Insurance	001-012-40014	27,267	31,100	20,800	31,400
Medicare Insurance	001-012-40017	2,890	3,000	2,000	3,100
Life and Disability	001-012-40018	1,708	1,700	1,100	1,500
Comptime Buy/payout	001-012-40026	-	-	600	-
Vacation Buy/payout	001-012-40027	-	-	7,800	-
Sick Payout	001-012-40028	-	-	400	-
Health and Wellness Program	001-012-40032	900	700	700	700
Retiree Health Savings	001-011-40034	-	-	400	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 272,349</b>	<b>\$ 281,300</b>	<b>\$ 266,400</b>	<b>\$ 275,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-012-40100	\$ 914	\$ 1,200	\$ 1,200	\$ 1,500
Public/Legal Notices	001-012-40200	704	6,700	6,700	9,200
Memberships and Dues	001-012-40300	1,637	700	700	900
Training and Meetings	001-012-40400	3,154	3,400	3,400	4,000
Special Departmental	001-012-40800	600	2,800	2,800	3,000
Contract Professional Svcs	001-012-44000	19,782	12,500	12,500	13,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 26,791</b>	<b>\$ 27,300</b>	<b>\$ 27,300</b>	<b>\$ 32,100</b>
<b>ELECTIONS</b>					
Trainings and Meetings	001-013-40400	\$ 990	\$ -	\$ 500	\$ -
Special Departmental	001-013-40800	1,813	50,000	50,000	8,000
<b>TOTAL ELECTIONS</b>		<b>\$ 2,803</b>	<b>\$ 50,000</b>	<b>\$ 50,500</b>	<b>\$ 8,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 301,943</b>	<b>\$ 358,600</b>	<b>\$ 344,200</b>	<b>\$ 316,000</b>

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 119,968	\$ 132,700	\$ 128,500	\$ 134,800
Maintenance and Operations	55,248	57,800	59,700	72,300
<b>TOTAL</b>	<b>\$ 175,216</b>	<b>\$ 190,500</b>	<b>\$ 188,200</b>	<b>\$ 207,100</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40009	Cell Phone Allowance	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
40023	Cafeteria Taxable	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40300	Memberships and Dues	Southern CA. Personnel Mgmt. Assoc., Orange County Human Resources Consortium, Liebert Cassidy Whitmore, CA Public Employer Labor Relations Assoc., So. CA Public Labor Relations Council, CA Public Agency Compensation Survey, National Public Labor Relations Assoc., and Society for Human Resources Mgmt
40400	Training and Meetings	CA. Public Employer Retirement System, So. CA Public Labor Relations Council, Liebert Cassidy Whitmore, and miscellaneous
40800	Special Departmental	Postage and labor posters
44000	Contract Professional Svcs	Section 125, Employee Assistance Program, Livescan, TASC, Pre-employment screening, psychology consultant, unemployment, CALOPPS, personnel investigation, recruitment advertising/testing, and miscellaneous

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-014-40001	\$ 83,499	\$ 89,000	\$ 88,100	\$ 92,800
Cell Phone Allowance	001-014-40009	140	100	100	100
Deferred Compensation	001-014-40011	3,024	3,100	3,000	3,100
PERS Retirement	001-014-40012	16,733	21,200	21,200	25,200
Medical Insurance	001-014-40014	12,344	13,000	11,700	5,900
Medicare Insurance	001-014-40017	1,286	1,400	1,300	1,500
Life and Disability	001-014-40018	814	800	800	700
Cafeteria Taxable	001-014-40023	-	-	200	600
Vacation Buy/Payout	001-014-40027	2,128	4,000	1,700	4,200
Health and Wellness Program	001-014-40032	-	100	100	100
Medical Waiver	001-014-40033	-	-	300	600
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 119,968</b>	<b>\$ 132,700</b>	<b>\$ 128,500</b>	<b>\$ 134,800</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-014-40100	\$ 126	\$ -	\$ -	\$ -
Memberships and Dues	001-014-40300	4,831	5,500	5,500	6,000
Training and Meetings	001-014-40400	1,984	2,000	3,800	4,000
Special Departmental	001-014-40800	193	300	400	300
Cont. Professional Svcs	001-014-44000	48,114	50,000	50,000	62,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 55,248</b>	<b>\$ 57,800</b>	<b>\$ 59,700</b>	<b>\$ 72,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 175,216</b>	<b>\$ 190,500</b>	<b>\$ 188,200</b>	<b>\$ 207,100</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, 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 \$20,500 covering all general legal services. Services beyond that covered by the retainer are billed at approved contract rates.

## **Primary Activities**

The City Attorney's Office 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, except in cases prosecuted by outside counsel. The City Attorney prepares and/or reviews all contracts, ordinances, resolutions, litigation, and other documents and provides Council and staff legal advice regarding compliance with applicable laws.

## **Objectives**

- Provide effective legal services to all City officers, departments, and commissions.
- Advise City regarding compliance issues to minimize risk of litigation.
- Effectively represent the City in litigation matters.

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 522,777	\$ 475,000	\$ 530,000	\$ 492,000
<b>TOTAL</b>	<u>\$ 522,777</u>	<u>\$ 475,000</u>	<u>\$ 530,000</u>	<u>\$ 492,000</u>

ACCOUNT NUMBER EXPLANATION

49700	RWG - Monthly Retainer	RWG Monthly retainer
49710	RWG - Litigation Services	RWG Reimbursable costs and expenses
49721	DRL - General Prosecution	DRL General Prosecution
49777	RWG - Other Attorney Services	RWG Other Attorney Services such as PRA Requests
49778	RWG - Personnel Matters	RWG Personnel Matters
49782	LCW - Personnel Matters	LCW Personnel Matters

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

Account Code: 001-015

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
RWG - Monthly Retainer	001-015-49700	\$ 240,000	\$ 246,000	\$ 246,000	\$ 246,000
RWG - Litigation Services	001-015-49710	159,450	114,000	114,000	115,000
RWG - General Prosecution	001-015-49720	594	-	-	-
DRL - General Prosecution	001-015-49721	1,607	20,000	-	20,000
RWG - Police Services	001-015-49730	4,934	-	-	-
RWG - Other Attorney Services	001-015-49777	12,632	40,000	100,000	40,000
RWG - Personnel Matters	001-015-49778	5,160	20,000	20,000	21,000
RWG - Special Counsel	001-015-49779	-	15,000	-	-
RWG - Environmental	001-015-49780	7,064	-	-	-
RWG - Real Estate	001-015-49781	8,917	-	-	-
LCW - Personnel Matters	001-015-49782	82,419	20,000	50,000	50,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 522,777</b>	<b>\$ 475,000</b>	<b>\$ 530,000</b>	<b>\$ 492,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 522,777</b>	<b>\$ 475,000</b>	<b>\$ 530,000</b>	<b>\$ 492,000</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, employees, and residents. 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 to 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 administration, debt administration, and 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, pursuant to California Government Code, 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 611,586	\$ 609,300	\$ 613,500	\$ 675,200
Maintenance and Operations	174,743	162,700	156,500	169,300
<b>TOTAL</b>	<b>\$ 786,329</b>	<b>\$ 772,000</b>	<b>\$ 770,000</b>	<b>\$ 844,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40009	Cell Phone Allowance	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
40022	Flexible Spending - Cafeteria	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office Supplies
40200	Public/Legal Notices	State Controllers Report and Budget, and public notices
40300	Memberships and Dues	Government Finance Officers Association, Women Leading Government, California Municipal Treasurers Association, CRMTA, California Society of Municipal Finance Officers, and GASB update
40400	Training and Meetings	CSFMO Conference/Luncheon, PERS Conference/Training, Business License, CMTA/League of CA - Finance, Accounting Training - GFOA, and Government Tax Seminar - AP/Payroll
40800	Special Departmental	Bank Courier Services, CAFR award application fee (GFOA) postage, CAFR and budget printing, IRS determination letter
44000	Contract Professional Svcs	Audit, State Controllers Reports, CA Municipal Statistics, LSL GASB 68 calculation, BNY, PFM, Muni Services, CalPERS GASB 68 valuation reports, and HDL - TUT/Sales/Property

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-017-40001	\$ 415,022	\$ 436,900	\$ 433,800	\$ 472,700
Over-Time - Finance	001-017-40003	705	-	-	-
Part-time	001-017-40004	26,851	-	-	-
Cell Phone Allowance	001-017-40009	1,308	1,300	1,300	1,300
Deferred Comp - Cafeteria	001-017-40010	2,695	2,400	1,100	-
Deferred Compensation	001-017-40011	11,959	12,000	11,900	12,500
PERS Retirement	001-017-40012	84,777	93,400	93,100	114,700
PARS Retirement	001-017-40013	370	-	-	-
Medical Insurance	001-017-40014	36,121	37,600	34,800	42,500
Medicare Insurance	001-017-40017	7,075	6,800	6,800	7,300
Life and Disability	001-017-40018	4,060	4,200	3,900	4,000
Flexible Spending - Cafeteria	001-017-40022	2,057	2,300	1,300	400
Cafeteria Taxable	001-017-40023	1,826	2,200	6,100	9,500
Vacation Buy/payout	001-017-40027	11,912	5,200	14,400	5,300
Health and Wellness Program	001-017-40032	850	600	600	600
Medical Waiver	001-017-40033	3,998	4,400	4,400	4,400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 611,586</b>	<b>\$ 609,300</b>	<b>\$ 613,500</b>	<b>\$ 675,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-017-40100	\$ 4,236	\$ 5,000	\$ 5,000	\$ 6,000
Public/legal Notices	001-017-40200	-	1,000	500	1,000
Memberships and Dues	001-017-40300	2,202	2,000	2,000	2,000
Training and Meetings	001-017-40400	5,902	9,000	5,000	10,500
Equipment/Materials	001-017-40700	145	-	-	-
Special Departmental	001-017-40800	16,177	14,700	13,000	15,000
Prior Year Expense	001-017-40803	3,541	-	-	-
Contract Professional Svcs	001-017-44000	142,540	131,000	131,000	134,800
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 174,743</b>	<b>\$ 162,700</b>	<b>\$ 156,500</b>	<b>\$ 169,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 786,329</b>	<b>\$ 772,000</b>	<b>\$ 770,000</b>	<b>\$ 844,500</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

	<u>2017-2018 Actual</u>	<u>2018-2019 Amended Budget</u>	<u>2018-2019 Estimated</u>	<u>2019-2020 Adopted Budget</u>
Maintenance and Operations	\$ 1,417,901	\$ 1,812,100	\$ 1,877,300	\$ 1,944,100
<b>TOTAL</b>	<u>\$ 1,417,901</u>	<u>\$ 1,812,100</u>	<u>\$ 1,877,300</u>	<u>\$ 1,944,100</u>

ACCOUNT NUMBER EXPLANATION

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

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Gen. Liab. Admn.	001-018-49500	\$ 689,901	\$ 802,500	\$ 828,000	\$ 1,055,700
Property Insurance Premium	001-018-49501	239,288	243,200	282,900	290,200
Work Comp Admn.	001-018-49600	488,712	766,400	766,400	598,200
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 1,417,901</u>	<u>\$ 1,812,100</u>	<u>\$ 1,877,300</u>	<u>\$ 1,944,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,417,901</u>	<u>\$ 1,812,100</u>	<u>\$ 1,877,300</u>	<u>\$ 1,944,100</u>

DEPARTMENT: Finance  
 FUND: 001 General Fund - Non Departmental

Account Code: 001-019

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 786,825	\$ 464,700	\$ 729,200	\$ 758,200
Maintenance and Operations	467,386	497,500	477,500	525,400
<b>TOTAL</b>	<b>\$ 1,254,211</b>	<b>\$ 962,200</b>	<b>\$ 1,206,700</b>	<b>\$ 1,283,600</b>

ACCOUNT NUMBER EXPLANATION

40012	PERS Retirement	Retiree benefits
40014	Medical Insurance	Retiree benefits
40100	Office Supplies	Postage replenish, office supplies, and Pitney Bowes
40300	Membership and Dues	Santa Ana River Flood, Chrysalis, Chamber, and LCWA JPA Contributic
40400	Trainings and Meetings	Council meetings, AED training classes and executive team building
40800	Special Departmental	Corodata, In-service day, AED replacements, and miscellaneous
40802	Special Exp. - Comm. Input Prj	Sponsor concerts/permits
40900	Promotional	4th July Fireworks JFTB contribution
42000	Rental/Lease equip	De Lage Lease, C3 Solutions, equipment rental taxes, Pitney Bowes, and Holiday light - Dekra lite
44000	Contract Professional	PARS, Safe shred, Gov Invest, Consultant services, OpenGov, Animal Care Center, Cummins - Coin Counter Maint., Consultant services, Class and Comp, Fieldman Rolap, Transparency Management, and Clear Source
45000	Intergovernmental	Long Beach Animal Control, School Resource Officer, Local Agency Formation Commission (LAFCO), Long Beach Transit, and OCTAP

# City of Seal Beach

## FY 2019-2020

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
PERS Retirement	001-019-40012	\$ 16,094	\$ 15,000	\$ 19,000	\$ 20,000
Medical Insurance	001-019-40014	770,731	449,700	710,200	738,200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 786,825</b>	<b>\$ 464,700</b>	<b>\$ 729,200</b>	<b>\$ 758,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-019-40100	\$ 22,249	\$ 24,600	\$ 24,600	\$ 25,800
Memberships and Dues	001-019-40300	2,000	6,300	9,600	10,000
Trainings and Meetings	001-019-40400	5,240	6,300	6,300	6,800
Special Departmental	001-019-40800	11,251	10,000	10,000	12,300
Special Exp. - Chamber of Comm	001-019-40802	5,800	6,000	6,000	6,000
Prior Year Expense	001-019-40803	359	-	-	-
Promotional	001-019-40900	10,921	8,000	8,000	8,000
Rental/Lease Equip	001-019-42000	87,528	97,700	90,600	91,800
Contract Professional	001-019-44000	103,345	116,200	100,000	125,300
Intergovernmental	001-019-45000	218,693	222,400	222,400	239,400
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 467,386</b>	<b>\$ 497,500</b>	<b>\$ 477,500</b>	<b>\$ 525,400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,254,211</b>	<b>\$ 962,200</b>	<b>\$ 1,206,700</b>	<b>\$ 1,283,600</b>

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

Account Code: 001-020

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 515,670	\$ 661,100	\$ 661,100	\$ 793,100
<b>TOTAL</b>	<b>\$ 515,670</b>	<b>\$ 661,100</b>	<b>\$ 661,100</b>	<b>\$ 793,100</b>

ACCOUNT NUMBER EXPLANATION

40500	Office and Tech Resource	Office 365, CitiApp implementation, computer/laptop upgrade and replacement, cable room cleanup, IT equipment and peripherals, IT misc., network upgrade for new internet (1 PW and 4 CH switches), 7 server 2008 end life replacement, and VOIP phone system upgrade
44000	Contract Professional	Antivirus software, anti malware software, Proofprint (spam), barracuda, laserfische, Suite One maintenance, End-user Testing and Training, Synoptek IT services, Office 365 annual subscription, Adobe Photoshop, Phone System Migragtion, PD Netmotion warranty, PD Arbiter license, PD PUMA license, VMWare renewal, Faronics, Datto, MDC maintenance and support, Spectrum (internet/TV) service, Marina Center (router and internet), Frontier/GTT/Metro, Preventive maintenance customer support program, switch/firewall/WiFi warranties Beehive, DeLage, AutoCADD, GIS, Dossier fleet mgmt license, Nimble SAN, server warranties, domain name registration and hosting, website maintenance, phone maintenance, new internet(PD and CH), phone system migration to new VOIP, and Dossier

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Office and Technology Resources	001-020-40500	\$ 116,912	\$ 176,400	\$ 176,400	\$ 218,800
Contract Professional Services	001-020-44000	398,758	484,700	484,700	574,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 515,670</u>	<u>\$ 661,100</u>	<u>\$ 661,100</u>	<u>\$ 793,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 515,670</u>	<u>\$ 661,100</u>	<u>\$ 661,100</u>	<u>\$ 793,100</u>

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: Various  
 FUND: 004 Special Projects

Account Code: 004-xxx

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 230,084	\$ 365,900	\$ 154,200	\$ 513,100
<b>TOTAL</b>	<b>\$ 230,084</b>	<b>\$ 365,900</b>	<b>\$ 154,200</b>	<b>\$ 513,100</b>

ACCOUNT NUMBER EXPLANATION

211-41501	Centennial	Centennial
223-41501	BSCC Grant - PD	BSCC Grant
223-41503	AB109	AB109
230-41501	Joint Land Use Study	Joint Land Use Study
230-41502	Third Party Testing	Third Party Testing
231-41500	Plan Archival - Building	Plan Archival
249-41500	Tree Replacement - PW Yard	Tree Replacement



City of Seal Beach

FY 2019-2020

DEPARTMENT: Various  
 FUND: 004 Special Projects

Account Code: 004-xxx

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Citywide Special Projects	004-019-41500	\$ 10,000	\$ -	\$ -	\$ -
Transfer Out - Operation	004-080-47002	-	28,000	28,000	-
Centennial	004-211-41501	-	46,700	-	46,700
BSCC Grant - PD	004-223-41501	-	-	6,000	72,000
AB109	004-223-41503	-	1,700	-	1,700
5K/10K - Marine Safety	004-228-41500	2,855	400	-	-
Joint Land Use Study	004-230-41501	201,195	265,100	100,000	288,400
Third Party Testing	004-230-41502	1,600	-	4,000	4,800
Plan Archival - Building	004-231-41500	-	10,000	5,000	10,000
Building Code Appeal	004-231-41503	-	-	1,500	-
Business License ADA Fee	004-231-41506	644	-	700	-
Engineering Plan Check Expense	004-242-41501	1,230	-	2,000	-
Benches - PW Yard	004-244-41500	12,260	10,000	3,000	-
Tree Replacement - PW Yard	004-249-41500	300	4,000	4,000	89,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 230,084</b>	<b>\$ 365,900</b>	<b>\$ 154,200</b>	<b>\$ 513,100</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 230,084</b>	<b>\$ 365,900</b>	<b>\$ 154,200</b>	<b>\$ 513,100</b>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 1,019,637	\$ 1,027,608	\$ 1,027,608	\$ 2,964,708
Revenues	238,055	329,700	2,091,300	279,700
Expenditures	(230,084)	(365,900)	(154,200)	(513,100)
<b>Estimated Ending Fund Balance</b>	<b>\$ 1,027,608</b>	<b>\$ 991,408</b>	<b>\$ 2,964,708</b>	<b>\$ 2,731,308</b>
<b>Beginning Cash Balance</b>	\$ 1,013,057	\$ 1,096,854	\$ 1,096,854	\$ 2,964,708
Revenues	238,055	329,700	2,091,300	279,700
Expenditures	(230,084)	(365,900)	(154,200)	(513,100)
Receivables	88	6,492	6,492	-
Payables	75,738	(75,738)	(75,738)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 1,096,854</b>	<b>\$ 991,408</b>	<b>\$ 2,964,708</b>	<b>\$ 2,731,308</b>

# City of Seal Beach

## FY 2019-2020

**DEPARTMENT:** City Manager  
**FUND:** 005 Waste Management Act

**Account Code:** 005-xxx

	<b>2017-2018 Actual</b>	<b>2018-2019 Amended Budget</b>	<b>2018-2019 Estimated</b>	<b>2019-2020 Adopted Budget</b>
Personnel Services	\$ -	\$ 233,900	\$ 177,000	\$ 258,700
Maintenance and Operations	38,756	148,800	60,000	148,800
<b>TOTAL</b>	<b>\$ 38,756</b>	<b>\$ 382,700</b>	<b>\$ 237,000</b>	<b>\$ 407,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Over-time PT	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
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
40023	Cafeteria - Taxable	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40700	Equipment and materials	Equipment and materials, outreach (organics), education and training, printing, Big Belly, and dog bags
44000	Contract Professional	Street sweeping, solid waste technical assistance (organics), and renegotiate or seek competitive proposals

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: City Manager  
 FUND: 005 Waste Management Act

Account Code: 005-xxx

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	005-011-40001	\$ -	\$ 134,500	\$ 118,800	\$ 140,800
Over-time PT	005-011-40002	-	-	700	500
Over-time	005-044-40003	-	100	9,800	10,000
Part-time	005-011-40004	-	30,600	4,400	37,400
Auto Allowance	005-011-40008	-	300	300	300
Cell Allowance	005-011-40009	-	400	400	400
Deferred Comp - Cafeteria	005-011-40010	-	400	100	-
Deferred Compensation	005-011-40011	-	3,900	3,200	4,000
PERS Retirement	005-011-40012	-	32,100	30,500	38,300
PARS Retirement	005-011-40013	-	400	100	500
Medical Insurance	005-011-40014	-	22,000	-	15,600
Medicare Insurance	005-011-40017	-	2,600	2,000	2,900
Life and Disability	005-011-40018	-	1,100	1,000	900
Cafeteria - Taxable	005-011-40023	-	200	300	400
Comptime Buy/Payout	005-011-40026	-	-	400	-
Vacation Buy/Payout	005-011-40027	-	5,000	4,000	5,100
Health and Wellness Program	005-011-40032	-	300	300	300
Medical Waiver	005-011-40033	-	-	700	1,300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 233,900</b>	<b>\$ 177,000</b>	<b>\$ 258,700</b>
<b>Waste Management Act</b>					
Equipment/Materials	005-011-40700	\$ 9,956	\$ 45,000	\$ 20,000	\$ 45,000
Contract Professional	005-011-44000	28,800	103,800	40,000	103,800
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>38,756</b>	<b>148,800</b>	<b>60,000</b>	<b>148,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 38,756</b>	<b>\$ 382,700</b>	<b>\$ 237,000</b>	<b>\$ 407,500</b>

### FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 421,133	\$ 509,021	\$ 509,021	\$ 399,221
Revenues	126,644	123,000	127,200	127,200
Expenditures	(38,756)	(382,700)	(237,000)	(407,500)
<b>Estimated Ending Fund Balance</b>	<b>\$ 509,021</b>	<b>\$ 249,321</b>	<b>\$ 399,221</b>	<b>\$ 118,921</b>
<b>Beginning Cash Balance</b>	\$ 421,133	\$ 489,021	\$ 489,021	\$ 399,221
Revenues	126,644	123,000	127,200	127,200
Expenditures	(38,756)	(382,700)	(237,000)	(407,500)
Receivables	(20,000)	20,000	20,000	-
Payables	-	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 489,021</b>	<b>\$ 249,321</b>	<b>\$ 399,221</b>	<b>\$ 118,921</b>

DEPARTMENT: Finance  
 FUND: 050-Seal Beach Cable

Account Code: 050-019

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 84,831	\$ 115,000	\$ 85,000	\$ 114,500
<b>TOTAL</b>	<b>\$ 84,831</b>	<b>\$ 115,000</b>	<b>\$ 85,000</b>	<b>\$ 114,500</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Station Operations and Prime Gov	
47000	Transfer Out - CIP	Transfer to Capital Fund for Project:	<b>Amount</b>
		BG1802 Audio/visual council chamber upgra	30,000

City of Seal Beach

FY 2019-2020

DEPARTMENT: Finance  
 FUND: 050-Seal Beach Cable

Account Code: 050-019

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	050-019-44000	\$ 45,279	\$ 75,000	\$ 75,000	\$ 84,500
Special Expense-SBTV	050-019-44001	39,552	-	-	-
Transfer Out - CIP	050-019-47000	-	30,000	-	30,000
Transfer Out - Operation	050-019-47002	-	10,000	10,000	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 84,831</b>	<b>\$ 115,000</b>	<b>\$ 85,000</b>	<b>\$ 114,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 84,831</b>	<b>\$ 115,000</b>	<b>\$ 85,000</b>	<b>\$ 114,500</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 324,219	\$ 363,419	\$ 363,419	\$ 382,419
Revenues	124,031	103,000	104,000	104,000
Expenditures	(84,831)	(115,000)	(85,000)	(114,500)
<b>Estimated Ending Fund Balance</b>	<b>\$ 363,419</b>	<b>\$ 351,419</b>	<b>\$ 382,419</b>	<b>\$ 371,919</b>
<b>Beginning Cash Balance</b>	\$ 98,477	\$ 163,847	\$ 163,847	\$ 214,179
Revenues	124,031	103,000	104,000	104,000
Expenditures	(84,831)	(115,000)	(85,000)	(114,500)
Receivables	(3,400)	31,332	31,332	-
Payables	29,570	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 163,847</b>	<b>\$ 183,179</b>	<b>\$ 214,179</b>	<b>\$ 203,679</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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 183,684	\$ 203,600	\$ 204,400	\$ 225,500
Maintenance and Operations	54,204	55,600	52,400	25,500
<b>TOTAL</b>	<b>\$ 237,888</b>	<b>\$ 259,200</b>	<b>\$ 256,800</b>	<b>\$ 251,000</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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
40400	Training and Meetings	California Emergency Services Association, Emergency Management training, CPR/first aid training, mature driver recertification, meeting and table top exercise expenses
40700	Equipment/Materials	EOC enhancements and maintenance, RACES radio equipment, CERT vehicle and trailer expenses and supplies, VIPS event, and miscellaneous
40800	Special Departmental	Emergency food kits, water, supplies, RACES and CERT uniform, emergency preparedness flyers, and citizens academy
44000	Contract Professional	National Night Out, Neighbor for Neighbor, Emergency Prop Expo Health Fair, Nixle, emergency situation services, and fingerprinting of new VIPS & CERT members



DEPARTMENT: Police  
 FUND: 001 General Fund - EOC

Account Code: 001-021

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-021-40001	\$ 108,619	\$ 117,000	\$ 119,900	\$ 126,500
Special Pay	001-021-40002	260	-	-	-
Over-Time	001-021-40003	1,313	2,000	1,000	1,000
Holiday Pay	001-021-40005	5,890	8,300	5,800	8,600
Cell Phone Allowance	001-021-40009	908	1,200	1,200	1,200
Deferred Comp - Cafeteria	001-021-40010	12,104	12,600	5,800	-
PERS Retirement	001-021-40012	44,779	53,800	54,500	62,600
Medical Insurance	001-021-40014	110	-	5,300	8,300
Medicare Insurance	001-021-40017	1,955	2,100	2,200	2,200
Life and Disability	001-021-40018	1,086	1,100	1,000	1,000
Uniform Allowance	001-021-40020	1,000	1,000	1,000	1,000
Annual Education	001-021-40021	4,500	4,500	4,500	4,500
Cafeteria Taxable	001-021-40023	-	-	2,200	4,300
Comptime Buy/Payout	001-021-40026	1,160	-	-	4,300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 183,684</b>	<b>\$ 203,600</b>	<b>\$ 204,400</b>	<b>\$ 225,500</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-021-40100	\$ 149	\$ -	\$ -	\$ -
Training and Meeting	001-021-40400	3,812	2,000	2,500	5,000
Equipment and Materials	001-021-40700	8,474	7,500	7,400	5,700
Special Departmental	001-021-40800	4,462	3,000	3,000	5,300
Contract Professional	001-021-44000	37,307	43,100	39,500	9,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 54,204</b>	<b>\$ 55,600</b>	<b>\$ 52,400</b>	<b>\$ 25,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 237,888</b>	<b>\$ 259,200</b>	<b>\$ 256,800</b>	<b>\$ 251,000</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 FY19-20 budget cycle will experience a continuation of these efforts.

DEPARTMENT: Police  
 FUND: 001 General Fund - Field Services

Account Code: 001-022

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 6,695,401	\$ 7,340,600	\$ 7,185,500	\$ 8,300,900
Maintenance and Operations	36,832	25,000	26,000	60,000
<b>TOTAL</b>	<b>\$ 6,732,233</b>	<b>\$ 7,365,600</b>	<b>\$ 7,211,500</b>	<b>\$ 8,360,900</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
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
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
40033	Medical Waiver	Employee benefits costs
40400	Training and meetings	Non-Post and POST training, FBI, UC Regents, reserve officer training, CA Specialized Training Institute, CA Peace Officers Assoc., CA Narcotic Officers Assoc., peer support program, OCSD, motor training, Command College, traffic, narcotics, hostages, SLI Role of Chief, Amorer, Juvenile Justice, Crisis Communications, CAD/RMS, National Academy and basic officer skill updates

# City of Seal Beach

# FY 2019-2020

DEPARTMENT: Police  
 FUND: 001 General Fund - Field Services

Account Code: 001-022

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-022-40001	\$ 3,614,307	\$ 4,109,400	\$ 3,790,800	\$ 4,600,000
Temporary Special Pay	001-022-40002	21,862	17,700	17,700	15,000
Over-time	001-022-40003	544,619	305,000	285,200	305,000
Part-time	001-022-40004	12,457	12,000	114,300	12,000
Holiday Pay	001-022-40005	228,570	284,900	241,500	320,000
Tuition Reimbursement	001-022-40007	20,915	11,500	11,500	11,500
Cell Phone Allowance	001-022-40009	10,972	13,000	12,700	11,800
Deferred Comp - Cafeteria	001-022-40010	42,516	34,800	17,500	-
PERS Retirement	001-022-40012	1,473,137	1,756,600	1,715,100	2,118,800
PARS Retirement	001-022-40013	172	200	200	200
Medical Insurance	001-022-40014	407,417	483,300	439,000	498,500
AFLAC Cafeteria	001-022-40015	3,300	3,400	3,400	3,400
Medicare Insurance	001-022-40017	69,076	72,200	71,100	80,600
Life and Disability	001-022-40018	31,261	34,700	30,400	35,300
Uniform Allowance	001-022-40020	30,461	32,600	30,500	35,600
Annual Education	001-022-40021	110,036	103,700	117,100	122,900
Flexible Spending - Cafeteria	001-022-40022	2,406	1,900	900	-
Cafeteria - Taxable	001-022-40023	6,300	6,500	24,000	37,800
Comptime Buy/Payout	001-022-40026	32,280	18,000	18,000	14,100
Vacation Buy/Payout	001-022-40027	24,734	39,200	135,000	43,700
Sick Payout	001-022-40028	-	-	91,400	-
Medical Waiver	001-022-40033	8,603	-	18,200	34,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 6,695,401</b>	<b>\$ 7,340,600</b>	<b>\$ 7,185,500</b>	<b>\$ 8,300,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meetings	001-022-40400	\$ 36,757	\$ 25,000	\$ 26,000	\$ 60,000
Contract Professional	001-022-44000	75	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 36,832</b>	<b>\$ 25,000</b>	<b>\$ 26,000</b>	<b>\$ 60,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,732,233</b>	<b>\$ 7,365,600</b>	<b>\$ 7,211,500</b>	<b>\$ 8,360,900</b>

DEPARTMENT: Police  
 FUND: 001 General Fund - Support Services

Account Code: 001-023

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 750,465	\$ 810,700	\$ 753,100	\$ 864,800
Maintenance and Operations	558,168	477,100	406,200	513,100
Capital Outlay	7,400	7,500	7,500	12,500
<b>TOTAL</b>	<b>\$ 1,316,033</b>	<b>\$ 1,295,300</b>	<b>\$ 1,166,800</b>	<b>\$ 1,390,400</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
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
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office Supplies, custom file folders, and postage
40300	Memberships and Dues	CA Police Chiefs Assoc., CA Peer Support Assoc., CA Emergency Service Assoc., FBI National Academy Assoc., International Assoc. of Emergency Manager, OC Chiefs & Sheriffs Assoc., International Assoc. of Police Chief, IAPE, CAPE, CLEARs, CCCUG, CATO, CA Homicide In. Assoc., OC training Mgr. Assoc., SCCIA, CA Narcotics Officers Assoc., Sungard, and Nat. Tactical Officers Assoc.
40400	Training and Meetings	Non-POST property and evidence, records, notary, office training, computer training, court, and time management
40700	Equipment/materials	Taser, vehicle code books, flares, rader gun, radio and lithium batteries, audio recorders and supplies, small computer peripherals, medical medical supplies, latex gloves, ID card supplies, kitchen supplies, penal and vehicle code books, and 3 radios & charges for new hires

40800	Special Departmental	Ammunition, uniforms, badges, boots, equipment, property supplies, property supplies, print jobs, forms, volunteer expenses, ceremony and promotion, equipment repairs, body armor, riot helmets, intoximeter supplies and repair, NARCAN, laser recertification, and Susteen Forensic
40804	Vehicles Leasing	Car rental
41000	Telephone	Telephone, T-1 line, and. OC Elite
41010	Gas	Gas
41020	Electricity	Electricity
42000	Rental/lease Equip	Code 5 group, Direct TV, CLEAR, Pitney Bowes, De Lage Landen, C3 Office Solutions, and FLOCK LPR
44000	Contract Professional	DUI blood and breath tests, fingerprinting, Phoenix, sexual assault examinations, background investigation and polygraph, Convergint, transcription, biohazard, Safeshred, Corodata, TCTI, Vigilant, thermal property freezer maintenance, Copware. PUMA, and trauma intervention program
45000	Intergovernmental	West Covina Systems Group, County Prosecution Assessment fees, OC radio repairs, range fees, mobile command post, OCSD Communication 800MHz, AFIS shared cost, and OCATS
48010	Furniture and Fixtures	Furnitures and fixtures; Westcomm furnishings

# City of Seal Beach

## FY 2019-2020

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Support Services

**Account Code:** 001-023

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-023-40001	\$ 487,215	\$ 508,600	\$ 452,300	\$ 515,100
Over-time	001-023-40003	7,042	7,000	21,300	7,000
Part-time	001-023-40004	65,812	78,500	79,200	89,100
Tuition Reimbursement	001-023-40007	1,340	3,000	14,000	10,000
Cell Phone Allowance	001-023-40009	935	900	900	900
Deferred Comp - Cafeteria	001-023-40010	11,272	9,700	3,200	-
Deferred Compensation	001-023-40011	8,456	8,200	7,400	8,400
PERS Retirement	001-023-40012	82,349	100,800	95,100	114,100
PARS Retirement	001-023-40013	865	1,000	1,000	1,200
Medical Insurance	001-023-40014	55,942	57,300	44,200	77,800
AFLAC Cafeteria	001-023-40015	2,328	300	2,600	3,100
Medicare Insurance	001-023-40017	8,836	9,200	8,400	9,400
Life and Disability	001-023-40018	5,872	5,900	5,000	5,200
Uniform Pay	001-023-40020	3,240	3,100	3,100	3,100
Flexible Spending - Cafeteria	001-023-40022	1,983	1,800	600	300
Cafeteria Taxable	001-023-40023	991	1,800	4,500	6,900
Comptime Buy/Payout	001-023-40026	2,603	6,300	3,000	300
Vacation Buy/Payout	001-023-40027	2,848	6,500	5,500	10,200
Medical Waiver	001-023-40033	536	800	1,800	2,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 750,465</b>	<b>\$ 810,700</b>	<b>\$ 753,100</b>	<b>\$ 864,800</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-023-40100	\$ 15,878	\$ 15,000	\$ 15,500	\$ 15,000
Public/Legal Notice Police S	001-023-40200	155	-	-	-
Memberships and Dues	001-023-40300	3,803	3,000	3,000	3,600
Training and Meetings	001-023-40400	4,676	4,000	3,800	7,500
Automotive Expense	001-023-40600	6,822	-	-	-
Equipment/Materials	001-023-40700	75,909	35,000	35,000	68,000
Special Departmental	001-023-40800	66,779	42,900	42,000	74,200
Vehicles Leasing	001-023-40804	-	1,000	400	800
Telephone	001-023-41000	59,978	73,200	62,000	62,000
Gas	001-023-41010	2,626	2,800	3,500	3,500
Electricity	001-023-41020	59,906	58,000	63,000	62,000
Rental/Lease Equip	001-023-42000	18,746	34,200	24,000	35,700
Contract Professional	001-023-44000	111,635	59,600	60,000	72,200
Intergovernmental	001-023-45000	131,255	148,400	94,000	108,600
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 558,168</b>	<b>\$ 477,100</b>	<b>\$ 406,200</b>	<b>\$ 513,100</b>
<b>CAPITAL OUTLAY</b>					
Furniture and Fixtures	001-023-48010	\$ 7,400	\$ 7,500	\$ 7,500	\$ 12,500
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 7,400</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 12,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,316,033</b>	<b>\$ 1,295,300</b>	<b>\$ 1,166,800</b>	<b>\$ 1,390,400</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.

# City of Seal Beach

## FY 2019-2020

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Detention Facility

**Account Code:** 001-024

	<u>2017-2018 Actual</u>	<u>2018-2019 Amended Budget</u>	<u>2018-2019 Estimated</u>	<u>2019-2020 Adopted Budget</u>
Personnel Services	\$ 804,390	\$ 845,300	\$ 873,200	\$ 901,200
Maintenance and Operations	49,746	58,700	54,300	60,200
<b>TOTAL</b>	<u>\$ 854,136</u>	<u>\$ 904,000</u>	<u>\$ 927,500</u>	<u>\$ 961,400</u>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40005	Holiday Pay	Employee salaries costs
40009	Cell Phone Allowance	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
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
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office Supplies
40300	Memberships and Dues	Newport Harbor Bar Assoc., CA Jail Programs Assoc., American Correctional Assoc., LA County Bar Assoc., and Riverside County Bar Assoc.
40400	Training and Meetings	STC, Federal, State, and miscellaneous
40700	Equipment/Materials	Plumbing, fixtures, lighting, replacement cameras, cleaning materials, and polishing equipment
40800	Special Departmental	Uniforms, badges, and STC Core course uniform/materials
41000	Telephone	Telephone services
44000	Contract Professional	Contract physician, nurse, and meal vendor; general maintenance contractual services; and GPS work furlough inmate services.

DEPARTMENT: Police  
 FUND: 001 General Fund - Detention Facility

Account Code: 001-024

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-024-40001	\$ 512,436	\$ 531,600	\$ 544,400	\$ 562,500
Over-time	001-024-40003	21,802	20,000	26,500	20,000
Holiday Police - Detention Center	001-024-40005	7,691	9,100	8,400	9,700
Cell Allowance	001-024-40009	1,028	1,000	1,000	1,000
Deferred Comp - Cafeteria	001-024-40010	2,926	5,700	1,200	-
Deferred Compensation	001-024-40011	3,850	3,900	3,700	4,100
PERS Retirement	001-024-40012	117,095	136,300	138,400	159,800
Medical Insurance	001-024-40014	106,144	110,000	105,300	105,200
Medicare Insurance	001-024-40017	8,331	8,500	8,600	9,000
Life and Disability	001-024-40018	5,654	5,600	5,400	5,200
Uniform Pay	001-024-40020	5,708	5,500	3,900	5,500
Annual Education - POST	001-024-40021	5,269	4,900	4,900	4,900
Flexible Spending - Cafeteria	001-024-40022	191	400	5,300	-
Cafeteria Taxable	001-024-40023	772	700	3,100	4,900
Comptime Buy/Payout	001-024-40026	2,982	1,600	9,200	3,400
Vacation Buy/Payout	001-024-40027	2,511	500	2,700	4,100
Medical Waiver	001-024-40033	-	-	1,200	1,900
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 804,390</b>	<b>\$ 845,300</b>	<b>\$ 873,200</b>	<b>\$ 901,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-024-40100	\$ 768	\$ 600	\$ 600	\$ 600
Public/Legal Notices	001-024-40200	-	500	-	-
Memberships and Dues	001-024-40300	-	1,000	-	1,000
Training and Meeting	001-024-40400	4,567	4,000	4,000	4,000
Equipment/Materials	001-024-40700	4,640	8,200	8,700	8,700
Special/Departmental	001-024-40800	3,005	3,000	1,600	4,500
Telephone	001-024-41000	1,217	1,400	1,400	1,400
Contract Prof Svcs	001-024-44000	35,549	40,000	38,000	40,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 49,746</b>	<b>\$ 58,700</b>	<b>\$ 54,300</b>	<b>\$ 60,200</b>
<b>CAPITAL OUTLAY</b>					
<b>TOTAL EXPENDITURES</b>		<b>\$ 854,136</b>	<b>\$ 904,000</b>	<b>\$ 927,500</b>	<b>\$ 961,400</b>

DEPARTMENT: Police Account Code: 001-025  
 FUND: 001 General Fund - Parking Enforcement

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 313,878	\$ 393,300	\$ 360,700	\$ 488,900
Maintenance and Operations	350,015	344,600	343,100	394,800
<b>TOTAL</b>	<b>\$ 663,893</b>	<b>\$ 737,900</b>	<b>\$ 703,800</b>	<b>\$ 883,700</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40005	Holiday Pay	Employee salaries costs
40009	Cell Phone Allowance	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
40021	Annual Education	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office supplies and parking permits (NAFCO)
40200	Public/Legal Notices	Recruitment and parking permit advertisement
40300	Memberships and Dues	Cal Public Parking Assoc. and National Parking Assoc.
40400	Training and Meetings	CPPA conference and NPA conference
40700	Equipment/Materials	TSC ticket stock and enforcement tools
40800	Special Departmental	Uniforms, badges and parking meter repair
44000	Contract Professional	Dataticket, handheld software maintenance, citation hearings, and Dixon
45000	Intergovernmental	Orange County citation processing

DEPARTMENT: Police Account Code: 001-025  
 FUND: 001 General Fund - Parking Enforcement

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-025-40001	\$ 184,881	\$ 229,300	\$ 218,800	\$ 239,100
Temporary Special Pay	001-025-40002	-	-	100	-
Over-time	001-025-40003	3,760	5,000	4,400	5,000
Part-Time	001-025-40004	41,694	46,100	29,600	121,000
Holiday Pay	001-025-40005	-	1,300	1,000	1,400
Cell Allowance	001-025-40009	-	100	100	100
Deferred Comp - Cafeteria	001-025-40010	12	1,100	100	-
Deferred Compensation	001-025-40011	1,517	2,000	2,000	2,100
PERS Retirement	001-025-40012	40,839	59,300	57,200	70,100
PARS Retirement	001-025-40013	550	600	400	1,600
Medical Insurance	001-025-40014	16,261	31,700	29,900	31,300
AFLAC Cafeteira	001-025-40015	545	-	800	500
Medicare Insurance	001-025-40017	3,164	4,300	3,800	5,500
Life and Disability	001-025-40018	2,211	2,900	2,400	2,400
Uniform Pay	001-025-40020	2,100	2,400	2,400	2,400
Annual Education - POST	001-025-40021	-	600	600	600
Flexible Spending - Cafeteria	001-025-40022	-	300	-	-
Cafeteria Taxable	001-025-40023	-	-	300	300
Comptime Buy/Payout	001-025-40026	4,201	1,700	1,700	-
Vacation Buy/Payout	001-025-40027	7,781	400	400	-
Unemployment Insurance	001-025-40030	162	-	(200)	-
Medical Waiver	001-025-40033	4,200	4,200	4,900	5,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 313,878</b>	<b>\$ 393,300</b>	<b>\$ 360,700</b>	<b>\$ 488,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-025-40100	\$ 13,061	\$ 17,000	\$ 15,000	\$ 14,000
Public/Legal Notices	001-025-40200	-	2,000	-	-
Memberships and Dues	001-025-40300	-	1,500	800	1,500
Training and Meeting	001-025-40400	99	500	-	500
Equipment/Materials	001-025-40700	5,132	3,900	3,700	8,400
Special/Departmental	001-025-40800	4,013	3,000	2,600	4,300
Contract Prof Svcs	001-025-44000	83,913	81,700	81,000	126,100
Intergovernmental	001-025-45000	243,797	235,000	240,000	240,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 350,015</b>	<b>\$ 344,600</b>	<b>\$ 343,100</b>	<b>\$ 394,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 663,893</b>	<b>\$ 737,900</b>	<b>\$ 703,800</b>	<b>\$ 883,700</b>



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## City of Seal Beach

# FIRE SERVICES

### **Managing Department Head:**

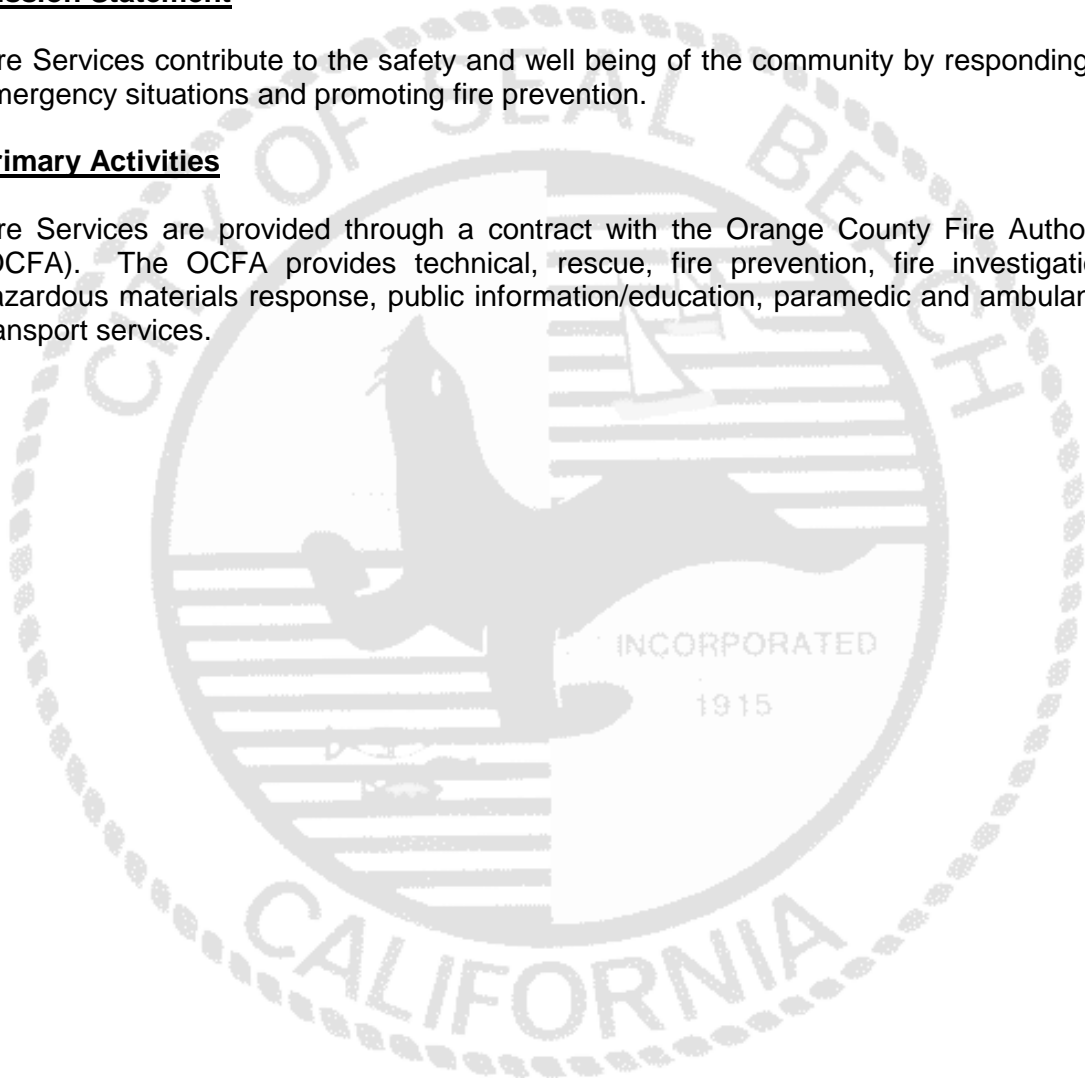
City Manager

### **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 2019-2020

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

Account Code: 001-026

	<u>2017-2018 Actual</u>	<u>2018-2019 Amended Budget</u>	<u>2018-2019 Estimated</u>	<u>2019-2020 Adopted Budget</u>
Personnel Services	\$ 278,604	\$ 328,700	\$ 328,700	\$ 322,000
Maintenance and Operations	5,166,504	5,452,200	5,452,200	5,768,700
<b>TOTAL</b>	<u>\$ 5,445,108</u>	<u>\$ 5,780,900</u>	<u>\$ 5,780,900</u>	<u>\$ 6,090,700</u>

ACCOUNT NUMBER EXPLANATION

40012	PERS Retirement	Retiree costs
45000	Intergovernmental	Orange County Fire Authority (OCFA)



City of Seal Beach

FY 2019-2020

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

Account Code: 001-026

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
PERS Retirement	001-026-40012	\$ 278,604	\$ 328,700	\$ 328,700	\$ 322,000
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 278,604</u>	<u>\$ 328,700</u>	<u>\$ 328,700</u>	<u>\$ 322,000</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Services	001-026-44000	\$ 5,166,504	\$ 5,452,200	\$ 5,452,200	\$ -
Intergovernmental	001-026-45000	-	-	-	5,768,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 5,166,504</u>	<u>\$ 5,452,200</u>	<u>\$ 5,452,200</u>	<u>\$ 5,768,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 5,445,108</u>	<u>\$ 5,780,900</u>	<u>\$ 5,780,900</u>	<u>\$ 6,090,700</u>

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

**Account Code:** 001-035

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 787,640	\$ 832,500	\$ 832,500	\$ 862,600
<b>TOTAL</b>	<u>\$ 787,640</u>	<u>\$ 832,500</u>	<u>\$ 832,500</u>	<u>\$ 862,600</u>

ACCOUNT NUMBER EXPLANATION

46000 West Comm West Comm JPA

DEPARTMENT: Police Account Code: 001-035  
 FUND: 001 General Fund - West Comm JPA

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
West Comm	001-035-46000	\$ 787,640	\$ 832,500	\$ 832,500	\$ 862,600
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 787,640</u>	<u>\$ 832,500</u>	<u>\$ 832,500</u>	<u>\$ 862,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 787,640</u>	<u>\$ 832,500</u>	<u>\$ 832,500</u>	<u>\$ 862,600</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 FY2019-2020 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 100,444	\$ 86,200	\$ 91,300	\$ 86,200
Maintenance and Operations	37,437	30,000	31,800	35,000
<b>TOTAL</b>	<b>\$ 137,881</b>	<b>\$ 116,200</b>	<b>\$ 123,100</b>	<b>\$ 121,200</b>

ACCOUNT NUMBER EXPLANATION

40003	Over-time	Special events-SLEF Grant
40017	Medicare Insurance	Employee benefits costs
40400	Training and Meetings	Rifle training, SWAT, and special program training
40700	Equipment/Materials	SWAT, community policing equipment, and frontline equipment
45000	Intergovernmental	Integrated Law and Justice Agency for Orange County (Brea)

DEPARTMENT: Police Account Code: 009-600  
 FUND: 009 Supplemental Law Enforcement Srvc

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Over-time - PT	009-600-40002	\$ 89	\$ -	\$ -	\$ -
Over-time - SLESF Grant	009-600-40003	98,397	85,000	90,000	85,000
Deferred Comp - Cafeteria	009-600-40010	508	-	-	-
Medicare Insurance	009-600-40017	1,450	1,200	1,300	1,200
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 100,444</u>	<u>\$ 86,200</u>	<u>\$ 91,300</u>	<u>\$ 86,200</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meetings SLESF Grant	009-600-40400	\$ 6,684	\$ 5,000	\$ 6,800	\$ 10,000
Equipment/Materials	009-600-40700	28,367	25,000	17,900	17,900
Special Departmental SLESF Grant	009-600-40800	2,386	-	-	-
Intergovernmental	009-600-45000	-	-	7,100	7,100
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 37,437</u>	<u>\$ 30,000</u>	<u>\$ 31,800</u>	<u>\$ 35,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 137,881</u>	<u>\$ 116,200</u>	<u>\$ 123,100</u>	<u>\$ 121,200</u>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 62,001	\$ 64,969	\$ 64,969	\$ 82,569
Revenues	140,849	130,700	140,700	140,700
Expenditures	(137,881)	(116,200)	(123,100)	(121,200)
<b>Estimated Ending Fund Balance</b>	<u>\$ 64,969</u>	<u>\$ 79,469</u>	<u>\$ 82,569</u>	<u>\$ 102,069</u>
<b>Beginning Cash Balance</b>	\$ 66,941	\$ 85,693	\$ 85,693	\$ 82,569
Revenues	140,849	130,700	140,700	140,700
Expenditures	(137,881)	(116,200)	(123,100)	(121,200)
Receivables	1,511	-	-	-
Payables	14,273	(20,724)	(20,724)	-
<b>Estimated Ending Cash Balance</b>	<u>\$ 85,693</u>	<u>\$ 79,469</u>	<u>\$ 82,569</u>	<u>\$ 102,069</u>



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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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 6,738	\$ 20,000	\$ 8,500	\$ 20,000
<b>TOTAL</b>	<b>\$ 6,738</b>	<b>\$ 20,000</b>	<b>\$ 8,500</b>	<b>\$ 20,000</b>

ACCOUNT NUMBER EXPLANATION

40700	Equipment/Materials	Equipment/materials to benefit inmates
40800	Special Departmental	Commissary

DEPARTMENT: Police  
 FUND: 010 Inmate Welfare Fund

Account Code: 010-024

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	010-024-40700	\$ 4,493	\$ 10,000	\$ 5,000	\$ 10,000
Special Departmental	010-024-40800	2,245	10,000	3,500	10,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 6,738</b>	<b>\$ 20,000</b>	<b>\$ 8,500</b>	<b>\$ 20,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,738</b>	<b>\$ 20,000</b>	<b>\$ 8,500</b>	<b>\$ 20,000</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 20,977	\$ 17,944	\$ 17,944	\$ 18,244
Revenues	3,705	10,100	8,800	10,500
Expenditures	(6,738)	(20,000)	(8,500)	(20,000)
<b>Estimated Ending Fund Balance</b>	<b>\$ 17,944</b>	<b>\$ 8,044</b>	<b>\$ 18,244</b>	<b>\$ 8,744</b>
<b>Beginning Cash Balance</b>	\$ 21,052	\$ 18,000	\$ 18,000	\$ 18,244
Revenues	3,705	10,100	8,800	10,500
Expenditures	(6,738)	(20,000)	(8,500)	(20,000)
Receivables	-	6	6	-
Payables	(19)	(62)	(62)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 18,000</b>	<b>\$ 8,044</b>	<b>\$ 18,244</b>	<b>\$ 8,744</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 FY2019-2020 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	6,493	2,700	-	2,700
<b>TOTAL</b>	<b>\$ 6,493</b>	<b>\$ 2,700</b>	<b>\$ -</b>	<b>\$ 2,700</b>

ACCOUNT NUMBER EXPLANATION

40700	Equipment/materials	Frontline equipment
40800	Special Departmental	Travel and extradition expenses.

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment and Materials	011-555-40700	\$ 6,493	\$ 1,400	\$ -	\$ 1,400
Special Departmental	011-555-40800	-	1,300	-	1,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 6,493</b>	<b>\$ 2,700</b>	<b>\$ -</b>	<b>\$ 2,700</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,493</b>	<b>\$ 2,700</b>	<b>\$ -</b>	<b>\$ 2,700</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 9,200	\$ 2,926	\$ 2,926	\$ 3,026
Revenues	219	100	100	100
Expenditures	(6,493)	(2,700)	-	(2,700)
<b>Estimated Ending Fund Balance</b>	<b>\$ 2,926</b>	<b>\$ 326</b>	<b>\$ 3,026</b>	<b>\$ 426</b>
<b>Beginning Cash Balance</b>	\$ 9,200	\$ 2,926	\$ 2,926	\$ 3,026
Revenues	219	100	100	100
Expenditures	(6,493)	(2,700)	-	(2,700)
Receivables	-	-	-	-
Payables	-	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 2,926</b>	<b>\$ 326</b>	<b>\$ 3,026</b>	<b>\$ 426</b>



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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 2019-2020 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 2019-2020

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

**Account Code:** 013-111

	<b>2017-2018 Actual</b>	<b>2018-2019 Amended Budget</b>	<b>2018-2019 Estimated</b>	<b>2019-2020 Adopted Budget</b>
Personnel Services	\$ 165,948	\$ 192,000	\$ 198,500	\$ 218,300
Maintenance and Operations	71,763	170,500	5,800	44,000
<b>TOTAL</b>	<b>\$ 237,711</b>	<b>\$ 362,500</b>	<b>\$ 204,300</b>	<b>\$ 262,300</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
40012	PERS Retirement	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
40026	Comptime Buy/payout	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office Supplies specifically related to Administrative Services Dept.
40400	Training and Meeting	CA Narcotics Officer Assoc. conference, drug recognition expert, and school resource officer training
40700	Equipment/materials	Furniture, offices supplies, and equipments
40800	Special Departmental	Extradition and detention center improvements

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: Police Account Code: 013-111  
 FUND: 013 Asset Forfeiture (Federal)

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	013-111-40001	\$ 104,538	\$ 112,700	\$ 112,700	\$ 116,000
Temporary Special Pay	013-111-40002	1,396	-	1,000	1,000
Overtime	013-111-40003	6,368	-	7,000	10,000
Holiday Pay	013-111-40005	7,322	7,900	7,900	8,200
Deferred Comp - Cafeteria	013-111-40010	11,748	12,600	5,400	-
PERS Retirement	013-111-40012	21,210	51,400	51,400	58,900
Medical Insurance	013-111-40014	831	-	-	-
Medicare Insurance	013-111-40017	2,044	2,000	2,000	2,300
Life and Disability	013-111-40018	724	1,100	1,000	1,000
Uniform Allowance	013-111-40020	1,000	1,000	1,000	1,000
Annual Education	013-111-40021	3,300	3,300	3,800	4,500
Comp Time Buy/Payout	013-111-40026	5,467	-	-	2,800
Medical Waiver	013-111-40033	-	-	5,300	12,600
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 165,948</b>	<b>\$ 192,000</b>	<b>\$ 198,500</b>	<b>\$ 218,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meetings	013-111-40400	\$ 22,559	\$ 15,500	\$ 2,400	\$ 15,000
Equipment and Materials	013-111-40700	49,204	140,000	3,400	14,000
Special Departmental	013-111-40800	-	15,000	-	15,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 71,763</b>	<b>\$ 170,500</b>	<b>\$ 5,800</b>	<b>\$ 44,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 237,711</b>	<b>\$ 362,500</b>	<b>\$ 204,300</b>	<b>\$ 262,300</b>

### FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 246,061	\$ 124,491	\$ 124,491	\$ 4,191
Revenues	116,141	251,500	84,000	259,000
Expenditures	(237,711)	(362,500)	(204,300)	(262,300)
<b>Estimated Ending Fund Balance</b>	<b>\$ 124,491</b>	<b>\$ 13,491</b>	<b>\$ 4,191</b>	<b>\$ 891</b>
<b>Beginning Cash Balance</b>	\$ 246,061	\$ 31,615	\$ 31,615	\$ 4,191
Revenues	116,141	251,500	84,000	259,000
Expenditures	(237,711)	(362,500)	(204,300)	(262,300)
Receivables	(103,607)	103,607	103,607	-
Payables	10,731	(10,731)	(10,731)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 31,615</b>	<b>\$ 13,491</b>	<b>\$ 4,191</b>	<b>\$ 891</b>

DEPARTMENT: Finance  
 FUND: 027 Pension Obligation Bond

Account Code: 027-022

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Debt Service	\$ 1,258,153	\$ 1,199,200	\$ 1,199,200	\$ 3,000
<b>TOTAL</b>	<b>\$ 1,258,153</b>	<b>\$ 1,199,200</b>	<b>\$ 1,199,200</b>	<b>\$ 3,000</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional	Trustee fees
47888	Debt Service	Principle
47999	Interest Expense	Interest

City of Seal Beach

FY 2019-2020

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>DEBT SERVICE</b>					
Contract Professional	027-022-44000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
D/S Pmt Safety - Principal	027-022-47888	1,151,000	1,163,000	1,163,000	-
Interest Payment - Safety	027-022-47999	107,153	33,200	33,200	-
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,258,153</b>	<b>\$ 1,199,200</b>	<b>\$ 1,199,200</b>	<b>\$ 3,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,258,153</b>	<b>\$ 1,199,200</b>	<b>\$ 1,199,200</b>	<b>\$ 3,000</b>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 102,668	\$ 110,703	\$ 110,703	\$ 110,703
Revenues	1,266,188	1,199,200	1,199,200	3,000
Expenditures	(1,258,153)	(1,199,200)	(1,199,200)	(3,000)
<b>Estimated Ending Fund Balance</b>	<b>\$ 110,703</b>	<b>\$ 110,703</b>	<b>\$ 110,703</b>	<b>\$ 110,703</b>
<b>Beginning Cash Balance</b>	\$ -	\$ -	\$ -	\$ -
Revenues	1,266,188	1,199,200	1,199,200	3,000
Expenditures	(1,258,153)	(1,199,200)	(1,199,200)	(3,000)
Receivables	(1,464)	-	-	-
Payables	(6,571)	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

DEPARTMENT: Finance  
 FUND: 028 Fire Station Bond

Account Code: 028-026

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Debt Service	\$ 522,335	\$ 506,800	\$ 506,800	\$ 491,200
<b>TOTAL</b>	<b>\$ 522,335</b>	<b>\$ 506,800</b>	<b>\$ 506,800</b>	<b>\$ 491,200</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional	Trustee fees
47888	Debt Service	Principle
47999	Interest Expense	Interest

DEPARTMENT: Finance  
 FUND: 028 Fire Station Bond

Account Code: 028-026

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>DEBT SERVICE</b>					
Contract Professional	028-026-44000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Debt Service Pmt - Principal	028-026-47888	420,000	420,000	420,000	420,000
Interest Payment	028-026-47999	99,335	83,800	83,800	68,200
<b>TOTAL DEBT SERVICE</b>		<u>\$ 522,335</u>	<u>\$ 506,800</u>	<u>\$ 506,800</u>	<u>\$ 491,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 522,335</u>	<u>\$ 506,800</u>	<u>\$ 506,800</u>	<u>\$ 491,200</u>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 626,875	\$ 630,284	\$ 630,284	\$ 630,284
Revenues	525,744	506,800	506,800	491,200
Expenditures	(522,335)	(506,800)	(506,800)	(491,200)
<b>Estimated Ending Fund Balance</b>	<u>\$ 630,284</u>	<u>\$ 630,284</u>	<u>\$ 630,284</u>	<u>\$ 630,284</u>
<b>Beginning Cash Balance</b>	\$ -	\$ -	\$ -	\$ -
Revenues	525,744	506,800	506,800	491,200
Expenditures	(522,335)	(506,800)	(506,800)	(491,200)
Receivables	-	-	-	-
Payables	(3,409)	-	-	-
<b>Estimated Ending Cash Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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

	<u>2017-2018 Actual</u>	<u>2018-2019 Amended Budget</u>	<u>2018-2019 Estimated</u>	<u>2019-2020 Adopted Budget</u>
Personnel Services	\$ 42,114	\$ 48,800	\$ 96,400	\$ 200,800
Maintenance and Operations	6,709	28,500	12,300	31,500
<b>TOTAL</b>	<u>\$ 48,823</u>	<u>\$ 77,300</u>	<u>\$ 108,700</u>	<u>\$ 232,300</u>

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  
 FUND: 075 Police Grants

Account Code: 075

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Over-time - OTS	075-472-40003	\$ 1,429	\$ 8,200	\$ -	\$ 40,000
Medicare Insurance	075-472-40017	20	100	-	600
Overtime	075-473-40003	40,092	39,900	38,000	39,900
Medicare Insurance	075-473-40017	573	600	600	600
Overtime	075-474-40003	-	-	57,000	118,000
Medicare	075-474-40017	-	-	800	1,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 42,114</b>	<b>\$ 48,800</b>	<b>\$ 96,400</b>	<b>\$ 200,800</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	075-442-40700	\$ 2,399	\$ 5,000	\$ 2,000	\$ 8,000
Equipment and Materials	075-472-40700	-	18,000	-	7,900
Training & Meetings - ABC	075-473-40400	1,315	2,500	2,500	2,500
Equipment & Materials	075-473-40700	2,495	2,500	2,400	2,500
Special Department - Grants	075-473-40800	500	500	500	500
Equipment / Materials	075-474-40700	-	-	3,500	7,000
Special Department	075-474-40800	-	-	1,400	3,100
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 6,709</b>	<b>\$ 28,500</b>	<b>\$ 12,300</b>	<b>\$ 31,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 48,823</b>	<b>\$ 77,300</b>	<b>\$ 108,700</b>	<b>\$ 232,300</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ (35,831)	\$ (30,903)	\$ (30,903)	\$ (603)
Revenues	53,751	110,000	139,000	233,000
Expenditures	(48,823)	(77,300)	(108,700)	(232,300)
<b>Estimated Ending Fund Balance</b>	<b>\$ (30,903)</b>	<b>\$ 1,797</b>	<b>\$ (603)</b>	<b>\$ 97</b>
<b>Beginning Cash Balance</b>	\$ -	\$ -	\$ -	\$ (603)
Revenues	53,751	110,000	139,000	233,000
Expenditures	(48,823)	(77,300)	(108,700)	(232,300)
Receivables	11,300	38,051	38,051	-
Payables	(16,228)	(68,954)	(68,954)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ -</b>	<b>\$ 1,797</b>	<b>\$ (603)</b>	<b>\$ 97</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 Land Use Cases
2015-2016	39 cases
2016-2017	44 cases
2017-2018	53 cases
2018-2019	38 cases

## **Objectives**

- Manage the preparation of a Local Coastal Plan through public outreach efforts and consultation with the Coastal Commission.
- Continue to cultivate a working relationship with Coastal Commission Staff.
- Continue coordination with Naval Weapons Station Seal Beach to assess implementation methods for Joint Land Use Study strategies.

DEPARTMENT: Community Development  
 FUND: 001 General Fund - Planning

Account Code: 001-030

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 293,155	\$ 270,400	\$ 285,700	\$ 373,300
Maintenance and Operations	148,705	90,300	78,500	140,600
<b>TOTAL</b>	<b>\$ 441,860</b>	<b>\$ 360,700</b>	<b>\$ 364,200</b>	<b>\$ 513,900</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40004	Part-time	Employee salaries costs
40009	Cell Phone Allowance	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
40023	Cafeteria Taxable	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40100	Office Supplies	Office Supplies
40300	Memberships and Dues	American Planning Assoc. and Planning Director Assoc.
40400	Training and Meetings	Planning Director Assoc. workshop, SCAG regional conference, and League Academy for Commissioners
44000	Contract Professional Svcs	Community Development Block consultant, Housing Element consultant and CEQA review

City of Seal Beach

FY 2019-2020

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-030-40001	\$ 209,930	\$ 183,500	\$ 202,300	\$ 246,600
Overtime	001-030-40003	-	-	100	-
Part-time	001-030-40004	1,903	7,200	3,800	7,200
Cell Phone Allowance	001-030-40009	-	-	-	400
Deferred Comp - Cafeteria	001-030-40010	1,663	1,600	700	-
Deferred Comp	001-030-40011	4,430	4,300	4,200	6,700
PERS Retirement	001-030-40012	41,114	43,800	43,300	67,000
PARS Retirement	001-030-40013	26	100	100	100
Medical Insurance	001-030-40014	24,953	24,800	24,000	38,700
AFLAC Cafeteria	001-030-40015	66	100	100	100
Medicare Insurance	001-030-40017	3,300	2,900	3,000	3,800
Life and Disability	001-030-40018	1,922	1,800	1,700	2,000
FICA	001-030-40019	30	300	100	100
Flexible Spending - Cafeteria	001-030-40022	-	-	200	-
Cafeteria Taxable	001-030-40023	-	-	600	200
Comp Time Buy/Payout	001-030-40026	2,497	-	1,300	-
Vacation Buy/Payout	001-030-40027	-	-	200	-
Health and Wellness Program	001-030-40032	-	-	-	400
Retiree Health Savings	001-030-40034	1,321	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 293,155</b>	<b>\$ 270,400</b>	<b>\$ 285,700</b>	<b>\$ 373,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-030-40100	\$ 1,010	\$ 2,000	\$ 1,300	\$ 1,800
Public/Legal Notices	001-030-40200	1,653	-	-	-
Memberships and Dues	001-030-40300	578	1,300	1,100	1,300
Training and Meetings	001-030-40400	27	2,000	-	2,500
Telephone	001-030-41000	-	-	1,100	-
Contract Professional	001-030-44000	145,437	85,000	75,000	135,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 148,705</b>	<b>\$ 90,300</b>	<b>\$ 78,500</b>	<b>\$ 140,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 441,860</b>	<b>\$ 360,700</b>	<b>\$ 364,200</b>	<b>\$ 513,900</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
2015-2016	335	4435
2016-2017	339	4749
2017-2018	400	5119
Fiscal Year	Number of Code Enforcement Cases	
2015-2016	55 Active and 40 Closed	
2016-2017	75 Active and 35 Closed	
2017-2018	13 Active and 52 Closed	

### **Objectives**

- Continue to provide plan check services and offer limited in-house plan check service for additional expedited service.
- Continue a code enforcement compliance policy that responds to complaints.
- Remain current on changes within the Building industry and maintain required certifications and licenses for Building Division staff.

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 266,123	\$ 535,800	\$ 293,000	\$ 655,700
Maintenance and Operations	253,270	25,300	253,300	25,700
<b>TOTAL</b>	<b>\$ 519,393</b>	<b>\$ 561,100</b>	<b>\$ 546,300</b>	<b>\$ 681,400</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40009	Cell Phone Allowance	Employee salaries 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
40022	Flexible Spending Cafeteria	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40100	Office Supplies	Office supplies
40300	Membership	International Code Council, CA Assoc. of Code Enforcement Officers, and California Building Officials
40400	Training and meetings	CA Building Officials workshop
40700	Equipment/materials	Uniform, safety shoes, and equipment
44000	Contract Professional Svcs	Charles Abbott, Transtech, and code enforcement

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-031-40001	\$ 176,994	\$ 375,400	\$ 192,800	\$ 444,500
Cell Phone Allowance	001-031-40009	-	-	100	300
Deferred Comp-Cafeteria	001-031-40010	2,251	500	200	-
Deferred Compensation	001-031-40011	3,080	8,600	3,300	10,700
PERS Retirement	001-031-40012	57,394	89,600	68,900	120,800
Medical Insurance	001-031-40014	14,825	47,300	17,400	63,800
AFLAC Cafeteria	001-031-40015	40	100	100	100
Medicare Insurance	001-031-40017	2,798	5,600	2,900	6,700
Life and Disability	001-031-40018	2,013	4,500	2,100	3,900
Flexible Spending - Cafeteria	001-031-40022	1,737	2,200	2,200	2,200
Cafeteria - Taxable	001-031-40023	272	-	2,300	2,400
Comptime Buy/Payout	001-031-40026	624	-	500	-
Vacation Buy/Payout	001-031-40027	3,435	-	200	-
Health and Wellness Program	001-031-40032	-	-	-	300
Medical Waiver	001-031-40033	-	2,000	-	-
Retiree Health Savings	001-031-40034	660	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 266,123</b>	<b>\$ 535,800</b>	<b>\$ 293,000</b>	<b>\$ 655,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-031-40100	\$ 1,692	\$ 1,800	\$ 1,800	\$ 2,000
Memberships and Dues	001-031-40300	350	600	500	600
Training and Meetings	001-031-40400	780	1,800	-	2,000
Equipment/Materials	001-031-40700	-	1,100	600	1,100
Telephone	001-031-41000	-	-	400	-
Contract Professional Svcs	001-031-44000	250,448	20,000	250,000	20,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 253,270</b>	<b>\$ 25,300</b>	<b>\$ 253,300</b>	<b>\$ 25,700</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 519,393</b>	<b>\$ 561,100</b>	<b>\$ 546,300</b>	<b>\$ 681,400</b>



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# City of Seal Beach

## COMMUNITY DEVELOPMENT BLOCK GRANT

### **Managing Department Head:**

Director of Community Development

### **Mission Statement**

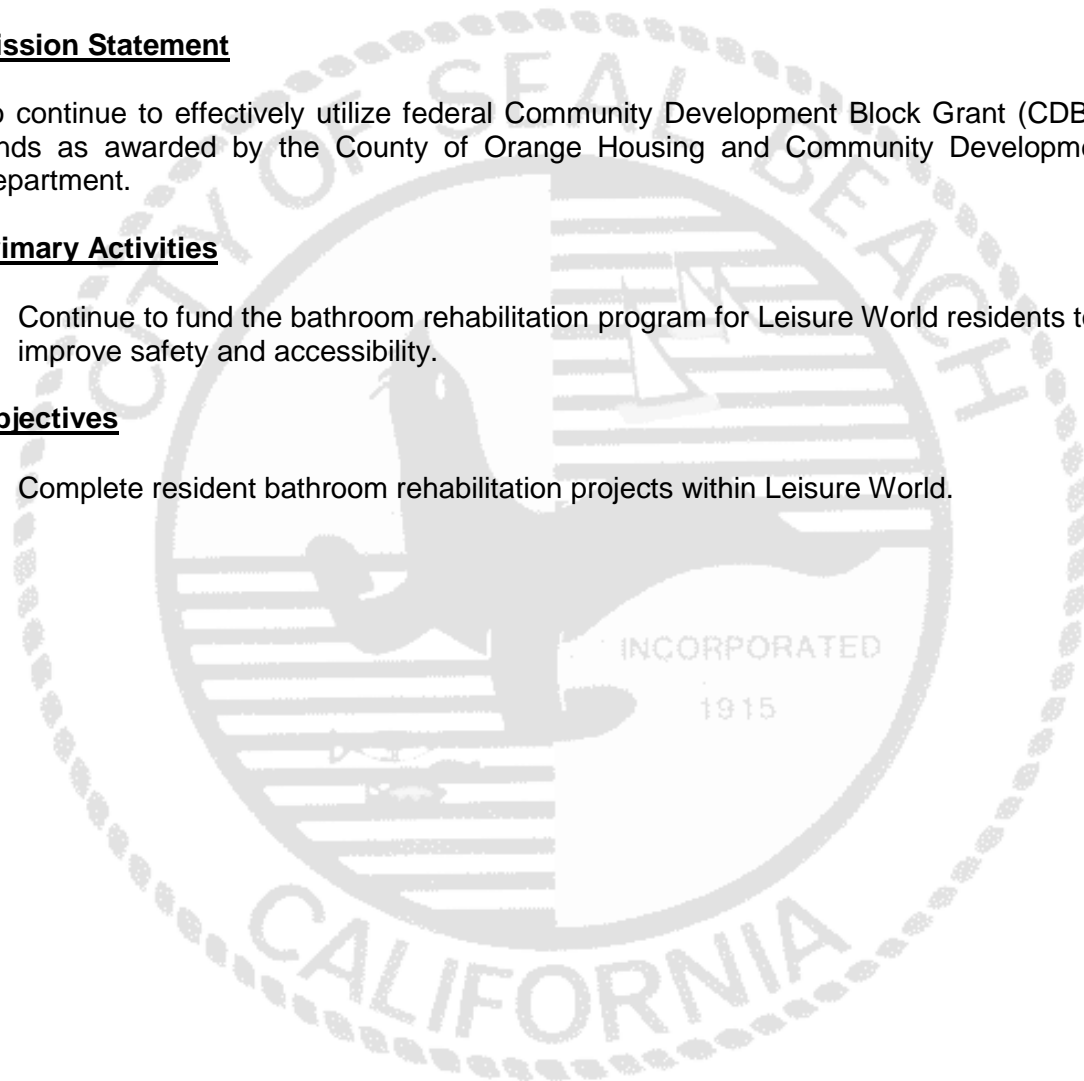
To continue to effectively utilize federal Community Development Block Grant (CDBG) funds as awarded by the County of Orange Housing and Community Development Department.

### **Primary Activities**

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

### **Objectives**

- Complete resident bathroom rehabilitation projects within Leisure World.



DEPARTMENT: Community Development  
 FUND: 072 Community Development Block Grant

Account Code: 072-030

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 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 Account Code: 072-030  
 FUND: 072 Community Development Block Grant

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 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 AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ 10,241	\$ 10,241	\$ 10,241	\$ 10,241
Revenues	180,000	180,000	180,000	180,000
Expenditures	(180,000)	(180,000)	(180,000)	(180,000)
<b>Estimated Ending Fund Balance</b>	<u>\$ 10,241</u>	<u>\$ 10,241</u>	<u>\$ 10,241</u>	<u>\$ 10,241</u>
<b><u>Beginning Cash Balance</u></b>	\$ -	\$ -	\$ -	\$ 10,241
Revenues	180,000	180,000	180,000	180,000
Expenditures	(180,000)	(180,000)	(180,000)	(180,000)
Receivables	-	29,611	29,611	-
Payables	-	(19,370)	(19,370)	-
<b>Estimated Ending Cash Balance</b>	<u>\$ -</u>	<u>\$ 10,241</u>	<u>\$ 10,241</u>	<u>\$ 10,241</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 City's 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, Spectrum, Frontier, 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, ACE, SLC.

### **Objectives**

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

# City of Seal Beach

## FY 2019-2020

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 52,234	\$ 111,900	\$ 116,900	\$ 217,700
Maintenance and Operations	23,494	15,300	63,600	44,300
<b>TOTAL</b>	<b>\$ 75,728</b>	<b>\$ 127,200</b>	<b>\$ 180,500</b>	<b>\$ 262,000</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
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
40032	Health & Wellness Program	Employee benefits costs
40100	Office Supplies	Replacing chairs and printing supplies
40300	Memberships and Dues	APWA, CA Professional Engineer, and City Engineer OC Assoc.
40400	Training and Meetings	APWA, City Engineer OC Assoc., Public Works Officers, and Tech training
44000	Contract Professional Svcs	Engineering services, Development Engineering Support, AutoCADD software, Grant submittal support, GIS, and Beehive

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-042-40001	\$ 35,488	\$ 69,000	\$ 69,000	\$ 142,900
Over-time PT	001-042-40002	-	-	300	-
Over-time FT	001-042-40003	-	-	100	500
Part-time	001-042-40004	190	12,600	11,600	22,800
Cell Phone Allowance	001-042-40009	28	100	100	100
Deferred Comp - Cafeteria	001-042-40010	423	600	200	-
Deferred Comp	001-042-40011	972	1,700	1,700	3,900
PERS Retirement	001-042-40012	7,589	15,100	15,100	21,400
PARS Retirement	001-042-40013	3	200	200	300
Medical Insurance	001-042-40014	4,728	10,300	10,300	20,900
AFLAC Cafeteria	001-042-40015	53	300	300	300
Medicare Insurance	001-042-40017	580	1,200	1,200	2,500
Life and Disability	001-042-40018	326	600	600	1,100
Flexible Cafeteria	001-042-40022	25	100	100	-
Cafeteria Taxable	001-042-40023	-	-	500	900
Comp time Buy/Payout	001-042-40026	-	-	500	-
Vacation Buy/Payout	001-042-40027	1,022	-	3,400	-
Sick Payout	001-042-40028	627	-	1,600	-
Health and Wellness Program	001-042-40032	180	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 52,234</b>	<b>\$ 111,900</b>	<b>\$ 116,900</b>	<b>\$ 217,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-042-40100	\$ 1,449	\$ 2,000	\$ 1,500	\$ 3,700
Public/Legal Notices Engineer	001-042-40200	412	-	-	-
Memberships and Dues	001-042-40300	1,297	1,900	1,900	2,100
Training and Meetings	001-042-40400	581	1,400	200	3,500
Rental/Lease Equip Engineer	001-042-42000	887	-	-	-
Contract Professional	001-042-44000	18,868	10,000	60,000	35,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 23,494</b>	<b>\$ 15,300</b>	<b>\$ 63,600</b>	<b>\$ 44,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 75,728</b>	<b>\$ 127,200</b>	<b>\$ 180,500</b>	<b>\$ 262,000</b>



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# City of Seal Beach

## STORM WATER MANAGEMENT

### **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 check 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 and prioritize storm drain 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.
- 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.
- The City will continue to participate in sub-regional watershed planning as well as work with pollution control measures for the San Gabriel and Anaheim Bay watersheds.
- 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.
- The City will continue to comply with the statewide trash provisions as implemented by the Santa Ana Regional Water Quality Control Board.

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 274,300	\$ 239,000	\$ 224,500	\$ 252,000
Maintenance and Operations	97,598	203,200	194,700	221,500
<b>TOTAL</b>	<b>\$ 371,898</b>	<b>\$ 442,200</b>	<b>\$ 419,200</b>	<b>\$ 473,500</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
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
40032	Health and Wellness Program	Employee benefits costs
40400	Training and Meetings	CWEA, Quinn Power, and vendor training
40700	Equipment/Materials	Oil, sand bags, chairs, tables, file cabinets, and cleaning solutions
41020	Electricity	Electricity
44000	Contract Professional Svcs	NPDES program consultant, catch basin maint., Beehive annual subscription, storm drain video inspection, catch basin filter replacement, winter storm pump rental, employee uniforms, and WEPS
44001	Special Expense - Ironwood	Westridge Commerical
45000	Intergovernmental	State Water Resources Control Board, NPDES County Orange program, AQMD permit fees, and OC Coyote Creek watershed monitoring

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-043-40001	\$ 122,156	\$ 155,200	\$ 138,600	\$ 156,600
Over-time	001-043-40003	15,791	-	11,700	9,000
Part-time	001-043-40004	77,505	11,500	3,000	9,000
Cell Phone Allowance	001-043-40009	28	200	200	200
Deferred Comp - Cafeteria	001-043-40010	1,271	800	300	-
Deferred Compensation	001-043-40011	2,312	3,400	2,900	3,200
PERS Retirement	001-043-40012	25,092	35,600	34,000	40,700
PARS Retirement	001-043-40013	969	200	100	100
Medical Insurance	001-043-40014	21,264	27,500	24,700	27,400
AFLAC Cafeteria	001-043-40015	90	-	100	100
Medicare Insurance	001-043-40017	3,177	2,500	2,200	2,600
Life and Disability	001-043-40018	1,308	1,500	1,300	1,300
Flexible Cafeteria	001-043-40022	25	100	100	-
Cafeteria Taxable	001-043-40023	317	300	1,000	1,600
Comptime Buy/Payout	001-043-40026	726	-	700	-
Vacation Buy/Payout	001-043-40027	1,462	-	2,400	-
Sick Payout	001-043-40028	627	-	1,000	-
Unemployment Storm Dr	001-043-40030	180	-	-	-
Health and Wellness Program	001-043-40032	-	200	200	200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 274,300</b>	<b>\$ 239,000</b>	<b>\$ 224,500</b>	<b>\$ 252,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Memberships and Dues	001-043-40300	\$ -	\$ -	\$ 100	\$ -
Training and Meetings	001-043-40400	(508)	1,000	400	1,000
Equipment/Materials	001-043-40700	498	8,000	8,000	11,000
Electricity	001-043-41020	14,105	15,000	19,000	20,000
Contract Professional	001-043-44000	48,088	117,200	105,200	131,500
Special Expense - Ironwood	001-043-44001	-	3,000	3,000	3,000
Intergovernmental	001-043-45000	35,415	59,000	59,000	55,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 97,598</b>	<b>\$ 203,200</b>	<b>\$ 194,700</b>	<b>\$ 221,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 371,898</b>	<b>\$ 442,200</b>	<b>\$ 419,200</b>	<b>\$ 473,500</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 storm 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.
- 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 413,175	\$ 324,500	\$ 297,400	\$ 381,200
Maintenance and Operations	211,492	714,600	714,200	970,200
<b>TOTAL</b>	<b>\$ 624,667</b>	<b>\$ 1,039,100</b>	<b>\$ 1,011,600</b>	<b>\$ 1,351,400</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
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
40032	Health and Wellness Program	Employee benefits costs
40300	Membership	American Public Works Association
40400	Training and meetings	International Municiple Signal Association
40700	Equipment/Materials	Asphalt hot/cold mix, graffiti remover gel, flowmix, hand tools, street signs, concrete materials, and boot replacement
40801	Street Sweeping	Street sweeping and additional Main Street
41000	Telephone	Cell phones
41020	Electricity	Electricity costs
44000	Contract Professional Svcs	Main Street pavers, concrete repairs, traffic engineering services, TMC traffic engineering, pavement repairs, traffic signal maintenance, annual street maintenance, landscape, Main Street pressure washing, tree trimming, Beehive subscription, and Pavement Management Plan

DEPARTMENT: Public Works  
 FUND: 001 General Fund - Street Maintenance

Account Code: 001-044

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-044-40001	\$ 240,705	\$ 196,400	\$ 173,300	\$ 230,000
Over-time	001-044-40003	23,629	-	3,800	5,000
Part-time	001-044-40004	33,048	36,600	28,000	39,000
Cell Allowance	001-044-40009	111	100	100	100
Deferred Comp - Cafeteria	001-044-40010	2,964	1,700	700	-
Deferred Compensation	001-044-40011	4,862	3,600	3,000	4,100
PERS Retirement	001-044-40012	50,032	43,300	41,400	51,600
PARS Retirement	001-044-40013	411	500	400	500
Medical Insurance	001-044-40014	43,959	35,700	34,800	42,700
AFLAC Cafeteria	001-044-40015	89	-	100	100
Medicare Insurance	001-044-40017	4,595	3,500	3,000	4,100
Life and Disability	001-044-40018	2,458	2,000	1,800	2,100
Flexible Cafeteria	001-044-40022	38	200	100	-
Cafeteria - Taxable	001-044-40023	1,110	800	1,400	1,800
Comptime Buy/Payout	001-044-40026	1,453	-	400	-
Vacation Buy/Payout	001-044-40027	2,591	-	3,400	-
Sick Payout	001-044-40028	940	-	1,600	-
Unemployment Street M	001-044-40030	180	-	-	-
Health and Wellness Program	001-044-40032	-	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 413,175</b>	<b>\$ 324,500</b>	<b>\$ 297,400</b>	<b>\$ 381,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-044-40100	\$ 113	\$ -	\$ -	\$ -
Membership	001-044-40300	100	700	700	1,000
Training and Meetings	001-044-40400	225	900	500	400
Equipment/Materials	001-044-40700	27,258	36,200	36,200	40,800
Street Sweeping	001-044-40801	86,551	94,200	94,200	146,000
Telephone	001-044-41000	2,027	2,000	2,000	2,000
Electricity	001-044-41020	18,712	20,000	20,000	20,000
Contract Professional	001-044-44000	76,506	560,600	560,600	760,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 211,492</b>	<b>\$ 714,600</b>	<b>\$ 714,200</b>	<b>\$ 970,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 624,667</b>	<b>\$ 1,039,100</b>	<b>\$ 1,011,600</b>	<b>\$ 1,351,400</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**

- 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 134 vehicles and equipment is performed using two full-time mechanics.
- 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
- Oversee and manage Master Preventative Maintenance Schedule to prolong the life of equipment and vehicles.
- Oversee and manage 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 105,628	\$ 118,200	\$ 118,800	\$ 160,200
Maintenance and Operations	301,749	301,800	301,800	336,300
<b>TOTAL</b>	<b>\$ 407,377</b>	<b>\$ 420,000</b>	<b>\$ 420,600</b>	<b>\$ 496,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40009	Cell Phone Allowance	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
40023	Cafeteria Taxable	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40300	Memberships and Dues	Municipal Equipment Maintenance Association
40400	Training and Meetings	SAE
40700	Equipment/Materials	Auto parts, uniforms, and boot replacement
40800	Special Departmental	Fuels, car wash, detailing, and misc. vehicle expense
44000	Contract Professional Svcs	Vehicle repairs, Fleet Management Software License Cost, and Mitchell On-Demand repair

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-050-40001	\$ 57,202	\$ 63,200	\$ 64,400	\$ 102,700
Over-time	001-050-40003	275	-	500	500
Part-time	001-050-40004	23,308	24,300	23,100	-
Cell Phone Allowance	001-050-40009	28	100	100	100
Deferred Comp-Cafeteria	001-050-40010	121	100	100	-
Deferred Compensation	001-050-40011	988	1,100	1,100	1,500
PERS Retirement	001-050-40012	11,493	15,100	15,200	27,900
PARS Retirement	001-050-40013	305	300	300	-
Medical Insurance	001-050-40014	9,866	11,900	11,500	24,600
Medicare Insurance	001-050-40017	1,224	1,300	1,300	1,500
Life and Disability	001-050-40018	638	700	700	1,000
Cafeteria Taxable	001-050-40023	-	-	200	300
Vacation Buy/Payout	001-050-40027	-	-	200	-
Unemployment	001-050-40030	180	-	-	-
Health and Wellness Program	001-050-40032	-	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 105,628</b>	<b>\$ 118,200</b>	<b>\$ 118,800</b>	<b>\$ 160,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Public/Legal Notices	001-050-40200	\$ 4	\$ -	\$ -	\$ -
Memberships and Dues	001-050-40300	-	300	300	500
Training and Meetings	001-050-40400	-	1,000	1,000	1,000
Equipment/Materials	001-050-40700	62,927	56,000	56,000	61,000
Special Departmental	001-050-40800	185,057	206,000	206,000	221,000
Contract Professional Svcs	001-050-44000	53,761	38,500	38,500	52,800
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 301,749</b>	<b>\$ 301,800</b>	<b>\$ 301,800</b>	<b>\$ 336,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 407,377</b>	<b>\$ 420,000</b>	<b>\$ 420,600</b>	<b>\$ 496,500</b>



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## City of Seal Beach

# REFUSE SERVICES

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

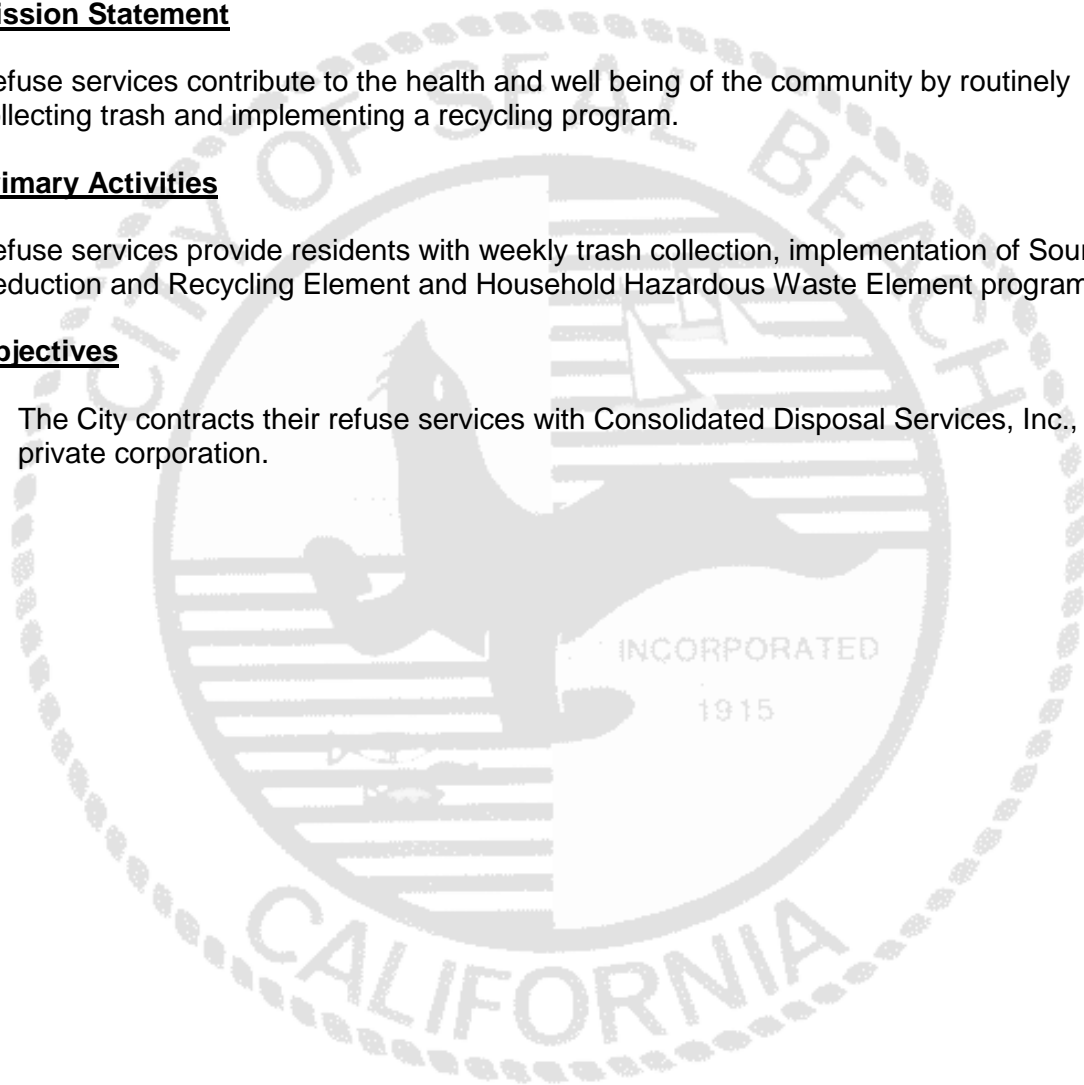
Refuse services contribute to the health and well being of the community by routinely collecting trash and implementing a recycling program.

### **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.



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

Account Code: 001-051

	<u>2017-2018 Actual</u>	<u>2018-2019 Amended Budget</u>	<u>2018-2019 Estimated</u>	<u>2019-2020 Adopted Budget</u>
Maintenance and Operations	\$ 1,192,860	\$ 1,150,000	\$ 1,150,000	\$ 1,184,500
<b>TOTAL</b>	<u>\$ 1,192,860</u>	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>	<u>\$ 1,184,500</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Refuse Contract

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

Account Code: 001-051

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Refuse	001-051-44000	\$ 1,192,860	\$ 1,150,000	\$ 1,150,000	\$ 1,184,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 1,192,860</u>	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>	<u>\$ 1,184,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,192,860</u>	<u>\$ 1,150,000</u>	<u>\$ 1,150,000</u>	<u>\$ 1,184,500</u>



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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**

- 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. 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 110,415	\$ 129,900	\$ 141,900	\$ 146,500
Maintenance and Operations	319,425	359,700	371,400	401,200
Debt Service	91,811	91,800	91,800	91,800
<b>TOTAL</b>	<b>\$ 521,651</b>	<b>\$ 581,400</b>	<b>\$ 605,100</b>	<b>\$ 639,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40009	Cell Phone Allowance	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
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
40032	Health and Wellness Program	Employee benefits costs
40700	Equipment/Materials	Building maintenance and repairs
41000	Telephone	Telephone
41010	Gas	Gas
41020	Electricity	Electricity
44000	Contract Professional Svcs	HVAC maintenance, pest control, elevator maintenance, janitorial contract, termite control, fire extinguisher maintenance, electrical repairs, building roof repairs, landscape, and tree trimming
45000	Intergovernmental	AQMD fees and property tax
47888	Principal Payments	Debt service principal - City National Bank
47999	Interest Payments	Interest payments - City National Bank

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 001 General Fund - Building Maintenance

Account Code: 001-052

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-052-40001	\$ 75,510	\$ 91,100	\$ 90,900	\$ 96,200
Over-time PT	001-052-40002	-	-	100	-
Over-time	001-052-40003	4,853	-	5,800	6,000
Part-time	001-052-40004	723	-	4,900	-
Cell Phone Allowance	001-052-40009	28	100	100	100
Deferred Comp - Cafeteria	001-052-40010	1,225	1,200	700	-
Deferred Compensation	001-052-40011	1,651	1,900	1,600	1,600
PERS Retirement	001-052-40012	14,379	20,100	20,100	24,000
PARS retirement	001-052-40013	9	-	100	-
Medical Insurance	001-052-40014	9,513	13,100	10,700	13,600
Medicare Insurance	001-052-40017	1,140	1,400	1,400	1,500
Life and Disability	001-052-40018	727	900	800	900
Cafeteria Taxable	001-052-40023	-	-	1,100	2,100
Comptime Buy/Payout	001-052-40026	-	-	600	300
Vacation Buy/Payout	001-052-40027	477	-	1,900	100
Sick Payout	001-052-40028	-	-	1,000	-
Unemployment Building	001-052-40030	180	-	-	-
Health and Wellness Program	001-052-40032	-	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 110,415</b>	<b>\$ 129,900</b>	<b>\$ 141,900</b>	<b>\$ 146,500</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies Building	001-052-40100	\$ 8	\$ -	\$ -	\$ -
Equipment/Materials	001-052-40700	25,687	30,000	30,000	30,000
Telephone	001-052-41000	34,167	28,000	28,000	30,000
Gas	001-052-41010	4,940	5,200	5,200	5,200
Electricity	001-052-41020	47,017	52,000	52,000	52,000
Contract Professional Svcs	001-052-44000	196,070	244,500	244,500	270,000
Intergovernmental	001-052-45000	11,536	-	11,700	14,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 319,425</b>	<b>\$ 359,700</b>	<b>\$ 371,400</b>	<b>\$ 401,200</b>
<b>DEBT SERVICE PAYMENT</b>					
Debt Service - Principal	001-052-47888	\$ 69,521	\$ 73,100	\$ 73,100	\$ 74,400
Interest Payments	001-052-47999	22,290	18,700	18,700	17,400
<b>TOTAL DEBT SERVICE PAYMENT</b>		<b>\$ 91,811</b>	<b>\$ 91,800</b>	<b>\$ 91,800</b>	<b>\$ 91,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 521,651</b>	<b>\$ 581,400</b>	<b>\$ 605,100</b>	<b>\$ 639,500</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.

DEPARTMENT: Public Works  
 FUND: 012 Air Quality Improvement

Account Code: 012-700

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 31,537	\$ 30,600	\$ 37,000	\$ 31,200
<b>TOTAL</b>	<u>\$ 31,537</u>	<u>\$ 30,600</u>	<u>\$ 37,000</u>	<u>\$ 31,200</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Senior transportation program and SCE bike path

DEPARTMENT: Public Works  
 FUND: 012 Air Quality Improvement

Account Code: 012-700

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof Svcs	012-700-44000	\$ 31,537	\$ 30,600	\$ 37,000	\$ 31,200
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 31,537</u>	<u>\$ 30,600</u>	<u>\$ 37,000</u>	<u>\$ 31,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 31,537</u>	<u>\$ 30,600</u>	<u>\$ 37,000</u>	<u>\$ 31,200</u>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ 8,146	\$ 8,220	\$ 8,220	\$ 1,220
Revenues	31,611	30,000	30,000	30,000
Expenditures	(31,537)	(30,600)	(37,000)	(31,200)
<b>Estimated Ending Fund Balance</b>	<u>\$ 8,220</u>	<u>\$ 7,620</u>	<u>\$ 1,220</u>	<u>\$ 20</u>
<b><u>Beginning Cash Balance</u></b>	\$ 566	\$ 26	\$ 26	\$ 1,220
Revenues	31,611	30,000	30,000	30,000
Expenditures	(31,537)	(30,600)	(37,000)	(31,200)
Receivables	(53)	8,194	8,194	-
Payables	(561)	-	-	-
<b>Estimated Ending Cash Balance</b>	<u>\$ 26</u>	<u>\$ 7,620</u>	<u>\$ 1,220</u>	<u>\$ 20</u>

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 016 Park Improvement

Account Code: 016-800

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ -	\$ -	\$ -	\$ 16,700
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,700</b>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for project: PR2004 Shade Structure at Edison Park	16,700
			<b>16,700</b>

City of Seal Beach

FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 016 Park Improvement

Account Code: 016-800

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out	016-800-47000	\$ -	\$ -	\$ -	\$ 16,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ -	\$ -	\$ -	\$ 16,700
<b>TOTAL EXPENDITURES</b>		\$ -	\$ -	\$ -	\$ 16,700

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 6,443	\$ 16,660	\$ 16,660	\$ 16,760
Revenues	10,217	-	100	-
Expenditures	-	-	-	(16,700)
<b>Estimated Ending Fund Balance</b>	\$ 16,660	\$ 16,660	\$ 16,760	\$ 60
<b>Beginning Cash Balance</b>	\$ 6,443	\$ 16,660	\$ 16,660	\$ 16,760
Revenues	10,217	-	100	-
Expenditures	-	-	-	(16,700)
Receivables	-	-	-	-
Payables	-	-	-	-
<b>Estimated Ending Cash Balance</b>	\$ 16,660	\$ 16,660	\$ 16,760	\$ 60



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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 \$37,000 per year for maintenance, berm construction and removal on 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 and manage the sand with limited staff. This year, staff will oversee the berm construction in the fall and its removal in the spring.
- The Department will oversee the reconstruction of the part of the pier that was burned by the recent fire as well as other structural and utility upgrades. Plans will cover new utility lines on the pier, a new sewer pump station, new electrical services and required structural improvements necessary to restore the end of the pier and allow it to be opened to the public and for the construction of a potential new restaurant. Any repairs that were the result of the fire will be coordinated with the City's insurance carrier for payments and/or reimbursement.
- Continue to capture all ongoing expenses in the Tidelands Lease Area
- The Department will look to repair and/or replace aged and deteriorating sections of the boardwalk wall, between Electric Avenue and 10<sup>th</sup> street, on an annual basis.

# City of Seal Beach

# FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 034 Beach Maintenance

Account Code: 034-863

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 336,024	\$ 335,000	\$ 348,600	\$ 341,100
Maintenance and Operations	576,474	465,800	414,900	492,400
Capital Outlay	361,930	7,079,000	6,821,000	468,000
<b>TOTAL</b>	<b>\$ 1,274,428</b>	<b>\$ 7,879,800</b>	<b>\$ 7,584,500</b>	<b>\$ 1,301,500</b>

## ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs	
40002	Over-time PT	Employee salaries costs	
40003	Over-time	Employee salaries costs	
40004	Part-time	Employee salaries costs	
40009	Cell Phone Allowance	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	
40027	Vacation Buy/payout	Employee benefits costs	
40030	Unemployment	Employee benefits costs	
40032	Health and Wellness Program	Employee benefits costs	
40033	Medical Waiver	Employee benefits costs	
40300	Memberships and Dues	California Marine Affairs and Navigation membership.	
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	Cell Phones	
41020	Electricity	Electricity for beach, parking lots, and pier	
44000	Contract Professional Svcs	Surfside beach cleaning, landscape maintenance, uniform, janitorial sand berm construction/removal/inspection, tree trimming, lobbying, sand nourishment, coastal pier engineering, City of Long Beach and	
47000	Transfer Out	Transfer to Capital Fund for Projects:	
			<b>Amount</b>
	BG2003	Lifeguard Headquarters - Need Assessment	60,000
	BP1002	Pier Utility Upgrade	80,000
	BP1102	Local Coastal Plan	78,000
	BP1902	Zero Tower Safety Improvements	100,000
	BP2001	Pier Base Structural Evaluation	40,000
	BP2002	Beach Yaw Perimeter Wall Improvements	75,000
		<b>Total CIP Projects</b>	<b>433,000</b>
48075	Vehicle	Skip loader and uplifting	



DEPARTMENT: Public Works  
 FUND: 034 Beach Maintenance

Account Code: 034-863

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	034-863-40001	\$ 152,044	\$ 171,600	\$ 166,300	\$ 179,300
Over-time PT	034-863-40002	-	-	4,400	4,000
Over-time	034-863-40003	40,713	1,500	28,000	20,000
Part-time	034-863-40004	71,016	77,100	66,100	48,800
Cell Phone Allowance	034-863-40009	37	100	100	100
Deferred Comp - Cafeteria	034-863-40010	992	500	200	-
Deferred Comp	034-863-40011	2,891	3,500	3,100	3,700
PERS Retirement	034-863-40012	30,415	40,500	39,900	44,700
PARS Retirement	034-863-40013	875	1,000	600	600
Medical Insurance	034-863-40014	28,849	33,400	30,500	33,500
AFLAC Cafeteria	034-863-40015	192	100	300	300
Medicare Insurance	034-863-40017	3,930	3,700	3,700	3,700
Life and Disability	034-863-40018	1,589	1,700	1,500	1,500
Flexible Spending Cafeteria	034-863-40022	13	100	100	-
Cafeteria Taxable	034-863-40023	-	-	-	600
Comp time Buy/Payout	034-863-40026	726	-	100	-
Vacation Buy/Payout	034-863-40027	1,249	100	2,500	100
Sick Payout	034-863-40028	313	-	1,000	-
Unemployment Beach	034-863-40030	180	-	-	-
Health and Wellness Program	034-863-40032	-	100	100	100
Medical Waiver	034-863-40033	-	-	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 336,024</b>	<b>\$ 335,000</b>	<b>\$ 348,600</b>	<b>\$ 341,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	034-863-40700	\$ 20,756	\$ 36,500	\$ 36,500	\$ 32,000
Telephone	034-863-41000	3,031	2,800	2,800	2,800
Electricity	034-863-41020	3,046	4,100	4,100	4,100
Contract Prof. Svcs	034-863-44000	540,632	422,400	371,500	453,500
Intergovernmental	034-863-45000	9,009	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 576,474</b>	<b>\$ 465,800</b>	<b>\$ 414,900</b>	<b>\$ 492,400</b>
<b>CAPITAL OUTLAY</b>					
Transfer Out - CIP	034-863-47000	\$ 172,112	\$ 7,079,000	\$ 6,821,000	\$ 433,000
Vehicles	034-863-48075	189,818	-	-	35,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 361,930</b>	<b>\$ 7,079,000</b>	<b>\$ 6,821,000</b>	<b>\$ 468,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,274,428</b>	<b>\$ 7,879,800</b>	<b>\$ 7,584,500</b>	<b>\$ 1,301,500</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ -	\$ 80	\$ 80	\$ 1,865,080
Revenues	3,006,328	11,555,700	11,362,400	2,988,700
Expenditures	(3,006,248)	(9,822,400)	(9,497,400)	(2,988,700)
<b>Estimated Ending Fund Balance</b>	<b>\$ 80</b>	<b>\$ 1,733,380</b>	<b>\$ 1,865,080</b>	<b>\$ 1,865,080</b>
<b>Beginning Cash Balance</b>	\$ 56,274	\$ (14,521)	\$ (14,521)	\$ 1,850,479
Revenues	3,006,328	11,555,700	11,362,400	2,988,700
Expenditures	(3,006,248)	(9,822,400)	(9,497,400)	(2,988,700)
Receivables	(149,675)	-	-	-
Payables	78,800	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ (14,521)</b>	<b>\$ 1,718,779</b>	<b>\$ 1,850,479</b>	<b>\$ 1,850,479</b>

DEPARTMENT: Public Works  
 FUND: 039 SB1 Program

Account Code: 039-090

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ -	\$ 532,400	\$ 349,400	\$ 550,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 532,400</b>	<b>\$ 349,400</b>	<b>\$ 550,000</b>

ACCOUNT NUMBER EXPLANATION

47000 Transfers Out

Transfer to Capital Fund for projects:

	<u>Amount</u>
ST2001 Annual Slurry Seal Program	150,000
ST2002 Annual Local Paving Program	400,000
<b>Total CIP Projects</b>	<b>550,000</b>

DEPARTMENT: Public Works  
 FUND: 039 SB1 Program

Account Code: 039-090

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out - CIP	039-090-47000	\$ -	\$ 532,400	\$ 349,400	\$ 550,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ -</b>	<b>\$ 532,400</b>	<b>\$ 349,400</b>	<b>\$ 550,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 532,400</b>	<b>\$ 349,400</b>	<b>\$ 550,000</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ -	\$ 121,638	\$ 121,638	\$ 187,038
Revenues	121,638	413,300	414,800	414,800
Expenditures	-	(532,400)	(349,400)	(550,000)
<b>Estimated Ending Fund Balance</b>	<b>\$ 121,638</b>	<b>\$ 2,538</b>	<b>\$ 187,038</b>	<b>\$ 51,838</b>
<b><u>Beginning Cash Balance</u></b>	\$ -	\$ 121,638	\$ 121,638	\$ 187,038
Revenues	121,638	413,300	414,800	414,800
Expenditures	-	(532,400)	(349,400)	(550,000)
Receivables	-	-	-	-
Payables	-	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 121,638</b>	<b>\$ 2,538</b>	<b>\$ 187,038</b>	<b>\$ 51,838</b>

DEPARTMENT: Public Works  
 FUND: 040 Gas Tax

Account Code: 040-090

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 806,270	\$ 563,400	\$ 562,700	\$ 646,800
<b>TOTAL</b>	<b>\$ 806,270</b>	<b>\$ 563,400</b>	<b>\$ 562,700</b>	<b>\$ 646,800</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>
	SD1901	2018 Environmental Cleanup Program	40,000
	SD2001	2019 Environmental Cleanup Program	40,000
	ST1508	Citywide Sign Replacement	50,000
	ST2003	Arterial Street Resurfacing Program	300,000
	ST2004	Annual Concrete Repair Program & Audit	100,000
	ST2005	Annual Striping Program	60,000
	ST2008	Annual Main Street Paver Repairs	30,000
		<b>Total CIP Projects</b>	<b>620,000</b>
47002	Transfers Out - Operation	Transfer to General Fund	

City of Seal Beach

FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 040 Gas Tax

Account Code: 040-090

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	040-090-44000	\$ 28,211	\$ 2,500	\$ 1,800	\$ 1,800
Transfers Out - CIP	040-090-47000	228,059	534,000	534,000	620,000
Transfers Out - Operations	040-090-47002	550,000	26,900	26,900	25,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 806,270</u>	<u>\$ 563,400</u>	<u>\$ 562,700</u>	<u>\$ 646,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 806,270</u>	<u>\$ 563,400</u>	<u>\$ 562,700</u>	<u>\$ 646,800</u>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 739,366	\$ 490,164	\$ 490,164	\$ 495,664
Revenues	557,069	645,900	568,200	694,300
Expenditures	(806,270)	(563,400)	(562,700)	(646,800)
<b>Estimated Ending Fund Balance</b>	<u>\$ 490,164</u>	<u>\$ 572,664</u>	<u>\$ 495,664</u>	<u>\$ 543,164</u>
<b>Beginning Cash Balance</b>	\$ 739,366	\$ 447,096	\$ 447,096	\$ 495,665
Revenues	557,069	645,900	568,200	694,300
Expenditures	(806,270)	(563,400)	(562,700)	(646,800)
Receivables	(45,949)	45,949	45,949	-
Payables	2,880	(2,880)	(2,880)	-
<b>Estimated Ending Cash Balance</b>	<u>\$ 447,096</u>	<u>\$ 572,665</u>	<u>\$ 495,665</u>	<u>\$ 543,165</u>



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## City of Seal Beach

# MEASURE M2

### **Managing Department Head:**

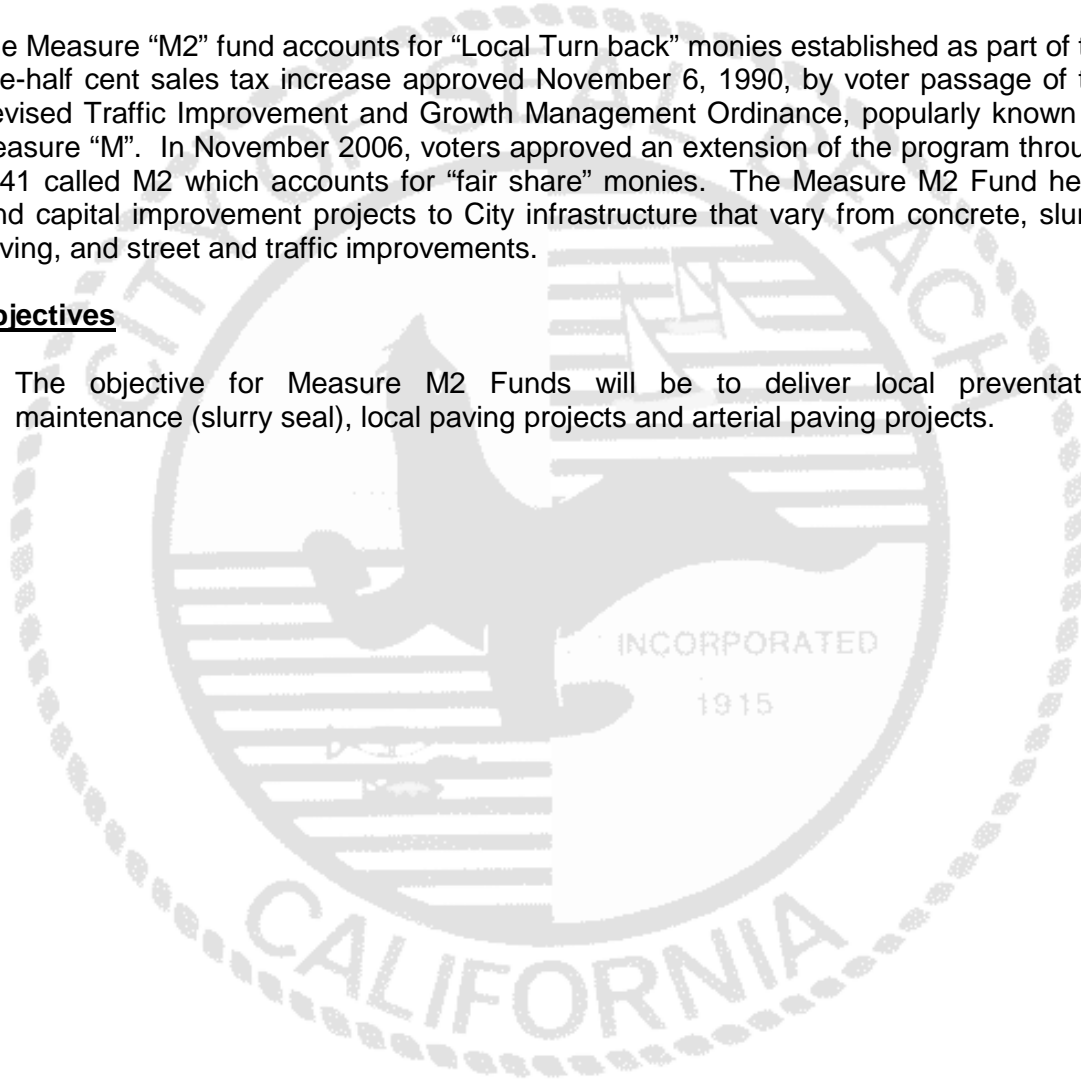
Director of Public Works

### **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 M2 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 M2 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 606,892	\$ 1,029,800	\$ 141,800	\$ 1,588,000
<b>TOTAL</b>	<b>\$ 606,892</b>	<b>\$ 1,029,800</b>	<b>\$ 141,800</b>	<b>\$ 1,588,000</b>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:	<u>Amount</u>
		ST1708 Westminster/17th St. Corridor Traffic Signal	58,000
		ST1808 New Traffic Signal Battery Back-up Project	90,000
		ST1811 Lampson Bike Trail Gap Project-Design	100,000
		ST1902 Local Street Paving Prog. (ST1602/ST1702)	640,000
		ST2001 Annual Slurry Seal Program	200,000
		ST2006 Citywide Traffic Signal Improvement Prog.	200,000
		ST2009 Main Street Improvements Program	300,000
		<b>Total CIP Projects</b>	<b><u>1,588,000</u></b>



DEPARTMENT: Public Works Account Code: 042-099  
 FUND: 042 Measure M2

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	042-099-44000	\$ 18,585	\$ -	\$ -	\$ -
Transfers Out-CIP	042-099-47000	300,698	1,012,000	124,000	1,588,000
Transfers Out-Operation	042-099-47002	287,609	17,800	17,800	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 606,892</b>	<b>\$ 1,029,800</b>	<b>\$ 141,800</b>	<b>\$ 1,588,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 606,892</b>	<b>\$ 1,029,800</b>	<b>\$ 141,800</b>	<b>\$ 1,588,000</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 1,231,082	\$ 1,039,214	\$ 1,039,214	\$ 1,288,014
Revenues	415,024	392,000	390,600	394,000
Expenditures	(606,892)	(1,029,800)	(141,800)	(1,588,000)
<b>Estimated Ending Fund Balance</b>	<b>\$ 1,039,214</b>	<b>\$ 401,414</b>	<b>\$ 1,288,014</b>	<b>\$ 94,014</b>
<b>Beginning Cash Balance</b>	\$ 1,160,191	\$ 969,789	\$ 969,789	\$ 1,288,014
Revenues	415,024	392,000	390,600	394,000
Expenditures	(606,892)	(1,029,800)	(141,800)	(1,588,000)
Receivables	1,466	69,425	69,425	-
Payables	-	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 969,789</b>	<b>\$ 401,414</b>	<b>\$ 1,288,014</b>	<b>\$ 94,014</b>

DEPARTMENT: Public Works  
 FUND: 048 Parking In-lieu

Account Code: 048-400

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ -	\$ -	\$ -	\$ 40,000
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>

ACCOUNT NUMBER EXPLANATION

47002      Transfer Out-Operation      Transfer to GF for Senior Bus

DEPARTMENT: Public Works Account Code: 048-400  
 FUND: 048 Parking In-lieu

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out - Operation	048-400-47002	\$ -	\$ -	\$ -	\$ 40,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ 179,674	\$ 190,657	\$ 190,657	\$ 202,657
Revenues	10,983	10,200	12,000	12,000
Expenditures	-	-	-	(40,000)
<b>Estimated Ending Fund Balance</b>	<b>\$ 190,657</b>	<b>\$ 200,857</b>	<b>\$ 202,657</b>	<b>\$ 174,657</b>
<b><u>Beginning Cash Balance</u></b>	\$ 145,724	\$ 184,869	\$ 184,869	\$ 202,657
Revenues	10,983	10,200	12,000	12,000
Expenditures	-	-	-	(40,000)
Receivables	27,218	6,732	6,732	-
Payables	944	(944)	(944)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 184,869</b>	<b>\$ 200,857</b>	<b>\$ 202,657</b>	<b>\$ 174,657</b>

DEPARTMENT: Public Works Account Code: 049  
FUND: 049 - Traffic Impact AB1600

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ (4,994)	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ (4,994)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

DEPARTMENT: Public Works  
 FUND: 049 - Traffic Impact AB1600

Account Code: 049

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out - CIP	049-333-47000	\$ (4,994)	\$ -	\$ -	\$ -
Transfer Out - Operation	049-333-47002	-	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ (4,994)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ (4,994)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ 156,740	\$ 165,002	\$ 165,002	\$ 167,002
Revenues	3,268	4,000	2,000	2,000
Expenditures	4,994	-	-	-
<b>Estimated Ending Fund Balance</b>	<b>\$ 165,002</b>	<b>\$ 169,002</b>	<b>\$ 167,002</b>	<b>\$ 169,002</b>
<b><u>Beginning Cash Balance</u></b>	\$ 156,740	\$ 165,002	\$ 165,002	\$ 167,002
Revenues	3,268	4,000	2,000	2,000
Expenditures	4,994	-	-	-
Receivables	-	-	-	-
Payables	-	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 165,002</b>	<b>\$ 169,002</b>	<b>\$ 167,002</b>	<b>\$ 169,002</b>

DEPARTMENT: Public Works Account Code: 080  
 FUND: 080 City-Wide Grants

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 328,120	\$ -	\$ 48,000	\$ 925,000
<b>TOTAL</b>	<b>\$ 328,120</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ 925,000</b>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Projects:	<u>Amount</u>
		SD1901 2018 Environmental Cleanup Program	166,000
		SD2001 2019 Environmental Cleanup Program	166,000
		ST1708 Westminster/17th St. Corridor Traffic Signal	231,000
		ST1809 I-405 Widening - OCTA Cooperative Agreement	230,000
		ST1811 Lampson Bike Trail Gap Project-Design	132,000
		<b>Total CIP Projects</b>	<b><u>925,000</u></b>

City of Seal Beach

FY 2019-2020

DEPARTMENT: Public Works Account Code: 080  
 FUND: 080 City-Wide Grants

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out - OCTA	080-361-47000	\$ -	\$ -	\$ -	\$ 695,000
Transfers Out - BCI	080-364-47000	328,120	-	48,000	-
Transfers Out - OCTA Co-Op	080-366-47000	-	-	-	230,000
Transfer Out - ECP	080-365-47000	-	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 328,120</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ 925,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 328,120</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ 925,000</b>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ (138,909)	\$ 270,831	\$ 270,831	\$ 385,231
Revenues	737,860	-	162,400	925,000
Expenditures	(328,120)	-	(48,000)	(925,000)
<b>Estimated Ending Fund Balance</b>	<b>\$ 270,831</b>	<b>\$ 270,831</b>	<b>\$ 385,231</b>	<b>\$ 385,231</b>
<b>Beginning Cash Balance</b>	\$ -	\$ 270,831	\$ 270,831	\$ 385,231
Revenues	737,860	-	162,400	925,000
Expenditures	(328,120)	-	(48,000)	(925,000)
Receivables	-	-	-	-
Payables	(138,909)	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 270,831</b>	<b>\$ 270,831</b>	<b>\$ 385,231</b>	<b>\$ 385,231</b>



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## City of Seal Beach

# SENIOR SERVICES

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

The Recreation and Community Services Department is dedicated to supporting the senior community of Seal Beach through various programs that support the overall needs of the community.

### **Primary Activities**

The division offers senior services and programs including senior meals-on-wheels, transportation, and tax preparation services. The division also provides important resources to seniors throughout the County.

### **Objectives**

- Provide and promote a high quality congregate senior meals program using a Seal Beach Community Center.
- Manage vendor to provide home delivered meals throughout the entire City.
- Manage transportation services including; dial-a-ride, shopper shuttle and shuttle services to the congregate meals.
- Coordinate free tax preparation for seniors using volunteer resources.
- Provide resources to seniors about various programs available throughout the county.

DEPARTMENT: Community Services  
 FUND: 001-016 Senior Services

Account Code: 001-016

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 195,083	\$ 183,400	\$ 183,400	\$ 220,300
<b>TOTAL</b>	<u>\$ 195,083</u>	<u>\$ 183,400</u>	<u>\$ 183,400</u>	<u>\$ 220,300</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Keolis transit and Senior meals

DEPARTMENT: Community Services  
 FUND: 001-016 Senior Services

Account Code: 001-016

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	001-016-44000	\$ 195,083	\$ 183,400	\$ 183,400	\$ 220,300
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 195,083</u>	<u>\$ 183,400</u>	<u>\$ 183,400</u>	<u>\$ 220,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 195,083</u>	<u>\$ 183,400</u>	<u>\$ 183,400</u>	<u>\$ 220,300</u>



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# City of Seal Beach

## LANDSCAPE MAINTENANCE

### **Managing Department Head:**

Director of Public Works

### **Mission Statement**

To improve and maintain the city's parks, entryways, and other City owned lands in a clean, safe, and cost effective manner.

### **Primary Activities**

Contract activities include trimming and planting park trees; mowing grass, fixing irrigation lines, playground equipment inspection and maintenance, pesticide application, weed abatement, remove trash in parks and tract entries, and maintenance of portable restrooms.

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**

- The majority of this division is contracted out and managed by the Public Works Department Staff.

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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 74,702	\$ 97,600	\$ 86,200	\$ 81,900
Maintenance and Operations	535,138	211,100	208,500	216,800
<b>TOTAL</b>	<b>\$ 609,840</b>	<b>\$ 308,700</b>	<b>\$ 294,700</b>	<b>\$ 298,700</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Overtime - PT	Employee salaries costs
40003	Overtime	Employee salaries costs
40009	Cell Phone Allowance	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
40023	Cafeteria Taxable	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40300	Membership	International Society of Arboriculture, Department of Pesticides Regulation, and Pesticides Applicators Professional Association
40400	Training and Meeting	International Society of Arboriculture, Department of Pesticides Regulation, and Certified Playground Safety Inspector
40700	Equipment/materials	Park supplies and playground equipment
41020	Electricity	Electricity at Parks
44000	Contract Professional Svcs	Landscape, portable restrooms, gopher management, irrigation repair: fence repairs, playground inspection, SCE license Edison property, lig repairs, irrigation repairs, and replanting

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-049-40001	\$ 51,738	\$ 68,700	\$ 56,500	\$ 54,800
Overtime - PT	001-049-40002	-	-	500	500
Overtime	001-049-40003	901	-	1,000	2,000
Part - Time	001-049-40004	1,065	-	-	-
Cell Phone Allowance	001-049-40009	28	100	100	100
Deferred Comp - Cafeteria	001-049-40010	961	1,300	700	-
Deferred Comp	001-049-40011	1,331	1,700	1,300	1,100
PERS Retirement	001-049-40012	11,261	16,400	15,200	14,900
Pars Retirement	001-049-40013	14	-	-	-
Medical Insurance	001-049-40014	5,697	7,700	5,700	5,300
Medicare Insurance	001-049-40017	775	1,000	800	900
Life and Disability	001-049-40018	454	600	500	500
Cafeteria Taxable	001-049-40023	-	-	900	1,700
Vacation Buy/Payout	001-049-40027	477	-	1,800	-
Sick Payout	001-049-40028	-	-	1,100	-
Health and Wellness Program	001-049-40032	-	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 74,702</u>	<u>\$ 97,600</u>	<u>\$ 86,200</u>	<u>\$ 81,900</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Membership	001-049-40300	\$ -	\$ -	\$ 300	\$ 400
Training and Meeting	001-049-40400	-	-	200	1,400
Equipment/Materials	001-049-40700	17,876	23,000	23,000	30,000
Electricity	001-049-41020	8,974	10,000	10,000	10,000
Contract Professional	001-049-44000	507,923	178,100	175,000	175,000
Playground equipment	001-049-49808	365	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 535,138</u>	<u>\$ 211,100</u>	<u>\$ 208,500</u>	<u>\$ 216,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 609,840</u>	<u>\$ 308,700</u>	<u>\$ 294,700</u>	<u>\$ 298,700</u>



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## City of Seal Beach

# RECREATION & COMMUNITY SERVICES

### **Managing Department Head:**

Director of Public Works

### **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.
- Manage the 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 152,222	\$ 160,300	\$ 184,100	\$ 198,600
Maintenance and Operations	79,047	24,500	24,500	25,200
<b>TOTAL</b>	<b>\$ 231,269</b>	<b>\$ 184,800</b>	<b>\$ 208,600</b>	<b>\$ 223,800</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries 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
40100	Office Supplies	Office supplies
40300	Memberships and Dues	Cal Parks Rec Society
40400	Training and Meetings	Brochure Exchanges and CPRS conference
40800	Special Departmental	Edison Park use, Plug and Play, music licenses, and recreation program/events
41009	Cable TV	NSBC TV
44000	Contract Professional Svcs	Parking North Seal Beach Comm. Center

# City of Seal Beach

# FY 2019-2020

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

Account Code: 001-070

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-070-40001	\$ 97,281	\$ 100,500	\$ 101,500	\$ 108,400
Over-time PT	001-070-40002	-	-	300	-
Over-time	001-070-40003	-	-	4,400	3,000
Part-time	001-070-40004	19,090	22,700	32,700	39,700
Deferred Comp - Cafeteria	001-070-40010	3,030	100	600	-
Deferred Compensation	001-070-40011	2,298	2,300	2,300	2,300
PERS Retirement	001-070-40012	12,377	14,900	14,900	17,100
PARS Retirement	001-070-40013	248	400	400	800
Medical Insurance	001-070-40014	12,881	16,200	19,200	17,200
AFLAC - Cafeteria	001-070-40015	27	100	100	100
Medicare Insurance	001-070-40017	1,844	2,000	2,100	2,600
Life and Disability	001-070-40018	1,056	1,100	1,000	1,000
Cafeteria Taxable	001-070-40023	-	-	2,100	4,000
Comptime Buy/Payout	001-070-40026	-	-	1,600	1,800
Vacation Buy/Payout	001-070-40027	1,430	-	900	600
Retiree Health Savings	001-070-40034	660	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 152,222</b>	<b>\$ 160,300</b>	<b>\$ 184,100</b>	<b>\$ 198,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-070-40100	\$ 631	\$ 1,200	\$ 1,100	\$ 1,200
Memberships and Dues	001-070-40300	-	500	500	800
Training and Meetings	001-070-40400	50	500	800	800
Special Departmental	001-070-40800	5,477	8,800	8,800	8,800
Telephone	001-070-41000	320	-	-	-
Cable Television	001-070-41009	1,640	2,000	2,000	2,100
Contract Professional	001-070-44000	70,929	11,500	11,300	11,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 79,047</b>	<b>\$ 24,500</b>	<b>\$ 24,500</b>	<b>\$ 25,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 231,269</b>	<b>\$ 184,800</b>	<b>\$ 208,600</b>	<b>\$ 223,800</b>

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: Community Services  
 FUND: 001 General Fund - Sports

Account Code: 001-071

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 14,924	\$ 9,200	\$ 16,800	\$ 20,800
Maintenance and Operations	3,974	7,000	6,500	7,000
<b>TOTAL</b>	<b>\$ 18,898</b>	<b>\$ 16,200</b>	<b>\$ 23,300</b>	<b>\$ 27,800</b>

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Employee salaries costs
40013	PARS Retirement	Employee benefits costs
40013	Medicare Insurance	Employee benefits costs
40017	Medicare Insurance	Employee benefits costs
40700	Equipment/materials	Equipments for field, softball, basketball, and gym

DEPARTMENT: Community Services  
 FUND: 001 General Fund - Sports

Account Code: 001-071

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-071-40004	\$ 14,515	\$ 9,000	\$ 15,800	\$ 18,000
PARS Retirement	001-071-40013	192	100	200	200
Medical Insurance	001-071-40014	-	-	600	2,300
Medicare Insurance	001-071-40017	217	100	200	300
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 14,924</u>	<u>\$ 9,200</u>	<u>\$ 16,800</u>	<u>\$ 20,800</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	001-071-40700	\$ 3,974	\$ 7,000	\$ 6,500	\$ 7,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 3,974</u>	<u>\$ 7,000</u>	<u>\$ 6,500</u>	<u>\$ 7,000</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 18,898</u></u>	<u><u>\$ 16,200</u></u>	<u><u>\$ 23,300</u></u>	<u><u>\$ 27,800</u></u>

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

	<u>2017-2018 Actual</u>	<u>2018-2019 Amended Budget</u>	<u>2018-2019 Estimated</u>	<u>2019-2020 Adopted Budget</u>
Maintenance and Operations	\$ 207,808	\$ 270,800	\$ 240,500	\$ 266,700
<b>TOTAL</b>	<u>\$ 207,808</u>	<u>\$ 270,800</u>	<u>\$ 240,500</u>	<u>\$ 266,700</u>

ACCOUNT NUMBER EXPLANATION

40100	Office Supplies	Office supplies
40201	Printing	Recreation guide
40700	Equipment/Materials	Building supplies
40800	Special Departmental	Software maintenance, remote access, and credit card fees
41000	Telephone	Telephone
41020	Electricity	Electricity
44000	Contract Professional Svcs	Contractor payment
45000	Intergovernmental Leisure	Golden State Water

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-072-40100	\$ 120	\$ 600	\$ 600	\$ 600
Public/Legal Notices	001-072-40200	87	-	-	-
Printing	001-072-40201	46,348	49,000	49,000	50,000
Office and Technology Resource	001-072-40500	490	-	-	-
Equipment/Materials	001-072-40700	129	2,800	2,800	2,800
Special Departmental	001-072-40800	2,369	25,000	9,500	19,700
Telephone	001-072-41000	2,588	2,400	2,600	2,600
Electricity	001-072-41020	12,187	15,000	15,000	15,000
Contract Professional	001-072-44000	142,285	175,000	160,000	175,000
Intergovernmental Leisure	001-072-45000	1,205	1,000	1,000	1,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 207,808</u>	<u>\$ 270,800</u>	<u>\$ 240,500</u>	<u>\$ 266,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 207,808</u>	<u>\$ 270,800</u>	<u>\$ 240,500</u>	<u>\$ 266,700</u>

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

Account Code: 001-074

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 134,348	\$ 119,300	\$ 117,800	\$ 127,900
Maintenance and Operations	110,528	144,100	140,500	166,200
<b>TOTAL</b>	<b>\$ 244,876</b>	<b>\$ 263,400</b>	<b>\$ 258,300</b>	<b>\$ 294,100</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, tennis equipment, and office supplies
40800	Special Departmental	Credit card services, facility website Maintenance, and newspaper
40950	Bldg/Ground Materials	Landscape maintenance
41000	Telephone	Telephone
41009	Cable	Direct TV
41010	Gas	Gas
41020	Electricity	Electricity
44000	Contract Professional Svcs	Windscreen replacement, pest control, security maintenance, equipment maintenance, tennis professional services, termite treatment tenting, and renovate activity room



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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-074-40004	\$ 130,068	\$ 111,700	\$ 111,900	\$ 118,200
PARS Retirement	001-074-40013	1,708	1,300	1,400	1,300
Medical Insurance	001-074-40014	665	4,800	2,900	6,900
Medicare Insurance	001-074-40017	1,907	1,500	1,600	1,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 134,348</b>	<b>\$ 119,300</b>	<b>\$ 117,800</b>	<b>\$ 127,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Bldg/Material/Supplies	001-074-40550	\$ 8,014	\$ 18,000	\$ 15,000	\$ 18,000
Special Departmental	001-074-40800	1,987	6,600	5,500	5,700
Bldg/Ground Materials	001-074-40950	25,274	21,300	20,000	23,300
Telephone	001-074-41000	470	600	500	600
Cable	001-074-41009	1,623	1,700	1,700	1,700
Gas	001-074-41010	584	800	800	800
Electricity	001-074-41020	28,418	28,000	32,000	34,000
Contract Professional Services	001-074-44000	43,305	67,100	65,000	82,100
Intergovernmental	001-074-45000	853	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 110,528</b>	<b>\$ 144,100</b>	<b>\$ 140,500</b>	<b>\$ 166,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 244,876</b>	<b>\$ 263,400</b>	<b>\$ 258,300</b>	<b>\$ 294,100</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 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 25 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 98,733	\$ 108,100	\$ 80,700	\$ 96,000
Maintenance and Operations	92,058	92,300	91,300	113,600
<b>TOTAL</b>	<b>\$ 190,791</b>	<b>\$ 200,400</b>	<b>\$ 172,000</b>	<b>\$ 209,600</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	CPO class
40700	Equipment/Materials	Uniform, pool supplies, pace clocks, chairs, picnic table, and rescue tubs
41000	Telephone	Telephone and fax
41010	Gas	Los Alamitos Unified School District
41020	Electricity	Los Alamitos Unified School District
44000	Contract Professionals	Pool maintenance

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Over-time	001-073-40003	\$ 80	\$ -	\$ -	\$ -
Part-time	001-073-40004	95,732	105,200	78,600	93,400
PARS Retirement	001-073-40013	1,397	1,400	1,000	1,200
Medicare Insurance	001-073-40017	1,524	1,500	1,100	1,400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 98,733</b>	<b>\$ 108,100</b>	<b>\$ 80,700</b>	<b>\$ 96,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-073-40100	\$ 344	\$ -	\$ -	\$ -
Training and Meetings	001-073-40400	509	2,300	2,300	2,700
Equipment/Materials	001-073-40700	13,667	12,100	10,000	29,100
Telephone	001-073-41000	2,351	2,100	3,000	3,000
Gas	001-073-41010	17,781	18,900	18,900	18,900
Electricity	001-073-41020	24,521	24,900	24,900	24,900
Contract Professionals	001-073-44000	32,885	32,000	32,200	35,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 92,058</b>	<b>\$ 92,300</b>	<b>\$ 91,300</b>	<b>\$ 113,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 190,791</b>	<b>\$ 200,400</b>	<b>\$ 172,000</b>	<b>\$ 209,600</b>

DEPARTMENT: Community Services  
 FUND: 034 Tidelands Beach

Account Code: 034-072

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 60,375	\$ 55,300	\$ 60,000	\$ 57,000
<b>TOTAL</b>	<b>\$ 60,375</b>	<b>\$ 55,300</b>	<b>\$ 60,000</b>	<b>\$ 57,000</b>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Recreation programs at the beach water watcher tag



DEPARTMENT: Community Services  
 FUND: 034 Tidelands Beach

Account Code: 034-072

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof Leisure Tideland	034-072-44000	\$ 60,375	\$ 55,300	\$ 60,000	\$ 57,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 60,375</u>	<u>\$ 55,300</u>	<u>\$ 60,000</u>	<u>\$ 57,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 60,375</u>	<u>\$ 55,300</u>	<u>\$ 60,000</u>	<u>\$ 57,000</u>

DEPARTMENT: Marine Safety Account Code: 034-828  
 FUND: 034 Tidelands Beach

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 1,262,787	\$ 1,330,900	\$ 1,306,900	\$ 1,378,000
Maintenance and Operations	169,079	179,200	168,800	195,200
Capital Outlay	239,579	377,200	377,200	57,000
<b>TOTAL</b>	<b>\$ 1,671,445</b>	<b>\$ 1,887,300</b>	<b>\$ 1,852,900</b>	<b>\$ 1,630,200</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Over-time PT	Employee salaries costs
40003	Over-time	Employee salaries costs
40004	Part-time	Employee salaries costs
40006	Junior Lifeguard Sal	Employee salaries costs
40007	Tuition Reimbursement	Employee benefits costs
40009	Cell Phone Allowance	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
40023	Cafeteria Taxable	Employee benefits costs
40027	Vacation Buy/payout	Employee benefits costs
40032	Health and WellInsess Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Tide books, sun screen, office supplies, logs/EMR forms, awards, and warning signs
40300	Memberships and Dues	OC training, OC Chief Assoc., CA Marine Safety Chiefs Assoc., and S.B. Lifeguard Assoc.
40400	Training and Meetings	CPR cards, EMT, USLA, CSLSA, drowning prevention, SCUBA, PC 832, EVOG, and State of the City
40600	Marine Maint/Fuel Lifeguard	Fuel and maintenance for boat, ATV, and PWC
40700	Equipment/Materials	First aid supplies, oxygen maintenance, towers supplies, uniforms, tower phone install, cleaning supplies, EZ up, sun protection, tower maint., switchboard repair, tower glass, and rescue paddle boards
40701	Materials and Supplies-Jr Lifeguard	Uniforms, certificates, office supplies, EZ ups, Banquet, Catalina pizza, Express, equipment, paddle boards, video production, and fins
40800	Special Departmental	Training room A/V, uniforms, gym equipment and maintenance, dive maintenance, lifeguard jackets, Hot Schedule, and training manequin
40806	Special Dept-Jr Lifeguard	Raging Waters, USLA membership, Catalina transportation, mobile, storage, banquet rentals, aquarium distance learning fee, and buses
41000	Telephone	Telephone
41020	Electricity	Electricity
44000	Contract Professional	Recreation programs at the beach water watcher tag
45000	Intergovernmental	Rescue boat slip fees and OC Task Force drowning prevention
48075	Vehicle	Two vehicles

# City of Seal Beach

## FY 2019-2020

DEPARTMENT: Marine Safety  
 FUND: 034 Tidelands Beach

Account Code: 034-828

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	034-828-40001	\$ 435,480	\$ 449,800	\$ 449,800	\$ 468,500
Over-time PT	034-828-40002	5,189	9,000	4,000	9,000
Over-time	034-828-40003	11,569	18,000	18,000	18,000
Part-time	034-828-40004	446,159	443,200	443,200	447,300
Junior Lifeguard Sal	034-828-40006	78,654	92,100	80,000	93,000
Tuition Reimbursement	034-828-40007	-	-	1,400	2,000
Cell Phone Allowance	034-828-40009	3,748	3,600	3,600	3,600
Deferred Comp - Cafeteria	034-828-40010	2,139	1,800	800	-
Deferred Comp	034-828-40011	11,349	11,200	11,200	11,500
PERS Retirement	034-828-40012	154,254	171,900	171,900	195,400
PARS Retirement	034-828-40013	7,512	7,000	7,000	7,000
Medical Insurance	034-828-40014	72,249	85,400	72,300	75,200
Medicare Insurance	034-828-40017	15,421	15,300	15,300	15,800
Life and Disability	034-828-40018	4,343	4,400	4,100	3,900
Cafeteria - Taxable	034-828-40023	-	-	5,900	10,900
Comp time Buy/Payout	034-828-40026	378	-	2,800	-
Vacation Buy/Payout	034-828-40027	14,343	17,300	14,700	15,900
Health and Wellness Program	034-828-40032	-	900	900	900
Medical Waiver	034-828-40033	-	-	-	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,262,787</b>	<b>\$ 1,330,900</b>	<b>\$ 1,306,900</b>	<b>\$ 1,378,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	034-828-40100	\$ 10,290	\$ 7,800	\$ 7,800	\$ 9,800
Membership and Dues	034-828-40300	600	800	300	1,100
Training and Meeting	034-828-40400	12,950	8,000	8,000	7,700
Marine Maint/Fuel Lifeguard	034-828-40600	17,849	11,000	13,000	16,000
Equipment/Materials	034-828-40700	23,257	25,600	25,000	29,300
Materials & Supplies Jr Lifeguard	034-828-40701	31,597	37,500	37,500	43,800
Special Departmental	034-828-40800	11,898	12,200	12,200	14,000
Special Dept - Jr Lifeguard	034-828-40806	27,323	48,500	45,000	50,600
Telephone	034-828-41000	3,783	4,800	4,000	4,800
Electricity	034-828-41020	6,779	8,300	7,000	8,300
Contract Professional	034-828-44000	21,570	6,000	-	400
Intergovernmental	034-828-45000	1,183	8,700	9,000	9,400
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 169,079</b>	<b>\$ 179,200</b>	<b>\$ 168,800</b>	<b>\$ 195,200</b>
<b>CAPITAL OUTLAY</b>					
Vehicle	034-828-48075	\$ 239,579	\$ 377,200	\$ 377,200	\$ 57,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 239,579</b>	<b>\$ 377,200</b>	<b>\$ 377,200</b>	<b>\$ 57,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,671,445</b>	<b>\$ 1,887,300</b>	<b>\$ 1,852,900</b>	<b>\$ 1,630,200</b>



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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
- 201 - Community Facilities District 2002-02 (SB Blvd/Lampson Ave Landscape Maintenance)
- 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

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 186,616	\$ 196,400	\$ 196,400	\$ 206,400
<b>TOTAL</b>	<b>\$ 186,616</b>	<b>\$ 196,400</b>	<b>\$ 196,400</b>	<b>\$ 206,400</b>

ACCOUNT NUMBER EXPLANATION

41020	Electricity	Electricity
44000	Contract Professional Svcs	Willdan Financial Services, legal fees, and street light

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.

DEPARTMENT: Public Works Account Code: 002-500  
 FUND: 002 Street Lighting Assessment District

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Electricity - Street Lighting	002-500-41020	\$ 177,116	\$ 186,800	\$ 186,800	\$ 186,800
Contract Professional	002-500-44000	9,500	9,600	9,600	19,600
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 186,616</b>	<b>\$ 196,400</b>	<b>\$ 196,400</b>	<b>\$ 206,400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 186,616</b>	<b>\$ 196,400</b>	<b>\$ 196,400</b>	<b>\$ 206,400</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ (10,168)	\$ -	\$ -	\$ -
Revenues	196,784	196,400	196,400	206,400
Expenditures	(186,616)	(196,400)	(196,400)	(206,400)
<b>Estimated Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Beginning Cash Balance</b>	\$ 3,752	\$ 13,879	\$ 13,879	\$ -
Revenues	196,784	196,400	196,400	206,400
Expenditures	(186,616)	(196,400)	(196,400)	(206,400)
Receivables	-	582	582	-
Payables	(41)	(14,461)	(14,461)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 13,879</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

DEPARTMENT: Finance  
 FUND: 201 CFD Landscape

Account Code: 201-450

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 39,877	\$ 45,800	\$ 45,700	\$ 48,900
Maintenance and Operations	52,078	59,600	72,300	77,300
<b>TOTAL</b>	<b>\$ 91,955</b>	<b>\$ 105,400</b>	<b>\$ 118,000</b>	<b>\$ 126,200</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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
40023	Cafeteria -Taxable	Employee benefits costs
43750	Water Service	Water service expense
44000	Contract Professional Svcs	Wildan and landscape maintenance
47002	Transfer Out- Operations	Admin costs transfer to GF 001

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 2019-2020

DEPARTMENT: Finance  
 FUND: 201 CFD Landscape

Account Code: 201-450

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	201-450-40001	\$ 27,493	\$ 31,800	\$ 31,800	\$ 33,400
Overtime	201-450-40003	79	-	-	-
Deferred Compensation-Cafeteria	201-450-40010	512	600	300	-
Deferred Compensation	201-450-40011	763	800	800	800
PERS Retirement	201-450-40012	5,954	7,600	7,600	9,100
Medical Insurance	201-450-40014	3,657	4,200	4,000	4,100
Medicare Insurance	201-450-40017	446	500	500	500
Life and Disability	201-450-40018	258	300	300	300
Cafeteria - Taxable	201-450-40023	-	-	400	700
Vacation Buy/Payout	201-450-40027	715	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 39,877</b>	<b>\$ 45,800</b>	<b>\$ 45,700</b>	<b>\$ 48,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Water services	201-450-43750	\$ -	\$ 13,000	\$ 13,000	\$ 13,000
Contract Professional	201-450-44000	39,078	33,600	46,300	51,300
Transfers Out - Operations	201-450-47002	13,000	13,000	13,000	13,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 52,078</b>	<b>\$ 59,600</b>	<b>\$ 72,300</b>	<b>\$ 77,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 91,955</b>	<b>\$ 105,400</b>	<b>\$ 118,000</b>	<b>\$ 126,200</b>

### FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 376,275	\$ 458,581	\$ 458,581	\$ 511,281
Revenues	174,261	168,700	170,700	168,700
Expenditures	(91,955)	(105,400)	(118,000)	(126,200)
<b>Estimated Ending Fund Balance</b>	<b>\$ 458,581</b>	<b>\$ 521,881</b>	<b>\$ 511,281</b>	<b>\$ 553,781</b>
<b>Beginning Cash Balance</b>	\$ 377,618	\$ 463,328	\$ 463,328	\$ 511,281
Revenues	174,261	168,700	170,700	168,700
Expenditures	(91,955)	(105,400)	(118,000)	(126,200)
Receivables	136	-	-	-
Payables	3,268	(4,747)	(4,747)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 463,328</b>	<b>\$ 521,881</b>	<b>\$ 511,281</b>	<b>\$ 553,781</b>

DEPARTMENT: Finance  
 FUND: 206 CFD Heron Pointe 2002-01 (2015)

Account Code: 206-460

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Debt Service	\$ 262,184	\$ 299,100	\$ 299,100	\$ 299,200
<b>TOTAL</b>	<b>\$ 262,184</b>	<b>\$ 299,100</b>	<b>\$ 299,100</b>	<b>\$ 299,200</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 2019-2020

DEPARTMENT: Finance  
 FUND: 206 CFD Heron Pointe 2002-01 (2015)

Account Code: 206-460

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	206-460-47100	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Debt Service Pmt Principal	206-460-47888	135,000	135,000	135,000	140,000
Interest Expense	206-460-47999	112,184	149,100	149,100	144,200
<b>TOTAL DEBT SERVICE</b>		<u>\$ 262,184</u>	<u>\$ 299,100</u>	<u>\$ 299,100</u>	<u>\$ 299,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 262,184</u>	<u>\$ 299,100</u>	<u>\$ 299,100</u>	<u>\$ 299,200</u>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 304,243	\$ 316,847	\$ 316,847	\$ 288,647
Revenues	274,788	271,900	270,900	270,900
Expenditures	(262,184)	(299,100)	(299,100)	(299,200)
<b>Estimated Ending Fund Balance</b>	<u>\$ 316,847</u>	<u>\$ 289,647</u>	<u>\$ 288,647</u>	<u>\$ 260,347</u>
<b>Beginning Cash Balance</b>	\$ 81,686	\$ 96,712	\$ 96,712	\$ 68,512
Revenues	274,788	271,900	270,900	270,900
Expenditures	(262,184)	(299,100)	(299,100)	(299,200)
Receivables	2,146	-	-	-
Payables	276	-	-	-
<b>Estimated Ending Cash Balance</b>	<u>\$ 96,712</u>	<u>\$ 69,512</u>	<u>\$ 68,512</u>	<u>\$ 40,212</u>

DEPARTMENT: Finance  
 FUND: 207 CFD Pacific Gateway 2005-01 (2016)

Account Code: 207-470

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Debt Service	\$ 500,036	\$ 593,900	\$ 508,600	\$ 518,800
<b>TOTAL</b>	<b>\$ 500,036</b>	<b>\$ 593,900</b>	<b>\$ 508,600</b>	<b>\$ 518,800</b>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Admin cost to Fund 209
47888	Debt Service Pmt Principal	Principle
47999	Interest Expense	Interest and Interest accrual

DEPARTMENT: Finance Account Code: 207-470  
 FUND: 207 CFD Pacific Gateway 2005-01 (2016)

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	207-470-47100	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Debt Service Pmt Principal	207-470-47888	215,000	230,000	230,000	245,000
Interest Expense	207-470-47999	260,036	338,900	253,600	248,800
<b>TOTAL DEBT SERVICE</b>		<u>\$ 500,036</u>	<u>\$ 593,900</u>	<u>\$ 508,600</u>	<u>\$ 518,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 500,036</u>	<u>\$ 593,900</u>	<u>\$ 508,600</u>	<u>\$ 518,800</u>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 756,321	\$ 770,760	\$ 770,760	\$ 760,260
Revenues	514,475	498,900	498,100	498,600
Expenditures	(500,036)	(593,900)	(508,600)	(518,800)
<b>Estimated Ending Fund Balance</b>	<u>\$ 770,760</u>	<u>\$ 675,760</u>	<u>\$ 760,260</u>	<u>\$ 740,060</u>
<b>Beginning Cash Balance</b>	\$ 145,031	\$ 155,684	\$ 155,684	\$ 145,184
Revenues	514,475	498,900	498,100	498,600
Expenditures	(6,118)	(593,900)	(508,600)	(518,800)
Receivables	(6,118)	-	-	-
Payables	2,332	-	-	-
<b>Estimated Ending Cash Balance</b>	<u>\$ 155,684</u>	<u>\$ 60,684</u>	<u>\$ 145,184</u>	<u>\$ 124,984</u>

DEPARTMENT: Finance  
 FUND: 208 Heron Pointe CFD

Account Code: 208-460

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 18,510	\$ 19,000	\$ 19,000	\$ 19,100
<b>TOTAL</b>	<b>\$ 18,510</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,100</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.

DEPARTMENT: Finance  
 FUND: 208 Heron Pointe CFD

Account Code: 208-460

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	208-460-44000	\$ 7,510	\$ 8,000	\$ 8,000	\$ 8,100
Transfers Out - Operations	208-460-47002	11,000	11,000	11,000	11,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 18,510</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,100</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 18,510</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,100</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 73,258	\$ 69,748	\$ 69,748	\$ 65,748
Revenues	15,000	15,000	15,000	15,000
Expenditures	(18,510)	(19,000)	(19,000)	(19,100)
<b>Estimated Ending Fund Balance</b>	<b>\$ 69,748</b>	<b>\$ 65,748</b>	<b>\$ 65,748</b>	<b>\$ 61,648</b>
<b>Beginning Cash Balance</b>	\$ 73,289	\$ 69,748	\$ 69,748	\$ 65,748
Revenues	15,000	15,000	15,000	15,000
Expenditures	(18,510)	(19,000)	(19,000)	(19,100)
Receivables	-	-	-	-
Payables	(31)	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 69,748</b>	<b>\$ 65,748</b>	<b>\$ 65,748</b>	<b>\$ 61,648</b>

DEPARTMENT: Finance Account Code: 209-470 & 480  
 FUND: 209 CFD Pacific Gateway Landscape

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 39,562	\$ 45,800	\$ 45,700	\$ 48,900
Maintenance and Operations	37,847	65,100	70,800	72,800
<b>TOTAL</b>	<b>\$ 77,409</b>	<b>\$ 110,900</b>	<b>\$ 116,500</b>	<b>\$ 121,700</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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
40023	Cafeteria Taxable	Employee benefits costs
43750	Water Services	Water service expense
44000	Contract Professional Svcs	Landscape, Wildan, and Bank of New York
47002	Transfer out - Operations	Transfers to General Fund for Admin Costs

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 2019-2020

DEPARTMENT: Finance Account Code: 209-470 & 480  
 FUND: 209 CFD Pacific Gateway Landscape

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	209-470-40001	\$ 27,178	\$ 31,800	\$ 31,800	\$ 33,400
Overtime	209-470-40003	79	-	-	-
Deferred Compensation-Cafeteria	209-470-40010	512	600	300	-
Deferred Compensation	209-470-40011	763	800	800	800
PERS Retirement	209-470-40012	5,954	7,600	7,600	9,100
Medical Insurance	209-470-40014	3,657	4,200	4,000	4,100
Medicare Insurance	209-470-40017	446	500	500	500
Life and Disability	209-470-40018	258	300	300	300
Cafeteria - Taxable	209-470-40023	-	-	400	700
Vacation Buy/Payout	209-470-40027	715	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 39,562</b>	<b>\$ 45,800</b>	<b>\$ 45,700</b>	<b>\$ 48,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Water Services	209-470-43750	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Contract Professional Services	209-470-44000	17,197	21,400	27,100	29,100
Transfer Out - CIP	209-470-47000	(8,600)	-	-	-
Transfer Out - Operation	209-470-47002	15,000	15,000	15,000	15,000
Contract Professional Services	209-480-44000	3,250	7,700	7,700	7,700
Transfers Out	209-480-47002	11,000	11,000	11,000	11,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 37,847</b>	<b>\$ 65,100</b>	<b>\$ 70,800</b>	<b>\$ 72,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 77,409</b>	<b>\$ 110,900</b>	<b>\$ 116,500</b>	<b>\$ 121,700</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 136,755	\$ 145,519	\$ 145,519	\$ 112,019
Revenues	86,173	83,000	83,000	83,000
Expenditures	(77,409)	(110,900)	(116,500)	(121,700)
<b>Estimated Ending Fund Balance</b>	<b>\$ 145,519</b>	<b>\$ 117,619</b>	<b>\$ 112,019</b>	<b>\$ 73,319</b>
<b>Beginning Cash Balance</b>	\$ 138,205	\$ 147,987	\$ 147,987	\$ 112,020
Revenues	86,173	83,000	83,000	83,000
Expenditures	(77,409)	(110,900)	(116,500)	(121,700)
Receivables	14,600	-	-	-
Payables	(13,582)	(2,467)	(2,467)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 147,987</b>	<b>\$ 117,620</b>	<b>\$ 112,020</b>	<b>\$ 73,320</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. In addition, due to Southern California's semi-arid climate, growing population and a dependency on imported water, Seal Beach, like other Southern California water agencies need to carefully manage its water supply for short and long term sustainability.

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 on average 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 last Water Master Plan was adopted in 2012. In fiscal year 2020, projects identified within this master plan will be implemented and/or designed including improvements for the Beverly Manor Booster Pump Station, The Navy Booster Station Chlorination system and the Bolsa Chica Production Well and the Lampson Well. 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.
- The City will manage certain water conservation programs, both in times of drought and at all other times. The City will oversee rebate programs as incentive to help in water conservation as well as enforce state and local regulations on wasteful water usage.

DEPARTMENT: Public Works  
 FUND: 017 Water Fund - Operations

Account Code: 017-900

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 1,145,031	\$ 1,331,300	\$ 1,406,500	\$ 1,575,500
Maintenance and Operations	3,288,200	3,444,900	3,414,800	3,696,000
Capital Outlay	(1,910)	-	-	145,000
<b>TOTAL</b>	<b>\$ 4,431,321</b>	<b>\$ 4,776,200</b>	<b>\$ 4,821,300</b>	<b>\$ 5,416,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Over-time PT	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
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
40022	Flexible Spending - Cafeteria	Employee benefits costs
40023	Cafeteria Taxable	Employee benefits costs
40027	Vacation Buy/Payout	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office Supplies
40300	Memberships and Dues	USC, OC Backflow, Water Board certificates, and AWWA
40400	Training and Meetings	American Public Works Assoc., and American Water Works Assoc.
40700	Equipment/Materials	Parts for fire hydrants, water production, and distribution system
41000	Telephone	Telephone and cellular
41010	Gas	Gas
41020	Electricity	Electricity
44000	Contract Professional	Water quality laboratory testing, landscape maintenance, uniform, pump/VFD/SCADA maintenance, backup power, annual water quality report, underground service alert, professional engineering services, regulatory testing, water break repairs, water conservation consultant, Beehive, Springbrook, Datamatic, and Gov Clarity
44050	Overhead	Overhead charge transfer to General Fund
45000	Intergovernmental	MWDOC, AQMD, and West Orange County Water Board
48075	Vehicle	Water meter reader truck

City of Seal Beach

FY 2019-2020

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	017-900-40001	\$ 734,131	\$ 873,600	\$ 809,500	\$ 1,002,800
Over-time PT	017-900-40002	-	-	3,000	3,000
Over-time	017-900-40003	56,365	19,700	80,200	70,000
Part-time	017-900-40004	192,500	65,700	167,900	75,600
Tuition Reimbursement	017-900-40007	5,211	5,000	5,000	4,000
Auto Allowance	017-900-40008	935	900	900	900
Cell Phone Allowance	017-900-40009	867	900	900	900
Deferred Comp - Cafeteria	017-900-40010	9,438	10,100	4,800	-
Deferred Compensation	017-900-40011	17,010	17,900	16,500	19,600
PERS Retirement	017-900-40012	(36)	172,600	166,400	211,000
PARS Retirement	017-900-40013	1,934	800	1,600	1,000
Medical Insurance	017-900-40014	100,362	129,800	102,500	138,700
AFLAC - Cafeteria	017-900-40015	295	100	400	600
Medicare Insurance	017-900-40017	15,028	14,300	15,300	17,300
Life and Disability	017-900-40018	7,658	9,400	7,600	8,900
FICA	017-900-40019	24	100	100	-
Flexible Spending - Cafeteria	017-900-40022	502	700	300	100
Cafeteria Taxable	017-900-40023	215	300	6,000	10,800
Comp-time Buy/Payout	017-900-40026	1,479	-	400	-
Vacation Buy/Payout	017-900-40027	9,765	6,000	11,800	6,200
Sick Payout	017-900-40028	1,881	-	1,600	-
Unemployment	017-900-40030	630	-	-	-
Health and Wellness Program	017-900-40032	-	700	700	800
Medical Waiver	017-900-40033	1,236	2,700	3,000	3,300
Retiree Health Saving	017-900-40034	(12,399)	-	100	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,145,031</b>	<b>\$ 1,331,300</b>	<b>\$ 1,406,500</b>	<b>\$ 1,575,500</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	017-900-40100	\$ 23,763	\$ 22,000	\$ 22,000	\$ 32,000
Membership and Dues	017-900-40300	1,254	3,400	3,400	10,400
Training and Meetings	017-900-40400	1,827	1,700	1,700	2,700
Equipment/Materials	017-900-40700	81,271	130,300	130,000	130,000
Special Departmental	017-900-40800	43,386	-	-	-
Depreciation	017-900-40900	101,463	-	-	-
Telephone	017-900-41000	14,166	16,000	16,000	16,000
Gas	017-900-41010	3,308	5,000	5,000	5,000
Electricity	017-900-41020	147,415	150,000	150,000	150,000
Contract Prof Svcs	017-900-44000	186,388	292,200	262,400	357,700
Overhead	017-900-44050	324,500	324,500	324,500	324,500
Intergovernmental	017-900-45000	2,359,459	2,499,800	2,499,800	2,667,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 3,288,200</b>	<b>\$ 3,444,900</b>	<b>\$ 3,414,800</b>	<b>\$ 3,696,000</b>
<b>CAPITAL OUTLAY</b>					
Vehicles	017-900-48075	\$ (1,910)	\$ -	\$ -	\$ 145,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ (1,910)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,431,321</b>	<b>\$ 4,776,200</b>	<b>\$ 4,821,300</b>	<b>\$ 5,416,500</b>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 844,680	\$ 99,836	\$ 99,836	\$ 36
Revenues	3,686,477	5,094,200	4,721,500	3,701,000
Expenditures	(4,431,321)	(4,776,200)	(4,821,300)	(5,416,500)
<b>Estimated Ending Fund Balance</b>	<b>\$ 99,836</b>	<b>\$ 417,836</b>	<b>\$ 36</b>	<b>\$ (1,715,464)</b>
<b>Beginning Cash Balance</b>	\$ 2,847,793	\$ 1,828,004	\$ 1,828,004	\$ 1,715,572
Revenues	3,686,477	5,094,200	4,721,500	3,701,000
Expenditures	(4,431,321)	(4,776,200)	(4,821,300)	(5,416,500)
Receivables	22,341	817,740	817,740	-
Payables	(297,286)	(830,372)	(830,372)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 1,828,004</b>	<b>\$ 2,133,372</b>	<b>\$ 1,715,572</b>	<b>\$ 72</b>

\*\*\*Fund balance includes the pension and OPEB liabilities.

DEPARTMENT: Public Works  
 FUND: 019 Water Capital Improvement Fund

Account Code: 019-950

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 545,665	\$ 10,413,500	\$ 2,556,700	\$ 3,063,500
Debt Service	3,511	12,000	12,000	12,000
<b>TOTAL</b>	<b>\$ 549,176</b>	<b>\$ 10,425,500</b>	<b>\$ 2,568,700</b>	<b>\$ 3,075,500</b>

ACCOUNT NUMBER EXPLANATION

47002	Transfer Out - Operation	Transfer to Fund 017
47999	Interest Expense	WOCWB
49605	Construction-Capital Projects	Various Contractors for capital projects

City of Seal Beach

FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 019 Water Capital Improvement Fund

Account Code: 019-950

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	019-950-40900	\$ 466,139	\$ -	\$ -	\$ -
Transfer Out-Operation	019-950-47002	-	1,796,000	1,423,700	409,000
Capital Projects	019-950-49605	79,526	8,617,500	1,133,000	2,654,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 545,665</b>	<b>\$ 10,413,500</b>	<b>\$ 2,556,700</b>	<b>\$ 3,063,500</b>
<b>DEBT SERVICE</b>					
Interest Expense	019-950-47999	\$ 3,511	\$ 12,000	\$ 12,000	\$ 12,000
<b>TOTAL DEBT SERVICE</b>		<b>\$ 3,511</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 549,176</b>	<b>\$ 10,425,500</b>	<b>\$ 2,568,700</b>	<b>\$ 3,075,500</b>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 21,881,090	\$ 22,852,917	\$ 22,852,917	\$ 21,560,017
Revenues	1,521,003	1,435,000	1,275,800	1,376,000
Expenditures	(549,176)	(10,425,500)	(2,568,700)	(3,075,500)
<b>Estimated Ending Fund Balance</b>	<b>\$ 22,852,917</b>	<b>\$ 13,862,417</b>	<b>\$ 21,560,017</b>	<b>\$ 19,860,517</b>
<b>Beginning Cash Balance</b>	\$ 6,587,377	\$ 7,829,594	\$ 7,829,594	\$ 6,602,570
Revenues	1,521,003	1,435,000	1,275,800	1,376,000
Expenditures	(549,176)	(10,425,500)	(2,568,700)	(3,075,500)
Receivables	1,670	217,662	217,662	-
Payables	268,720	(151,786)	(151,786)	(89,500)
<b>Estimated Ending Cash Balance</b>	<b>\$ 7,829,594</b>	<b>\$ (1,095,030)</b>	<b>\$ 6,602,570</b>	<b>\$ 4,813,570</b>

**DEPARTMENT:**

**Public Works**

**Account Code:**

**021-980**

**FUND:**

**021 Vehicle Replacement Fund**

	<b>2017-2018 Actual</b>	<b>2018-2019 Amended Budget</b>	<b>2018-2019 Estimated</b>	<b>2019-2020 Adopted Budget</b>
Maintenance and Operations	\$ 429,397	\$ 377,200	\$ 377,200	\$ 92,000
Capital Outlay	196,094	274,900	274,900	264,800
<b>TOTAL</b>	<b>\$ 625,491</b>	<b>\$ 652,100</b>	<b>\$ 652,100</b>	<b>\$ 356,800</b>

ACCOUNT NUMBER EXPLANATION

47002	Transfer Out - Operations	Transfer to Tidelands
48075	Vehicles	Fleet replacement vehicles and equipment uplifting costs including radios in the fleet; CERT trailer safety compliance modification; flatbed trailer



# City of Seal Beach

## FY 2019-2020

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

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out - Operations	021-980-47002	\$ 429,397	\$ 377,200	\$ 377,200	\$ 92,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 429,397</b>	<b>\$ 377,200</b>	<b>\$ 377,200</b>	<b>\$ 92,000</b>
<b>CAPITAL OUTLAY</b>					
Depreciation	021-980-40900	\$ 189,589	\$ -	\$ -	\$ -
Vehicles	021-980-48075	6,505	274,900	274,900	264,800
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 196,094</b>	<b>\$ 274,900</b>	<b>\$ 274,900</b>	<b>\$ 264,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 625,491</b>	<b>\$ 652,100</b>	<b>\$ 652,100</b>	<b>\$ 356,800</b>

### FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 2,712,996	\$ 2,155,726	\$ 2,155,726	\$ 1,503,626
Revenues	68,222	-	-	310,000
Expenditures	(625,491)	(652,100)	(652,100)	(356,800)
<b>Estimated Ending Fund Balance</b>	<b>\$ 2,155,726</b>	<b>\$ 1,503,626</b>	<b>\$ 1,503,626</b>	<b>\$ 1,456,826</b>
<b>Beginning Cash Balance</b>	\$ 1,620,711	\$ 1,107,459	\$ 1,107,459	\$ 368,657
Revenues	68,222	-	-	310,000
Expenditures	(625,491)	(652,100)	(652,100)	(356,800)
Receivables	25,502	-	-	-
Payables	18,515	(86,702)	(86,702)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 1,107,459</b>	<b>\$ 368,657</b>	<b>\$ 368,657</b>	<b>\$ 321,857</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 Department will continue its aggressive capital improvement program and on-going maintenance.
- The Department oversees a sewer grease ordinance and a Fats Oils and Grease Program.
- The Sewer Rate Study will be conducted in FY 2019-20 insure that rates are accurately set.
- With an updated Sewer Master Plan, Sewer System Management Plan, Sewer Management Plan Audit, and Sanitary Sewer Overflow Emergency Response Plan, the City will review and implement maintenance and repair projects for areas of need as identified in these reports.
- The City will update its inventory of cleaned and videoed sewer lines as required every five years.

DEPARTMENT: Public Works  
 FUND: 043 Sewer Operations

Account Code: 043-925

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 1,067,501	\$ 984,300	\$ 996,100	\$ 1,171,200
Maintenance and Operations	802,813	362,800	347,000	333,600
Capital Outlay	-	204,800	204,800	-
<b>TOTAL</b>	<b>\$ 1,870,314</b>	<b>\$ 1,551,900</b>	<b>\$ 1,547,900</b>	<b>\$ 1,504,800</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
40002	Over-time OT	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
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
40027	Vacation Buy/payout	Employee benefits costs
40032	Health and Wellness Program	Employee benefits costs
40033	Medical Waiver	Employee benefits costs
40100	Office Supplies	Office supplies and furniture
40300	Memberships and Dues	CWEA certifications and APWA
40400	Training and Meetings	Training and staff development
40700	Equipment/Materials	Equipment, pumps, and pump repair
41000	Telephone	Telephone and cell
41010	Gas	Gas
41020	Electricity	Electricity for sewer pump station
44000	Contract Professional Svcs	Pump station maintenance, emergency response, sewer cleaning, FOG program, landscape maintenance, uniforms, Beehive, Springbrook, and Gov Clarity
44050	Overhead	Administrative expenses calculated for department
45000	Intergovernmental	South Coast Air Quality Management District, Orange County Sanitation District, and Orange County property tax
48075	Vehicles	Camera truck

DEPARTMENT: Public Works Account Code: 043-925  
 FUND: 043 Sewer Operations

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	043-925-40001	\$ 620,248	\$ 627,000	\$ 592,200	\$ 740,700
Over-time PT	043-925-40002	-	-	1,000	1,000
Over-time	043-925-40003	50,383	3,100	51,100	40,000
Part-time	043-925-40004	51,269	79,700	79,400	54,100
Auto Allowance	043-925-40008	935	900	900	900
Cell Phone Allowance	043-925-40009	812	900	900	900
Deferred Comp - Cafeteria	043-925-40010	5,118	4,600	2,100	-
Deferred Comp	043-925-40011	14,987	15,000	13,600	16,800
PERS Retirement	043-925-40012	200,306	128,000	124,500	166,900
PARS Retirement	043-925-40013	549	1,000	900	700
Medical Insurance	043-925-40014	93,194	98,300	90,700	115,300
AFLAC Cafeteria	043-925-40015	308	100	200	300
Medicare Insurance	043-925-40017	10,792	10,600	10,500	12,600
Life and Disability	043-925-40018	6,026	6,300	5,600	6,300
FICA	043-925-40019	24	100	100	-
Flexible Spending - Cafeteria	043-925-40022	433	500	300	100
Cafeteria - Taxable	043-925-40023	266	300	3,300	5,900
Comp time Buy/Payout	043-925-40026	5,625	-	2,000	-
Vacation Buy/Payout	043-925-40027	10,618	6,000	12,900	6,200
Sick Payout	043-925-40028	1,881	-	1,600	-
Unemployment	043-925-40030	270	-	-	-
Health and Wellness Program	043-925-40032	-	600	600	700
Medical Waiver	043-925-40033	582	1,300	1,600	1,800
Retiree Health Savings	043-925-40034	(7,125)	-	100	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,067,501</b>	<b>\$ 984,300</b>	<b>\$ 996,100</b>	<b>\$ 1,171,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	043-925-40100	\$ 1,881	\$ 4,000	\$ 1,000	\$ 4,000
Membership and Dues	043-925-40300	415	1,700	1,700	1,700
Training and Meetings	043-925-40400	720	2,000	2,000	2,000
Equipment and Materials	043-925-40700	29,918	40,000	40,000	43,000
Depreciation	043-925-40900	562,225	-	-	-
Telephone	043-925-41000	12,100	12,000	12,000	12,000
Gas	043-925-41010	729	500	500	500
Electricity	043-925-41020	21,858	24,000	24,000	24,000
Contract Prof Svcs	043-925-44000	115,784	209,600	196,800	177,400
Overhead	043-925-44050	54,000	54,000	54,000	54,000
Intergovernmental	043-925-45000	3,183	15,000	15,000	15,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 802,813</b>	<b>\$ 362,800</b>	<b>\$ 347,000</b>	<b>\$ 333,600</b>
<b>CAPITAL OUTLAY</b>					
Vehicles	043-925-48075	\$ -	\$ 204,800	\$ 204,800	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 204,800</b>	<b>\$ 204,800</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,870,314</b>	<b>\$ 1,551,900</b>	<b>\$ 1,547,900</b>	<b>\$ 1,504,800</b>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ (1,108,458)	\$ (2,233,838)	\$ (2,233,838)	\$ (2,693,838)
Revenues	744,934	3,068,800	1,087,900	1,504,500
Expenditures	(1,870,314)	(1,551,900)	(1,547,900)	(1,504,800)
<b>Estimated Ending Fund Balance</b>	<b>\$ (2,233,838)</b>	<b>\$ (716,938)</b>	<b>\$ (2,693,838)</b>	<b>\$ (2,694,138)</b>
<b>Beginning Cash Balance</b>	\$ 887,228	\$ 377,108	\$ 377,108	\$ 387
Revenues	744,934	3,068,800	1,087,900	1,504,500
Expenditures	(1,870,314)	(1,551,900)	(1,547,900)	(1,504,800)
Receivables	(4,973)	126,966	126,966	-
Payables	620,233	(43,687)	(43,687)	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 377,108</b>	<b>\$ 1,977,287</b>	<b>\$ 387</b>	<b>\$ 87</b>

\*\*\*Fund balance includes the pension and OPEB liabilities.

DEPARTMENT: Public Works  
 FUND: 044 Sewer Capital

Account Code: 044-975

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 723,469	\$ 4,219,000	\$ 918,900	\$ 2,611,500
<b>TOTAL</b>	<u>\$ 723,469</u>	<u>\$ 4,219,000</u>	<u>\$ 918,900</u>	<u>\$ 2,611,500</u>

Account Number Explanation

47002	Transfer Out - Operation	Transfer to Fund 043
47600	Amortization	2000 Sewer System Certificates of Participation
47999	Interest Expense	2000 Sewer System Certificates of Participation and State Water Resources Control Fund (SWRCF)
49605	Construction-Capital Projects	Various Contractors for capital projects

City of Seal Beach

FY 2019-2020

DEPARTMENT: Public Works  
 FUND: 044 Sewer Capital

Account Code: 044-975

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	044-975-40900	\$ 508,673	\$ -	\$ -	\$ -
Transfer Out - Operation	044-975-47002	-	2,306,500	348,400	765,500
Amortization	044-975-47600	12,070	12,100	12,100	12,100
Interest Expense	044-975-47999	202,726	255,400	255,400	238,900
Construction - Capital Projects	044-975-49605	-	1,645,000	303,000	1,595,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 723,469</u>	<u>\$ 4,219,000</u>	<u>\$ 918,900</u>	<u>\$ 2,611,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 723,469</u>	<u>\$ 4,219,000</u>	<u>\$ 918,900</u>	<u>\$ 2,611,500</u>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 24,117,647	\$ 25,679,614	\$ 25,679,614	\$ 26,706,714
Revenues	2,285,436	1,735,000	1,946,000	1,951,000
Expenditures	(723,469)	(4,219,000)	(918,900)	(2,611,500)
<b>Estimated Ending Fund Balance</b>	<u>\$ 25,679,614</u>	<u>\$ 23,195,614</u>	<u>\$ 26,706,714</u>	<u>\$ 26,046,214</u>
<b>Beginning Cash Balance</b>	\$ 5,526,928	\$ 7,362,916	\$ 7,362,916	\$ 8,293,878
Revenues	2,285,436	1,735,000	1,946,000	1,951,000
Expenditures	(723,469)	(4,219,000)	(918,900)	(2,611,500)
Receivables	253,553	314,030	314,030	-
Payables	20,468	(410,168)	(410,168)	(364,200)
<b>Estimated Ending Cash Balance</b>	<u>\$ 7,362,916</u>	<u>\$ 4,782,778</u>	<u>\$ 8,293,878</u>	<u>\$ 7,269,178</u>



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

		<b>Approved Carry over 2018-19 Budget</b>	<b>2019-20 Adopted Budget</b>	<b>2019-20 Total</b>
Fund 001	General Fund	\$ 895,000	\$ 1,937,000	\$ 2,832,000
Fund 016	Park Improvement	-	16,700	16,700
Fund 019	Water Capital Fund	2,484,500	170,000	2,654,500
Fund 034	Tidelands	258,000	175,000	433,000
Fund 039	SB1 Program	-	550,000	550,000
Fund 040	State Gas Tax	290,000	330,000	620,000
Fund 042	Measure M2	888,000	700,000	1,588,000
Fund 044	Sewer Capital Fund	1,342,000	253,000	1,595,000
Fund 050	Seal Beach Cable	30,000	-	30,000
Fund 080	Citywide Grants	627,000	298,000	925,000
<b>TOTAL</b>		<b>\$ 6,814,500</b>	<b>\$ 4,429,700</b>	<b>\$ 11,244,200</b>

Capital Project (Fund 045)	\$ 6,994,700
Water Capital Project (Fund 019)	2,654,500
Sewer Capital Project (Fund 044)	1,595,000
<b>Total Capital Project - All Funds</b>	<b>\$ 11,244,200</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 2018-2019 include, but not limited to the Peir Improvement Project, Ocean Avenue Slurry Seal and Pedisttrain Crosswalk Improvement Project, Local Street Slurry Seal Program, and Annual Concrete Replacement Project.

For the FY 2019-2020, the total Capital Improvement Project budget is \$6,994,700 which excludes the Water and Sewer Capital Funds, only \$3,265,000 is General Fund which include \$433,000 Tidelands. The remaining balance of \$3,729,700 is funded through the various revenue sources listed above. Detailed description 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 2019-2020

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

Capital Fund: 045, 019, & 044

Project Number	Description	Approved Carry over 2018-19 Budget	2019-20 Adopted Budget	2019-20 Total
<b>Fund 001 General Fund</b>				
BG1504	Citywide Financial Information System	\$ 190,000	\$ 10,000	\$ 200,000
BG1808	15 1st Street Building Renovation Project	105,000	25,000	130,000
BG1901	Tennis Center Roof Repair Project	281,700	-	281,700
BG2001	HV/AC Replacements - City Facilities	-	250,000	250,000
BG2002	Citywide Technology - City facilities	-	208,700	208,700
BG2004	Adolfo Lopez Slope Repair	-	235,000	235,000
BG2005	Citywide Technology - PD	-	820,000	820,000
PR2001	Annual Citywide Court Rehabilitation	-	30,000	30,000
PR2003	Pickleball Court at Marina Park	-	10,000	10,000
PR2004	Shade Structure at Edison Park	-	13,300	13,300
PR2002	Annual Playground Replacement Program	-	50,000	50,000
PR2005	Edison Park Improvements (new bollards & fencing)	-	50,000	50,000
SD1803	Seal Way Storm Drain Improvements	-	15,000	15,000
ST2007	Annual Street Tree Planting Program	-	20,000	20,000
ST2009	Main Street Improvements Program	-	200,000	200,000
<b>Subtotal for General Fund</b>		<b>\$ 576,700</b>	<b>\$ 1,937,000</b>	<b>\$ 2,513,700</b>
<b>001 - 29013 Buildings Assigned Fund Balance</b>				
BG1901	Tennis Center Roof Repair Project	\$ 18,300	\$ -	\$ 18,300
<b>Subtotal for Building Assigned Fund Balance</b>		<b>\$ 18,300</b>	<b>\$ -</b>	<b>\$ 18,300</b>
<b>001 - 29009 Swimming Pool Assigned Fund Balance</b>				
BG0904	Community Swimming Pool	\$ 300,000	\$ -	\$ 300,000
<b>Subtotal for Swimming Pool Assigned Fund Balance</b>		<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>Total General Fund Requests:</b>		<b>895,000</b>	<b>1,937,000</b>	<b>2,832,000</b>
<b>Fund 016 Park Improvement</b>				
PR2004	Shade Structure at Edison Park	\$ -	\$ 16,700	\$ 16,700
<b>Total Seal Beach Cable Foundation Fund Requests:</b>		<b>\$ -</b>	<b>\$ 16,700</b>	<b>\$ 16,700</b>
<b>Fund 019 Water Capital Fund</b>				
BP1002	Pier Utility Upgrade Project	\$ 10,000	\$ -	\$ 10,000
BP1102	Local Coastal Plan	67,000	-	67,000
SS1902	6th St. Alley Water/Sewer Repair	650,000	-	650,000
WT0904	Water Pump Station Rehab. - Beverly Manor (Analysis & Imp.)	200,000	-	200,000
WT1301	Hellman Ranch Permit	50,000	-	50,000
WT1501	Water Rate Study Update	75,000	-	75,000
WT1603	Water Well Rehab Bolsa Chica	800,000	-	800,000
WT1605	Navy reservoir Chlorination System Upgrades	140,000	-	140,000
WT1801	SCADA Improvement Upgrade Project	200,000	-	200,000
WT1901	Almond Ave Fire Hydrant Relocation	100,000	-	100,000
WT1902	Lampson Well Head Treatment (Preliminary Analysis)	100,000	-	100,000
WT1904	Annual Citywide Water Meter Replacement	50,000	120,000	170,000
WT1906	Annual Water Valve Replacement Program	42,500	50,000	92,500
<b>Total Water Fund Requests:</b>		<b>\$ 2,484,500</b>	<b>\$ 170,000</b>	<b>\$ 2,654,500</b>
<b>Fund 034 Tidelands</b>				
BG2003	Lifeguard Headquarters - Needs Assessment	\$ -	\$ 60,000	\$ 60,000
BP1002	Pier Utility Upgrade Project	80,000	-	80,000
BP1102	Local Coastal Plan	78,000	-	78,000
BP1902	Zero Tower Safety Improvements	100,000	-	100,000
BP2001	Pier Base Structural Evaluation	-	40,000	40,000
BP2002	Beach Yard Perimeter Wall Improvements	-	75,000	75,000
<b>Total Tidelands Fund Requests:</b>		<b>\$ 258,000</b>	<b>\$ 175,000</b>	<b>\$ 433,000</b>

# CAPITAL IMPROVEMENT PROJECTS

FY 2019-2020

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

Capital Fund: 045, 019, & 044

Project Number	Description	Approved Carry over 2018-19 Budget	2019-20 Adopted Budget	2019-20 Total
<b>Fund 039 SB1 Program</b>				
ST2001	Annual Slurry Seal Program	\$ -	\$ 150,000	\$ 150,000
ST2002	Annual Local Paving Program	-	400,000	400,000
<b>Total SB1 Program Fund Requests:</b>		<b>\$ -</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>
<b>Fund 040 State Gas Tax</b>				
SD1901	2018 Environmental Cleanup Program (City Match)	\$ 40,000	\$ -	\$ 40,000
SD2001	2019 Environmental Cleanup Program (City Match)	-	40,000	40,000
ST1508	Citywide Sign Replacement	50,000	-	50,000
ST2003	Arterial Street Resurfacing Program (ST1903)	200,000	100,000	300,000
ST2004	Annual Concrete Repair Program & Audit	-	100,000	100,000
ST2005	Annual Striping Program	-	60,000	60,000
ST2008	Annual Main Street Paver Repairs	-	30,000	30,000
<b>Total Gas Tax Fund Requests:</b>		<b>\$ 290,000</b>	<b>\$ 330,000</b>	<b>\$ 620,000</b>
<b>Fund 042 Measure M2</b>				
ST1708	Westminster/17th St. Corridor Traffic Signal Synchronization	58,000	-	58,000
ST1808	New Traffic Signal Battery Back-up Project	90,000	-	90,000
ST1811	Lampson Bike Trail Gap Project-Design (City Match)	100,000	-	100,000
ST1902	Local Street Paving Program (ST1602 & ST1702)	\$ 640,000	\$ -	\$ 640,000
ST2001	Annual Slurry Seal Program	-	200,000	200,000
ST2006	Citywide Traffic Signal Improvement Program	-	200,000	200,000
ST2009	Main Street Improvements Program	-	300,000	300,000
<b>Total Measure M2 Fund Requests:</b>		<b>\$ 888,000</b>	<b>\$ 700,000</b>	<b>\$ 1,588,000</b>
<b>Fund 044 Sewer Capital Fund</b>				
BP1002	Pier Utility Upgrade Project	\$ 10,000	\$ -	\$ 10,000
BP1102	Local Coastal Plan	66,000	-	66,000
SS1401	Sewer Rate Study	67,000	33,000	100,000
SS2001	Annual Manhole Rehabilitation	-	20,000	20,000
SS1902	6th St. Alley Sewer Repair	649,000	-	649,000
SS1903	Pump Station 35 Upgrades	450,000	200,000	650,000
WT1801	SCADA Improvement Upgrade Project	100,000	-	100,000
<b>Total Sewer Fund Requests:</b>		<b>\$ 1,342,000</b>	<b>\$ 253,000</b>	<b>\$ 1,595,000</b>
<b>Fund 050 Seal Beach Cable Foundation</b>				
BG1802	Audio/Visual Council Chambers Upgrade	\$ 30,000	\$ -	\$ 30,000
<b>Total Seal Beach Cable Foundation Fund Requests:</b>		<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Fund 080 Citywide Grants</b>				
<i>080-361 Grant Reimb.</i>				
SD1901	2018 Environmental Cleanup Program (City Match)	\$ 166,000	\$ -	\$ 166,000
SD2001	2019 Environmental Cleanup Program (City Match)	-	166,000	166,000
ST1708	Westminster/17th St. Corridor Traffic Signal Synchronization	231,000	-	231,000
ST1811	Lampson Bike Trail Gap Project-Design (Grant Funds)	-	132,000	132,000
<i>080-366 OCTA Co-Op</i>				
ST1809	I-405 Widening - OCTA Cooperative Agreement	230,000	-	230,000
<b>Total Citywide Grant Fund Requests:</b>		<b>\$ 627,000</b>	<b>\$ 298,000</b>	<b>\$ 925,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,814,500</b>	<b>\$ 4,429,700</b>	<b>\$ 11,244,200</b>

DEPARTMENT: Public Works  
 FUND: 045 Capital Project Fund

Account Code: 045-333

	2017-2018 Actual	2018-2019 Amended Budget	0 2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 2,235,797	\$ 15,781,400	\$ 8,311,000	\$ 6,994,700
<b>TOTAL</b>	<b>\$ 2,235,797</b>	<b>\$ 15,781,400</b>	<b>\$ 8,311,000</b>	<b>\$ 6,994,700</b>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs      Various Contractors for capital projects

DEPARTMENT: Public Works  
 FUND: 045 Capital Project Fund

Account Code: 045-333

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Svcs	045-333-44000	\$ 2,235,797	\$ 15,781,400	\$ 8,311,000	\$ 6,994,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 2,235,797</u>	<u>\$ 15,781,400</u>	<u>\$ 8,311,000</u>	<u>\$ 6,994,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 2,235,797</u>	<u>\$ 15,781,400</u>	<u>\$ 8,311,000</u>	<u>\$ 6,994,700</u>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 896	\$ (3,256)	\$ (3,256)	\$ 44
Revenues	2,231,645	15,781,400	8,314,300	6,994,700
Expenditures	(2,235,797)	(15,781,400)	(8,311,000)	(6,994,700)
<b>Estimated Ending Fund Balance</b>	<u>\$ (3,256)</u>	<u>\$ (3,256)</u>	<u>\$ 44</u>	<u>\$ 44</u>
<b>Beginning Cash Balance</b>	\$ 278,695	\$ 180,304	\$ 180,304	\$ 44
Revenues	2,231,645	15,781,400	8,314,300	6,994,700
Expenditures	(2,235,797)	(15,781,400)	(8,311,000)	(6,994,700)
Receivables	-	-	-	-
Payables	(94,239)	(183,560)	(183,560)	-
<b>Estimated Ending Cash Balance</b>	<u>\$ 180,304</u>	<u>\$ (3,256)</u>	<u>\$ 44</u>	<u>\$ 44</u>



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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 annually to the Department of Finance for approval in the form of the Recognized Obligation Payment Schedule (ROPS). The items listed, and approved by the Department of Finance, are considered enforceable obligations of the Successor Agency. In 2018 the County of Orange became the Oversight Board for all Successor Agencies in the County.

### **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 duties required pursuant to any enforceable obligation.

DEPARTMENT: Finance  
 FUND: 300 RDA - Riverfront Fund

Account Code: 300-063

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Maintenance and Operations	\$ 3,580	\$ -	\$ -	\$ -
<b>TOTAL</b>	<u>\$ 3,580</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION



City of Seal Beach

FY 2019-2020

DEPARTMENT: Finance  
 FUND: 300 RDA - Riverfront Fund

Account Code: 300-063

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	300-063-40900	\$ 3,580	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ 3,580	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		\$ 3,580	\$ -	\$ -	\$ -

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ 53,701	\$ 50,121	\$ 50,121	\$ 50,121
Revenues	-	-	-	-
Expenditures	(3,580)	-	-	-
<b>Estimated Ending Fund Balance</b>	<b>\$ 50,121</b>	<b>\$ 50,121</b>	<b>\$ 50,121</b>	<b>\$ 50,121</b>
<b><u>Beginning Cash Balance</u></b>	\$ -	\$ -	\$ -	\$ -
Revenues	-	-	-	-
Expenditures	(3,580)	-	-	-
Receivables	-	-	-	-
Payables	3,580	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

DEPARTMENT: Finance  
 FUND: 302 RDA - Debt Service Fund

Account Code: 302-065

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Debt Service	\$ 108,296	\$ 108,800	\$ 108,800	\$ 65,200
<b>TOTAL</b>	<b>\$ 108,296</b>	<b>\$ 108,800</b>	<b>\$ 108,800</b>	<b>\$ 65,200</b>

ACCOUNT NUMBER EXPLANATION

47999	Interest Expense	Debt service interest - Tax Allocation Bonds A Interest accrual A
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DEPARTMENT: Finance Account Code: 302-065  
 FUND: 302 RDA - Debt Service Fund

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>DEBT SERVICE</b>					
Interest Expense	302-065-47999	\$ 108,296	\$ 108,800	\$ 108,800	\$ 65,200
<b>TOTAL DEBT SERVICE</b>		<u>\$ 108,296</u>	<u>\$ 108,800</u>	<u>\$ 108,800</u>	<u>\$ 65,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 108,296</u>	<u>\$ 108,800</u>	<u>\$ 108,800</u>	<u>\$ 65,200</u>

**FUND BALANCE AND CASH ANALYSIS**

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b><u>Beginning Fund Balance</u></b>	\$ (1,825,731)	\$ (1,207,230)	\$ (1,207,230)	\$ (1,098,430)
Revenues	726,797	743,800	743,800	670,200
Expenditures	(108,296)	(635,000)	(635,000)	(605,000)
<b>Estimated Ending Fund Balance</b>	<u>\$ (1,207,230)</u>	<u>\$ (1,098,430)</u>	<u>\$ (1,098,430)</u>	<u>\$ (1,033,230)</u>
<b><u>Beginning Cash Balance</u></b>	\$ -	\$ -	\$ -	\$ -
Revenues	726,797	743,800	743,800	670,200
Expenditures	(108,296)	(108,800)	(108,800)	(65,200)
Receivables	-	-	-	-
Payables	(618,501)	(635,000)	(635,000)	(605,000)
<b>Estimated Ending Cash Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Finance  
 FUND: 304 Retirement Obligation Fund

Account Code: 304-081

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
Personnel Services	\$ 4,447	\$ 4,000	\$ 4,000	\$ 2,600
Maintenance and Operations	922,085	1,366,500	1,366,500	1,113,900
<b>TOTAL</b>	<b>\$ 926,532</b>	<b>\$ 1,370,500</b>	<b>\$ 1,370,500</b>	<b>\$ 1,116,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Employee salaries costs
44000	Contract Professional Svcs	BNY Trustee Fee, Legal Counsel, Wildan, and audit
45051	Housing Authority 20% Set Asside	Housing Authority
47002	Transfer Out - Operations	Debt service transfer to Fund 302
47888	Principal - Sewer	Sewer Fund

City of Seal Beach

FY 2019-2020

DEPARTMENT: Finance  
 FUND: 304 Retirement Obligation Fund

Account Code: 304-081

Description	Account Number	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	304-081-40001	\$ 3,857	\$ 4,000	\$ 4,000	\$ 2,600
Deferred Comp - Cafeteria	304-081-40010	5	-	-	-
Deferred Comp	304-081-40011	151	-	-	-
PERS Retirement	304-081-40012	359	-	-	-
Medicare	304-081-40017	64	-	-	-
Flexible Spending - Cafeteria	304-081-40022	11	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 4,447</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 2,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	304-081-44000	\$ 57,536	50,100	50,100	33,200
Housing Auth.-Admin Allow	304-081-45051	150,000	330,000	330,000	180,000
Transfer Out - Operations	304-081-47002	718,280	743,800	743,800	670,200
Project/Admin. Allowance Exp	304-081-47001	642	-	-	-
Principal - Sewer	304-081-47888	-	242,600	242,600	230,500
Interest Expense	304-081-47999	(4,373)	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 922,085</b>	<b>\$ 1,366,500</b>	<b>\$ 1,366,500</b>	<b>\$ 1,113,900</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 926,532</b>	<b>\$ 1,370,500</b>	<b>\$ 1,370,500</b>	<b>\$ 1,116,500</b>

FUND BALANCE AND CASH ANALYSIS

	2017-2018 Actual	2018-2019 Amended Budget	2018-2019 Estimated	2019-2020 Adopted Budget
<b>Beginning Fund Balance</b>	\$ 293,831	\$ 492,357	\$ 492,357	\$ 403,857
Revenues	1,125,058	1,282,000	1,282,000	1,100,000
Expenditures	(926,532)	(1,370,500)	(1,370,500)	(1,116,500)
<b>Estimated Ending Fund Balance</b>	<b>\$ 492,357</b>	<b>\$ 403,857</b>	<b>\$ 403,857</b>	<b>\$ 387,357</b>
<b>Beginning Cash Balance</b>	\$ 1,022,135	\$ 966,434	\$ 966,434	\$ 877,934
Revenues	1,125,058	1,282,000	1,282,000	1,100,000
Expenditures	(926,532)	(1,370,500)	(1,370,500)	(1,116,500)
Receivables	80,583	-	-	-
Payables	(334,810)	-	-	-
<b>Estimated Ending Cash Balance</b>	<b>\$ 966,434</b>	<b>\$ 877,934</b>	<b>\$ 877,934</b>	<b>\$ 861,434</b>



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# CITY OF SEAL BEACH

## Reserve Fund Policy

### BACKGROUND

Appropriate reserves are a key attribute of a financially stable organization and are an important component of the City of Seal Beach's (the "City") overall financial health. Strong reserves position an organization to weather significant economic downturns more effectively, manage the consequences of outside agency actions that may result in revenue reductions, and address unexpected emergencies. Establishing a formalized Reserve Policy, along with the City's existing Budget and Fiscal Policies and practices, will serve as the policy framework to enable the City to meet its financial commitments and address unexpected future events in a fiscally prudent manner.

The City considered a number of factors when establishing the Reserve Policy (the "Policy"), including the Government Finance Officers Association (GFOA) Best Management Practices, previously established City Budget and Fiscal Policies, as well as the City's current and historical risk profile and financial condition.

### PURPOSE

The purpose of the Reserve Policy is to build upon the City's established Budget and Fiscal Policies and to document the City's approach to establishing and maintaining strong General Fund reserves. The guidelines set forth will better enable the City to mitigate various risks, which could result in a shortfall of available money to meet basic services and needs of the City. Examples of risks include natural disasters, such as earthquakes, storms, floods, or unexpected shortfalls in revenue sources, such as property taxes.

This policy is designed to:

1. Identify funds for which reserves should be established and maintained.
2. Establish target reserve levels and methodology for determining levels.
3. Establish criteria for the use of reserves and mechanisms to replenish reserves.

### RESERVE FUND POLICY

Reserve balances will be reviewed on an annual basis at, or near, the end of the fiscal year to ensure compliance with this Policy. In the event that the reserves exceed the established targets, excess monies can be transferred annually to the Capital Reserve. On an as-needed basis, money from the

Capital Reserve can be used to supplement the Disaster/Hazard Mitigation Reserve to cover any shortfalls created by a public emergency or natural disaster.

## **UNASSIGNED GENERAL FUND BALANCE**

The City's Budget and Fiscal Policy is to maintain an unassigned General Fund balance of a minimum of 20% and a maximum of 25% of operating expenditures to maintain the City's credit worthiness and cash flow requirements. Unassigned fund balance refers to the portion of the fund balance that is not obligated to assigned funds, thus making it available for use as previously identified.

The General Fund's unassigned fund balance is maintained to provide for:

- Contingencies for unforeseen operating or capital needs.
- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Cash flow requirements.

The purpose of this reserve is to provide budgetary stabilization and not serve as an alternate funding source for new programs and ongoing operating expenditures. Recommendations to appropriate from the Unassigned General Fund Balance will be brought forward by the City Manager and will require approval by a majority of the City Council. In the event this reserve is reduced below the amount established by this Policy, the City Council shall prepare a plan as promptly as conditions warrant to replenish the balance to the policy level.

## **ASSIGNED GENERAL FUND BALANCE**

Assigned General Fund balance is the obligation of funds due to policy implementation. The City will maintain the following reserve categories of assigned general fund balance.

### **Disaster/Hazard Mitigation Reserve**

A Disaster/Hazard Mitigation Reserve will be maintained for the purpose of sustaining General Fund operations in the case of a public emergency such as a natural disaster or other unforeseen catastrophic event. The Disaster/Hazard Mitigation Reserve will not be accessed to meet operating shortfalls or to fund new programs or personnel. This reserve may be expended only if an event is declared to be a public emergency by the City Manager and confirmed by a majority vote of the City Council, when such expenditures are necessary to ensure the safety of the City's residents and their property. The target level for this reserve is 10% of the General Fund operating expenditures.



## **Fiscal Policy Reserve**

The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The City will establish a Fiscal Policy Reserve to mitigate financial and service delivery risk due to unexpected revenue shortfalls or unanticipated critical expenditures. The purpose of this reserve is to provide budgetary stabilization and not serve as an alternative funding source for new programs and ongoing operating expenditures. It is for one-time needs and expenditures identified in the budget and not ongoing structural challenges. The City will aim to maintain a minimum balance in the Fiscal Policy Reserve equal to approximately three months' worth of the City's General Fund operating expenditures. This minimum level will be recalculated each year according to the newly adopted budget and will be increased by the Consumer Price Index (CPI) generally used by the City to adjust contracts.

Recommendations to appropriate from the Fiscal Policy Reserve will be brought forward by the City Manager and will require approval by a majority of the City Council. In the event this reserve is reduced below the amount established by this Policy, the City Council shall prepare a plan as promptly as conditions warrant to replenish the balance to the policy level.

## **Vehicle and Equipment Replacement Reserve**

The City will maintain a Vehicle and Equipment Replacement Reserve, set up as an internal service fund, to provide for the timely replacement of vehicles and capital equipment with an individual replacement cost of \$15,000 or more. The annual contribution to this reserve will generally be based on the annual use allowance, which is determined based on the estimated life of the vehicle, or equipment and its original purchase cost. The City will endeavor to maintain a minimum amount of \$500,000 in this reserve. A minimum of \$310,000 of this reserve will be assigned for vehicle replacement and the remainder will be allocated to equipment replacement.

## **Technology Equipment Replacement Reserve**

As a subset of the Vehicle and Equipment Replacement Reserve, the City will maintain a Technology Equipment Replacement Reserve for the replacement of technological equipment, endeavoring to maintain a minimum amount of \$150,000 in this reserve.

## **Capital Reserve**

The City will strive to maintain a minimum target balance of \$5 million in the Capital Reserve. The Capital Reserve will consist of the following two sub-accounts:

***Capital Improvement Reserve.*** As part of the annual budget process, the City adopts a 5-year Capital Improvement Plan (CIP) budget. The City will establish a Capital Projects Reserve and will strive to maintain a minimum target balance in that reserve equal to 25% of the 5-year CIP budget.

The City Manager will recommend projects to be funded during the annual budget process. As projects are approved, funds will be appropriated from available revenues, this reserve, or from the Unassigned General Fund balance.

***Tidelands Improvement Reserve.*** The City will also establish a reserve for the Tidelands Fund. The Tidelands Fund is required by the State of California to account for all revenues and expenditures related to the beach and pier operations in the City (lifeguard, pier and beach operations). The City will establish a minimum target balance for this reserve equal to 25% of the 5-year CIP budget for the Tidelands Fund.

Fund balances and projected improvement projects will be reviewed by staff and the City Council during the presentation and approval of the annual budget.

## CONCLUSION

Maintaining, regularly updating, and adhering to an appropriately constructed reserve policy is a good business practice recognized by the Government Finance Officers Association, and is among the factors considered by credit rating agencies and the investment community when assessing the credit-worthiness of an organization. The City recognizes that the Reserve Policy is a cornerstone of an organization's fiscal health. As such, an annual review of the Reserve Policy will be performed and any changes to the Reserve Policy will be brought forward for City Council consideration and approval.

<b>RESERVE FUND</b> <b>FISCAL YEAR 2019-2020</b>
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	<b>Estimated Beginning Balance</b>	<b>Estimated Increase/ Decrease</b>	<b>Estimated Ending Balance</b>
General Fund Unassigned	\$ 3,729,391	\$ (2,273,191)	\$ 1,456,200
General Fiscal Policy	7,698,100	\$ 782,691	8,480,791
Disaster/Hazard Mitigation	1,750,000	\$ -	1,750,000
Vehicle Replacement	368,657	\$ (46,800)	321,857
Capital Improvement	44	-	44
Tidelands Improvement	1,850,479	-	1,850,479
<b>Total</b>	<b>\$ 15,396,671</b>	<b>\$ (1,537,300)</b>	<b>\$ 13,859,371</b>

\*\*\*Per Policy adopted July 23rd, 2018 (Resolution 6850)



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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, 2020**

<b>Limit for FY 18/19</b>	<b>\$</b>	<b>30,215,496</b>
<b>2019/2020 per Capita Personal Income</b>		<b>1.0385</b>
<b>Product</b>		<b>31,378,793</b>
<b>2018/2019 Population Change (County)</b>		<b>0.9946</b>
<b>Appropriations Limit FY 19/20</b>	<b>\$</b>	<b><u>31,209,347</u></b>
<b>Appropriations Limit FY 19/20</b>		<b>31,209,347</b>
<b>Total FY 19/20 General Fund revenues subject to Appropriations Limit</b>		<b><u>24,398,900</u></b>
<b>Unused Appropriations Limit</b>	<b>\$</b>	<b><u>6,810,447</u></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, 2018, 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.

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 2018-2019. 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 7/1/2019	Requirements for Fiscal Year Ending June 30, 2020			Ending Outstanding Balance 6/30/2020
			Interest Payable	Principal Payment	Total	
<b><i>General Fund</i></b>						
<i>Capital Leases</i>						
Energy Efficiency Program	1,546,931	533,788	17,441	69,520	74,370	464,268
<b><i>Total General Fund</i></b>	<b>1,546,931</b>	<b>533,788</b>	<b>19,906</b>	<b>71,904</b>	<b>74,370</b>	<b>464,268</b>
<b><i>Water and Sewer Enterprise</i></b>						
State of CA Revolving Loan 10-838-550	2,644,015	1,852,677	48,170	121,611	169,781	1,731,066
State of CA Revolving Loan 10-842-550	1,652,742	1,311,706	34,104	72,618	106,722	1,239,088
2011 Installment Sales Agreement	3,310,000	2,110,000	99,240	170,000	269,240	1,940,000
WOCWB Utility Agreement	894,928	783,062	19,307	111,791	131,098	671,271
<b><i>Total Water and Sewer Enterprise Funds</i></b>	<b>8,501,685</b>	<b>6,057,445</b>	<b>200,821</b>	<b>476,020</b>	<b>676,841</b>	<b>5,581,425</b>
<b><i>Lease Revenue 2009 Bond</i></b>						
<i>Bond</i>						
Fire Station Project	6,300,000	1,995,000	68,171	420,000	488,171	1,575,000
<b><i>Total Lease Revenue Fund</i></b>	<b>6,300,000</b>	<b>1,995,000</b>	<b>68,171</b>	<b>420,000</b>	<b>488,171</b>	<b>1,575,000</b>
<b><i>Total All City Funds Outstanding Debt</i></b>	<b>16,348,616</b>	<b>8,586,233</b>	<b>288,898</b>	<b>967,924</b>	<b>1,239,382</b>	<b>7,620,693</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.

*Waste Management Act 005:* The Waste Management Act was formed under AB939 to decrease the amount of solid waste Seal Beach deposits at local landfills, increase recycling efforts citywide and promote a more sustainable environment for the residents and visitors of Seal Beach.

*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.

*Inmate Welfare 010:* The Inmate Welfare was initially funded by monies seeded the previous jail services vendor. The revenues also derived from sales of commissary items to the prisoners for their benefit.

*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.



# Description of Funds

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.

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.

Capital Projects Fund 045: Capital Improvement Project funds major capital projects with various revenues sources but excludes the Water and Sewer Capital Fund. These sources get transferred into the Capital Improvement Project Fund.

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.

Seal Beach Cable 050: The Seal Beach Cable accounts for revenues derived from PEGS fees which provide for channel capacity to be designated for public, education, or government use..

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

# Description of Funds

*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. 2002-01 206 & 208:* 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.

*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. 2005-01 207:* 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.

# Description of Funds

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.

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.

## RESOLUTION NUMBER 6929

### A RESOLUTION OF THE SEAL BEACH CITY COUNCIL ADOPTING THE FISCAL YEAR 2019-2020 OPERATING BUDGET AND 5-YEAR CAPITAL IMPROVEMENT PROGRAM, APPROVING THE CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEAR 2019-2020, SETTING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2019-2020, AND AUTHORIZING APPROPRIATIONS BY FUND

#### RECITALS

- a. On May 29, 2019, June 05, 2019, and June 10, 2019, the City Council conducted budget workshops to provide an opportunity to the public to comment on the proposed budget for Fiscal Year 2019-2020, the 5-Year Capital Improvement Program, and the Capital Improvement Program Budget for Fiscal Year 2019-2020.
- b. Pursuant to Seal Beach City Charter Article X, the City Council held a duly noticed public hearing on June 24, 2019 to consider adopting the budget for Fiscal Year 2019-2020 and the 5-Year Capital Improvement Program. Copies of the proposed budget have been available for inspection by the public in the City Clerk's Office and on the City's website at least 10 days prior to the public hearing.
- c. On November 6, 1979, the voters of California added Article XIII B to the State Constitution placing various limitations on the appropriations of the State and local governments. Article XIII B provides that the appropriations limit for the Fiscal Year 2019-2020 shall not exceed the appropriations limit for the prior year adjusted for the change in the cost of living and the change in population. The proposed appropriations limit of \$31,209,347 does not exceed the appropriations limit for Fiscal Year 2019-2020 adjusted for the change in the cost of living and the change in population.
- d. At the duly noticed workshops and the public hearing held on June 24, 2019, the City Council provided an opportunity for the public to comment on the proposed budget for Fiscal Year 2019-2020, the 5-Year Capital Improvement Program for the period FY 2019/2020 – FY 2023/2024, the Capital Improvement Program Budget for Fiscal Year 2018-2019, and the appropriations limit.

NOW THEREFORE, THE SEAL BEACH CITY COUNCIL DOES HEREBY  
RESOLVE:

SECTION 1. That certain document entitled "City of Seal Beach Fiscal Year 2019-2020 Operating Budget", a copy of which is on file in the office of the City Clerk and on the City's website, which may hereafter be amended by the Council, is hereby approved as the operating budget for the City of Seal Beach for the Fiscal Year 2019-2020, beginning July 1, 2019 and ending June 30, 2020. The following list shows the appropriations by each fund:

**Appropriations by Fund**

	<u>FY 2019-2020</u>
General Fund	\$ 37,535,200
Street Lighting	206,400
Special Projects	513,100
Waste Management Act	407,500
Supplemental Law Enforcement Grant	121,200
Detention Facility	20,000
Asset Forfeiture - State	2,700
Air Quality Improvement	31,200
Asset Forfeiture - Federal	262,300
Park Improvement	16,700
Water Operations	5,416,500
Water Capital	3,075,500
Pension Obligation Bond	3,000
Fire Station Bond	491,200
Vehicle Replacement	356,800
Tidelands Fund	2,988,700
SB1 Program	550,000
Gas Tax	646,800
Measure M2	1,588,000
Sewer Operations	1,504,800
Sewer Capital	2,611,500
Capital Projects	6,994,700
Parking-In-Lieu	40,000
Seal Beach Cable	114,500
Community Development Block Grant	180,000
Police Grants	232,300
City Wide Grants	925,000
CFD Landscape	126,200
CFD Heron Pointe	299,200
CFD Pacific Gateway	518,800
CFD Heron Pointe Admin	19,100
CFD Pacific Gateway Admin	121,700
Retirement Fund - Debt Service	65,200
Retirement Obligation Fund	1,116,500
 Appropriations	 69,102,300



SECTION 2. Appropriations in the amount not to exceed \$69,102,300 are authorized for the purpose of carrying on the business of the City. The City Manager is hereby authorized to make appropriation transfers within and between functions and programs, in accordance with Fiscal Policy, as long as such transfers do not increase the adopted annual budget appropriations.

SECTION 3. All encumbrances from FY 2018-2019 are re-appropriated for continued use in FY 2019-2020.

SECTION 4. The City Council hereby adopts the 5-Year Capital Improvement Program for the City of Seal Beach, and approves the Capital Improvement Program Budget for the fiscal year commencing July 1, 2019 and ending June 30, 2020. All capital project appropriation balances from FY 2018-2019 shall be carried forward for use in FY 2019-2020.

SECTION 5. Per the City's Municipal Code Section 3.20, Purchasing System, Section 3.20.005, the City Council hereby authorizes the City Manager to delegate spending authority to Department Heads. Other than the Director of Public Works and the Director of Finance/City Treasurer this authority shall not exceed \$15,000. For the Director of Public Works the limit is established per the City's Charter Section 1010. For the Director of Finance/City Treasurer, other than for Finance Department expenditures which is set at \$15,000, there is additional authority to authorize purchases for the other Department Heads up to the City Manager's established signing authority.

SECTION 6. The City Council hereby establishes an appropriations limit of \$31,209,347 for fiscal year 2019-2020, in full compliance with Article XIIB of the State Constitution.

PASSED, APPROVED, AND ADOPTED by the Seal Beach City Council at a regular meeting held on 24<sup>th</sup> day of June 2019 by the following vote:

AYES: Council Members: Kalmick, Massa-Lavitt, Moore, Sustarsic, Varipapa

NOES: Council Members: None

ABSENT: Council Members: None

ABSTAIN: Council Members: None




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Thomas Moore, Mayor


Resolution 6929

ATTEST:

  
\_\_\_\_\_  
Gloria D. Harper, City Clerk

STATE OF CALIFORNIA }  
COUNTY OF ORANGE } SS  
CITY OF SEAL BEACH }

I, Gloria D. Harper, City Clerk of the City of Seal Beach, do hereby certify that the foregoing resolution is the original copy of Resolution Number 6929 on file in the office of the City Clerk, passed, approved, and adopted by the Seal Beach City Council at a regular meeting held on 24<sup>th</sup> day of June 2019.

  
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Gloria D. Harper, City Clerk