

CITY OF
Los Alamitos
California



**Annual Operating
Budget and Capital
Improvement Program**

2015-2016

City of Los Alamitos Fiscal Year 2015-16 Budget



For Fiscal Year
July 1, 2015 through June 30, 2016

Richard D. Murphy
Mayor

Troy D. Edgar
Mayor Pro Tem

Dean Grose
Council Member

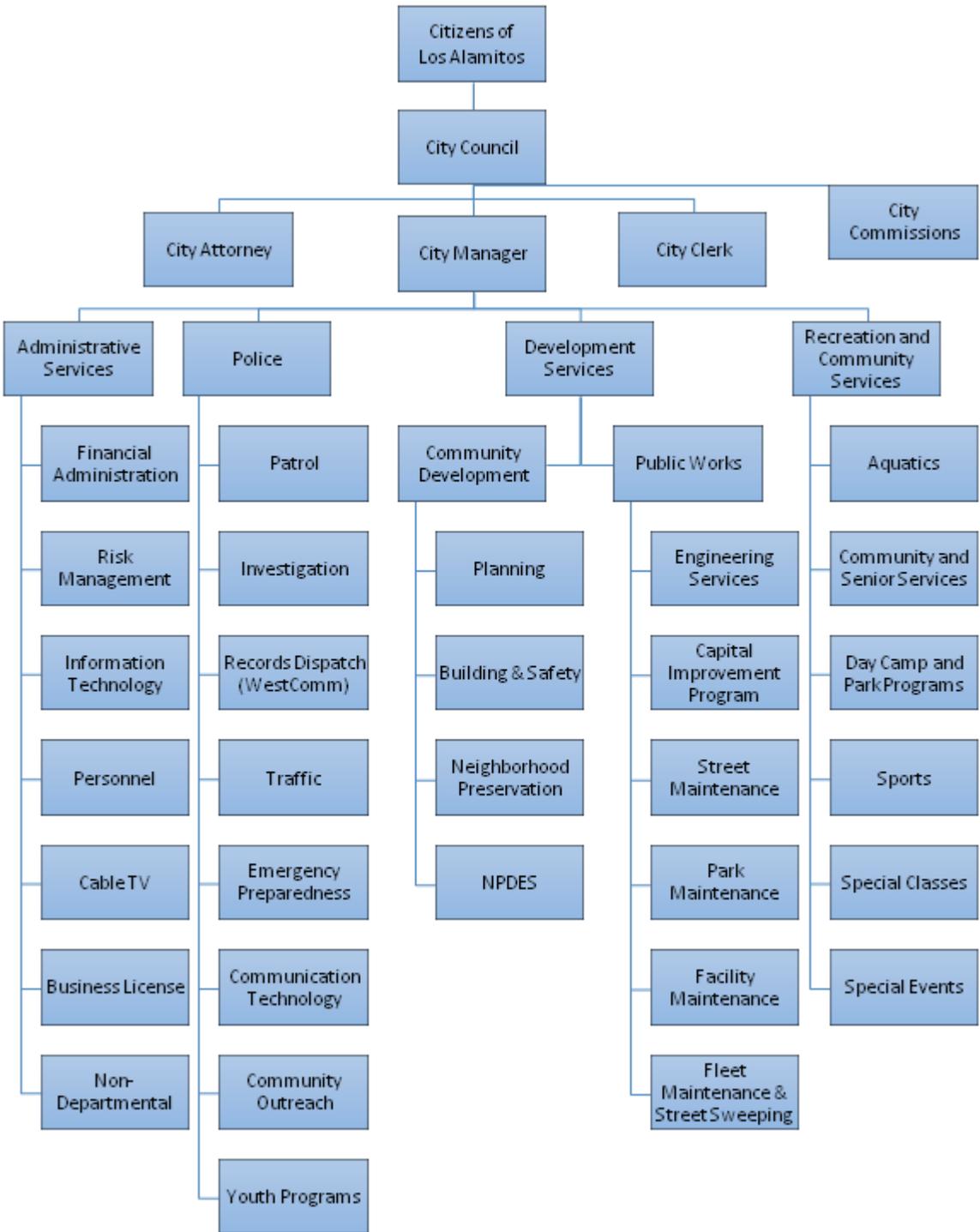
Shelley Hasselbrink
Council Member

Warren Kusumoto
Council Member

City of Los Alamitos Fiscal Year 2015-16 Budget



City of Los Alamitos Organization



Administrative Officials

City Manager

Bret M. Plumlee, City Manager

City Clerk

Windmera Quintanar, City Clerk

City Attorney

Cary Reisman, City Attorney

Administrative Services

Jason Al-Imam, Director of Administrative Services

Development Services

Steven Mendoza, Director of Development Services

Police

Todd Mattern, Police Chief

Engineering

David Hunt, Interim City Engineer

Recreation and Community Services

Corey Lakin, Director of Recreation and Community Services

City Manager's Transmittal Letter

July 1, 2015

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

INTRODUCTION

I am pleased to present the City of Los Alamitos' Annual Operating Budget and Capital Improvement Program for Fiscal Year 2015-16. This budget implements the City Council's priorities and provides a financial plan that continues the delivery of first-rate services to the community, and is responsive to the needs of our residents. This budget document is designed to provide a comprehensive financial overview of City activities during the next twelve months and includes departmental mission statements, goals, accomplishments, program descriptions, service objectives and work plans for Fiscal Year 2015-16. The document also includes an overview of the City's finances and related budget issues to enhance utilization of this document as a communication device, financial plan, policy tool and operations guide for the City Council and residents of Los Alamitos.

The preparation of the budget represents the culmination of a process involving the City Council, City staff, and the community. Budget workshops were held on February 18th, May 4th, May 18th and June 1st. Concurrent with the budget process, stand-alone workshops were also held on March 2nd, March 30th and April 13th, which provided an overview of each department's budget. In addition, four Budget Standing Committee meetings were held from February to May culminating in a total of eleven budget workshops, which provided an open forum for community input and greater transparency.

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

The budget represents the operating and capital spending plans for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, and Internal Service Funds. The total adopted appropriations for all budgeted funds for Fiscal Year 2015-16 are \$16,018,427 which includes \$589,770 of unspent capital appropriations and \$54,066 of encumbrances that have been carried-over into the current year. The 2015-16 budget is comprised of \$13,577,450 of operating expenditures (excluding transfers) and \$1,890,110 of capital-related expenditures. Citywide operating expenditures are \$709,690, or 6%, higher than the previous fiscal year largely due to increases in PERS costs, which increased by approximately \$415,000, or 44%. On April 17, 2013 CalPERS adopted new amortization and smoothing methods which converted rolling amortization periods to fixed periods. By shortening the amortization periods, the funded status for each pension plan will improve faster which paves the way for long-term fiscal sustainability. However, the new amortization and smoothing methods include a 5-year ramp up in contribution rates, which had a significant impact on employer contribution rates starting with Fiscal Year 2015/16.

Fiscal Year 2015-16 Budget

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

The table below provides a summary of citywide revenues and expenditures and the utilization of fund balances. The \$254,066 utilization of fund balance in the General Fund relates to the Los Alamitos Boulevard Rehabilitation Project and encumbrances.

2015-16 Budget – All Funds

	General Fund	All Other Funds	Total
Estimated Revenue	\$ 12,830,980	1,900,670	14,731,650
Transfers In	365,667	185,200	550,867
Utilization of Fund Balances	254,066	483,476	737,542
Total Resources	13,450,713	2,569,346	16,020,059
Salaries & Benefits	8,305,601	99,854	8,405,455
Maintenance & Operations	4,658,280	513,715	5,171,995
Capital Equipment	100,000	225,340	325,340
Capital Projects	200,000	775,000	975,000
Capital Carryovers	-	589,770	589,770
Transfers Out	185,200	365,667	550,867
Total Requirements	13,449,081	2,569,346	16,018,427
Resources Over Requirements	\$ 1,632	-	1,632

The following paragraphs provide an overview of the state of the economy and how it affects the City of Los Alamitos. Following this overview is a more detailed view of each fund's financial position including both estimated revenues and adopted appropriations for the 2015-16 Fiscal Year.

STATE OF THE ECONOMY

The economy continues to show growth and improving trends. As of May 2015, the City's unemployment rate was 4.2%, versus 5.5% a year ago. Gross Domestic Product (GDP) grew by 2.4% in 2014, and is forecasted to grow at about 3% in 2015 and 2016. California GDP growth outpaced the national trend, growing at 3.3% in 2014. Home values have also continued to increase in Los Alamitos, with an approximate 3.6% increase in net taxable assessed values. Interest rates remain very low, and inflation has stayed below 2%. International economic concerns with the European markets and a slowdown in China's economy continue to linger. Overall, though, the consensus seems to be continued gradual economic growth.

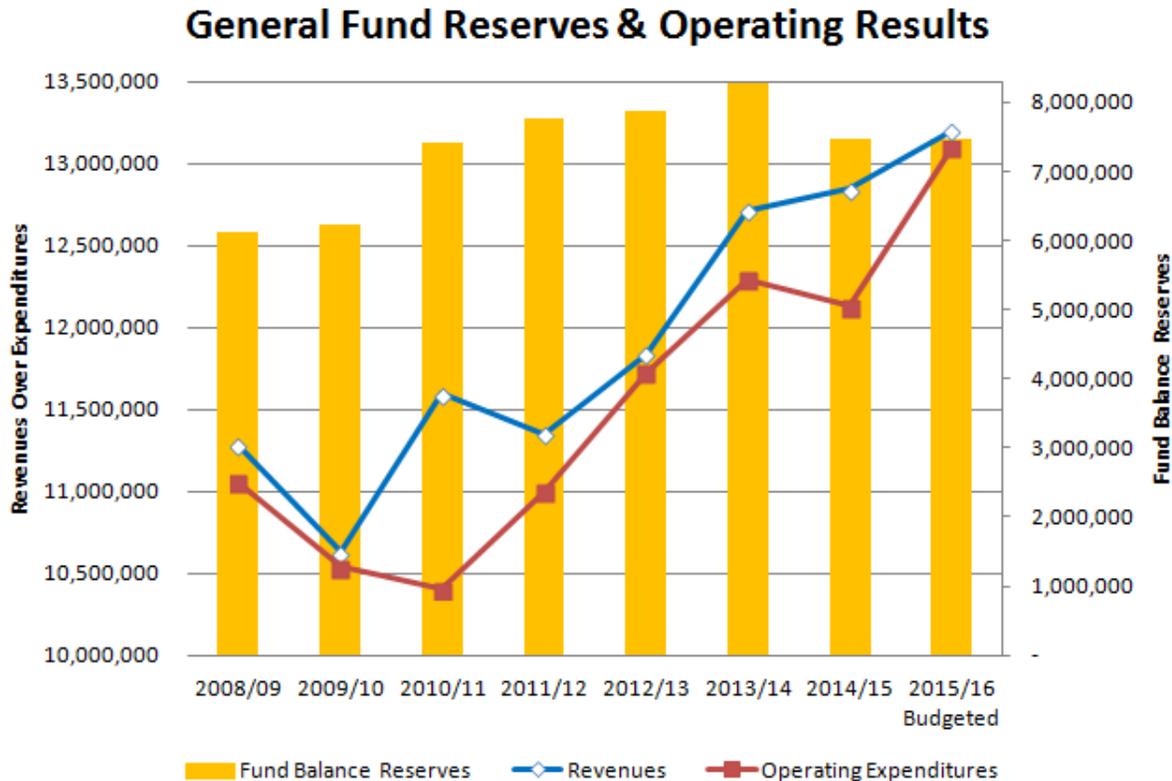
GENERAL FUND

An operating surplus of \$101,632 is projected for Fiscal Year 2015-16 with operating revenues of \$13,196,647 and operating expenditures of \$13,095,015 (excluding capital expenditures of \$300,000 and \$54,066 of funds that were encumbered against the prior year budget). \$100,000 has been budgeted for the purchase of parking meter

City Manager's Transmittal Letter

equipment, which will be funded from the operating surplus. \$200,000 has been budgeted from reserves for the Los Alamitos Boulevard Rehabilitation Project.

As reflected in the graph below, the operating revenues of the General Fund have consistently exceeded expenditures over the past 8 years due to actions taken by the City Council to balance the budget and build reserves.



(1) In Fiscal Year 2014/15 \$1.1 million was transferred to two new capital internal services funds.

General Fund balance reserves are projected to total approximately \$7.5 million on July 1, 2015. On September 21, 2015 the City Council unanimously adopted a Fund Balance Policy that set aside reserves for emergencies (\$3,273,754), CalPERS reserves (\$3,150,000), other postemployment benefits (\$500,000), risk management reserves for workers' compensation/public liability claims (\$250,000), and future capital needs. The amount that was set aside for the City's pension obligations brings the City's funded status to 88% funded.

General Fund Revenues:

The General Fund Revenues for Fiscal Year 2015-16 are anticipated to be \$13,196,647, representing an increase of \$354,321, or 2.8%, over the prior year. This increase in revenue is largely due to an increase in Sales Tax revenue, which is projected to increase by \$231,024, or 7.6%, over the prior year. Approximately half of the growth in Sales Tax revenue is attributable to strong growth in building and

Fiscal Year 2015-16 Budget

construction while a portion of the increase in revenue is attributable to the State catching-up on amounts owed to the City.

Property Tax revenue is projected to increase by \$70,330, or 2.2%, over the prior year based largely on increases in assessed values, which is a sign of the continuing economic recovery.

The third major revenue source, Utility Users' Tax revenue, is projected to increase \$82,471, or 3.7%, over the prior year. Despite a voter approved reduction in the Telephone Users Tax (TUT) from 6% to 5% for FY 2013-14, there have been modest increases in electric, gas and water.

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

City of Los Alamitos General Fund Revenue Summary

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Property Taxes	2,848,583	3,005,411	3,109,888	3,193,049	3,233,287	3,303,617
Sales and Use Taxes	2,594,047	2,746,011	2,836,328	2,992,000	3,040,976	3,272,000
Transient Occupancy Tax	87,798	103,710	112,866	115,000	132,154	120,000
Utility Users Taxes	2,082,642	2,160,281	2,188,435	2,217,598	2,209,473	2,291,944
Franchise Fees	640,400	620,757	657,057	676,284	680,387	687,600
Licenses and Permits	640,905	839,079	1,049,680	742,902	850,691	746,915
Fines and Forfeitures	438,839	614,835	709,809	594,900	727,131	660,000
Charges for Services	1,282,112	1,309,088	1,254,708	1,282,564	1,318,468	1,494,074
Investment Earnings	9,991	7,513	1,746	38,000	23,840	57,000
Revenues from Other Agencies	29,509	29,809	116,575	98,403	149,822	122,330
Other/Misc. Revenue	187,989	25,977	279,312	68,519	119,596	75,500
Transfers In	502,787	373,339	394,824	388,317	356,501	365,667
Total	11,345,602	11,835,810	12,711,228	12,407,536	12,842,326	13,196,647

Property Tax represents 25% of General Fund revenues for Fiscal Year 2015-16. Property tax revenues increased slightly in Fiscal Year 2014-15 and are projected to continue rising in Fiscal Year 2015-16. This revenue category includes secured, unsecured, lighting and landscape, supplemental, prior years, property in-lieu of VLF, and property transfer tax (when property changes ownership).

Sales Tax represents 24.8% of General Fund revenues for Fiscal Year 2015-16. Receipts in this category are projected to increase about \$231,024 over the prior year estimated revenues representing a 7.6% increase in this category, as estimated by the City's sales tax consultant for the aforementioned reasons.

Transient Occupancy Tax is projected at \$120,000 for Fiscal Year 2015-16.

City Manager's Transmittal Letter

Utility Tax represents 17.4% of the City's General Fund revenues for Fiscal Year 2015-16. This revenue source is projected to increase \$82,471 (3.7%) over the prior year.

Franchise Fees are assessed on electricity, gas, water, waste disposal, cable television and pipeline in the City. When compared to projected revenues for Fiscal Year 2014-15, this revenue source is projected to increase by 1% in Fiscal Year 2015-16.

Business Licenses are projected to show a 2.5% increase in Fiscal Year 2015-16.

Licenses and Permits show a decrease in FY 2015-16 of 41%. In the prior year there were several projects (e.g. medical office building improvements, Water Safe Swim School, hotel development, etc.) that resulted in higher than normal permit revenue.

Fines and Forfeitures reflect traffic and vehicle code violation collections. Fiscal Year 2015-16 is projecting \$660,000 in revenues, which is a decrease of 9% from the previous year. The projection for FY 2015-16 is conservative and was lowered to account for uncertainty in the outcome of court cases related to red light cameras.

Recreation Service revenues for Fiscal Year 2015-16 are projected at \$1,284,924, which is roughly consistent with the prior year level of revenues.

Parking revenues for Fiscal Year 2015-16 are projected at \$187,500, which includes citation revenue and parking meter revenue due to enforcement of new and existing time restrictions. Parking meter revenue is offset with estimated expenses for parking enforcement (\$30,000) and capital costs (\$100,000) associated with the installation of parking meters.

Investment Earnings are projected at \$57,000, which is an increase of \$33,160 over the prior year which is expected based on diversification of the City's investment portfolio in longer term investments. In prior years, the City held a large portion of its funds in the Local Agency Investment Fund (State Investment Pool), which had a yield of approximately 0.28% as of June 30, 2015.

Revenues from Other Agencies or Intergovernmental Revenues consist of grants and other reimbursements. The most significant revenue source in this category is the reimbursement of \$82,330 from the City of Seal Beach and the school district to offset the cost of a School Resource Officer.

The **Miscellaneous Revenue** category accounts for one-time revenue items such as insurance reimbursements, funds collected for damages to city property and other miscellaneous receipts. This category is projected to total \$75,500 in Fiscal Year 2015-16.

The **Transfer In** category accounts for transfers from other funds to offset operational expenditures. For Fiscal Year 2015-16, it is projected that the General Fund will receive transfers in from the Gas Tax Fund (\$130,817) for the allowable gas tax contribution to

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the City's street maintenance program, the Public Safety Augmentation Fund (\$107,850) to partially offset the cost of Police services, the Supplemental Law Enforcement Services Fund (\$100,000), the Office of Traffic Safety Fund (\$23,000) to partially offset the cost of the Police Department motor officer program and other expenditures pertaining to traffic safety programs and the Air Quality Management District Fund (\$4,000) to partially offset the cost associated with the new online business license program which has contributed to the reduction of air pollution from motor vehicles since business licenses can now be obtained online.

General Fund Expenditures:

General Fund operating expenditures total \$13,095,015 for all City departments, which includes the transfer to the Debt Service Fund (\$185,200) for principal and interest on the City's 2006 Certificates of Participation. \$100,000 has also been budgeted for parking meters and \$200,000 has been budgeted from reserves for the Los Alamitos Boulevard Rehabilitation Project, resulting in a total budget of \$13,395,015 for Fiscal Year 2015-16 which is summarized below by department.

City of Los Alamitos General Fund Expenditure Summary

	2011-12	2012-13	2013-14	2014-15	2014-15	2015-16
	Actual	Actual	Actual	Budget	Estimated	Budget
Administration	1,251,608	1,208,118	1,171,009	1,358,585	1,252,259	1,503,344
Police	4,908,273	5,278,039	5,874,050	5,679,809	5,513,454	5,927,947
Development Services	2,225,361	2,501,356	2,515,306	2,518,414	2,464,830	2,545,834
Recreation & Community Svcs.	1,569,599	1,888,587	1,619,937	1,734,010	1,730,292	1,893,397
Non-Departmental	825,380	636,908	891,208	1,117,908	1,117,908	1,093,359
Transfers	212,667	214,764	226,053	1,514,420	1,514,420	185,200
Capital	-	-	-	-	-	300,000
Total	10,992,888	11,727,772	12,297,563	13,923,146	13,593,163	13,449,081

Administration consists of City Council, City Manager, City Clerk, Administrative Services, and City Attorney. Total budget for City Administration for Fiscal Year 2015-16 is \$1,503,344. This represents a \$251,085, or 20%, increase over the prior year. This is partly related to an increase in retirement costs (\$85,584). In addition, in the prior year the Director of Administrative Services position was not filled until November 2014 whereas the position has been funded for the entire 2015-16 Fiscal Year. The 2015-16 Budget also includes additional costs associated with outsourcing the business license function, which has offsetting budgeted revenues.

Police has several divisions including Police Administration, Patrol, Investigation, Records, Communications Technology, Community Outreach, Youth Programs, Traffic, and Emergency Preparedness. For Fiscal Year 2015-16 the Police Department budget is \$5,927,947. This represents a 7.5% increase or \$414,493 over the prior year, which is partly related to an increase in retirement costs (\$147,728). Salary costs for full-time employees increased by \$256,034 partly due to cost of living increases and the conversion of a Support Services Manager position to a second Police Captain position.

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In addition, there were cost savings in the prior year due to a number of police officer vacancies which have been fully funded for the 2015-16 Fiscal Year.

Development Services consists of Community Development and Public Works.

Community Development divisions include Administration, Planning, Neighborhood Preservation, Building Inspection, and NPDES. Total adopted budget for Fiscal Year 2015-16 is \$629,720, which is \$63,788 lower than the prior year. Community Development costs were higher last year partly due to \$93,404 that was spent on the General Plan, which was completed in FY 2014-15, which was partially offset with an increase in retirement costs (\$39,762) in the current year.

Public Works is composed of five divisions consisting of Administration, Street Maintenance, Building Maintenance, Park Maintenance and City Engineer. The Fiscal Year 2015-16 budget is \$1,916,114 which represents an 8.1% or \$144,792 increase over the prior year. The increase is largely due to an increase in retirement costs (\$67,329) and costs associated with the Midori Gardens contract for field maintenance.

Recreation and Community Services divisions are Administration, Community Services, Day Camp, Playgrounds/Park Programs, Sports, Special Classes, and Special Events. For Fiscal Year 2015-16 the Recreation Department budget is \$1,893,397 which is an increase of \$163,105 over the prior year. This increase is due to an increase in retirement costs (\$67,819) and increases in sports programs, Race on the Base, and the Fourth of July events that are offset by revenues.

Non-Departmental includes costs not clearly associated with a particular department such as costs for retiree health benefits, workers compensation and liability and property insurance. Non-Departmental costs are projected to amount to \$1,093,359 in Fiscal Year 2015-16.

Transfers are made to the Debt Service Fund to pay for the principal and interest on the 2006 Certificates of Participation.

Capital includes \$100,000 for parking meters and \$200,000 for the Los Alamitos Boulevard Rehabilitation Project. The Los Alamitos Boulevard Rehabilitation Project is funded from General Fund reserves whereas the parking meters will be funded out of the current year operating surplus.

SPECIAL REVENUE FUNDS

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

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Proposition 1B Fund 18

No funds are expected to be received from this revenue source in Fiscal Year 2015-16.

Community Development Block Grant (CDBG) Fund 19

The City receives U.S. Department of Housing and Urban Development CDBG funding through Orange County. \$131,400 is allocated to the City of Los Alamitos for FY 2015-16. The funds will be used for the Alley Improvements project.

Gas Tax Fund 20

Gas tax revenues are received on a per capita basis each year pursuant to Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code. Gas Tax revenues in the amount of \$209,883 are projected for Fiscal Year 2015-16.

This fund also accounts for the City's Traffic Congestion Relief funding. These funds are appropriated by the State on a per capita basis pursuant to Section 2103 of the Streets and Highways Code. Revenues totaling \$55,578 are projected in this category.

These revenue sources may only be used for street and highway maintenance, rehabilitation and reconstruction. The recommended expenditure budget includes \$144,500 in Street Improvement Capital Projects, \$20,175 in carryover appropriations and \$130,817 to be transferred to the General Fund to offset the costs of the street maintenance division.

Public Safety Augmentation Fund 21

The Public Safety Augmentation Fund accounts for the half-cent sales tax received by the City of Los Alamitos under Proposition 172. The revenues, estimated at \$97,850 for Fiscal Year 2015-16, are restricted to the enhancement of public safety services. Transfers out to the General Fund, to offset the costs of police services, total \$107,850, leaving an ending fund balance of \$14,942 at June 30, 2016.

Supplemental Law Enforcement Service (SLESF) Fund 22

The Supplemental Law Enforcement Service Fund is used to account for supplemental State funding for police activities. The State governs use of these funds and funds cannot be used to supplant existing funding for law enforcement. Estimated revenues for Fiscal Year 2015-16 are \$100,000 and transfers out to the General Fund to offset the cost of the motor officer position total \$100,000, leaving an ending balance of zero at June 30, 2016.

Air Quality Management (AQMD) Fund 23

In 1990, the California legislature adopted AB 2766, which authorized the imposition of an additional motor vehicle registration fee. The proceeds are used to reduce air pollution from mobile sources. A portion of the revenue collected from these fees is allocated to cities and counties on a per capita basis. Expenditures from this fund must contribute to the reduction of air pollution from motor vehicles. The AQMD Fund is projecting \$14,100 in revenues for Fiscal Year 2015-16 which includes \$14,000 in AQMD funds as well as \$100 in interest earnings. \$4,000 will be transferred to the

City Manager's Transmittal Letter

General Fund to partially offset the cost associated with the new online business license program which has contributed to the reduction of air pollution from motor vehicles since business licenses can now be obtained online. The fund is projecting a fund balance of \$49,836 at the end of the fiscal year.

Measure M Fund 26

The Measure M Fund receives its revenues from the Orange County Transportation Authority (OCTA) "local turnback" derived from a voter-approved initiative. Additional revenue in this fund includes competitive grant funding for improving the City's roadways. Revenues are estimated at \$221,254 for Fiscal Year 2015-16. Potential projects for Fiscal Year 2015-16 total \$176,100, and include the Cerritos Avenue Rehabilitation Project as well as other smaller projects, as outlined in the Capital Projects section of this budget.

Asset Seizure Fund 27

Asset Seizure fund revenues are derived through the seizure of drug related assets by the Los Alamitos Police Department pursuant to applicable State and Federal laws. Expenditure of this revenue is restricted to drug enforcement related projects and/or programs. The City holds an available fund balance of \$59,584 in this fund, which is expected to increase by \$100 due to investment income. No funds are proposed to be spent from this fund in FY 2015-16.

Los Al Television (LATV) Fund 28

The Los Al Television Fund derives its revenues from Public, Education, and Government (PEG) fees, which is restricted to capital expenditures related to public, education and/or government cable television. The City is projecting \$37,900 in revenues in this fund for Fiscal Year 2015-16, and projected expenses total \$8,800.

Office of Traffic Safety (OTS) Fund 29

The Office of Traffic Safety provides grant funding for local and state law enforcement agencies to participate in traffic enforcement programs to reduce occurrences of driving under the influence (DUI) and related collisions. A 30-Day Impound Vehicle Release fee is also collected to support this mission. By funding DUI saturation patrols, safety checkpoints, and public awareness campaigns, these grants are intended to reduce traffic fatalities and injuries. The Office of Traffic Safety Fund is projecting \$10,000 in revenues for Fiscal Year 2015-16, which consists of impound fees. Projected expenditures for the upcoming fiscal year total \$23,000 for transfers to the General Fund partially offsetting Traffic Division expenses.

DEBT SERVICE FUND

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

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Debt Service Fund 31

On May 9, 2006, the City issued \$3,365,000 Certificates of Participation Series 2006. Interest on the bonds is payable semi-annually on September 1 and March 1, and principal payments are payable annually on September 1. The proceeds from the bonds were utilized for the acquisition of Laurel Park. \$137,779 in interest and \$75,000 in principal has been budgeted for Fiscal Year 2015-16, which is funded from a transfer from the General Fund and fund balance.

CAPITAL PROJECTS FUNDS

Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities or other capital assets. The City of Los Alamitos has five (5) funds that meet this description.

Residential Street Fund 24

The Residential Street Fund receives its funding from the General Fund through monies designated for future improvements to streets. The fund is projecting \$200 in revenues for the fiscal year, as a result of interest earnings. No funds are proposed to be spent from this fund in FY 2015-16.

Building Improvement Fund 25

The Building Improvement Fund was established several years ago with moneys set aside from the City's General Fund. The fund was designated for various capital improvement projects at the Civic Center, including exterior improvements, air conditioning replacement, parking lot improvements and other maintenance projects. For Fiscal Year 2015-16, the fund is anticipated to have a beginning balance of \$124,075. The budget includes \$20,000 for air conditioner replacements and \$95,339 in carryover appropriations for a City Hall generator.

Park Development Fund 40

The Park Development Fund receives revenues in the form of developer impact fees and grant revenue, which is used for acquisition, construction and repair of City parks and community centers. \$157,440 in park development fee revenue has been budgeted in Fiscal Year 2015-16 associated with anticipated development at 3691 Howard and 10752 Walnut. In addition, \$72,000 has been budgeted for a CalRecycle grant, which will be used to install new rubberized ground cover and playground equipment at Orville Lewis, Labourdette, Sterns, Soroptimist and Little Cottonwood Park. The budget includes \$303,000 for the Rubberized Park Project and Little Cottonwood Septic Tank Project and \$40,000 in carryover appropriations for community center improvements.

Rivers & Mountains Conservancy Fund 41

The Rivers & Mountains Conservancy dedicates funding for the preservation of urban open space and habitat in Los Angeles and Orange Counties. The Conservancy awarded the City \$1,440,000 during the 2010-11 Fiscal Year for the Coyote Creek Improvements Project. Phase 1 of the project was completed in FY 2014-15. Phase 2 of the project involves a Bike Path Project along Coyote Creek. A carryover of \$414,081 has been included in the budget for the completion of phase 2 of the project.

City Manager's Transmittal Letter

Traffic Improvement Fund 44

The Traffic Improvement Fund receives its funding from traffic mitigation fees, and development fees from the City of Cypress. A carryover of \$20,175 has been included in the budget for median island improvements and the Catalina Truck Crossing.

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of a government, on a cost-reimbursement basis. The City has four (4) internal service funds.

Vehicle & Equipment Fund 50

The Vehicle & Equipment Fund is an internal service fund established for City-wide vehicle acquisition and maintenance. Revenues are received from City departments and generally include charges to cover maintenance and operation costs and to collect a vehicle replacement fee. Projected charges to departments for Fiscal Year 2014-15 are \$231,884. The budget includes \$334,769 in appropriations which covers maintenance and operation costs for the City's fleet, as well as \$86,000 for the replacement of two police cars and other equipment. In Fiscal Year 2016-17 and 2017-18, it is estimated that approximately \$700,000 of vehicles and equipment will need to be replaced. Future funding will be needed to address these capital needs as the fund is projected to have only \$60,958 available at June 30, 2016.

Technology Replacement Fund 53

The Technology Fund is an internal service fund created to provide funding for ongoing technology upgrades and replacements. Charges to City departments for the 2014-15 fiscal year total \$146,000. The budget for the 2015-16 includes \$146,000 in appropriations, which covers \$109,500 for operational costs as well as \$36,500 for computer replacement and software needs. Future allocation increases to the departments will be needed to address the need to replace the City's phone system.

Police Capital Expenditures Fund 51

The Police Capital Expenditures Fund is an internal service fund that was created in Fiscal Year 2014-15. The fund is projected to have a beginning fund balance of \$826,727, which will be used to fund the 800 MHz project and the CAD/RMS project. There is approximately \$470,000 of remaining costs on the 800 MHz project while the total project cost for the CAD/RMS project is currently not yet known. \$139,340 has been budgeted in the current year for anticipated costs associated with the 800 MHz project.

Facilities, Streets, Parks and Pool Capital Expenditures Fund 52

The Facilities, Streets, Parks and Pool Capital Expenditures Fund is an internal service fund that was created in Fiscal Year 2014-15. The fund is projected to have a beginning fund balance of \$391,577. No funds are proposed to be spent from this fund in FY 2015-16.

Fiscal Year 2015-16 Budget

CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program for Fiscal Year 2015-16 totals \$1,890,469, which includes \$325,699 of unfunded projects and \$589,770 of carryover appropriations from Fiscal Year 2014-15. The Capital Improvement Program continues to provide a significant amount of funding for public safety, parks and streets.

Capital outlay for fiscal year 2015-16 also includes vehicle and equipment purchases in the amount of \$325,340, which includes \$139,340 associated with the 800 MHz project. In Fiscal Year 2016-17 and 2017-18, it is estimated that approximately \$700,000 of vehicles and equipment will need to be replaced. Future funding will be needed to address these capital needs as the fund is projected to have only \$60,958 available at June 30, 2016.

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

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

Respectfully submitted,



Bret M. Plumlee
City Manager

Fund Balance Summary

FUND TYPE/DESCRIPTION	Fiscal Year 2014-15				Fiscal Year 2015-16			
	Fund Balance July 1, 2014 Actual	FY 2015 Estimated Revenues & Transfers In	FY 2015 Estimated Expenditures & Transfers Out	Fund Balance July 1, 2015 Estimated	FY 2016 Estimated Revenues & Transfers In	FY 2016 Estimated Expenditures & Transfers Out	Fund Balance July 1, 2016 Estimated	
General Fund:								
10- General Fund - Operations	-	12,842,326	12,074,759	-	13,196,647	13,195,015	-	-
Emergency Designation	3,123,565	-	-	3,273,754	-	-	3,273,754	-
PERS Reserves	3,150,000	-	-	3,150,000	-	-	3,150,000	-
Work Comp/Liability Designation	250,000	-	-	250,000	-	-	250,000	-
GASB 45 OPEB Designation	250,000	-	-	500,000	-	-	500,000	-
Non-Spendable Employee Loans	8,196	-	-	6,512	-	-	6,512	-
Los Alamitos Blvd. Rehab. Designation	200,000	-	-	200,000	-	200,000	-	-
General Plan Update Designation	75,000	-	75,000	-	-	-	-	-
Pool CIP	-	-	-	56,040	-	-	56,040	-
Encumbrances	-	-	-	54,066	-	54,066	-	-
Unassigned Fund Balance	1,218,025	-	1,443,404	33,580	-	-	35,212	-
General Fund Total:	8,274,786	12,842,326	13,593,163	7,523,952	13,196,647	13,449,081	7,271,518	-
Special Revenue Funds:								
18- Proposition 1B	(335,443)	335,443	-	-	-	-	-	-
19- C.D.B.G. Fund	-	126,000	126,000	-	131,400	131,400	-	-
20- Gas Tax Fund	330,083	349,128	409,955	269,256	265,661	295,492	239,425	-
21- Public Safety Augmentation Fund	8,480	99,099	82,637	24,942	97,850	107,850	14,942	-
22- Supplemental Law Enforcement Fund	870	102,177	103,047	-	100,000	100,000	-	-
23- Air Quality Fund	25,079	14,657	-	39,736	14,100	4,000	49,836	-
26- Measure M Fund	81,853	226,513	149,430	158,936	221,254	176,100	204,090	-
27- Asset Seizure	43,914	15,520	-	59,434	150	-	59,584	-
28- Los Alamitos Television Fund	115,409	38,323	8,734	144,998	37,900	8,800	174,098	-
29- Office of Traffic Safety Fund	3,065	17,308	5,000	15,373	10,000	23,000	2,373	-
Special Revenue Funds Total:	273,310	1,324,168	884,803	712,675	878,315	846,642	744,348	-
Debt Service Fund:								
31- Debt Service Fund	259,298	214,420	214,029	259,689	185,200	210,000	234,889	-
Debt Service Fund Total:	259,298	214,420	214,029	259,689	185,200	210,000	234,889	-
Capital Projects Funds:								
24- Residential Streets & Alleys Fund	46,963	73	40,811	6,225	200	-	6,425	-
25- Building Improvement Fund	40,150	92,132	8,207	124,075	-	115,339	8,736	-
40- Park Development Fund	274,322	1,029	12,490	262,861	229,690	343,000	149,551	-
41- Rivers/Mountains Conservancy Fund	(905,297)	982,819	77,522	-	414,081	414,081	-	-
44- Traffic Improvement Fund	277,042	2,839	192,556	87,325	500	20,175	67,650	-
Capital Projects Funds Total:	(266,820)	1,078,892	331,586	480,486	644,471	892,595	232,362	-
Internal Service Funds:								
50- Vehicle & Equipment Fund	112,178	374,802	323,137	163,843	231,884	334,769	60,958	-
53- Technology Replacement Fund	222,052	147,705	220,232	149,525	146,000	146,000	149,525	-
51- Police Capital Expenditures Fund	-	835,000	8,273	826,727	-	139,340	687,387	-
52- Facilities, Streets, Parks and Pool Capital Expenditures Fund	-	440,000	48,423	391,577	-	-	391,577	-
Internal Service Funds Total:	334,230	1,797,507	600,065	1,531,672	377,884	620,109	1,289,447	-
Grand Totals	8,874,804	17,257,313	15,623,646	10,508,474	15,282,517	16,018,427	9,772,564	-

City of Los Alamitos
Summary of Resources and Requirements
Fiscal Year 2015 - 2016

Fund Type/Description	Estimated Beginning Balance July 2015			Resources				Requirements						Surplus (Deficit)	Projected Ending Balance June 2016
	Estimated Beginning Balance July 2015	Estimated Revenue	Transfers In	Total Resources	Salaries & Benefits	Maintenance & Operations	Capital Equipment	Capital Projects	Capital Carryovers	Transfers Out	Total Requirements				
General Fund:															
10- General Fund (Operations)	-	12,830,980	365,667	13,196,647	8,305,601	4,604,214	100,000	-	-	185,200	13,195,015	1,632	-		
Emergency Designation	3,273,754	-	-	3,273,754	-	-	-	-	-	-	-	-	3,273,754		
PERS Reserves	3,150,000	-	-	3,150,000	-	-	-	-	-	-	-	-	3,150,000		
Work Comp/Liability Designation	250,000	-	-	250,000	-	-	-	-	-	-	-	-	250,000		
GASB 45 OPEB Designation	500,000	-	-	500,000	-	-	-	-	-	-	-	-	500,000		
Non-Spendable Employee Loans	6,512	-	-	6,512	-	-	-	-	-	-	-	-	6,512		
Los Alamitos Blvd. Rehab. Designation	200,000	-	-	200,000	-	-	-	200,000	-	-	200,000	(200,000)	-		
Pool CIP	56,040	-	-	56,040	-	-	-	-	-	-	-	-	56,040		
Encumbrances	54,066	-	-	54,066	-	54,066	-	-	-	-	54,066	(54,066)	-		
Unassigned Fund Balance	33,580	-	-	33,580	-	-	-	-	-	-	-	-	33,580		
General Fund Total:	7,523,952	12,830,980	365,667	20,720,599	8,305,601	4,658,280	100,000	200,000	-	185,200	13,449,081	(252,434)	7,271,518		
Special Revenue Funds:															
18- Proposition 1B	-	-	-	-	-	-	-	-	-	-	-	-	-		
19- C.D.B.G. Fund	-	131,400	-	131,400	-	-	-	131,400	-	-	131,400	-	-		
20- Gas Tax Fund	269,256	265,661	-	534,917	-	-	-	144,500	-	130,817	295,492	(29,831)	239,425		
21- Public Safety Augmentation Fund	24,942	97,850	-	122,792	-	-	-	-	20,175	107,850	107,850	(10,000)	14,942		
22- Supplemental Law Enforcement Fund	0	100,000	-	100,000	-	-	-	-	-	100,000	100,000	-	-		
23- Air Quality Fund	39,736	14,100	-	53,836	-	-	-	-	-	4,000	4,000	10,100	49,836		
26- Measure M Fund	158,936	221,254	-	380,190	-	-	-	176,100	-	-	176,100	45,154	204,090		
27- Asset Seizure	59,434	150	-	59,584	-	-	-	-	-	-	-	150	59,584		
28- Los Alamitos Television Fund	144,998	37,900	-	182,898	-	8,800	-	-	-	8,800	8,800	29,100	174,098		
29- Office of Traffic Safety Fund	15,373	10,000	-	25,373	-	-	-	-	-	23,000	23,000	(13,000)	2,373		
Special Revenue Funds Total:	712,675	878,315	-	1,590,990	-	8,800	-	452,000	20,175	365,667	846,642	31,673	744,348		
Debt Service Fund:															
31- Debt Service Fund	259,689	-	185,200	444,889	-	210,000	-	-	-	-	210,000	(24,800)	234,889		
Debt Service Fund Total:	259,689	-	185,200	444,889	-	210,000	-	-	-	-	210,000	(24,800)	234,889		
Capital Projects Funds:															
24- Residential Street Fund	6,225	200	-	6,425	-	-	-	-	-	-	-	200	6,425		
25- Building Improvement Fund	124,075	-	-	124,075	-	-	-	20,000	95,339	-	115,339	(115,339)	8,736		
40- Park Development Fund	262,861	229,690	-	492,551	-	-	-	303,000	40,000	-	343,000	(113,310)	149,551		
41- Rivers/Mountains Conservancy Fund	-	414,081	-	414,081	-	-	-	-	414,081	-	414,081	-	-		
44- Traffic Improvement Fund	87,325	500	-	87,825	-	-	-	-	20,175	-	20,175	(19,675)	67,650		
Capital Projects Funds Total:	480,486	644,471	-	1,124,957	-	-	-	323,000	569,595	-	892,595	(248,124)	232,362		
Internal Service Funds:															
50- Vehicle & Equipment Fund	163,843	231,884	-	395,727	99,854	148,915	86,000	-	-	-	334,769	(102,885)	60,958		
53- Technology Replacement Fund	149,525	146,000	-	295,525	-	146,000	-	-	-	-	146,000	-	149,525		
51- Police Capital Expenditures Fund	826,727	-	-	826,727	-	-	139,340	-	-	-	139,340	(139,340)	687,387		
52- Facilities, Streets, Parks, and Pool Capital Expenditures Fund	391,577	-	-	391,577	-	-	-	-	-	-	-	-	391,577		
Internal Service Funds Total:	1,531,672	377,884	-	1,909,556	99,854	294,915	225,340	-	-	-	620,109	(242,225)	1,289,447		
Grand Totals	10,508,474	14,731,650	550,867	25,790,991	8,405,455	5,171,995	325,340	975,000	589,770	550,867	16,018,427	(735,910)	9,772,564		

City of Los Alamitos
Interfund Transfer Matrix
Fiscal Year 2015-16

TRANSFER FROM	FUND	TRANSFER TO		TOTAL
		General Fund	Debt Service Fund	
	General Fund		185,200	185,200
	Gas Tax Fund	130,817		130,817
	Public Safety Augmentation Fund	107,850		107,850
	Supplemental Law Enforcement Fund	100,000		100,000
	AQMD Fund	4,000		4,000
	Office of Traffic Safety Fund	23,000		23,000
	TOTAL	365,667	185,200	550,867

Transfer From:	Transfer To:
General Fund	Debt Service Fund
Gas Tax Fund	General Fund
Public Safety Augmentation Fund	General Fund
Supplemental Law Enforcement Fund	General Fund
AQMD Fund	General Fund
Office of Traffic Safety Fund	General Fund
	31-4910
	10-4920
	10-4921
	10-4922
	10-4923
	10-4929
Total	Total
<u>550,867</u>	<u>550,867</u>

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>General Fund</u>						
Property Taxes						
Property Tax - Secured	1,586,790	1,557,425	1,634,836	1,723,590	1,712,369	1,785,747
Property Tax - Unsecured	64,299	60,304	61,236	64,910	67,604	67,253
Prior Years Property Taxes		30,294	24,524	19,619	19,659	19,619
Property Tax - Supplemental	10,525	19,899	43,758	32,819	48,895	32,819
Public Utility Property taxes		28,622	30,628	30,000	29,934	30,000
Property Tax - In-Lieu of VLF	898,354	922,774	956,093	988,000	988,965	1,024,000
Lighting District	244,467	249,570	263,933	279,030	279,327	289,098
Homeowner's Tax Relief	13,645	13,420	12,862	12,739	12,739	12,739
County Tax Administrative Charge	(33,371)	49,659	(22,385)	(20,300)	(20,792)	(20,300)
Property Transfer Tax	63,874	73,444	104,403	62,642	94,587	62,642
Totals for Source	2,848,583	3,005,411	3,109,888	3,193,049	3,233,287	3,303,617
Taxes						
Sales & Use Tax	2,519,047	2,671,011	2,761,328	2,917,000	2,965,976	3,197,000
Sales Tax Guarantee	75,000	75,000	75,000	75,000	75,000	75,000
Transient Occupancy Tax	87,798	103,710	112,866	115,000	132,154	120,000
Business Licenses	479,804	506,008	551,302	556,815	562,621	576,815
Totals for Source	3,161,649	3,355,729	3,500,496	3,663,815	3,735,751	3,968,815
Utility Users Taxes						
Utility Users Tax - Electric	1,095,895	1,110,724	1,162,252	1,197,120	1,241,097	1,263,033
Utility Users Tax - Gas	173,289	166,014	178,020	183,360	168,132	188,861
Utility Users Tax - Telephone	581,230	625,690	557,901	543,953	532,640	543,954
Utility Users Tax - Water	232,228	257,853	290,262	293,165	267,604	296,096
Totals for Source	2,082,642	2,160,281	2,188,435	2,217,598	2,209,473	2,291,944
Franchise Fees						
Franchise Fees - Cable Television	150,977	159,454	160,519	165,335	163,832	167,000
Franchise Fees - Trash	209,702	193,074	204,948	204,949	198,117	205,000
Franchise Fees - Electric	195,190	193,835	209,078	220,000	231,641	226,600
Franchise Fees - Gas	33,503	26,721	31,144	32,000	32,758	33,000
Franchise Fees - Water	47,427	46,538	49,288	50,000	52,879	52,000
Franchise Fees - Other	3,601	1,135	2,080	4,000	1,160	4,000
Totals for Source	640,400	620,757	657,057	676,284	680,387	687,600
Licenses and Permits						
Building Permits	56,738	92,398	189,777	70,000	104,863	50,000
Electrical Permits	5,269	9,368	13,331	6,000	10,332	6,000
Mechanical Permits	2,950	5,082	6,178	3,000	7,230	3,000
Plumbing Permits	4,199	6,649	7,600	5,500	8,878	4,000
Plan Checks/NPDES Inspection Fees	34,588	116,086	66,277	41,100	58,057	51,100
Public Works Permits	35,763	49,680	127,338	25,000	40,256	26,000
Other Licenses and Permits	21,594	53,808	87,877	35,487	58,454	30,000
Totals for Source	161,101	333,071	498,378	186,087	288,070	170,100

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Fines and Forfeitures						
Moving Violations	93,105	80,634	103,879	80,000	78,280	80,000
Red Light Camera	239,587	441,136	522,413	400,000	547,643	470,000
Parking Fines	92,883	82,264	77,114	100,000	87,543	100,000
Other Fines and Forfeitures	13,264	10,801	6,403	14,900	13,665	10,000
Totals for Source	438,839	614,835	709,809	594,900	727,131	660,000
Use of Money and Property						
Investment Earnings	9,991	7,513	1,746	38,000	23,840	57,000
Total for Source	9,991	7,513	1,746	38,000	23,840	57,000
Revenue From Other Agencies						
Homeland Security Grant	-	-	4,467	-	-	-
Abandoned Vehicle Reimbursement	12,993	4,257	-	-	-	-
SB-90 Reimbursement	65	-	-	-	56,000	-
SRO Reimbursement	-	-	89,500	85,570	82,452	82,330
Motor Vehicle in Lieu	6,290	5,206	-	-	-	-
P.O.S.T. Reimbursements	6,461	9,259	15,015	10,000	2,282	10,000
FEMA Reimbursement	-	-	-	-	-	-
BSCC Local Assistance	-	5,517	6,322	-	-	-
Misc. Police Reimbursement	3,700	5,570	1,271	2,833	9,088	30,000
Totals for Source	29,509	29,809	116,575	98,403	149,822	122,330
Charges for Current Services						
Police Reports/Fingerprinting	701	346	1,054	938	1,448	650
Police Alarm Fees	17,297	13,310	12,050	12,000	13,475	12,000
Recreation Revenues	1,262,583	1,294,465	1,241,331	1,260,526	1,301,350	1,284,924
Parking Revenues	-	-	-	-	-	187,500
Other fees for services	1,531	967	273	9,100	2,195	9,000
Totals for Source	1,282,112	1,309,088	1,254,708	1,282,564	1,318,468	1,494,074
Miscellaneous Revenues						
W/C & G/L Reimbursements	144,955	2,485	230,541	50,000	34,027	50,000
Damages to City Properties	24,338	-	490	219	6,432	500
Miscellaneous Reimbursements	18,696	23,492	48,281	18,300	79,137	25,000
Totals for Source	187,989	25,977	279,312	68,519	119,596	75,500
Transfers In	502,787	373,339	394,824	388,317	356,501	365,667
Total General Fund	11,345,602	11,835,810	12,711,228	12,407,536	12,842,326	13,196,647

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Special Revenue Funds</u>						
<u>Community Development Block Grant (CDBG) Fund - 19</u>						
Revenue From Other Agencies						
Community Development Block Grant	137,764	202,318	-	126,000	126,000	131,400
Total for Source	137,764	202,318	-	126,000	126,000	131,400
Total Community Development Block Grant Fund	137,764	202,318	-	126,000	126,000	131,400
<u>Gas Tax Fund - 20</u>						
Taxes						
Gas Tax	194,131	283,796	388,934	313,317	348,082	265,461
Total for Source	194,131	283,796	388,934	313,317	348,082	265,461
Revenue From Other Agencies						
Traffic Congestion Relief	116,171	-	-	-	-	-
Federal Economic Stimulus	342,481	-	-	-	-	-
Totals for Source	458,652	-	-	-	-	-
Use of Money and Property						
Investment Earnings	386	290	53	200	1,046	200
Total for Source	386	290	53	200	1,046	200
Total Gas Tax Fund	653,169	284,086	388,987	313,517	349,128	265,661
<u>Public Safety Augmentation Fund - 21</u>						
Revenue From Other Agencies						
Special Sales Tax Augmentation	84,536	90,282	95,019	90,000	99,017	97,850
Total for Source	84,536	90,282	95,019	90,000	99,017	97,850
Use of Money and Property						
Investment Earnings	-	-	-	-	82	-
Total for Source	-	-	-	-	82	-
Total Public Safety Augmentation Fund	84,536	90,282	95,019	90,000	99,099	97,850
<u>Supplemental Law Enforcement Fund - 22</u>						
Revenue From Other Agencies						
Supplemental Law Enforcement Grant	100,000	100,000	104,028	100,000	102,175	100,000
Total for Source	100,000	100,000	104,028	100,000	102,175	100,000
Use of Money and Property						
Investment Earnings	-	-	-	-	2	-
Total for Source	-	-	-	-	2	-
Total Supplemental Law Enforcement Fund	100,000	100,000	104,028	100,000	102,177	100,000

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Air Quality (AQMD) Fund - 23</u>						
Use of Money and Property						
Investment Earnings	100	79	3	100	105	100
Total for Source	100	79	3	100	105	100
Revenue From Other Agencies						
AB 2766 - Air Quality	14,393	13,941	14,293	14,000	14,552	14,000
Total for Source	14,393	13,941	14,293	14,000	14,552	14,000
Total Air Quality Fund	14,493	14,020	14,296	14,100	14,657	14,100
<u>Measure M Fund - 26</u>						
Revenue From Other Agencies						
Measure M-2	170,349	183,285	189,147	204,909	202,538	221,254
Growth Area Management (GMA) 2	-	-	-	-	23,575	-
Totals for Source	170,349	183,285	189,147	204,909	226,113	221,254
Use of Money and Property						
Investment Earnings	1,375	342	-	-	400	-
Total for Source	1,375	342	-	-	400	-
Total Measure M Fund	171,724	183,627	189,147	204,909	226,513	221,254
<u>Asset Seizure Fund - 27</u>						
Revenue From Other Agencies						
Federal Asset Seizure	751	-	1,314	-	-	-
Misc. Police Reimbursement	-	-	-	-	15,329	-
Totals for Source	751	-	1,314	-	15,329	-
Use of Money and Property						
Investment Earnings	192	76	14	150	191	150
Total for Source	192	76	14	150	191	150
Total Asset Seizure Fund	943	76	1,328	150	15,520	150
<u>Los Alamitos Television Fund - 28</u>						
Charges for Current Services						
PEG Grant/Access Fees	42,121	32,092	31,485	30,000	31,344	31,200
Event Filming Reimbursements	6,500	-	6,500	6,500	6,500	6,500
Miscellaneous Revenue	1,200	50	-	-	-	-
Totals for Source	49,821	32,142	37,985	36,500	37,844	37,700
Use of Money and Property						
Investment Earnings	235	139	24	200	479	200
Total for Source	235	139	24	200	479	200
Total Los Alamitos Television	50,056	32,281	38,009	36,700	38,323	37,900

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Office of Traffic Safety (OTS) Fund - 29</u>						
Revenue From Other Agencies						
Office of Traffic Safety Grant	3,997	6,571	8,704	10,000	7,355	-
Total for Source	3,997	6,571	8,704	10,000	7,355	-
Charges for Current Services						
Vehicle Impound Fees	11,742	8,550	10,944	5,000	9,918	10,000
Total for Source	11,742	8,550	10,944	5,000	9,918	10,000
Use of Money and Property						
Investment Earnings	-	-	-	-	35	-
Total for Source	-	-	-	-	35	-
Total Office of Traffic Safety (OTS) Fund	15,739	15,121	19,648	15,000	17,308	10,000
<u>EECBG Fund - 30</u>						
Revenue From Other Agencies						
EECBG Grant Revenue	22,682	-	-	-	-	-
Total for Source	22,682	-	-	-	-	-
Total EECBG Grant Fund	22,682	-	-	-	-	-
<u>Proposition 1B Fund - 18</u>						
Revenue From Other Agencies						
Proposition 1B	-	-	-	-	313,766	-
Totals for Source	-	-	-	-	313,766	-
Use of Money and Property						
Investment Earnings	-	-	-	-	445	-
Total for Source	-	-	-	-	445	-
Transfers In	-	-	-	-	21,232	-
Total Proposition 1B Fund	-	-	-	-	335,443	-
Total Special Revenue Funds	1,251,106	921,811	850,462	900,376	1,324,168	878,315

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Debt Service Fund</u>						
<u>Debt Service Fund - 31</u>						
Charges for Current Services						
Transfers In	212,667	214,764	210,951	214,420	214,420	185,200
Total for Source	212,667	214,764	210,951	214,420	214,420	185,200
Total Debt Service Fund	212,667	214,764	210,951	214,420	214,420	185,200
Total Debt Service Funds	212,667	214,764	210,951	214,420	214,420	185,200

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Capital Project Funds</u>						
<u>Residential Street/Alley Improvement Fund - 24</u>						
Use of Money and Property						
Investment Earnings	193	54	10	200	73	200
Total for Source	193	54	10	200	73	200
Total Residential Streets/Alleys Fund	193	54	10	200	73	200
<u>Building Improvement Fund - 25</u>						
Use of Money and Property						
Investment Earnings	282	140	13	-	132	-
Total for Source	282	140	13	-	132	-
Charges for Current Services						
Miscellaneous	-	4,381	10,607	-	-	-
Transfers In	-	-	-	-	92,000	-
Total for Source	-	4,381	10,607	-	92,000	-
Total Building Improvement Fund	282	4,520	10,620	-	92,132	-
<u>Park Development Fund - 40</u>						
Use of Money and Property						
Investment Earnings	335	38	64	-	1,029	250
Total for Source	335	38	64	-	1,029	250
Charges for Current Services						
Park Development Fees	-	289,216	18,076	-	-	157,440
Total for Source	-	289,216	18,076	-	-	157,440
Revenue From Other Agencies						
CalRecycle Grant	-	-	-	-	-	72,000
Totals for Source	-	-	-	-	-	72,000
Total Park Development	335	289,254	18,140	-	1,029	229,690
<u>Rivers and Mountains Conservancy Fund - 41</u>						
Revenue From Other Agencies						
Rivers and Mountains Conservancy	-	-	-	-	981,640	414,081
Total for Source	-	-	-	-	981,640	414,081
Use of Money and Property						
Investment Earnings	5	-	-	-	1,179	-
Total for Source	5	-	-	-	1,179	-
Total Rivers and Mountains Conservancy	5	-	-	-	982,819	414,081

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

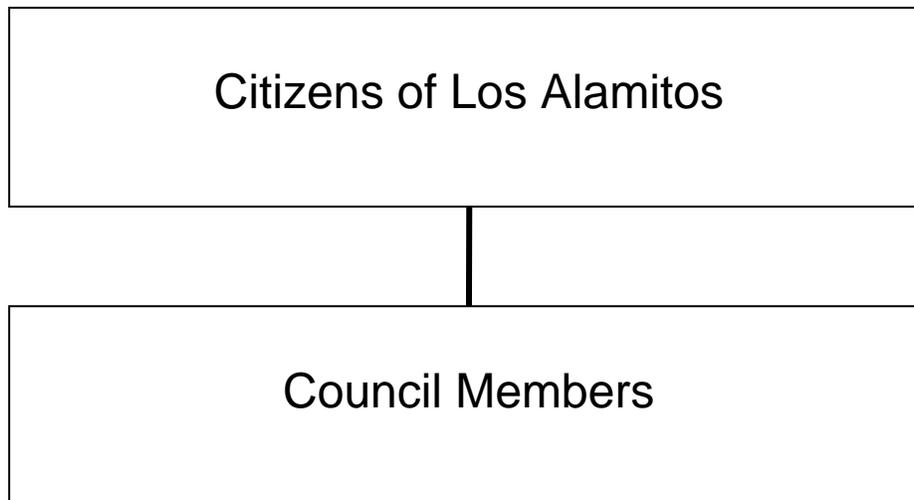
Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Traffic Improvement Fund - 44</u>						
Use of Money and Property						
Investment Earnings	1,497	668	102	-	1,243	500
Total for Source	1,497	668	102	-	1,243	500
Revenue From Other Agencies						
Traffic Mitigation Fees - LAMC	-	-	-	-	1,596	-
Totals for Source	-	-	-	-	1,596	-
Total Traffic Improvement Fund	1,497	668	102	-	2,839	500
Total Capital Projects Funds	2,312	294,497	28,872	200	1,078,892	644,471

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

Fund/Source Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
<u>Internal Service Funds</u>						
<u>Vehicle & Equipment Fund - 50</u>						
Charges for Current Services						
Charges to Other Funds	229,497	250,080	233,930	232,407	224,091	231,884
Sale of Property	-	37,265	4,472	-	711	-
Transfers In	-	-	15,102	-	150,000	-
Totals for Source	229,497	287,345	253,504	232,407	374,802	231,884
Total Vehicle & Equipment Fund	229,497	287,345	253,504	232,407	374,802	231,884
<u>Technology Replacement Fund - 53</u>						
Charges for Current Services						
Charges to Other Funds	146,000	145,085	147,685	146,000	147,705	146,000
Totals for Source	146,000	145,085	147,685	146,000	147,705	146,000
Total Technology Replacement Fund	146,000	145,085	147,685	146,000	147,705	146,000
<u>Police Capital Expenditures Fund - 51</u>						
Transfers In	-	-	-	700,000	835,000	-
Total Police Capital Expenditures Fund	-	-	-	700,000	835,000	-
<u>Facilities, Streets, Parks, and Pool Capital Expenditures Fund - 52</u>						
Transfer In	-	-	-	400,000	440,000	-
Total Facilities, Streets, Parks and Pool Capital Expenditures Fund	-	-	-	400,000	440,000	-
Total Internal Service Funds	375,497	432,430	401,189	1,478,407	1,797,507	377,884
Grand Total All Revenues	13,187,184	13,699,311	14,202,702	15,000,939	17,257,313	15,282,517



Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<i>Positions</i>			
City Council Members	5	5	5
Total Positions	5	5	5

City Council

MISSION STATEMENT

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

DEPARTMENT GOALS

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

ACCOMPLISHMENTS FOR 2014-2015

- *Adopted a balanced budget for Fiscal Year 2015-16.*
- *Updated the Fund Balance Policies for the General Fund and the Internal Service Funds as part of the Fiscal Year 2015-16 Budget process.*
- *Continued to work closely with outside agencies including the Joint Forces Training Base, the Los Alamitos Unified School District and the Rossmoor Community Services District*

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLANS FOR 2015-16

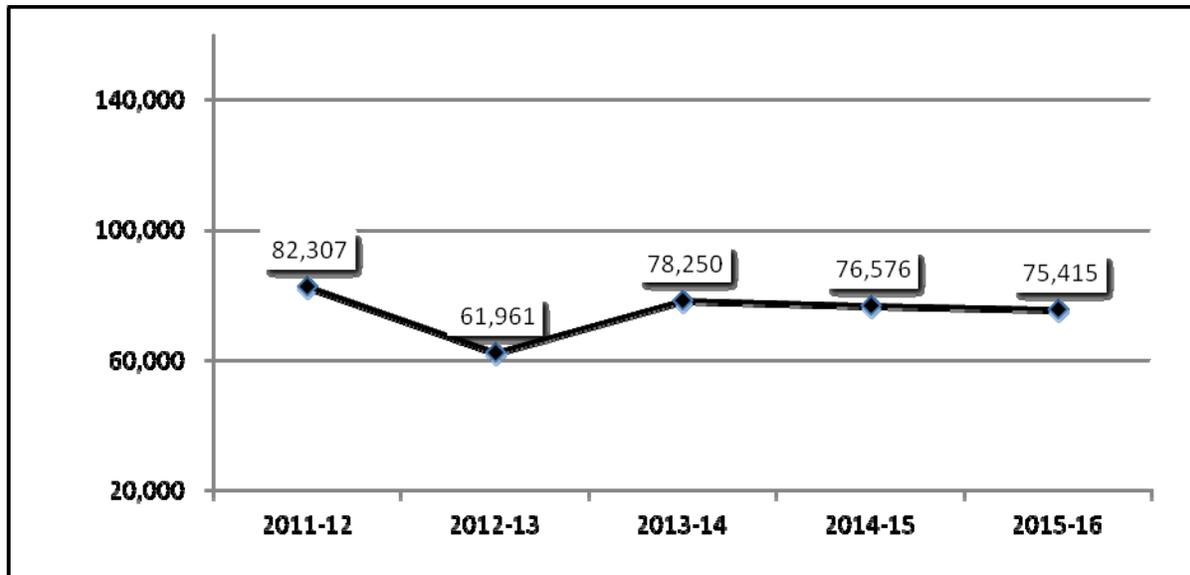
- *Conduct City Council Meetings and Special Study Sessions*
- *Develop and adopt a balanced budget for Fiscal Year 2016-17*
- *Develop and adopt a Capital Improvement Program that identifies and addresses the infrastructure needs of the City*
- *Develop and implement a Legislative Action Plan*
- *Re-examine City Council Goals and Priorities*
- *Enhance the City's economic base through business retention and attraction*

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Administration				City Council - 510			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5102	Regular Salaries	24,003	24,742	24,003	23,920	24,372	24,000
5130	Medicare	165	359	348	350	338	350
5151	Part-Time Retirement	348	927	900	900	872	900
5162	Life Insurance	900	154	162	200	141	200
Salary & Benefits Total		25,416	26,182	25,413	25,370	25,723	25,450
Maintenance & Operations							
5201	Supplies/Division Expense	6,732	8,887	7,740	8,500	6,761	8,500
5205	Postage	1,405	825	573	600	514	600
5207	Travel & Meetings	1,528	2,797	3,470	7,741	7,741	7,500
5209	Dues & Subscriptions	22,383	22,404	21,237	22,000	22,004	20,000
5237	Employee Service Awards	3,484	3,483	3,459	3,500	3,578	3,500
5238	Commissioner Appreciation	2,969	2,868	3,058	3,000	2,995	3,000
5239	50th Anniversary Celebration	-	-	-	-	-	-
5246	Meeting Cablecasting	3,025	5,725	6,435	4,000	5,395	5,000
5260	Contractual Services	13,500	(13,075)	5,000	-	-	-
5287	Technology Charges	1,865	1,865	1,865	1,865	1,865	1,865
Maintenance & Operations Total		56,891	35,779	52,837	51,206	50,853	49,965
Division Total		82,307	61,961	78,250	76,576	76,576	75,415

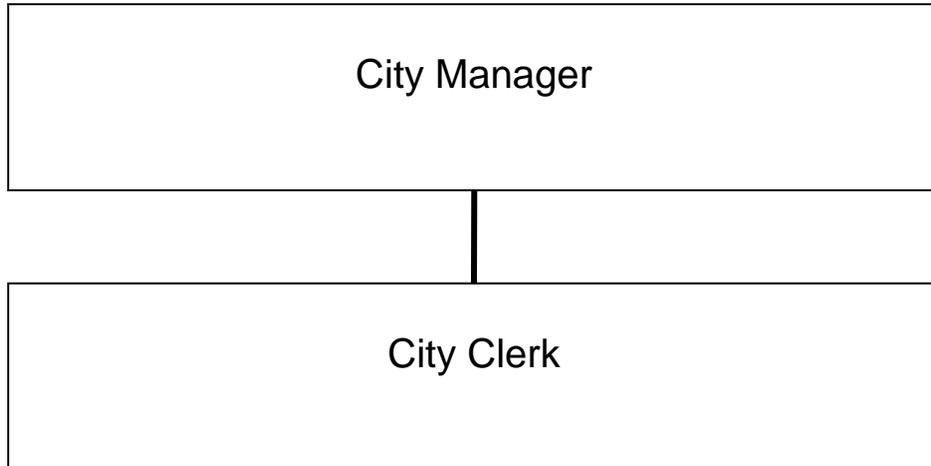
City Council

Departmental Expenditures FY 2011/12 – FY 2015/16



City Manager/City Clerk

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<i>Full-Time Positions</i>			
City Manager	1	1	1
City Clerk	1	1	1
Executive Assistant	1	1	1
<i>Part-Time Positions</i>			
Clerical Assistant	0.5	0.5	0.5
Receptionist	1	1	0
Total Full-Time	3	3	3
Total Part-Time	1.5	1.5	0.5
Total Department FTE	4.5	4.5	3.5

City Manager/City Clerk

CITY MANAGER

MISSION STATEMENT

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

DEPARTMENT GOALS

- *Pursue economic development efficiencies*
- *Present a balanced budget to City Council*
- *Identify and implement strategies for enhancing the City's revenue stream*
- *Enhance community awareness and participation in city government*
- *Expand recycling programs*
- *Manage the City television (PEG) station to expand the community's awareness and knowledge of their local government*
- *Participate in the planned and projected uses of the Joint Forces Training Base*
- *Pursue partnership opportunities with organizations including the Joint Forces Training Base, the Los Alamitos Unified School District and the Los Alamitos Chamber of Commerce*
- *Remain engaged in the status of the Rossmoor governance*

ACCOMPLISHMENTS FOR 2014-15

Communication

- *Met with key community leaders to communicate with them about the Parking Meter Project. Participated with the Community Development/Public Works Director in many outreach meetings and have received outstanding feedback to incorporate into the staff recommendations that went forward to the City Council.*
- *Established a tracking system that provides regular updates on key bills impacting Los Alamitos.*
- *Prepared many letters of support or opposition for the Mayor's signature that fit into our legislative platform.*
- *Updated the City's Legislative Platform to address new issues the City has been working on.*
- *Attended legislative committee hearing in Sacramento to show Los Alamitos's opposition to AB 1217, which would reduce the number of board members in Orange County Fire Authority from 25 to 13.*
- *Opposed SB 355, which would take away one of the Rivers and Mountains Conservancy voting members.*
- *Developed strong relationships with local legislators and their representatives to help give Los Alamitos a voice in Orange County and in the State.*
- *Participated in the Los Alamitos Chamber's Legislative Affairs Committee.*

Community

- *Continued to build relationship with the Joint Forces Training Base. Participated in ongoing Joint Forces Training Base (JFTB) meetings on topics including the expiration of the pool lease in February 2016; odor, sound and nuisance issues; assisted with West Nile Virus Video for residents; Attended and assisted with the Coyote Creek Awareness Forum; worked with JFTB on City events such as Race on the Base and Fourth of July; and participation in the Chamber's Regional Military Affairs Committee chaired by Council Member Grose.*
- *Participated with Recreation and Community Services Director and JFTB Lt. Col. Range on numerous meetings to discuss the upcoming expiration of the pool lease.*
- *Held community and other meetings with the City Council and key JFTB personnel including Brigadier General Reddicks to discuss the upcoming expiration of the pool lease.*
- *Worked with the Business Retention and Attraction team to meet with the City's top 25 sales tax producers (Top Employers, Top Property Owners).*
- *Worked the Hospital executive staff to discuss moving forward with future phases of the Hospital project.*
- *Completed Joint Use Agreements with Los Alamitos School District.*
- *Continued to monitor projects in and build working relationships with surrounding communities.*

City Manager/City Clerk

Infrastructure

- *Worked with the Civic Center Relocation Ad Hoc Committee to complete a needs assessment for all City facilities that was then approved by the full City Council.*
- *Initiated phase 1 of the Parking Meter project. Received approval from the City Council on the scope of services and issued Request for Proposals for this project.*
- *Assisted in the prioritization of findings of the ADA Study and the development of an ADA Transition Plan to meet Council objectives. The ADA study was completed and recommended projects have been included in the 7 year CIP.*
- *Received approval of grant for providing Rubberized Surfaces in playgrounds and parks.*

Fiscal

- *Updated the Fund Balance Policies for the General Fund and the Internal Service Funds as directed by City Council as part of the Fiscal Year 2015-16 Budget process.*
- *Diversified the City's investment portfolio.*
- *Prepaid the FY 2015-2016 retirement contribution based on the direction of the City Council.*
- *Adopted a balanced budget for Fiscal Year 2015-16.*

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLANS FOR 2015-16

- *Continue to follow the legislative platform adopted by the City Council.*
- *Continue to negotiate the extension of the pool lease or get direction from the Council on next steps to take with the pool.*
- *Continue to work with the Business Retention and Attraction team to meet with the City's top 25 sales tax producers (Top Employers, Top Property Owners).*
- *Continue to monitor projects in and build working relationships with surrounding communities.*
- *Continue the civic center relocation discussion on the financing of all of these facilities with the Civic Center Finance Ad Hoc Committee.*
- *Continue to look for grant opportunities.*
- *Update the Fund Balance Policies for the General Fund and the Internal Service Funds as directed by City Council as part of the Fiscal Year 2016-17 Budget process*
- *Continue to look for other opportunities to diversify the City's investment portfolio within the policy.*
- *Continue to explore the possibility of issuing additional long-term debt to finance some of the major capital needs in the City including the possible re-location of the Civic Center, the possible re-location or major upgrade of the Pool, Los Alamitos Boulevard Revitalization Improvements, and major street improvements in the City. Finalize the refinancing of the 2006 Certificates of Participation.*

City Manager/City Clerk

CITY CLERK

MISSION STATEMENT

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

DEPARTMENT GOALS

- *Produce City Council agendas and minutes*
- *Expand electronic record retention efforts*
- *Process and maintain City records in accordance with the laws of the State of California*
- *Codify and maintain the City of Los Alamitos Municipal Code*
- *Enhance access to the public process and records for members of the public*
- *Provide for long-term records storage for all City documents*

ACCOMPLISHMENTS FOR 2014-15

- *Coordinated the timely submission of Fair Political Practices Commission filings*
- *Administered recruitments and interviews for Commissions*
- *Expanded the City's social media presence to include more information to our residents*
- *Updated Parliamentary Procedures to Rosenberg's Rules of Order and provided training to all Commissions*
- *Created a Department Secretary Subcommittee to ensure efficiency and uniformity through all Departments*

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLANS FOR 2015-16

- *Successfully conduct the 2016 Municipal Election for two available Council seats*
- *Continue working with all Departments to implement the Records Management Program*
- *Update the City's Records Management Policy*
- *Implement a Records Imaging Policy for the electronic storage of City documents*
- *Update the Los Alamitos Municipal Code in regards to Boards, Commissions, and Committees to ensure consistency through the City*

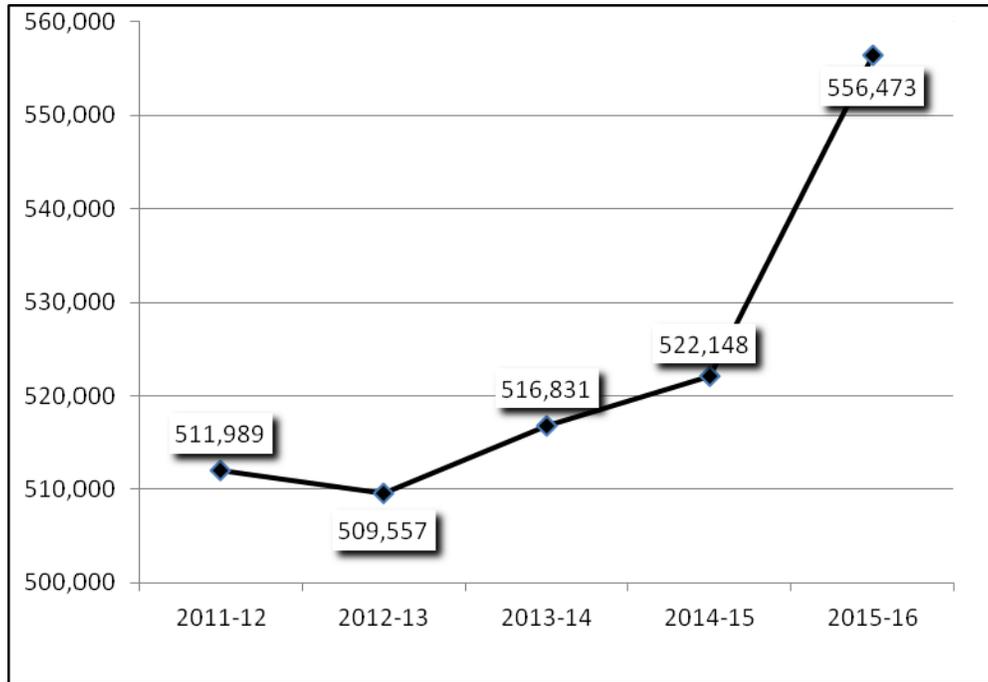
City Manager/City Clerk

DIVISION EXPENSE BY LINE ITEM

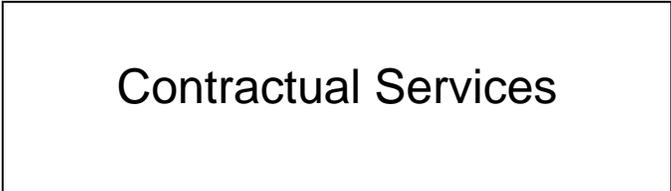
Department		Division					
Administration		City Manager/City Clerk - 511					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	281,040	224,389	253,996	331,210	322,017	329,139
5103	Hourly	37,903	92,126	120,288	48,320	40,758	16,107
5111	Special Skills Pay	12,600	7,277	-	-	-	-
5118	Car Allowance	6,000	6,200	8,850	12,000	12,000	12,000
2120	Overtime	-	-	225	-	-	-
5126	Sick Leave Conversion	1,962	-	239	-	501	600
5127	Vacation Conversion	33,307	24,440	9,816	-	-	-
5130	Medicare	5,146	4,953	5,444	4,800	5,023	4,947
5150	Retirement	47,518	27,206	35,583	52,120	47,025	93,220
5151	Part-Time Retirement	1,421	1,457	1,947	1,810	1,421	604
5161	Medical/Dental/Vision Insurance	23,315	20,924	35,249	43,200	44,400	44,400
5162	Life Insurance	748	627	637	870	967	927
5163	Disability Insurance	683	655	710	1,110	983	1,110
Salary & Benefits Total		451,643	410,254	472,984	495,440	475,095	503,054
Maintenance & Operations							
5201	Supplies/Division Expense	2,531	2,625	4,772	3,200	4,163	3,200
5242	Internet Expense	198	-	-	-	-	-
5205	Postage	971	74	1,793	600	528	600
5207	Travel & Meetings	945	1,026	1,608	1,000	2,118	2,500
5209	Dues & Subscriptions	-	1,671	922	2,150	2,520	2,150
5216	Unemployment Compensation	-	5,393	4,461	-	-	-
5233	Elections	854	12,784	756	15,000	3,467	1,000
5240	Telephone	408	420	425	400	446	450
5242	Cable Television	1,980	2,134	2,306	2,300	2,114	3,300
5245	Cell Phone	-	-	741	700	625	700
5260	Contractual Services	30,261	50,537	-	15,000	5,230	15,000
5266	Codification Service	2,653	2,996	3,944	6,000	3,723	5,000
5286	Garage Internal Services	1,093	1,191	1,067	1,067	1,067	1,067
5287	Technology Internal Services	18,452	18,452	21,052	18,452	21,052	18,452
Maintenance & Operations Total		60,346	99,303	43,847	65,869	47,053	53,419
Division Total		511,989	509,557	516,831	561,309	522,148	556,473

City Manager/City Clerk

**Departmental Expenditures
FY 2011/12 – FY 2015/16**



Organizational Chart by Function



City Attorney

MISSION STATEMENT

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

DEPARTMENT GOALS

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

ACCOMPLISHMENTS FOR 2014-15

- *Processed ordinance amendments and resolutions for City Council approval*
- *Provided legal advice on potential litigation cases*
- *Staffed City Council meetings*

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

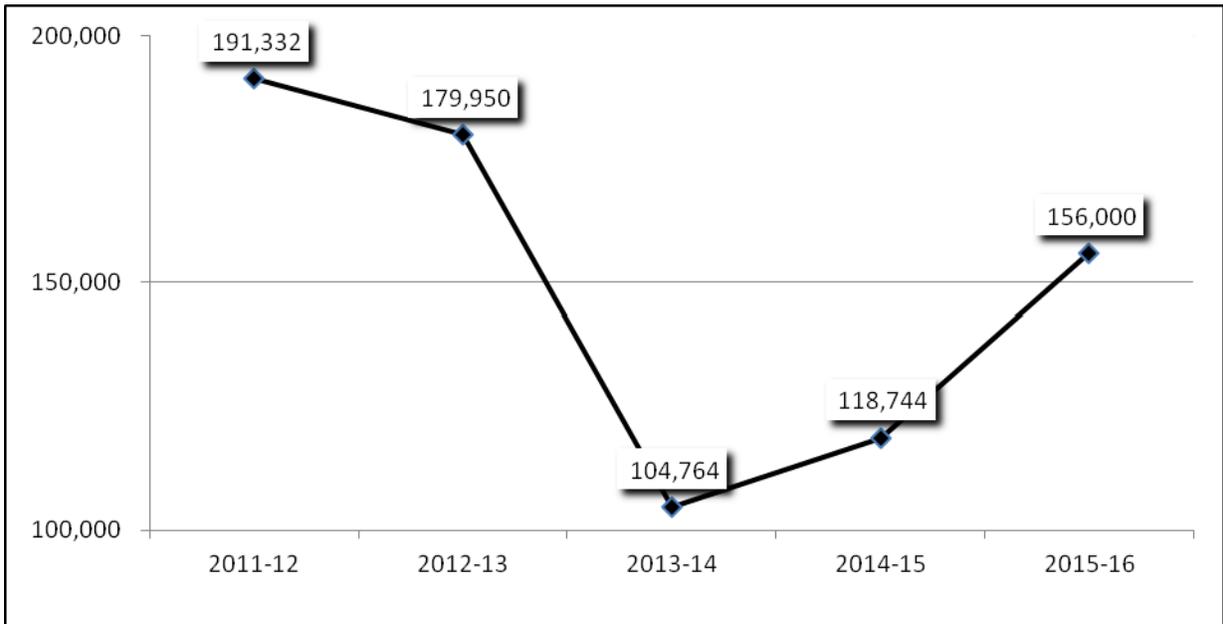
WORK PLANS FOR 2015-16

- *Provide legal service at City Council and Planning Commission meetings*
- *Prepare and review ordinances, resolutions, contracts and other documents*
- *Provide legal advice to the City Council and City Departments*

DIVISION EXPENSE BY LINE ITEM

Department Administration			Division City Attorney - 513				
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5261	Legal Services	191,332	179,555	104,764	151,000	118,744	100,000
5264	Litigation	-	395	-	5,000	-	56,000
	Maintenance & Operations Total	191,332	179,950	104,764	156,000	118,744	156,000
	Division Total	191,332	179,950	104,764	156,000	118,744	156,000

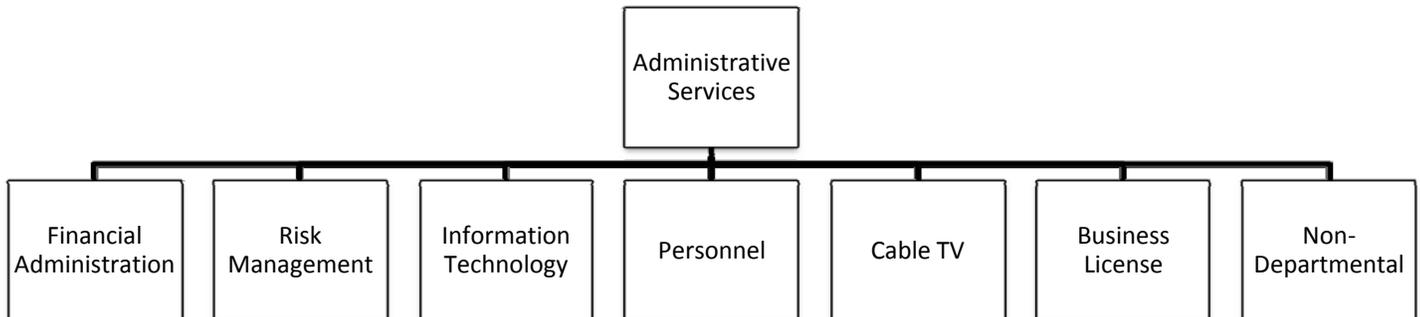
**Departmental Expenditures
FY 2011/12 – FY 2015/16**





Administrative Services

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full-Time Positions			
Administrative Services Director	1	1	1
Accountant	1	1	1
Finance Assistant	1	1	1
Part-Time Positions			
Receptionist	0	0	1
Special Projects Coordinator	0	0	0.5
Account Clerk	0.5	0.5	0
Total Full-Time	3	3	3
Total Part-Time	0.5	0.5	1.5
Total Department FTE	3.5	3.5	4.5

Administrative Services

MISSION STATEMENT

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

DEPARTMENT GOALS

- *Prepare an Operating and Capital Improvement Program Budget that is balanced*
- *Provide timely budget updates to the City Council, including both revenues and expenditures*
- *Prepare a Comprehensive Annual Financial Report (CAFR) that continues to qualify for the Government Finance Officers' Association (GFOA) Award of Excellence in Financial Reporting*
- *Prepare a three year financial forecast*
- *Work jointly with the City Manager's Office and other departments to enhance the City's revenue sources*
- *Manage the City's investment portfolio in accordance with State and City ordinances and policies*
- *Retain a qualified work force*
- *Implement technology, where appropriate and cost-effective, to enhance efficiency and effectiveness of City Departments*

ACCOMPLISHMENTS FOR 2014-15

- *Prepared a balanced Operating and Capital Improvement Program Budget for Fiscal Year 2015-16*
- *Increased transparency through an improved budget process, which involved 7 budget workshops including 3 stand-alone meetings that provided an overview of each department's budget, goals and service objectives.*
- *Assembled a financing team and began working on the refinancing of the City's 2006 Certificates of Participation.*
- *Adopted a new Fund Balance Policy that set aside funds for emergencies, CalPERS reserves, other postemployment benefits (OPEB), workers' comp and liability, and future capital needs, which paved the way for long-term fiscal sustainability.*
- *Implemented new pension accounting standards in accordance with GASB 68.*
- *Diversified the City's investment portfolio.*

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

- *Provide courteous, efficient service to all internal and external customers 100% of the time*
- *Coordinate all financial audits, including the City's annual audit, the federal Single Audit, and other State agency audits that may be required*
- *Maintain accurate accounting records for the City's funds*
- *Prepare timely and accurate financial reports, include the Annual Operating and Capital Improvement Program Budget, the Comprehensive Annual Financial Report, and other required reporting to the State of California*

Administrative Services

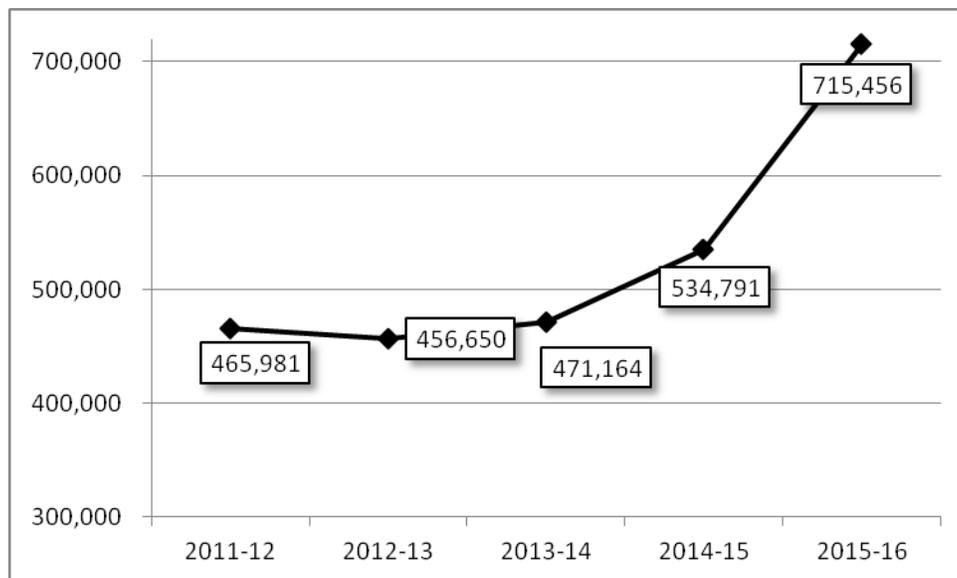
SERVICE OBJECTIVES (CONTINUED)

- *Maintain all hiring policies and practices and provide a process for all hiring departments to recruit, select, and retain qualified employees*
- *Review and process valid workers' compensation and liability claims*

WORK PLANS FOR 2015-16

- *Work with the City Manager's Office and departments to produce a balanced budget that incorporates the City Council's goals and objectives*
- *Submit an award-winning Comprehensive Annual Financial Report to the Government Finance Officer's Association for the Award of Excellence in Financial Reports*
- *Prepare a three year financial forecast*
- *Review the City's revenue collection procedures and propose recommendations for improved collection procedures*
- *Review other revenue options and propose recommendations for possible increases to revenues that include grant opportunities.*
- *Hold a workshop with the City Council to discuss the results of the User Fees and Charges Study*

**Departmental Expenditures
FY 2011/12 – FY 2015/16**



Administrative Services

DIVISION EXPENSE BY LINE ITEM

Department Administration				Division Administrative Services - 512			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	202,027	167,932	133,516	262,710	218,995	281,612
5103	Hourly	15,915	50,608	70,999	20,000	33,474	42,213
5118	Car Allowance	3,600	1,650	300	3,600	2,400	3,600
5119	Cell Allowance	-	-	-	-	240	-
5120	Overtime	-	-	530	-	476	1,000
5126	Sick Leave Conversion	977	-	-	280	-	-
5127	Vacation Conversion	-	9,447	7,137	-	-	-
5130	Medicare	3,240	3,274	2,991	3,810	3,388	4,136
5150	Retirement	36,643	23,749	20,214	35,260	36,324	75,713
5151	Part-Time Retirement	540	130	107	450	34	1,583
5161	Medical/Dental/Vision Insurance	26,843	31,043	27,500	39,600	37,449	42,696
5162	Life Insurance	800	640	460	720	694	792
5163	Disability Insurance	874	764	655	1,090	819	1,080
Salary & Benefits Total		291,459	289,237	264,409	367,520	334,293	454,425
Maintenance & Operations							
5201	Supplies/Division Expense	4,610	6,211	4,723	6,000	11,168	5,200
5205	Postage	(338)	2,488	3,122	3,000	2,677	2,000
5207	Travel & Training	2,200	690	378	1,500	1,866	2,500
5209	Dues & Subscriptions	575	465	490	600	340	600
5217	Insurance Admin Cost	2,598	1,842	2,602	2,650	2,704	2,700
5218	EAP Program	902	915	563	300	295	300
5219	Pre-Employment Physicals	5,636	9,154	14,458	10,000	18,733	15,000
5220	Oral Board Expense	51	117	309	500	86	200
5222	Sanitation District User Fee	6,585	7,251	7,596	8,000	7,793	8,000
5229	Tuition Reimbursement	2,064	1,592	-	2,000	-	4,000
5235	Advertising	784	3,827	2,407	2,000	50	2,000
5240	Telephone	986	1,095	1,002	1,000	1,063	1,150
5260	Contractual Services	31,640	16,754	36,328	29,000	31,146	49,800
5262	Animal Control Contract	55,274	55,247	58,016	62,500	60,355	62,500
5263	Audit Services	24,032	22,295	32,645	28,500	17,645	68,251
5280	Leased Equipment	18,336	19,361	24,128	21,600	26,593	18,800
5286	Garage Internal Service	1,093	1,191	1,067	1,070	1,070	1,070
5287	Technology Internal Service	14,919	14,919	14,919	14,920	14,920	14,920
5290	Maintenance-Office Equipment	2,575	1,999	2,002	2,040	1,994	2,040
Maintenance & Operations Total		174,522	167,413	206,755	197,180	200,498	261,031
Division Total		465,981	456,650	471,164	564,700	534,791	715,456

Administrative Services

NON-DEPARTMENTAL

PROGRAM DESCRIPTION

Non-Departmental represents a cost center wherein expenditures that impact the City operations as a whole and are not clearly associated with a particular department. This cost center displays costs for Los Al Television, retiree benefits, workers compensation, liability and property insurance, as well as any costs attributed to claims filed against the City.

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Non-Departmental		Non-Departmental - 518 / 560 / 561 / 562					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
5192	Salary & Benefits						
	Salary/PERS Savings	-	-	-	(93,870)	-	(120,000)
	Salary & Benefits Total	-	-	-	(93,870)	-	(120,000)
	Maintenance & Operations						
	5161 Retiree Medical	125,785	122,503	153,026	174,337	180,154	207,272
	5210 Worker's Comp Administration	9,087	-	15,233	18,000	5,348	6,000
	5211 Worker's Comp Payments	209,947	81,554	111,702	80,000	55,598	80,000
	5212 Worker's Comp Insurance	90,548	84,710	231,355	209,112	198,531	290,261
	5213 Liability Administration	3,000	3,000	3,000	3,000	-	3,000
	5214 Liability Claims	8,523	-	31	-	-	-
	5215 Liability Insurance	330,541	295,931	323,356	394,804	453,393	391,761
	5221 Property Insurance	47,949	49,210	53,505	56,000	54,551	56,000
	5260 Contractual Services	-	-	-	148,525	27,436	142,065
	5201 LATV Supplies	-	-	-	100	22.00	100
	5260 LATV Contractual Services	-	-	-	33,900	38,978	15,900
	5273 LATV Event Filming	-	-	-	4,000	-	4,000
	5285 Credit Card Fees	-	-	-	-	13,897	17,000
	5482 Facilities Capital Replacement	-	-	-	40,000	40,000	-
5486 Vehicle Capital Replacement	-	-	-	50,000	50,000	-	
	Maintenance & Operations Total	825,380	636,908	891,208	1,211,778	1,117,908	1,213,359
Division Total		825,380	636,908	891,208	1,117,908	1,117,908	1,093,359

Information Technology

INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

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

ACCOMPLISHMENTS FOR 2014-15

- Fully implemented the Disaster Recovery Plan by securing off-site storage for backup tapes of the City's digital data and financial records.
- Continued to automate processes, including warrants for Accounts Payable and a service contract to improve and automate the business license function.
- Established a payment strategy for the upgrade of the 800 MHz Countywide Coordinated Communications System.
- Continued to replace servers with virtualized systems, thereby reducing hardware and future costs.
- Implemented the use of tablets as "all-in-one" digital media devices in the Police Detective Bureau for field use as well as desktop functions via a docking stations.
- Initiated the migration away from Verizon's Flexgrow circuit to an updated T-1 line with future VOIP capabilities.

SERVICE OBJECTIVES

- Ensure that the City's information technology resources are effectively managed and used as key organizational tools for enhancing customer service, improving staff efficiency, ensuring system security, and reducing operational costs
- Provide community members with easy access to accurate public information

WORK PLANS FOR 2015-16

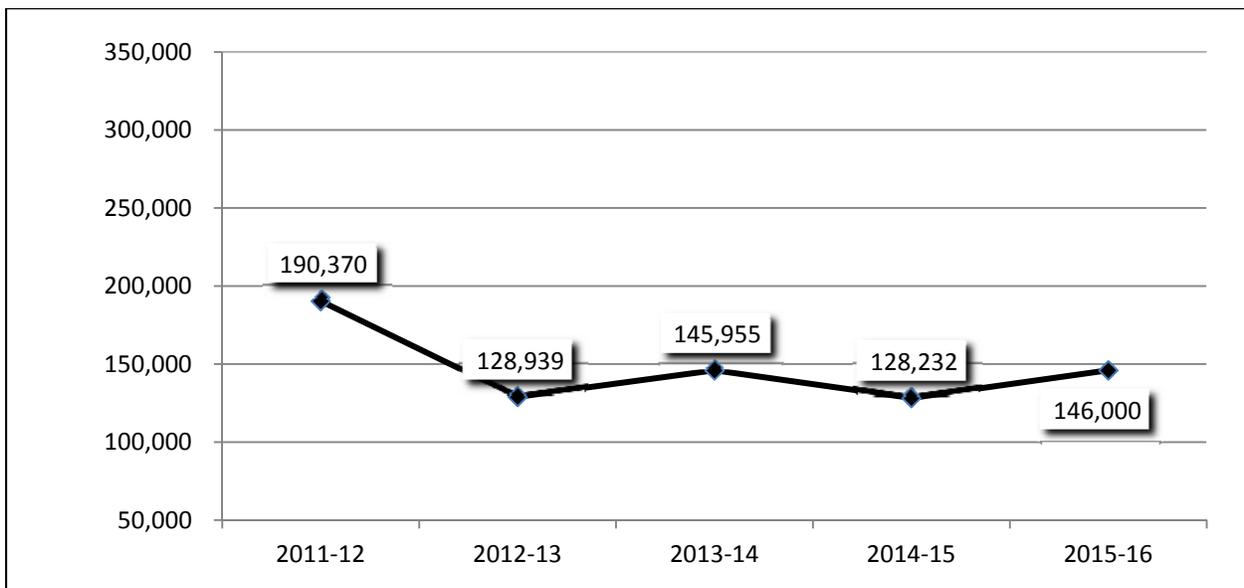
- Purchase the upgraded, P25 compliant 800 MHz Hot Red Radios at a reduced price (50% off) for the Police Patrol Units before December 2015.
- Continue to evaluate ways to increase productivity and realize cost efficiencies for the City through the effective use of technology.
- Continue to collaborate and strategize technology solutions through monthly meetings of the Information Technology Steering Committee.
- Re-evaluate funding strategies for maintenance and equipment replacement charges to Departments to ensure sufficient resources are available to fund future projects.

Information Technology

DIVISION EXPENSE BY LINE ITEM

Department (Fund) Administration (Technology Replacement Fund)			Division Information Technology - 512										
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget						
Salaries & Benefits		-											
No Personnel Allocations													
Salaries & Benefits Total													
Maintenance & Operations													
5201	Supplies							2,000	1,929	1,692	2,000	216	1,000
5260	Contractual Services							87,570	71,103	78,240	75,000	69,999	72,000
5280	Maintenance Support Contract							59,000	39,057	24,220	36,430	29,976	36,500
5420	Equipment								-	290	17,500	9,287	17,500
5450	Computers							37,800	16,775	23,368	10,000	2,574	9,000
5451	Software							4,000	75	18,145	23,310	16,180	10,000
Maintenance & Operations Total		190,370	128,939	145,955	164,240	128,232	146,000						
Division Total		190,370	128,939	145,955	164,240	128,232	146,000						

**Departmental Expenditures
FY 2011/12 – FY 2015/16**



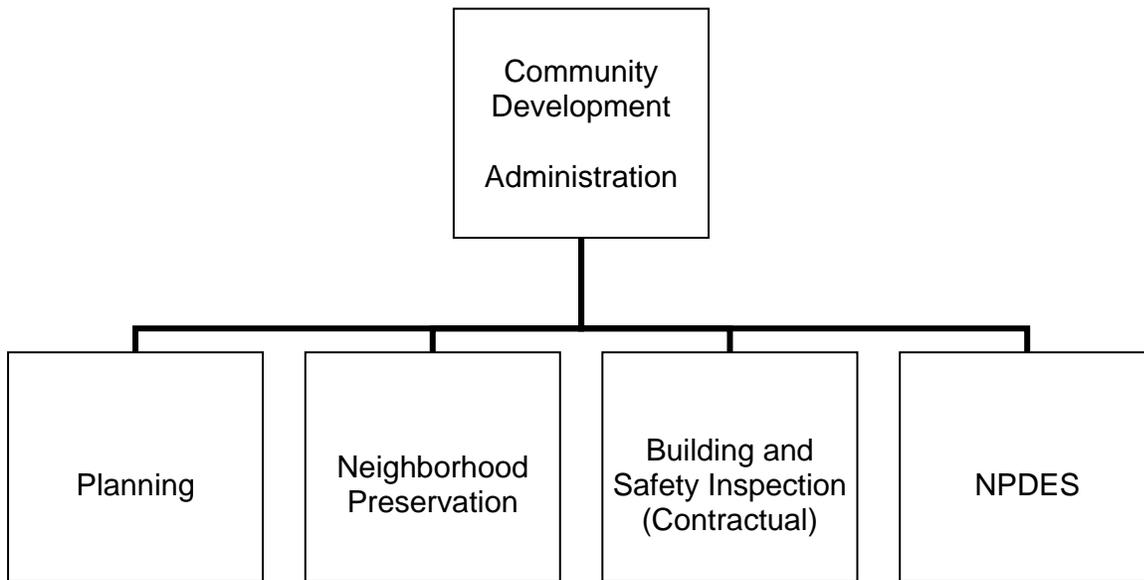


Development Services

MISSION STATEMENT

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

Organizational Chart by Function - Community Development

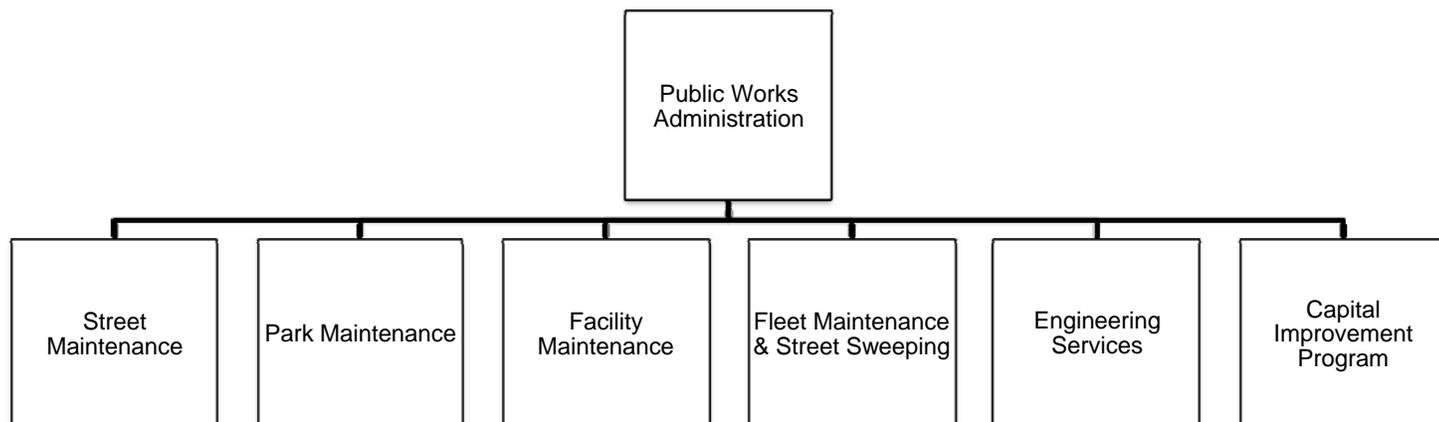


AUTHORIZED POSITIONS – Community Development

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full-Time Positions			
Development Services Director	0	0	1
Community Development Director	1	1	0
Planning Aide	1	1	1
Department Secretary	0	0	1
Part-Time Positions			
Code Enforcement Officer	1	0.5	0.5
Department Secretary	0.5	0.5	0
Total Full-Time	2	2	3
Total Part-Time	1.5	1	0.5
Total Department FTE	3.5	3	3.5

Development Services

Organizational Chart by Function – Public Works



AUTHORIZED POSITIONS – Public Works

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<i>Full-Time Positions</i>			
Public Works Superintendent	1	1	1
Department Secretary	1	1	0
Maintenance Foreman	2	1	1
Senior Maintenance Worker	2	2	2
Maintenance Worker	4	5	5
Mechanic	1	1	1
<i>Part-Time Positions</i>			
Maintenance Worker	0.95	2.65	2.65
Total Full-Time	11	11	10
Total Part-Time	0.95	2.65	2.65
Total Department FTE	11.95	13.65	12.65

Development Services

DEPARTMENT GOALS 2015-2016

- *Complete the necessary steps to make code revisions that implement the new General Plan Update.*
- *Manage the development review process in a friendly and efficient manner.*
- *Ensure that development proposals are reviewed in an accurate and consistent manner, and in compliance with the City's General Plan, Municipal and Zoning Code, Building and Fire Codes, and other State and Federal regulations.*
- *Improve and maintain the quality of residential streets, sidewalks and storm drains*
- *Pursue opportunities to expand and improve park and recreation facilities*
- *Update the City's Capital Improvement Program and improve the fiscal stability of the Capital Improvement Program*
- *Continue to supplement the City's efforts to implement beautification projects with community volunteers*
- *Continue to provide a high level of service in the acquisition, repair and replacement of the City's fleet of vehicles and equipment*
- *Continue to provide a high level of service in the maintenance of the City's parks*
- *Continue to provide a high level of service in the maintenance of the City's facilities*
- *Provide a high level of service in the area of development review and wide load permit reviews*
- *Monitor regional transportation issues that impact the City of Los Alamitos*
- *Pursue active local transportation planning and maintain excellent traffic signal operations in the City*
- *Seek funding for projects involving grant reimbursements to help fund cash flow*

ACCOMPLISHMENTS FOR 2014-15

- *Achieved adoption of the 2035 General Plan*
- *Processed the remodel of commercial site at Reagan and Katella Avenue.*
- *Processed numerous Site Plan Review and Conditional Use Permits.*
- *Facilitated the Brew Kitchen Ale House Development*
- *Processed the following entitlements;*
 - *80 New Business Licenses, 15 Conditional Use Permits, 1 Site Plan Review, 6 Zoning Ordinance Amendments, 1 variance, 4 Solicitor's Permits, 13 Special Event Permits, 4 Temporary Use Permits, and one Film Permit.*
- *Completed and obtained approval for \$146,000 in CDBG funding for Capital Improvement Projects.*
- *Total building permits issued during the fiscal year - 385*
 - *There were 9 Additions that included a remodel*
 - *There were 42 Remodels*
 - *There were 36 Tenant Improvements*
 - *Since May 2014 we issued 80 correction notices via our iPad module*
- *Tenant Improvement permit for the new MOB to date has been 9 with 4 suites in plan check. Completed Arterial and Residential Tree Program*
- *Completed Arterial Street Marking/Striping Program*
- *Completed bi-annual rehabilitation of McAuliffe Park fields*
- *Completed installation of speed humps in the Green Alley and portions of the Howard and Chestnut Alley's.*
- *Completed construction of ADA Ramps, curb and gutter, and repaving in Old Town East & West*

Development Services

EXPENDITURE SUMMARIES – Community Development

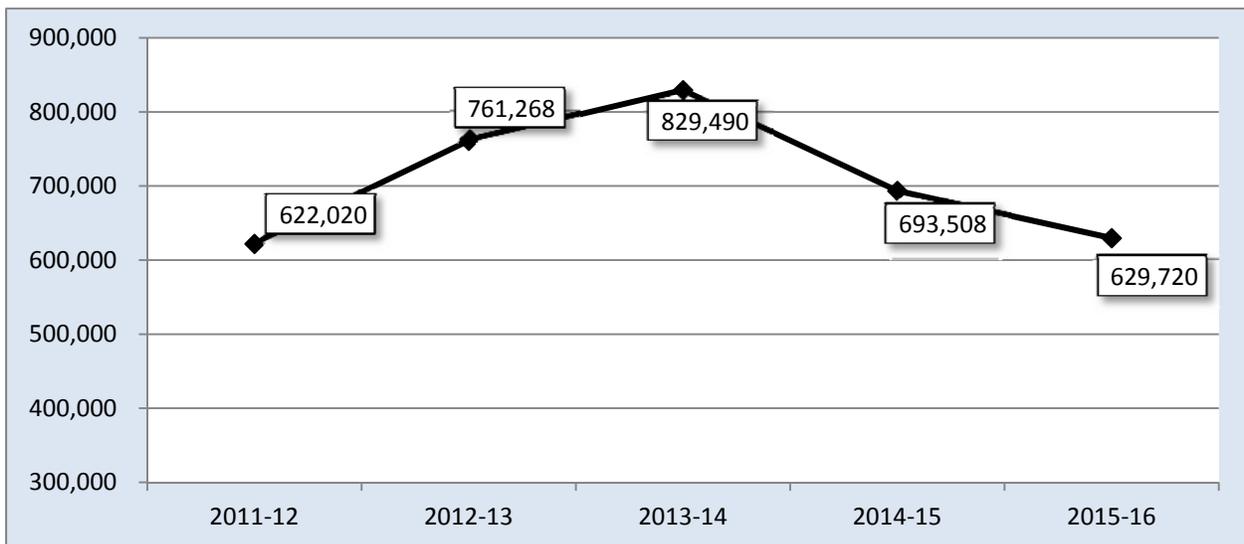
Department Summary by Expense Type

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Salaries and Benefits	292,490	332,856	282,061	314,950	322,285	402,047
Maintenance and Operations	329,530	404,214	529,508	385,154	371,223	227,673
Capital Outlay		24,198	17,921			
Department Total	622,020	761,268	829,490	700,104	693,508	629,720

Department Expenditure Summary by Division

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Community Development Admin.	260,261	283,059	240,294	230,933	220,199	281,802
Planning	159,632	137,232	262,947	228,090	224,894	143,913
Neighborhood Preservation	69,100	112,341	68,474	49,280	52,449	51,375
Building Inspection	90,472	172,101	206,340	129,801	145,242	86,630
NPDES	42,555	56,535	51,435	62,000	50,724	66,000
Department Total	622,020	761,268	829,490	700,104	693,508	629,720

Departmental Expenditures FY 2011/12 – FY 2015/16



Development Services

COMMUNITY DEVELOPMENT ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.			Division Community Dev. Administration - 531				
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	147,737	167,758	143,749	143,750	151,473	188,351
5103	Hourly	21,390	9,813	21,273	17,280	1,979	-
5118	Car Allowance	3,600	3,600	3,600	3,600	3,600	3,600
5120	Overtime	1,563	1,578	-	-	-	-
5126	Vacation/Sick Conversion	6,036	2,609	1,451	-	7,596	-
5130	Medicare	2,632	2,631	2,473	2,080	2,334	2,783
5150	Retirement	27,421	25,048	15,642	16,290	16,731	46,694
5151	Part-Time Retirement	803	368	798	650	74	-
5161	Medical/Dental/Vision Insurance	19,964	16,788	9,492	13,200	13,800	21,024
5162	Life Insurance	835	783	708	420	686	510
5163	Disability Insurance	655	546	300	390	328	567
5216	Unemployment Compensation	4,500	-	-	-	-	-
Salary & Benefits Total		237,136	231,522	199,486	197,660	198,601	263,529
Maintenance & Operations							
5201	Supplies/Division Expense	2,162	5,349	5,496	1,200	3,307	1,200
5205	Postage	3,294	3,551	2,548	500	3,399	500
5207	Travel & Training	90	112	95	100	123	100
5209	Dues & Subscriptions	74	125	-	750	-	750
5229	Tuition Reimbursement	1,566	-	-	-	-	-
5235	Advertising	-	-	-	1,000	-	1,000
5240	Telephone	408	420	425	400	446	400
5260	Contractual Services	1,208	1,594	-	15,000	-	-
5287	Technology Charges	14,323	16,188	14,323	14,323	14,323	14,323
Maintenance & Operations Total		23,125	27,339	22,887	33,273	21,598	18,273
Capital Projects							
5601	Business/Residential I		24,198	17,921	-	-	-
Capital Projects Total							
Division Total		260,261	283,059	240,294	230,933	220,199	281,802

Development Services

PLANNING

PROGRAM DESCRIPTION

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

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Implement the Code Changes required via the new General Plan.*
- *Implementation of Los Alamitos Medical Center's Specific Plan.*
- *Complete annual application for Community Development Block Grants.*
- *Implementation of CDBG funded Capital Improvement Projects.*

Development Services

PLANNING

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.		Division Planning - 532					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	6,752	43,323	47,641	64,110	66,364	71,853
5103	Hourly	143	-	-	-	-	-
5120	Overtime	169	-	600	-	439	-
5126	Sick Conversion	-	-	-	-	678	-
5130	Medicare	100	616	661	860	922	1,042
5150	Retirement	1,001	6,382	7,121	9,060	9,347	19,146
5161	Medical/Dental/Vision Insurance	2,100	13,183	13,200	13,200	13,852	14,448
5162	Life Insurance	55	96	162	170	159	144
5163	Disability Insurance	27	328	328	350	328	350
Salary & Benefits Total		10,347	63,928	69,713	87,750	92,089	106,983
Maintenance & Operations							
5201	Supplies/Division Expense	2,516	766	1,400	1,000	2,128	1,000
5205	Postage	-	-	181	-	157	3,000
5207	Travel & Training	90	100	190	1,600	2,020	3,500
5209	Dues & Subscriptions	-	-	255	700	-	700
5235	Advertising-Public Notices				8,310	4,046	5,000
5260	Contractual Services	142,949	160	31,025	25,000	27,320	20,000
5260.1	General Plan		59,048	156,453	100,000	93,404	-
5287	Technology Charges	3,730	13,230	3,730	3,730	3,730	3,730
Maintenance & Operations Total		149,285	73,304	193,234	140,340	132,805	36,930
Division Total		159,632	137,232	262,947	228,090	224,894	143,913

Development Services

NEIGHBORHOOD PRESERVATION

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Open approximately 20 to 30 new code enforcement cases monthly.*
- *Continue to monitor and follow-up on existing cases until compliance is achieved.*
- *Continue to work with General Contractors to assure compliance of necessary licensing and permits including subcontractors.*

Development Services

NEIGHBORHOOD PRESERVATION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.			Division Neighborhood Preservation - 533				
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	33,939	26,796	-	-	-	-
5103	Hourly	-	-	12,226	28,080	30,053	30,000
5130	Medicare	558	488	177	410	430	435
5150	Retirement	5,453	4,308	-	-	-	-
5151	Part-Time Retirement			459	1,050	1,112	1,100
5161	Medical/Dental/Vision Insurance	4,550	5,950	-	-	-	-
5162	Life Insurance	179	-	-	-	-	-
5163	Disability Insurance	328	(136)	-	-	-	-
Salary & Benefits Total		45,007	37,406	12,862	29,540	31,595	31,535
Maintenance & Operations							
5201	Supplies/Division Expense	16	283	495	200	99	200
5207	Travel & Training	85	-	165	200	310	300
5209	Dues & Subscriptions	-	-	-	400	235	400
5245	Cell Phone	146	129	119	300	70	300
5260	Contractual Services	5,858	32,603	-	-	-	-
5265	Compliance Services	6,753	30,119	43,700	7,500	8,012	7,500
5286	Garage Internal Service	4,370	4,936	4,268	4,270	4,270	4,270
5287	Technology Internal Service	6,865	6,865	6,865	6,870	7,858	6,870
Maintenance & Operations Total		24,093	74,935	55,612	19,740	20,854	19,840
Division Total		69,100	112,341	68,474	49,280	52,449	51,375

Development Services

BUILDING AND SAFETY – BUILDING INSPECTION

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Continue to implement changes required by new code adoptions.*
- *Update files and computer systems.*
- *Provide an electronic interactive Plan Check Log sheet that other departments can utilize. .*

Development Services

BUILDING INSPECTION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.		Division Building Inspection - 534					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	401	357	873	500	130	500
5209	Dues & Subscriptions	-	-	-	400	-	400
5260/7	Contractual Services/Inspections	86,341	168,014	201,737	125,171	141,382	82,000
5287	Technology Charges	3,730	3,730	3,730	3,730	3,730	3,730
	Maintenance & Operations Total	90,472	172,101	206,340	129,801	145,242	86,630
	Division Total	90,472	172,101	206,340	129,801	145,242	86,630

Development Services

BUILDING AND SAFETY – NPDES

PROGRAM DESCRIPTION

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

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

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

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

Measurably increase knowledge regarding MS4s, impacts of runoff on receiving waters, and potential Best Management Practice (BMP) solutions as well as measurably change the behavior of target communities in an effort to reduce storm water pollution. Outreach and inspections are conducted on Individual residences, construction sites and industrial/commercial facilities that present potential threats to stormwater quality.

- Conduct Inspection on all High, Medium and Low commercial sites that are necessary.
- Update files and data bases.
- Attend July 4 and Race on the Base Festivities for outreach opportunities.
- Advertise in Bus Shelters

Development Services

NPDES

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Community Dev.		Division NPDES - 537											
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget						
	Salary & Benefits	-											
	No Personnel Allocations												
	Salary & Benefits Total												
	Maintenance & Operations	-											
5288	NPDES Permit							22,554	37,760	37,235	38,000	39,806	40,000
5289	NPDES Plan Contract							20,001	18,775	14,200	24,000	10,918	26,000
	Maintenance & Operations Total	42,555	56,535	51,435	62,000	50,724	66,000						
Division Total		42,555	56,535	51,435	62,000	50,724	66,000						

Development Services

EXPENDITURE SUMMARIES – Public Works

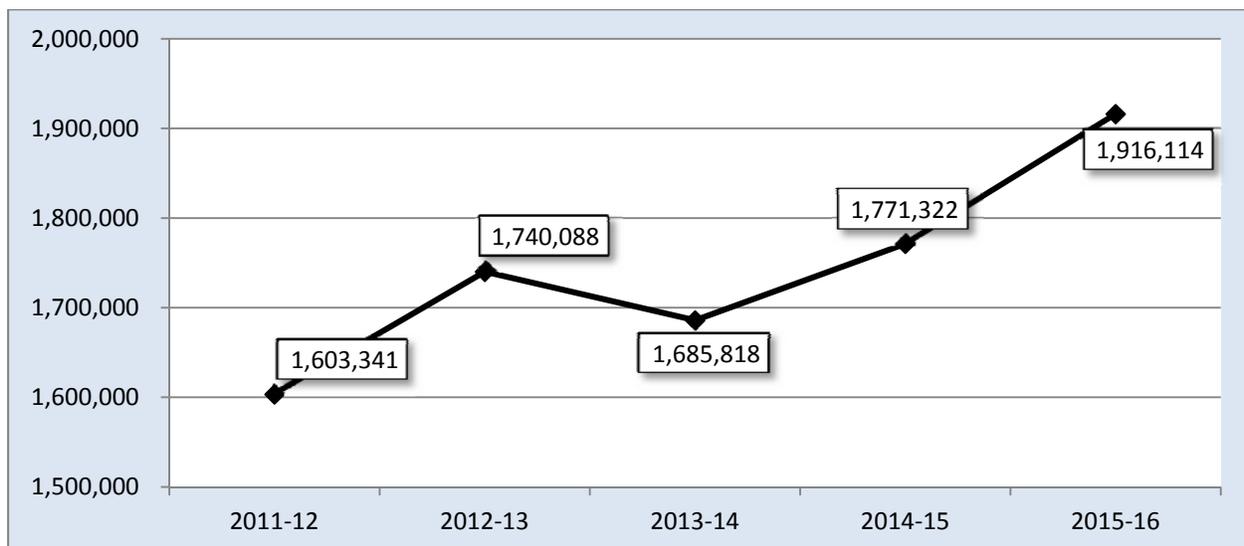
Department Summary by Expense Type

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Salaries and Benefits	876,148	863,580	837,926	934,450	794,554	929,324
Maintenance and Operations	727,193	876,508	847,892	883,860	976,768	986,790
Capital Outlay	-	-	-	-	-	-
Department Total	1,603,341	1,740,088	1,685,818	1,818,310	1,771,322	1,916,114

Department Expenditure Summary by Division

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Public Works Administration	197,685	203,033	226,720	218,695	209,039	197,863
Streets Maintenance	619,448	675,565	628,441	652,420	630,996	708,866
Parks Maintenance	412,589	438,068	435,358	567,815	507,650	605,899
Facilities Maintenance	295,029	271,101	254,833	263,380	262,725	276,986
City Engineer	78,590	152,321	140,466	116,000	160,912	126,500
Department Total	1,603,341	1,740,088	1,685,818	1,818,310	1,771,322	1,916,114

Departmental Expenditures FY 2011/12 – FY 2015/16



Development Services

PUBLIC WORKS ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Public Works				Division Public Works Admin - 541			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	131,868	140,326	145,377	149,640	109,288	124,492
5103	Hourly	-	-	439	-	25,312	-
5111	Special Skill Pay	1,200	1,200	1,100	1,200	-	1,200
5120	Overtime	89	-	-	1,500	-	1,500
5126	Sick Leave Conversion	634	1,029	834	800	-	500
5127	Vacation Conversion	2,161	1,591	2,793	3,000	2,742	3,000
5130	Medicare	1,874	1,986	2,104	2,170	1,870	1,805
5150	Retirement	23,474	21,299	18,713	19,160	18,204	29,824
5151	Part Time Retirement	-	-	16	-	61	-
5161	Medical/Dental/Vision Insurance	22,914	21,647	20,231	26,400	17,831	21,024
5162	Life Insurance	534	579	655	420	531	348
5163	Disability Insurance	655	655	601	720	355	545
Salary & Benefits Total		185,403	190,312	192,863	205,010	176,194	184,238
Maintenance & Operations							
5201	Supplies/Division Expense	2,124	2,353	2,995	2,500	2,890	2,500
5205	Postage	415	320	310	400	143	400
5207	Travel & Training	10	303	100	500	400	500
5209	Dues & Subscriptions	-	-	-	400	-	400
5216	Unemployment Compensation	-	-	-	-	2,216	-
5240	Telephone	408	420	425	560	446	500
5260	Contractual Services	-	-	20,702	-	17,425	-
5287	Technology Internal Services	9,325	9,325	9,325	9,325	9,325	9,325
Maintenance & Operations Total		12,282	12,721	33,857	13,685	32,845	13,625
Division Total		197,685	203,033	226,720	218,695	209,039	197,863

Development Services

STREET MAINTENANCE

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Administer construction contract on time and within budget*
- *Establish matrix to identify measurable progress of Residential Street Improvement Project*
- *Update the City's Pavement Management Program*
- *Ensure timely repair of potholes within budget*
- *Inspect and clean all City catch basins and inventory the debris removed during cleaning*
- *Continue crack sealing as budget permits*
- *Monitor Street Sweeping contract and performance*
- *Ensure timely completion of the City's annual street striping program within budget*
- *Ensure timely completion of the City's annual concrete repairs program within budget*
- *Regularly maintain pavement on public streets in accordance with established performance standards*
- *Assist the Engineering Division on construction contract management/inspection for small capital projects and permit inspection services.*

Development Services

STREET MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Public Works				Division Street Maintenance - 542			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	193,080	203,469	189,390	184,790	195,261	197,573
5109	On Call Pay	5,805	4,840	4,555	5,500	5,370	5,500
5117	Uniform Allowance	2,600	2,600	2,600	2,600	2,650	2,600
5120	Overtime	7,206	8,485	5,928	9,000	8,821	9,000
5126	Sick Leave Conversion	950	1,273	737	1,000	743	1,000
5127	Vacation Conversion	2,851	8,147	2,991	3,500	2,811	3,500
5130	Medicare	2,095	2,181	2,761	2,720	2,978	2,903
5150	Retirement	32,288	31,881	27,754	26,390	25,059	49,442
5161	Medical/Dental/Vision Insurance	38,316	46,418	44,187	42,600	44,288	45,276
5162	Life Insurance	660	660	619	580	636	576
5163	Disability Insurance	1,310	1,310	1,256	1,390	1,310	1,394
Salary & Benefits Total		287,161	311,264	282,778	280,070	289,927	318,764
Maintenance & Operations							
5201	Supplies/Division Expense	17,420	24,191	30,556	26,000	32,247	26,000
5206	Uniforms	2,988	2,785	3,204	3,000	1,040	3,000
5207	Travel & Training	10	157	531	600	325	400
5209	Dues & Subscriptions	-	-	-	250	-	250
5241	Telephone Traffic Signals	2,911	3,335	3,426	3,500	3,694	3,500
5245	Cellular Phone	3,116	2,245	1,911	3,000	1,644	3,000
5252	Electricity-Street Light	166,901	164,050	163,589	170,000	170,227	183,000
5255	Natural Gas	201	256	97	250	213	200
5256	Water	42,855	59,649	65,093	65,000	57,187	70,000
5286	Garage Internal Services	45,898	50,016	44,816	44,820	44,820	44,820
5287	Technology Internal Services	932	932	932	930	930	932
5294	Maintenance-Traffic Signal	34,889	51,537	25,434	40,000	25,000	40,000
5295	Maintenance-Streets	14,166	5,148	6,074	15,000	3,742	15,000
Maintenance & Operations Total		332,287	364,301	345,663	372,350	341,069	390,102
Division Total		619,448	675,565	628,441	652,420	630,996	708,866

Development Services

PARK MAINTENANCE

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Ensure timely completion of the City's annual street tree trimming program within budget*
- *Continue in-house tree trimming services when applicable*
- *Seek improvements of operational efficiencies to the irrigation systems as new and improved technologies become available*
- *Assist the Engineering Division on construction contract management/inspection for small capital projects and permit inspection services*

Development Services

PARK MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Public Works				Division Park Maintenance - 543			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	162,810	168,764	171,683	171,700	133,659	177,617
5103	Hourly	6,469	6,193	11,289	91,880	26,193	21,720
5109	On Call Pay	3,765	3,905	3,725	3,800	2,900	3,800
5112	Special Certificate Pay	1,300	1,300	1,301	1,300	1,327	1,367
5117	Uniform Allowance	1,950	1,950	1,950	1,950	1,450	1,950
5120	Overtime	5,731	7,209	6,835	4,000	7,695	4,000
5121	O/T Wings Wheels Rotors	1,939	-	-	1,200	-	1,200
5126	Sick Leave Conversion	1,851	1,932	1,981	2,000	1,407	2,000
5127	Vacation Conversion	3,244	4,442	6,860	7,000	9,149	7,000
5130	Medicare	1,860	1,957	2,038	2,540	2,280	2,624
5150	Retirement	26,559	26,540	27,715	28,580	25,377	50,020
5151	Part Time Retirement	243	232	423	3,260	944	3,260
5161	Medical/Dental/Vision Insurance	35,073	31,230	29,908	28,800	23,342	37,296
5162	Life Insurance	495	495	485	430	345	432
5163	Disability Insurance	983	983	983	1,050	710	1,050
Salary & Benefits Total		254,272	257,132	267,176	349,490	236,778	315,336
Maintenance & Operations							
5201	Supplies/Division Expense	14,778	22,484	33,420	22,000	27,812	22,000
5203	Supplies-McAuliffe	9,858	10,841	10,075	23,400	14,417	23,400
5206	Uniforms	2,004	1,653	1,431	2,100	2,998	2,100
5207	Travel & Training	163	595	-	1,070	420	500
5250	Electricity-Buildings	2,261	2,280	2,438	2,500	2,449	2,500
5251	Electricity-Parks	4,952	5,603	4,061	5,000	5,154	4,500
5254	Electricity-McAuliffe Park	3,972	3,708	4,190	5,000	4,721	5,000
5256	Water	72,236	69,663	60,948	74,000	106,006	80,000
5257	Water-McAuliffe Park	(11,318)	17,832	7,230	20,000	17,014	20,000
5260	Contractual Services	-	-	7,073	14,430	46,954	78,738
5271	Tree Trimming	6,615	4,401	941	7,000	7,124	10,000
5281	Real Property Lease	-	1,750	-	2,350	478	2,350
5286	Garage Internal Services	26,228	28,581	25,610	25,610	25,610	25,610
5287	Technology Internal Services	1,865	1,865	1,865	1,865	1,865	1,865
5298	Maintenance - Fields/Fencing/Facilities	15,473	-	-	-	340	-
5299	Maintenance-Other	9,230	9,680	8,900	12,000	7,510	12,000
Maintenance & Operations Total		158,317	180,936	168,182	218,325	270,872	290,563
Division Total		412,589	438,068	435,358	567,815	507,650	605,899

Development Services

FACILITY MAINTENANCE

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Ensure timely completion of the City's contracted services within budget.*
- *Seek to improve the efficiencies of all utility systems in a continued effort to go "green" as new and improved technologies become available.*
- *Assist the Engineering Division on construction contract management/inspection for small capital projects and permit inspection services.*
- *Repair facilities as needed and within budget*

Development Services

FACILITY MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Development Services - Public Works				Facility Maintenance - 544			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	88,527	47,986	48,256	48,260	49,903	50,687
5103	Hourly	14,320	28,542	20,056	22,850	12,495	24,000
5109	On Call Pay	-	850	1,260	1,270	1,245	1,270
5117	Uniform Allowance	1,300	675	650	650	650	650
5120	Overtime	1,762	1,702	1,131	3,000	2,346	3,000
5126	Sick Leave Conversion	990	45	537	600	574	600
5127	Vacation Conversion		1,856	-	-	1,195	-
5130	Medicare	1,501	1,105	974	710	927	744
5150	Retirement	14,690	7,577	7,803	7,990	7,510	14,193
5151	Part Time Retirement	537	1,091	752	860	471	900
5161	Medical/Dental/Vision Insurance	24,700	12,950	13,200	13,200	13,852	14,448
5162	Life Insurance	330	165	162	140	159	144
5163	Disability Insurance	655	328	328	350	328	350
Salary & Benefits Total		149,312	104,872	95,109	99,880	91,655	110,986
Maintenance & Operations							
5201	Supplies/Division Expense	50,343	64,572	46,563	50,000	55,880	50,000
5206	Uniforms	517	520	675	1,000	260	1,000
5250	Electricity-Buildings	63,608	72,774	75,703	70,000	81,688	75,000
5253	Electricity- Pump Station	3,571	3,506	3,425	3,500	2,450	3,500
5255	Natural Gas	3,797	4,094	3,833	4,000	2,859	4,000
5256	Water	9,238	9,519	12,010	12,000	10,635	13,000
5293	Maintenance-Buildings	14,206	8,569	15,282	20,000	12,238	16,000
5297	Maintenance-Pump Station	142	1,005	523	1,000	1,000	1,000
5299	Maintenance-Other	295	1,670	1,710	2,000	4,060	2,500
Maintenance & Operations Total		145,717	166,229	159,724	163,500	171,070	166,000
Division Total		295,029	271,101	254,833	263,380	262,725	276,986

Development Services

FLEET MAINTENANCE

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Review fleet maintenance software and make recommendations for funding*
- *Review fleet maintenance operation and physical layout for opportunities to improve efficiencies*
- *Continue technical and safety training for fleet maintenance personnel*
- *Dispose of surplus vehicles and equipment in a timely fashion to maximize salvage value*
- *Regularly implement preventative maintenance services*
- *Stay apprised of current Air Quality Management District and NPDES regulations*

Development Services

FLEET MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department (Fund) Development Services (Vehicle & Equipment Fund)			Division Fleet Maintenance - 546				
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
SALARY & BENEFITS							
5101	Salaries - Full Time	53,915	55,950	55,783	56,060	58,991	58,873
5109	On Call Pay	1,230	1,230	1,260	1,260	1,260	1,260
5117	Uniform Allowance	650	650	650	650	650	650
5120	Overtime	1,908	2,388	1,556	4,000	3,469	4,000
5126	Sick Conversion	616	631	647	650	666	650
5127	Vacation Conversion	-	-	539	2,160	-	2,160
5130	Medicare	828	859	847	820	862	863
5150	Retirement	8,608	8,603	9,039	9,260	8,698	16,456
5161	Medical/Dental/Vision Insurance	12,350	12,950	13,200	13,200	13,852	14,448
5162	Life Insurance	165	165	162	140	159	144
5163	Disability Insurance	328	327	328	350	328	350
Salary & Benefits Total		80,598	83,753	84,011	88,550	88,935	99,854
Maintenance & Operations							
5201	Supplies/Division Expense	13,625	13,982	13,801	13,000	17,283	13,000
5206	Uniforms	260	248	473	700	260	700
5207	Travel & Training	288	139	404	500	106	500
5222	Gas Tank Certification	5,713	(80)	-	-	-	-
5225	Auto Parts - Police	13,809	10,572	14,021	10,000	12,919	10,000
5226	Auto Parts - Recreation	50	-	53	500	543	500
5227	Auto Parts - Public Works	8,860	7,484	9,801	7,000	8,036	7,000
5228	Auto Parts - Other	177	-	409	2,000	140	1,500
5255	Natural Gas	3,869	2,932	2,214	4,000	2,038	3,000
5258	Gasoline	82,990	87,780	88,856	90,000	89,807	80,000
5275	Outside Services - P/D Vehicle	20,474	15,585	18,895	20,000	19,759	20,000
5276	Outside Services - Rec Vehicle	248	241	313	850	396	850
5277	Outside Services - P/W Vehicle	5,083	11,564	6,141	8,000	6,845	8,000
5278	Outside Services - Other Vehicle	366	405	1,171	2,000	295	2,000
5287	Technology Charges	1,865	1,865	1,865	1,865	1,865	1,865
Maintenance & Operations Total		157,677	152,717	158,417	160,415	160,292	148,915
Capital Outlay							
5435	Equipment	3,040	2,400	-	-	-	-
5440	Vehicles	60	-	-	-	-	-
	Interfund Transfer to CIP-Vehicles	-	-	-	80,000	73,910	86,000
Capital Outlay Total		3,100	2,400	-	80,000	73,910	86,000
Division Total		241,375	238,870	242,428	328,965	323,137	334,769

Development Services

ENGINEERING SERVICES

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Develop and implement, on an annual basis, the City's long range Capital Improvement Program*
- *Program for construction management services*
- *Determine potential revenue sources for projects which are deemed to be high priorities*
- *Work with regional agencies to determine opportunities for grant funding through sources such as Measure M grants, etc.*
- *Provide timely review, reports, agendas and staff services for the City's Traffic Commission*
- *Represent the City on the Orange County Transportation Authority-Technical Advisory Committee*
- *Represent the City on regional transportation projects/programs such as the West County Connectors Project*
- *Continue to address requests, in a timely manner, from the community on traffic related issues*
- *Assure timely turn-around time for plan check review process*
- *Assure compliance with regulatory agencies such as Water Quality Regulations (NPDES), Caltrans etc.*
- *Assure collection of fees to all applicable permittee's and development applications*
- *Develop plans, specifications, and estimates for annual Residential Street Improvement and Concrete Repairs Projects*
- *Present awarded construction contract for City Council approval*

Development Services

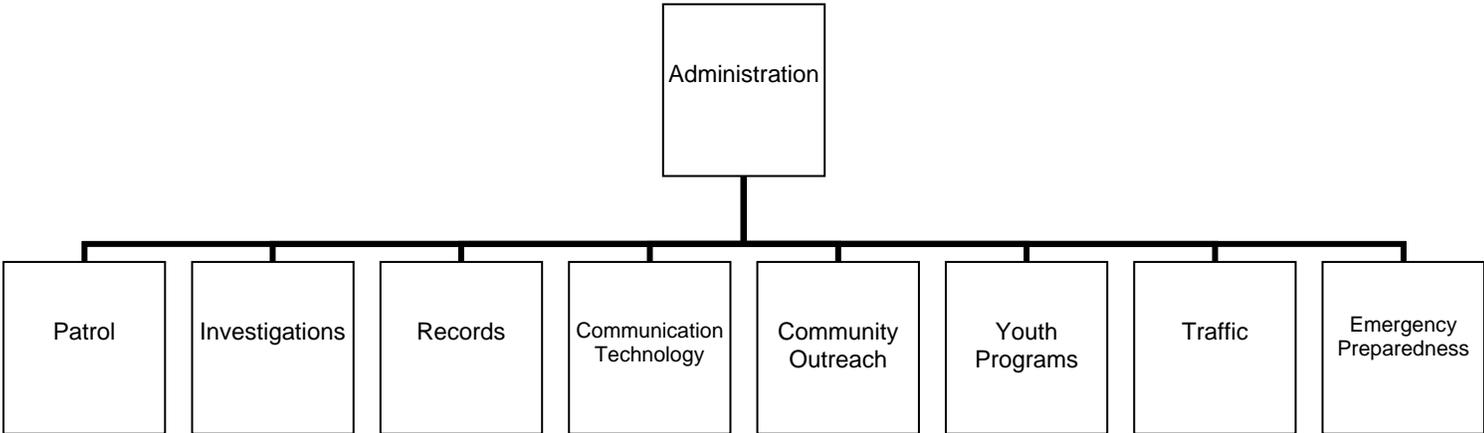
ENGINEERING SERVICES

DIVISION EXPENSE BY LINE ITEM

Department Development Services - Public Works				Division City Engineer - 548			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	426	-	335	-	124	500
5260	Contractual Services	23,684	50,919	36,075	50,000	57,798	50,000
5261	Traffic Engineering	35,359	39,904	58,920	30,000	85,139	40,000
5268	Plan Check	19,121	61,498	45,136	36,000	17,851	36,000
	Maintenance & Operations Total	78,590	152,321	140,466	116,000	160,912	126,500
	Capital Outlay (570)						
5501.1428	Los Alamitos Blvd Rehabilitation	-	-	-	-	-	-
	Capital Outlay Total	-	-	-	-	-	-
	Division Total	78,590	152,321	140,466	116,000	160,912	126,500



Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full-Time Positions			
Police Chief	1	1	1
Police Captain	1	1	2
Support Services Manager	1	1	0
Department Secretary	1	1	1
Police Sergeant	5	5	5
Police Corporal	5	5	5
Police Officer	11	12	12
Records Specialist	2	2	2
Part-Time Positions			
Reserve Police Officer	0.6	0.5	0.5
Photo Enforcement Officer	0.4	0.6	0.6
Intern		0.7	0.7
Police Aide	1.7	1.1	1.1
Crossing Guard	2.8	2.7	2.7
Total Full-Time	27	28	28
Total Part-Time	5.5	5.6	5.6
Total Department FTE	32.5	33.6	33.6

Police

MISSION STATEMENT

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

DEPARTMENT GOALS

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

ACCOMPLISHMENTS FOR 2014-15

- *Officers initiated 8,072 incidents to solve problems and prevent crime.*
- *Officers responded to 8,616 calls for service while maintaining an average response time for emergency calls of less than 3 minutes.*
- *Officers took 1,271 police reports and arrested 370 criminal offenders in 2014.*
- *Police Department staff participated in 102 training classes during the past year.*
- *The Police Department continued to utilize social media to keep the community informed about safety and quality of life issues, resulting in a 61% overall increase in engagement on Facebook and Twitter since July 1, 2014.*
- *The School Resource Officer conducted 111 student education presentations and 4 parent education presentations.*
- *The School Resource Officer Performed over 70 student drug evaluations, 12 threat assessments, and conducted School Safety Assessments of all District Schools.*
- *The Department realized a 40% reduction in Part 1 Crimes during calendar year 2014.*
- *Police personnel continue to foster partnerships with students and faculty by participating in many special programs with the Los Alamitos Unified School District including Career Programs, Drug Awareness Presentations, Safety Meetings, School Attendance Review Board, Read Across America, and Project Intervention.*
- *In a collaborative effort, the Police Department worked with other community stakeholders to present "Every 15 Minutes" to educate the students at Los Alamitos High School about the dangers of driving under the influence. With the largest student population in attendance to date, the program culminated in a staged collision scene and landing of a Medevac helicopter on Los Alamitos Boulevard.*
- *One DUI Checkpoint and two DUI Saturation Patrols were conducted with funding from Office of Traffic Safety grants.*
- *The Police Department participated in a collaborative "Reality Party" to create awareness for parents regarding teen drinking, drug use, and peer pressure at teen parties.*
- *The STAR Team responded to investigate five major injury or fatal traffic collisions in the West County region, including one in Los Alamitos.*
- *The Police Department joined the newly established Orange County Lesbian, Gay, Bisexual and Transgender (LGBT) Partnership in an effort to raise awareness and sensitivity between law enforcement and this segment of the community.*
- *Radio Amateur Civil Emergency Service (RACES) communications volunteers participated in two (2) Countywide Disaster Drills from the Police Department's Radio Room.*
- *The City's Emergency Operations Plan was revised and utilized during a Civic Center Evacuation and Emergency Operations Center Activation Drill in conjunction with the Great Shakeout Statewide Earthquake Drill. Police personnel also coordinated a Table Top Exercise depicting an earthquake on the Newport-Inglewood Fault for the City's management team.*
- *A promotional assessment was held to identify an in-house candidate for the anticipated captain position vacancy.*

Police

- *The Police Department efficiently managed more than 12,000 records, completed 48 mandated reports, successfully passed one audit and three inspections, and responded to 2,141 subpoenas.*
- *In furtherance of our service attitude, members of the Police Department have contributed to and volunteered in many community organizations, including: the Youth Center; the Hotline Fundraiser; Rotary; Casa Youth Shelter; Summer Harvest; and, We Care's Adopt a Family.*
- *Chief Mattern completed a four-year term on the Board of Directors for the Orange County Chiefs of Police and Sheriff's Association.*
- *The Police Department conducted two traffic awareness safety campaigns, Click It or Ticket and Distracted Driving.*
- *Police personnel assisted in the presentation of one West County CERT class.*
- *Police personnel facilitated and/or participated in numerous community meetings and presentations, including a Coyote Town Hall Meeting, Prescription Drug Awareness, Asian Culture, Identity Theft, Realtor Safety, National Night Out, Military Advocate Training on Sexual Assault, and Preventing Fraud.*
- *The Police Department implemented an Area Command program to facilitate enhanced community problem solving and quality of life issues by assigning designated area liaisons to coordinate the program and serve as a point of contact for community members in each area.*
- *The Police Department has achieved and maintained an education level with a minimum of a bachelor's degree by 100% of the sworn staff.*

Police

EXPENDITURE SUMMARIES

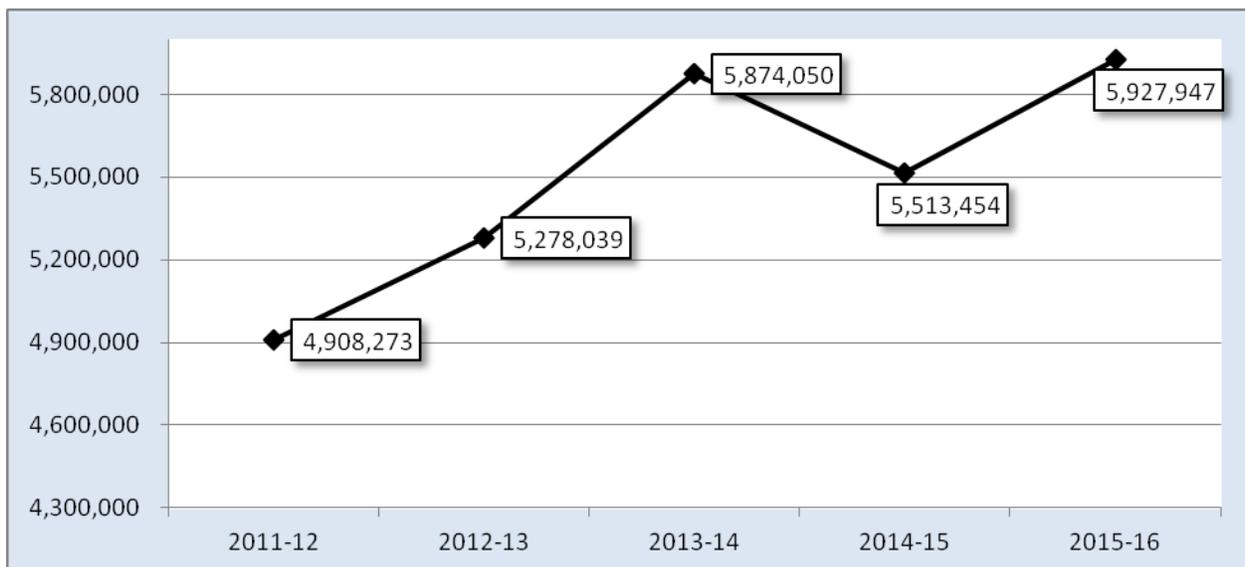
Department Summary by Expense Type

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Salaries and Benefits	3,790,670	4,123,942	4,659,506	4,502,319	4,339,587	4,759,647
Maintenance and Operations	1,117,603	1,154,097	1,201,667	1,177,490	1,173,867	1,168,300
Capital Outlay			12,877			-
Department Total	4,908,273	5,278,039	5,874,050	5,679,809	5,513,454	5,927,947

Department Expenditure Summary by Division

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Police Administration	691,144	701,387	762,355	765,142	749,870	872,350
Patrol	2,359,498	2,598,501	2,840,680	2,749,403	2,593,897	2,778,324
Investigation	625,461	702,248	799,385	742,470	717,600	748,344
Records	164,251	163,775	174,757	169,822	174,542	189,454
Communications Technology	631,426	644,006	686,054	661,282	676,428	673,177
Community Outreach	378	734	974	590	1,461	650
Youth Programs	-	-	154,602	164,290	156,355	164,407
Traffic	429,025	463,489	446,640	421,400	441,930	494,186
Emergency Preparedness	7,090	3,899	8,603	5,410	1,371	7,055
Department Total	4,908,273	5,278,039	5,874,050	5,679,809	5,513,454	5,927,947

Departmental Expenditures FY 2011/12 – FY 2015/16



ADMINISTRATION**PROGRAM DESCRIPTION**

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Continue to seek alternative funding sources for training to further employee development*
- *Conduct routine staff meetings to facilitate communication with supervisory staff*
- *Implement measures to enhance recruitment and retention*

Police

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Police				Police Administration - 521			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	445,705	463,500	489,358	490,670	499,623	519,575
5119	Cellular Phone Allowance	1,080	1,050	1,080	1,080	1,080	1,170
5120	Overtime	-	-	-	250	-	-
5126	Sick Leave Conversion	4,447	4,698	3,820	5,630	3,703	5,000
5127	Vacation Conversion	2,980	-	-	-	-	62,178
5130	Medicare	6,412	6,636	7,006	7,120	6,851	7,551
5150	Retirement	127,532	118,062	145,678	115,050	98,253	145,748
5161	Medical/Dental/Vision Insurance	38,732	40,929	42,149	42,600	43,960	53,586
5162	Life Insurance	1,767	1,194	1,557	1,390	1,549	1,572
5163	Disability Insurance	1,338	1,310	1,310	1,510	1,310	1,621
Salary & Benefits Total		629,993	637,379	691,958	665,300	656,329	798,001
Maintenance & Operations							
5201	Supplies/Division Expense	11,531	14,720	13,443	9,500	12,370	9,500
5205	Postage	1,607	1,489	1,720	1,800	1,505	1,500
5206	Uniforms	-	-	-	-	35	-
5207	Travel & Training	2,014	4,119	4,349	6,000	5,032	6,000
5208	Post Training	4,329	5,051	14,338	8,000	2,646	8,000
5209	Dues & Subscriptions	1,838	2,059	1,307	1,897	1,787	1,782
5260	Contractual Services	1,450	2,630	2,100	2,000	526	2,000
5280	Leased Equipment	4,681	2,143	3,175	3,680	3,175	3,675
5281	Parking Lot Rental	7,649	4,351	4,500	6,000	6,000	6,000
5286	Garage Internal Service	17,485	19,054	17,073	17,073	17,073	27,000
5287	Technology Internal Service	8,392	8,392	8,392	8,392	8,392	8,392
5290	Maintenance-Office Equipment	175	-	-	500	-	500
5481	Police Capital Replacement	-	-	-	35,000	35,000	-
Maintenance & Operations Total		61,151	64,008	70,397	99,842	93,541	74,349
Division Total		691,144	701,387	762,355	765,142	749,870	872,350

PATROL**PROGRAM DESCRIPTION**

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Maintain response times at under 3 minutes for Priority 1 Calls for Service*
- *Direct enforcement efforts toward areas of repeat criminal activity*
- *Partner with other city departments such as Community Development, Public Works, and Recreation to solve and improve quality of life issues affecting community members*
- *Utilize Area Command to monitor crimes trends and address localized issues*

Police

PATROL

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Police		Patrol - 522					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	1,254,424	1,376,706	1,344,105	1,453,190	1,331,872	1,549,624
5103	Hourly	12,071	5,051	1,045	1,500	5,744	2,000
5104	Holiday Pay	53,330	57,369	53,650	62,070	52,828	65,993
5111	Special Skill Pay	-	11,304	18,473	17,650	18,204	18,963
5114	Educational Incentive	50,599	59,778	43,755	48,330	50,797	54,121
5115	Field Training Pay	191	139	1,371	2,400	1,411	2,000
5117	Uniform Allowance	9,763	9,700	9,625	10,400	9,125	10,400
5120	Overtime	192,480	202,292	337,100	195,000	334,054	195,000
5121	O/T Wings Wheels Rotors	4,388	3,753	-	4,500	-	4,000
5126	Sick Leave Conversion	7,508	6,536	10,121	12,000	10,511	12,000
5127	Vacation Conversion	6,648	16,064	7,283	5,000	16,011	5,000
5130	Medicare	19,711	21,438	23,648	23,080	24,435	24,637
5150	Retirement	418,831	465,476	633,971	575,930	426,372	486,771
5151	Part-Time Retirement	463	196	39	60	228	60
5161	Medical/Dental/Vision Insurance	147,975	169,293	159,732	166,780	144,239	176,736
5162	Life Insurance	3,770	3,741	3,519	3,460	3,323	3,456
5163	Disability Insurance	-	-	-	500	-	504
Salary & Benefits Total		2,182,152	2,408,836	2,647,437	2,581,850	2,429,154	2,611,265
Maintenance & Operations							
5201	Supplies/Division Expense	9,641	10,597	7,018	10,000	8,866	10,000
5202	Arsenal	14,388	19,125	21,230	17,000	17,998	19,306
5206	Uniforms	18,405	18,137	14,819	12,000	6,157	12,000
5207	Travel & Training	511	669	1,094	-	773	-
5216	Unemployment Compensation	14	5,285	7,706	6,000	8,747	6,000
5229	Tuition Reimbursement	16,291	10,391	15,889	8,000	7,017	5,500
5243	Telecommunication Charges	4,393	4,416	4,546	3,840	3,815	3,840
5245	Cell Phone	497	472	129	430	45	130
5260	Contractual Services	4,747	5,390	5,232	8,000	8,352	8,000
5270	Booking Fees	6,120	4,995	2,420	2,000	2,690	2,000
5286	Garage Internal Service	87,420	95,269	85,364	85,364	85,364	85,364
5287	Technology Internal Service	14,919	14,919	14,919	14,919	14,919	14,919
Maintenance & Operations Total		177,346	189,665	180,366	167,553	164,743	167,059
Capital Outlay							
5420	Equipment	-	-	12,877	-	-	-
Capital Outlay Total							
Division Total		2,359,498	2,598,501	2,840,680	2,749,403	2,593,897	2,778,324

INVESTIGATIONS**PROGRAM DESCRIPTION**

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Increase flow of information to patrol personnel for directed efforts*
- *Meet with community groups to discuss and implement crime prevention measures, two (2) times before June 2016*
- *Continue to publish the Weekly Crime Summary*

Police

INVESTIGATIONS

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Investigation - 523			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	352,365	376,869	388,986	378,480	392,559	399,568
5103	Hourly	9,150	9,432	8,125	18,000	17,687	22,500
5104	Holiday Pay	15,099	16,013	17,086	16,010	16,493	16,905
5113	Special Assignment Pay	-	9,462	18,644	18,920	19,421	19,978
5114	Educational Incentive	15,201	20,560	17,418	18,920	18,672	19,978
5117	Uniform Allowance	4,050	4,600	4,575	4,600	4,600	4,600
5119	Cellular Phone Allowance	1,440	1,440	1,440	1,440	1,440	1,440
5120	Overtime	25,017	33,850	39,206	20,000	32,203	30,000
5126	Sick Leave Conversion	2,305	3,140	653	3,200	2,621	3,200
5127	Vacation Conversion	1,603	-	26,759	-	1,495	-
5130	Medicare	6,359	6,879	7,388	6,340	7,003	6,706
5150	Retirement	117,288	131,515	176,360	166,490	116,567	134,738
5151	Part-Time Retirement	343	354	305	675	637	675
5161	Medical/Dental/Vision Insurance	32,062	44,575	47,005	48,500	45,590	46,176
5162	Life Insurance	990	990	948	860	954	864
5163	Disability Insurance	-	-	-	130	-	126
Salary & Benefits Total		583,272	659,679	754,898	702,565	677,942	707,454
Maintenance & Operations							
5201	Supplies/Division Expense	2,853	944	2,687	1,460	279	1,305
5206	Uniforms	104	100	184	-	-	-
5207	Travel & Training	169	335	3,889	-	753	-
5209	Dues & Subscriptions	1,249	1,319	1,323	2,041	1,703	3,181
5243	Telecommunication Charges	-	-	-	-	519	-
5229	Tuition Reimbursement	687	-	-	-	-	-
5286	Garage Internal Service	30,600	33,344	29,877	29,877	29,877	29,877
5287	Technology Internal Service	6,527	6,527	6,527	6,527	6,527	6,527
Maintenance & Operations Total		42,189	42,569	44,487	39,905	39,658	40,890
Division Total		625,461	702,248	799,385	742,470	717,600	748,344

RECORDS**PROGRAM DESCRIPTION**

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Submit monthly reports to the Department of Justice by the 10th of each month*
- *Ensure CLETS annual certification*
- *Purge police records and property per City/Government Code retention/destruction requirements by June 2016*

Police

RECORDS

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Records - 524			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	77,490	84,597	94,613	98,010	100,713	105,361
5103	Hourly	23,722	25,215	29,084	22,500	23,612	22,000
5117	Uniform Allow ance	1,000	1,075	1,345	1,300	1,300	1,300
5119	Cellular Phone Allow ance	360	360	630	720	720	720
5120	Overtime	1,594	174	-	500	398	800
5126	Sick Leave Conversion	146	-	-	-	478	1,227
5127	Vacation Conversion	4,026	-	2,054	-	-	-
5130	Medicare	1,549	1,664	1,971	1,440	1,874	1,557
5150	Retirement	12,498	12,925	11,054	10,990	10,428	22,344
5151	Part-Time Retirement	901	952	1,091	844	848	844
5161	Medical/Dental/Vision Insurance	13,855	18,200	18,391	16,800	16,874	17,040
5162	Life Insurance	326	261	296	290	318	288
5163	Disability Insurance	464	519	601	700	655	700
Salary & Benefits Total		137,931	145,942	161,130	154,094	158,218	174,181
Maintenance & Operations							
5201	Supplies/Division Expense	2,116	4,886	1,334	4,000	2,923	3,500
5206	Uniforms	299	718	479	-	179	-
5207	Travel and Training	-	6	76	-	126	-
5209	Dues & Subscriptions	-	-	10	-	1,368	45
5229	Tuition Reimbursement	12,075	-	-	-	-	-
5286	Garage Internal Service	4,370	4,763	4,268	4,268	4,268	4,268
5287	Technology Internal Service	7,460	7,460	7,460	7,460	7,460	7,460
Maintenance & Operations Total		26,320	17,833	13,627	15,728	16,324	15,273
Division Total		164,251	163,775	174,757	169,822	174,542	189,454

COMMUNICATIONS TECHNOLOGY**PROGRAM DESCRIPTION**

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Continue to seek new technology to automate and streamline processes*
- *Continue to analyze and evaluate cost effective, efficient alternatives to the West Covina CAD/RMS*
- *Increase usage of automated field reporting with single point entry*
- *Prioritize the implementation of technology to increase staff efficiency and ensure a reasonable cost benefit*
- *Implement additional functionality of the Brazos System to further automate citation processes*
- *Purchase Hot Red Radios as part of the 800 MHz Radio System Upgrade by December 2015*

Police

COMMUNICATIONS TECHNOLOGY

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Police		Communications Technology - 525					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	29	3,331	100	100	-	-
5240	Telephone	24,269	26,268	27,348	23,000	27,085	21,000
5242	Cable Television	1,305	541	708	1,200	1,194	1,200
5243	Telecommunication Charges	5,247	5,594	9,181	8,500	2,522	-
5260	Contractual Services	2,903	3,088	3,347	16,107	7,534	9,602
5272	West-Comm Contract	498,846	498,846	543,715	507,015	536,302	539,015
5291	Maintenance-Communication	20,807	25,978	21,295	25,000	21,431	22,000
5292	Maintenance-Computer	78,020	80,360	80,360	80,360	80,360	80,360
	Maintenance & Operations Total	631,426	644,006	686,054	661,282	676,428	673,177
	Division Total	631,426	644,006	686,054	661,282	676,428	673,177

COMMUNITY OUTREACH

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

- Keep the community informed about issues pertaining to their neighborhoods

WORK PLAN FOR 2015-16

- Participate in two (2) community events, one each by December 2015 and June 2016
- Conduct two (2) safety presentations, one each by December 2015 and June 2016
- Continue to publish safety information through an online application, tailoring messages to raise engagement rates by 5% and increasing the number of published messages by 10% by June 2016

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Community Outreach - 526			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
	Salary & Benefits						
	No Personnel Allocations						
	Salary & Benefits Total	-	-	-	-	-	-
	Maintenance & Operations						
5201	Supplies/Division Expense	30	365	626	250	945	300
5209	Dues & Subscriptions	348	369	348	340	516	350
	Maintenance & Operations Total	378	734	974	590	1,461	650
	Division Total	378	734	974	590	1,461	650

Police

YOUTH PROGRAMS

PROGRAM DESCRIPTION

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

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Participate in at least one (1) youth diversionary/education program by June 2016*

YOUTH PROGRAMS

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Youth Programs - 527			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	-	-	74,501	88,050	91,048	92,518
5104	Holiday Pay	-	-	3,725	3,730	3,818	3,914
5113	Special Assignment Pay	-	-	3,725	4,400	4,508	4,626
5114	Educational Incentive	-	-	3,725	4,400	4,508	4,626
5115	Field Training Pay	-	-	-	-	32	-
5117	Uniform Allowance	-	-	550	650	650	650
5119	Cell Allowance	-	-	300	360	360	360
5120	Overtime	-	-	6,490	6,000	6,448	6,500
5126	Sick Conversion	-	-	378	500	881	1,068
5130	Medicare	-	-	1,269	1,470	1,447	1,547
5150	Retirement	-	-	35,336	38,570	27,035	31,076
5161	Medical/Dental/Vision Insurance	-	-	11,434	13,370	14,052	14,448
5162	Life Insurance	-	-	201	220	239	216
5163	Disability Insurance	-	-	-	30	-	32
Salary & Benefits Total		-	-	141,634	161,750	155,026	161,581
Maintenance & Operations							
5201	Supplies/Division Expense	-	-	1,743	500	201	250
5202	Arsenal	-	-	-	720	-	720
5206	Uniforms	-	-	729	300	-	300
5207	Travel & Training	-	-	500	500	672	700
5209	Dues and Subscriptions	-	-	40	520	-	40
5243	Telecommunication Charges	-	-	76	-	456	456
5245	Cell Phone	-	-	30	-	-	360
5286	Garage Internal Service	-	-	9,850	-	-	-
Maintenance & Operations Total		-	-	12,968	2,540	1,329	2,826
Division Total		-	-	154,602	164,290	156,355	164,407

Police

TRAFFIC

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

- *Conduct two (2) traffic awareness safety campaigns by June 2016*
- *Participate in one (1) regional directed enforcement activity by June 2016*

TRAFFIC

DIVISION EXPENSE BY LINE ITEM

Department Police				Division Traffic - 528			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	88,058	91,819	77,644	81,860	85,111	90,314
5103	Hourly	97,012	108,219	107,014	81,860	113,347	140,783
5104	Holiday Pay	3,548	3,725	3,378	3,550	3,637	3,914
5113	Special Assignment Pay	-	146	3,905	4,090	4,199	4,516
5114	Educational Incentive	1,801	1,732	-	-	-	-
5117	Uniform Allowance	669	650	650	650	650	650
5120	Overtime	18,049	14,939	14,643	15,500	11,021	15,000
5126	Sick Conversion	968	416	-	-	649	1,017
5130	Medicare	2,707	2,735	2,503	1,310	2,498	1,441
5150	Retirement	28,331	30,234	35,072	30,740	23,343	29,049
5151	Part-Time Retirement	3,678	4,075	4,030	3,070	4,172	4,030
5161	Medical/Dental/Vision Insurance	11,918	13,168	13,368	13,370	14,052	14,448
5162	Life Insurance	248	248	242	220	239	216
5163	Disability Insurance				30	-	32
Salary & Benefits Total		256,987	272,106	262,449	236,250	262,918	305,410
Maintenance & Operations							
5201	Supplies/Division Expense	586	65	7,061	3,500	3,613	6,835
5206	Uniforms	435	1,404	2,114	1,500	707	1,000
5207	Travel & Training	93	28	277	1,100	200	2,281
5209	Dues & Subscriptions	95	16	-	390	-	-
5216	Unemployment Compensation	3,171	-	-	-	-	-
5243	Telecommunication Charges	216	158	-	-	-	-
5260	Contractual Services	149,215	178,541	165,704	165,640	165,781	165,640
5269	Citation Processing	3,347	3,051	3,015	4,800	3,258	4,800
5286	Garage Internal Service	4,370	4,763	4,268	4,270	4,270	4,270
5287	Technology Internal Service	1,865	950	950	950	950	950
5296	Maintenance-Motorcycle	8,645	2,407	802	3,000	233	3,000
Maintenance & Operations Total		172,038	191,383	184,191	185,150	179,012	188,776
Division Total		429,025	463,489	446,640	421,400	441,930	494,186

Police

EMERGENCY PREPAREDNESS

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-16

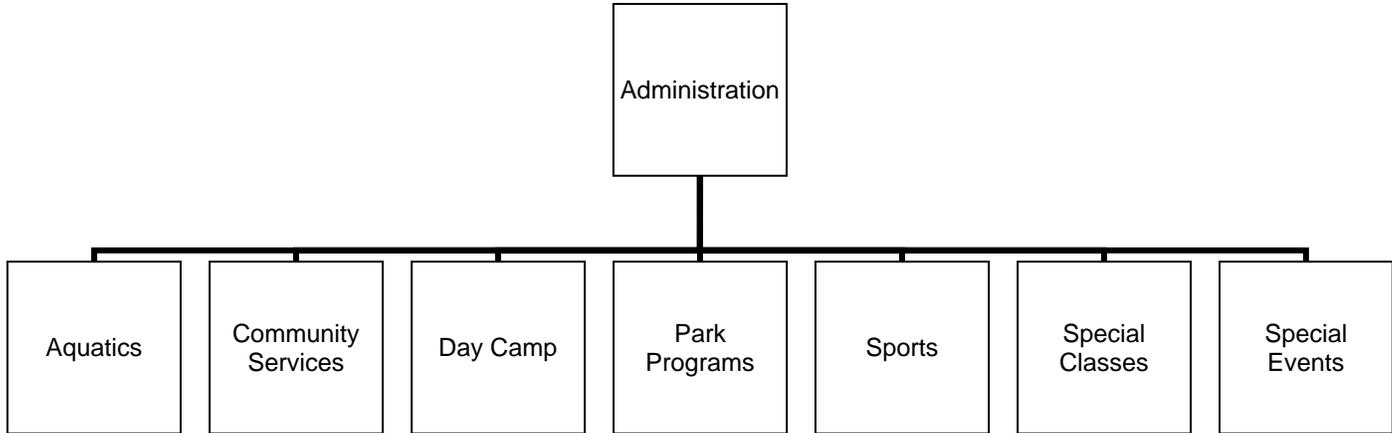
- Conduct one CERT presentation by June 2016
- Continue to gain and maintain NIMS training compliance by City staff
- Continue to provide training on use of the Emergency Operations Plan to City staff
- Participate in at least one (1) emergency preparedness exercise
- Participate in two (2) countywide Radio Amateur Civil Emergency Service (RACES) drills to test alternative forms of communication during a disaster

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Police				Emergency Preparedness - 529			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5120	Overtime	335	-	-	500	-	1,725
5130	Medicare	-	-	-	10	-	30
Salary & Benefits Total		335	-	-	510	-	1,755
Maintenance & Operations							
5201	Supplies/Division Expense	2,817	80	93	500	539	500
5240	Telephone	375	424	-	-	-	-
5260	Contractual Services	3,563	3,395	8,510	4,400	832	4,800
Maintenance & Operations Total		6,755	3,899	8,603	4,900	1,371	5,300
Division Total		7,090	3,899	8,603	5,410	1,371	7,055

Recreation and Community Services

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<i>Full-Time Positions</i>			
Recreation and Community Services Director	1	1	1
Recreation Manager	2	2	2
Recreation Coordinator	0	0	2
Department Secretary	1	1	1
Secretary	1	1	0
<i>Part-Time Positions</i>			
Receptionist	0.60	0.60	0.60
Recreation Leader I & II / Senior Recreation Leader / Recreation Specialist	4.54	4.54	4.00
Nutrition Program Coordinator	0.58	0.58	0.58
Sports Coordinator	0.99	0.99	0.00
Senior Services Coordinator	0.57	0.57	0.57
Community Services Coordinator	1.13	1.13	1.13
Lifeguard / Water Safety Instructor I & II	0.38	0.38	0.38
Assistant Pool Manager/Senior Lifeguard	3.51	3.51	3.51
Maintenance Worker	0.55	0.55	0.55
Aquatics Coordinator	0.69	0.69	0.69
Total Full-Time	5	5	6
Total Part-Time	13.54	13.54	12.01
Total Department FTE	18.54	18.54	18.01

Recreation and Community Services

MISSION STATEMENT

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

DEPARTMENT GOALS

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

ACCOMPLISHMENTS FOR 2014-2015

- *Coordinated the highest attended Race on the Base to date with 4,444 participants, resulting in the event generating approximately \$115,000 in excess revenue above the direct event expenditures. The increased attendance resulted from an expanded marketing plan with increased target marketing to runners, walkers, triathletes and a focus on increasing the participants' experience to retain past participants. A post event survey indicated that out of 900 responses, 96% said they would recommend the event to a friend or family member, and 94% rated the race as either good or excellent.*
- *The Race on the Base Reverse Triathlon continues to be the largest event of its kind in the nation with 1,246 triathletes registered and 1,078 finishers.*
- *Hosted more than 80 vendors for the two-day Race on the Base Vendor Expo in a large enclosed tent that served as the focal point for the event, creating a great sense of energy for the event.*
- *The Race on the Base Cash Sponsorships totaled \$89,000, which is the highest amount of cash sponsorships raised in the history of the event.*
- *Continued the OC California Race Series in partnership with Run Seal Beach, Cypress 5K & 10K Run/Walk and Los Alamitos Race on the Base to encourage local participation among all events.*
- *Increased Private, Semi-Private and Group Learn-to-Swim Lessons to the largest number of lessons in one year at the USA Water Polo National Training Center.*
- *Upgraded and improved the Recreation & Community Services Department Online Registration System for classes and programs to allow for live registrations to take place at the convenience of the participant's home and reduce the amount of staff registration input needed each session.*
- *The USA Water Polo National Training Center was home to many swim and water polo tournaments including USA Women's Water Polo international competitions, several USA Water Polo Training Camps, Seal Beach Swim Club's annual swim meet and multiple Dual Meets, Millikan High School Swim Relays, International Water Polo Club's WinterFest Water Polo Tournament and Fall Water Polo Tournament.*
- *Continued talks with the Joint Forces Training Base staff to look at renewing the lease agreement of the pool at the JFTB.*
- *Increased amount of offerings and attendance in several special interest camps and classes.*
- *Coordinated a successful Holiday Dinner honoring City Commissioners at the Eagle's Nest Restaurant.*
- *Conducted the Los Alamitos Holiday Decorating Contest. Members of the community were encouraged to decorate their homes in the holiday spirit. Judging was conducted by Los Alamitos residents and each neighborhood was presented with two or three winners.*
- *Provided the following services to the senior population:*
 - *Provided year-round staff support to the Senior Club and the management of the Senior Lunch and Bread Program.*
 - *The Senior Club Travel continues strong with popular trips such as the Orchid Show and Pompeii Trips with two busloads of participants for each trip.*
 - *Assisted with coordinating Bingo Fundraisers to generate more funds for the Senior Club.*
 - *Doubled Balance and Fitness class registration since its beginning in 2008 to over 40 students and coordinated a second exercise class for seniors, providing them with two weekly opportunities for low-impact fitness.*

Recreation and Community Services

- Coordinated the Senior Volunteer Recognition Luncheon to recognize 50 Senior Club volunteers.
- Hosted the First Annual "Senior Prom"
- Continued on the expanded the Summer Parks Program to include extended weeks, hours, and excursions for free to the community. Participant averages increased due to the investment made in the program and additional activities such as Special Event Fridays.
- Obtained staff training for the Recreation & Community Services Activities Guide quarterly publication to be fully designed in-house to save on contracted graphic design costs.
- Supervised the Los Alamitos Volunteer Program (LAVP) for approximately 80 youth ages 11 to 17 to assist with special events, community service projects, day camp, park programs, youth sports, and at the Community Center. LAVP members have assisted other communities such as the City of Seal Beach (Run Seal Beach) and the City of Cypress (Cypress Run). LAVP members coordinated their first social program and will continue implementing them quarterly, giving LAVP members leadership skills and hands-on experience organizing and implementing an event.
- Successfully negotiated with Chang Orthodontics for the fourth consecutive year to commit to become the official sponsor of the Los Alamitos Youth Sports Program.
- Implemented new policies for the tennis courts at Laurel Park, providing Los Alamitos residents the opportunity to rent the courts up to five days before their use.
- Continued to increase communication and cooperation between the City and school district over joint use facilities (Oak Middle School and McAuliffe Middle School) and the collection of Capital Improvement Fund fees.
- Continued to increase communication and cooperation between the City and members of the Community Youth Sports Board: Los Alamitos Unified School District, city of Seal Beach, community of Rossmoor, AYSO Region 159, Friday Night Lights Flag Football, Los Alamitos Youth Baseball, St. Hedwig Pony Baseball, Los Alamitos Girls Softball, Los Alamitos Pop Warner Football, Seal Beach Pony Baseball, and National Junior Basketball.
- Produced and organized the third annual Trunk or Treat Event featuring the Treasure Hunt at Little Cottonwood Park with approximately 1,500 people who trick-or-treated from the trunks of vehicles and searched for candy and toys in the treasure hunt area.
- Produced and organized the Annual Spring Carnival held at Little Cottonwood Park. AYSO Region 159 sponsored the event that drew approximately 2,000 people who participated in carnival games, arts and craft, and egg hunts. The second annual Coloring & Drawing Contest was also held in conjunction with the Spring Carnival.
- Organized and produced four Music and Movies in the Park events at Laurel Park and the USA Water Polo National Training Center. Sponsorship and vendor dollars were utilized to allow each night to feature a short concert followed by a movie that averaged more than 400 people in attendance for each night. The Parks, Recreation and Cultural Arts commissioners chose the movies for all four events.
- Co-hosted the third annual Winter Wonderland at the Plaza event with the Los Alamitos Area Chamber of Commerce Young Professionals. More than 3,500 people attended the snow day, visited with Santa Claus, rode the trackless train, visited the 35 vendors and sponsors, ate at the food trucks, and listened to local school groups sing holiday songs. All direct costs were offset through sponsors and vendor fees equaling \$15,500.
- Co-hosted the 27th Annual 4th of July Fireworks Spectacular and utilized sponsorship revenue, contributions from Seal Beach and Rossmoor, parking revenue and vendor revenue to assist in off-setting the direct costs for the event. Implemented a new event location that was on the tarmac of the runways so it was safer for participants, closer to the parking area, and provided for a larger fall out area for the firework show.

Recreation and Community Services

EXPENDITURE SUMMARIES

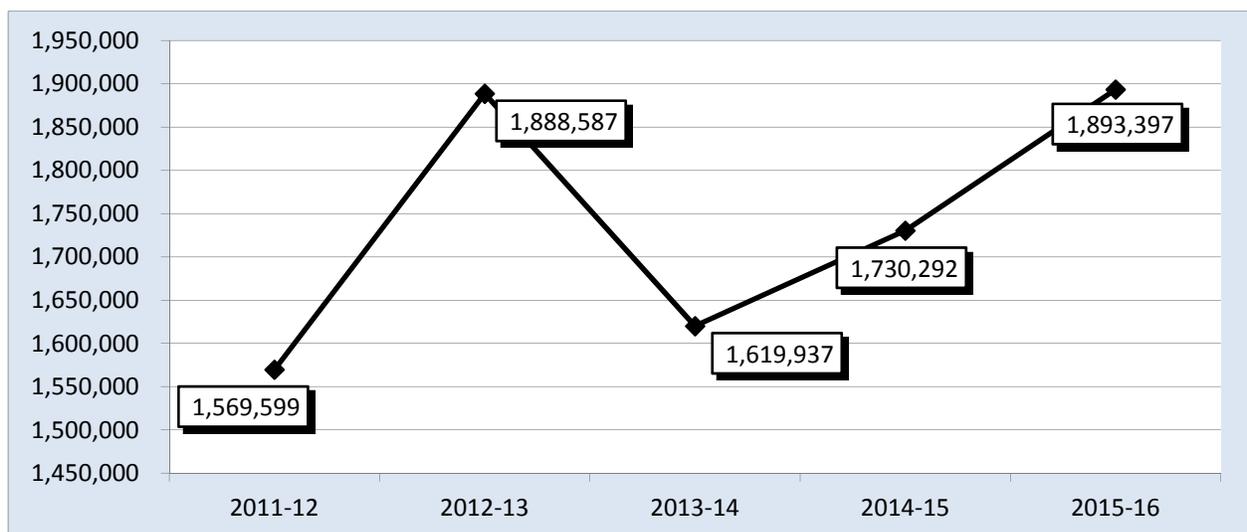
Department Summary by Expense Type

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Salaries and Benefits	924,083	896,984	935,957	995,220	1,032,113	1,144,382
Maintenance and Operations	645,516	991,603	683,980	738,790	698,179	749,015
Department Total	1,569,599	1,888,587	1,619,937	1,734,010	1,730,292	1,893,397

Department Expenditure Summary by Division

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Estimated	2015-16 Budget
Recreation Administration	603,824	926,066	639,555	662,380	698,345	802,176
Aquatics	308,204	286,120	313,904	337,510	330,793	356,191
Community Services	56,283	57,469	60,916	67,970	69,862	78,007
Day Camp	50,198	54,844	53,809	55,420	52,110	60,413
Playgrounds	8,130	9,064	22,788	23,700	22,911	26,698
Sports	155,751	141,322	135,886	149,270	146,556	119,799
Special Classes	154,875	149,069	127,976	140,650	146,418	158,138
Special Events	232,334	264,633	265,103	297,110	263,297	291,975
Department Total	1,569,599	1,888,587	1,619,937	1,734,010	1,730,292	1,893,397

Departmental Expenditures FY 2011/12 – FY 2015/16



Recreation and Community Services

ADMINISTRATION

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-2016

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

Recreation and Community Services

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department				Division			
Recreation & Community Services				Recreation Administration - 551			
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	367,453	385,759	410,222	420,600	434,023	492,341
5103	Hourly	21,148	22,494	25,796	25,180	34,929	11,970
5118	Car Allowance	3,600	3,600	3,600	3,600	3,600	3,600
5119	Cellular Phone Allowance	180	-	-	-	-	-
5126	Sick Leave Conversion	1,103	1,422	1,253	650	686	-
5127	Vacation Conversion	-	-	-	10,000	7,525	-
5130	Medicare	5,664	5,884	6,347	6,100	6,661	7,365
5150	Retirement	63,196	57,935	50,205	53,110	53,006	120,825
5151	Part-Time Retirement	793	844	967	940	1,243	449
5161	Medical/Dental/Vision Insurance	41,812	47,926	54,972	56,400	56,593	73,296
5162	Life Insurance	1,364	1,476	1,489	1,190	1,499	1,400
5163	Disability Insurance	1,611	1,638	1,638	1,810	1,611	2,170
Salary & Benefits Total		507,924	528,978	556,489	579,580	601,376	713,416
Maintenance & Operations							
5201	Supplies/Division Expense	10,438	7,572	10,802	10,000	22,324	10,000
5205	Postage	8,824	5,917	7,288	8,300	6,964	7,500
5207	Travel & Meetings	680	2,273	1,818	2,000	284	2,000
5209	Dues & Subscriptions	7,389	1,195	1,865	1,200	3,638	3,120
5216	Unemployment Insurance	-	8	(128)	-	-	-
5229	Tuition Reimbursement	8,151	(3,642)	2,497	5,000	4,886	5,500
5231	Fine Arts Projects	3,469	3,364	3,210	3,000	3,610	3,000
5236	New sletter	8,697	5,319	6,844	-	210	840
5237	Recreation Brochure	15,787	15,430	14,950	14,950	15,580	14,950
5240	Telephone	926	1,040	1,368	2,700	1,068	2,700
5244	Computer Tech Center	839	769	464	-	-	-
5260	Contractual Services	1,466	327,343	3,682	9,500	12,799	13,000
5286	Equipment Charges	4,370	4,763	319	4,268	4,268	4,268
5287	Technology Charges	15,782	15,782	4,268	15,782	15,782	15,782
5290	Main. - Office Equipment	9,082	9,955	15,782	6,100	5,556	6,100
Maintenance & Operations Total		95,900	397,088	83,066	82,800	96,969	88,760
Division Total		603,824	926,066	639,555	662,380	698,345	802,176

Recreation and Community Services

AQUATICS

PROGRAM DESCRIPTION

The Los Alamitos Aquatics Program provides funding for the maintenance and operation of the USA Water Polo National Training Center 50-meter pool. This venue provides an opportunity for community members to learn the fundamentals of swimming and water safety. Programs include the Learn-to-Swim program, which offers year-round water safety instruction for all ages in a group setting, and the Private/Semi-private swimming lesson program. These programs teach necessary water safety skills in a fun and positive environment. Also offered are the year-round lap swimming program, safety service classes (CPR, First Aid, Lifeguarding, and Water Safety Instruction), Junior Lifeguards, Deep Water Aerobics, Recreational Swimming, and specialty classes such as water polo and pre-swim team. Additionally the facility is the home of the USA Women's National Water Polo teams and is used extensively by local community groups providing competitive training in swimming and water polo for all ages and abilities.

SERVICE OBJECTIVES

- *Maintain a streamlined class and personnel schedule to maintain safety, low expenditures, increased revenue, and the positive reputation of the City's Aquatics Program.*
- *Research alternative solutions to decrease utility costs to help reduce the pool's carbon footprint, while maintaining revenue and expenditure levels.*
- *Maintain the number of current user groups in order to maintain revenue and look for additional user groups for morning and weekend pool time.*
- *Increase active attendance at the pool by creating aquatic and/or land-based classes or programs to involve parents, siblings or friends of swim lesson or Lap/Recreational Swim participants.*

WORK PLAN FOR 2015-2016

- *Work with all user groups individually and as a unit to provide the best venue for their practices, games and workouts and to maintain our outstanding relationships throughout the year.*
- *Outreach to organizations and teams who visit the USA Water Polo National Training Center or who could utilize the pool as a training or tournament facility.*
- *Continue working with the JFTB, their tenant groups and other military entities to allow them training time in the pool throughout the year.*
- *Work with the JFTB staff to continue discussions to renew the lease agreement allowing the City to maintain and operate the pool.*
- *Seek additional user groups and/or organizations who might be interested in utilizing the pool during non-peak times on an as needed or continuous basis throughout the year.*
- *Continue to provide a well maintained, attractive, efficient pool for the community to utilize.*
- *Work with USA Water Polo to meet their training needs to help prepare them for 2016 Olympics and encourage them to remain in Los Alamitos for training of the National team(s) after the 2016 Olympics.*

Recreation and Community Services

AQUATICS

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Aquatics - 552					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	17,867	-	-	-	-	-
5103	Hourly	108,089	113,879	116,966	130,830	132,303	148,790
5105	Hourly-Maintenance	28,174	22,429	24,266	24,000	23,184	24,000
5130	Medicare	2,227	1,981	2,048	2,250	2,030	2,505
5150	Retirement	2,859	54	-	-	-	-
5151	Part-Time Retirement	5,110	5,111	5,296	5,810	5,250	6,480
5161	Medical Insurance	3,025	-	-	-	-	-
5162	Life Insurance	41	-	-	-	-	-
5163	Disability Insurance	82	-	-	-	-	-
Salary & Benefits Total		167,474	143,454	148,576	162,890	162,767	181,775
Maintenance & Operations							
5201	Supplies	10,827	11,064	8,193	10,000	5,937	10,000
5216	Unemployment Compensation	148	-	-	-	3,878	-
5250	Electricity	43,177	42,061	55,193	71,160	46,976	71,160
5255	Natural Gas	36,331	38,044	41,311	39,030	35,856	39,030
5256	Water	25,464	23,269	27,709	23,680	48,296	23,680
5260	Contractual Services	-	-	2,057	-	1,348	-
5282	Pool Maintenance	18,937	22,748	25,729	25,000	20,648	25,000
5284	Master Swim Program	1,900	1,534	1,190	1,800	1,137	1,600
5287	Technology Charges	3,946	3,946	3,946	3,950	3,950	3,946
Maintenance & Operations Total		140,730	142,666	165,328	174,620	168,026	174,416
Division Total		308,204	286,120	313,904	337,510	330,793	356,191

Recreation and Community Services

COMMUNITY SERVICES

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

- Provide recreation and social service programs for seniors.
- Expand and enhance general senior programs to address current senior trends and issues.

WORK PLAN FOR 2015-2016

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

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Community Services - 553					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5103	Hourly	45,932	47,950	48,268	57,740	61,463	67,829
5130	Medicare	666	695	700	900	847	984
5151	Part-Time Retirement	1,722	1,798	1,810	2,180	2,192	2,544
Salary & Benefits Total		48,320	50,443	50,778	60,820	64,502	71,357
Maintenance & Operations							
5201	Supplies/Division Expense	589	473	501	700	360	700
5216	Unemployment Compensation	528	656	3,608	-	-	-
5260	Contractual Services	1,809	305	-	500	-	-
5287	Technology Charges	3,946	3,946	3,946	3,950	2,963	3,950
VAR.	Facility Rentals	1,091	1,646	2,083	2,000	2,037	2,000
Maintenance & Operations Total		7,963	7,026	10,138	7,150	5,360	6,650
Division Total		56,283	57,469	60,916	67,970	69,862	78,007

Recreation and Community Services

DAY CAMP

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-2016

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

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Day Camp - 554				
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5103	Hourly	30,472	30,535	28,909	31,580	30,359	36,324
5130	Medicare	442	443	419	460	356	527
5151	Part-Time Retirement	1,143	1,145	1,084	1,180	920	1,362
Salary & Benefits Total		32,057	32,123	30,412	33,220	31,635	38,213
Maintenance & Operations							
5201	Supplies/Division Expense	6,171	8,533	7,668	7,000	6,761	7,000
5317	Day Camps	11,970	14,188	15,729	15,200	13,714	15,200
Maintenance & Operations Total		18,141	22,721	23,397	22,200	20,475	22,200
Division Total		50,198	54,844	53,809	55,420	52,110	60,413

Recreation and Community Services

PARK PROGRAMS

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVE

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

WORK PLAN FOR 2015-2016

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

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Playgrounds - 555					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5103	Hourly	6,790	8,015	13,880	15,000	15,496	18,800
5130	Medicare	98	116	201	220	182	273
5151	Part-Time Retirement	255	301	521	560	471	705
Salary & Benefits Total		7,143	8,432	14,602	15,780	16,149	19,778
Maintenance & Operations							
5201	Supplies/Division Expense	987	632	2,164	2,000	1,046	1,000
5260	Contractual Services			6,022	5,920	5,716	5,920
Maintenance & Operations Total		987	632	8,186	7,920	6,762	6,920
Division Total		8,130	9,064	22,788	23,700	22,911	26,698

Recreation and Community Services

SPORTS

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-2016

- *Maintain the marketing and promotion plan for youth & adult sports through the City's website and increased use of social media.*
- *Expand youth tennis offerings to benefit the community.*
- *Expand Parent and Me classes to other sports such as basketball and t-ball.*
- *Offer more after work hours for youth sports programs such as youth volleyball and youth basketball.*
- *Continue to collaborate with the Los Alamitos Unified School District, Community of Rossmoor, and City of Seal Beach to efficiently allocate field usage to the community youth groups.*
- *Implement and communicate to user groups a 12-week rehab maintenance schedule for McAuliffe Field and Laurel Park.*
- *Continue educating the community about the field reservation fees and enforcing the policies that began in January 2014.*
- *Continue working with the Los Alamitos Unified School District to update and maintain the Facility Use Policy and Procedures.*

Recreation and Community Services

SPORTS

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Sports - 556					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5101	Salaries - Full Time	17,867	-	-	-	-	-
5103	Hourly	75,349	70,628	73,700	77,810	87,987	46,001
5130	Medicare	1,344	1,024	1,069	1,130	1,217	667
5150	Retirement	2,859	-	-	-	-	-
5151	Part-Time Retirement	2,826	2,649	2,764	2,920	3,148	1,725
5161	Medical/Dental/Vision Insurance	3,025	-	-	-	-	-
5162	Life Insurance	41	-	-	-	-	-
5163	Disability Insurance	82	-	-	-	-	-
Salary & Benefits Total		103,393	74,301	77,533	81,860	92,352	48,393
Maintenance & Operations							
5201	Supplies/Division Expense	4,775	5,065	4,861	5,500	4,803	5,500
5287	Technology Charges	3,946	3,946	3,946	3,950	3,950	3,946
5298	Main. - Fields/Facilities	10,941	11,458	7,328	7,300	6,300	7,300
VAR.	Sports Programs	32,696	46,552	42,218	50,660	39,151	54,660
Maintenance & Operations Total		52,358	67,021	58,353	67,410	54,204	71,406
Division Total		155,751	141,322	135,886	149,270	146,556	119,799

Recreation and Community Services

SPECIAL CLASSES

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-2016

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

DIVISION EXPENSE BY LINE ITEM

Department			Division				
Recreation & Community Services			Special Classes - 557				
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5103	Hourly	34,245	34,674	33,235	45,410	39,608	52,121
5130	Medicare	497	503	482	660	558	756
5151	Part-Time Retirement	1,284	1,300	1,247	1,700	1,442	1,955
Salary & Benefits Total		36,026	36,477	34,964	47,770	41,608	54,832
Maintenance & Operations							
5201	Supplies/Division Expense	1,096	266	1,119	1,000	327	1,000
5287	Technology Charges	3,946	3,946	3,946	3,950	3,950	3,946
VAR.	Special Classes	113,807	108,380	87,947	87,930	100,533	98,360
Maintenance & Operations Total		118,849	112,592	93,012	92,880	104,810	103,306
Division Total		154,875	149,069	127,976	140,650	146,418	158,138

Recreation and Community Services

SPECIAL EVENTS

PROGRAM DESCRIPTION

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

SERVICE OBJECTIVES

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

WORK PLAN FOR 2015-2016

- Increase overall sponsorship funds received for major special events including the Race on the Base and the 4th of July Fireworks Spectacular.
- Increase the number and roles of volunteers for City-wide special events.
- Increase community partnerships for special events such as Music and Movies Event Series, Spring Carnival, Winter Wonderland, and Halloween while providing memorable experiences to the community.
- Increase participation and attendance at all special events throughout the year, with an increased promotion campaign.
 - Introduce a Glow in the Dark 1K Kids Fun Run on Friday Night of Race on the Base in order to attract more participants to the event.
 - Celebrate the 35th Anniversary of Race on the Base with special event memorabilia and enhanced event offerings such as a live band on Friday night and anniversary medals and shirts.
 - Further the Los Alamitos Race on the Base partnership with Run Seal Beach and Cypress 5K & 10K Run/Walk for the OC California Race Series to increase participation among all events.
 - Continue to increase groups' charity participation for increased participation for Race on the Base.

DIVISION EXPENSE BY LINE ITEM

Department		Division					
Recreation & Community Services		Special Events - 558					
Object Code	Expense Classification	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Estimated	2015-16 Budget
Salary & Benefits							
5103	Hourly	20,666	21,650	21,486	12,650	20,696	15,797
5130	Medicare	301	314	311	180	287	229
5151	Part-Time Retirement	779	812	806	470	741	592
Salary & Benefits Total		21,746	22,776	22,603	13,300	21,724	16,618
Maintenance & Operations							
5201	Supplies/Division Expense	2,197	10,040	15,417	16,000	19,330	18,500
5337	Fourth of July	41,249	47,785	43,998	63,150	47,465	66,202
5353	Race on the Base	166,980	183,939	182,938	204,660	174,704	190,655
5374	50th Anniversary	162	93	147	-	74	-
Maintenance & Operations Total		210,588	241,857	242,500	283,810	241,573	275,357
Division Total		232,334	264,633	265,103	297,110	263,297	291,975

Recreation and Community Services



CITY OF LOS ALAMITOS
Capital Equipment Budget
Fiscal Year 2015-16

PROJECT TITLE	FUNDING SOURCE	Account	Budget
Parking Meters Old Town East and Medical Center	General Fund	10-560-5260	\$ 100,000
Police Vehicles	Vehicles & Equipment Fund	50-546-5440	\$ 70,000
Public Works Equipment	Vehicles & Equipment Fund	50-546-5435	\$ 16,000
800 MHz	Police Capital ISF	51-525-various	\$ 139,340
	TOTAL CAPITAL EQUIPMENT		\$ 325,340

CITY OF LOS ALAMITOS
Capital Improvement Projects
Fiscal Year 2015-16

PROJECT TITLE	FUNDING SOURCE	Account	Budget
STREETS AND DRAINAGE			
Regular Yearly Work			
Arterial and Residential Tree Program	Measure M / Gas Tax	20-570-5501.1301 26-570-5501.1301	\$ 35,000
Street Markings/Striping	Measure M / Gas Tax	20-570-5501.1003 26-570-5501.1003	\$ 10,000
Residential Street Improvements - Rehab/Crack Seal	Measure M / Gas Tax	20-570-5501.1004	\$ 10,000
Replant Median Islands Katella Ave and Los Alamitos Blvd	Measure M / Gas Tax	20-570-5501.1501 26-570-5501.1501	\$ 15,000
Miscellaneous Crosswalk Improvements	Measure M / Gas Tax	20-570-5501.1306 26-570-5501.1306	\$ 10,000
Replacement of Street Signs	Measure M / Gas Tax	20-570-5501.1305 26-570-5501.1305	\$ 20,000
Additional Speed Bumps in Alleys in Remainder of Apartment Row	Measure M / Gas Tax	26-570-5501.1206	\$ 10,000
ADA Study			
ADA Curb Ramps/Sidewalks per Study - 20 year plan	Measure M	20-570-5501.3102	\$ 50,000
ADA Curb Ramps/Sidewalks per Study - 20 year plan	Gas Tax	26-570-5501.3102	\$ 50,000
Special Funded Projects			
Los Alamitos Blvd Rehabilitation Project	General Fund (Reserves)	10-570-5501.3101	\$ 200,000
Cerritos Ave W City Limits to Bloomfield	Measure M / Gas Tax/Measure M Special Fund	20-570-5501.1620 26-570-5501.1620	\$ 84,000
Alley Improvements	CDBG 90% Measure M 10%	19-570-5501.1106 26-570-5501.1106	\$ 146,000
Special Recommended Unfunded Projects for 2015-16			
2 Alley Improvements - Btwn Pine and Reagan and Kyle and Bloomfield	Unfunded		\$ 150,000
Pavement Management Plan			
Update Every Two Years-Pavement Management Plan	Measure M	26-570-5501.1008	\$ 12,000
FACILITIES			
City Center Facility Relocation Study	Unfunded		\$ 35,000
Air Conditioner Replacement (4 units)	Building Improvement Fund	25-570-5503.1508	\$ 20,000
ADA Study			
City Hall & Council Chamber Improvements	Unfunded		\$ 140,699
PARKS			
Rubberized Ground Cover at Parks	Park Fees	40-570-5502.3121	\$ 161,000
Rubberized Ground Cover at Parks	Grant	40-570-5502.1621	\$ 72,000
Little Cottonwood Park Septic Tank Rehab	Park Fees	40-570-5502.3103	\$ 10,000
Little Cottonwood Park Full Size Basketball Court / Parking Lot	Park Fees	40-570-5502.1612	\$ 60,000
	CIP SUBTOTAL		\$ 1,300,699

CITY OF LOS ALAMITOS
Capital Improvement Projects
Fiscal Year 2015-16

CARRYOVER PROJECTS	FUNDING SOURCE	Account	Carryover to FY 2015-16
Median Islands	Gas Tax Fund	20-570-5501.1501	\$ 7,500
Median Islands	Traffic Improvement Fund	44-570-5501.1501	\$ 7,500
Catalina Truck Crossing	Gas Tax Fund	20-570-5501.1503	\$ 12,675
Catalina Truck Crossing	Traffic Improvement Fund	44-570-5501.1503	\$ 12,675
City Hall Generator	Building Improvement Fund	25-570-5503.1431	\$ 95,339
Community Ctr. Imprvmnts.	Park Development Fund	40-570-5502.1510	\$ 40,000
Coyote Creek Project	Rivers/Mtns. Conservancy Fund	41-570-5502.1109	\$ 414,081
	TOTAL CARRYOVERS		\$ 589,770
	TOTAL CIP (INCLUDING CARRYOVERS)		\$ 1,890,469

CAPITAL IMPROVEMENT PROJECTS SUMMARY BY FUND

FUND	CIP	CARRYOVERS	TOTAL
General Fund	\$ 200,000	\$ -	\$ 200,000
CDBG Fund	\$ 131,400	\$ -	\$ 131,400
Gas Tax Fund	\$ 144,500	\$ 20,175	\$ 164,675
Measure M Fund	\$ 176,100	\$ -	\$ 176,100
Building Improvement Fund	\$ 20,000	\$ 95,339	\$ 115,339
Park Development Fund	\$ 303,000	\$ 40,000	\$ 343,000
Traffic Improvement Fund	\$ -	\$ 20,175	\$ 20,175
Rivers/Mtns Conservancy Fund	\$ -	\$ 414,081	\$ 414,081
Unfunded	\$ 325,699	\$ -	\$ 325,699
TOTAL	\$ 1,300,699	\$ 589,770	\$ 1,890,469

Arterial and Residential Tree Program

Project Description:

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

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 225,000	35,000	30,000	30,000	35,000	30,000	35,000	30,000
Construction Management	\$ -							
Total Construction	\$ 225,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 105,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Measure M	\$ 120,000	20,000	15,000	15,000	20,000	15,000	20,000	15,000
Total Funding	\$ 225,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000

Street Marking/Striping

Project Description:

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

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 100,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000
Construction Management	\$ -							
Total Construction	\$ 100,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 65,000	5,000	10,000	10,000	10,000	10,000	10,000	10,000
Measure M	\$ 35,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Funding	\$ 100,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

Residential Street Crack Sealing Improvements

Project Description:

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

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Construction Management	\$ -							
Total Construction	\$ 70,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Funding Sources	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Funding	\$ 70,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Replace Median Island Landscaping

Project Description:

Replace median island landscaping along Los Alamitos Blvd and Katella Ave thru the city's limits.

Project Location:

Los Alamitos Blvd and Katella Ave thru the city's limits.



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 45,000	15,000	15,000	15,000				
Construction Management	\$ -							
Total Construction	\$ 45,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 22,500	7,500	7,500	7,500				
Measure M	\$ 22,500	7,500	7,500	7,500				
Total Funding	\$ 45,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -

Miscellaneous Crosswalk Improvements

Project Description:

Update crosswalks throughout the City.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 20,000	10,000	10,000					
Construction Management	\$ -							
Total Construction	\$ 20,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 10,000	5,000	5,000					
Measure M	10,000	5,000	5,000					
Total Funding	\$ 20,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

Replacement of Street Signs

Project Description:

Replacement of new street signs.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 20,000	20,000						
Construction Management	\$ -							
Total Construction	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 10,000	10,000						
Measure M	10,000	10,000						
Total Funding	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Additional Speed Humps in Alleys in Apartment Row

Project Description:

Purchase and install speed humps in the alleys in Apartment Row

Project Location:

Apartment Row



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 10,000	10,000						
Construction Management	\$ -							
Total Construction	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Measure M	\$ 10,000	10,000						
Total Funding	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ADA Curb Ramps

Project Description:

This project provides for repair and replacement of public curbs, gutters and sidewalks at intersections that do not meet ADA current standards.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 350,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Construction Management	\$ -							
Total Construction	\$ 350,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 175,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Measure M		25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total Funding	\$ 175,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

ADA Sidewalk Repairs

Project Description:

This project provides for repair and replacement of public sidewalks that have failed due to vegetative displacement or age that do not meet current ADA current standards.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 350,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Construction Management	\$ -							
Total Construction	\$ 350,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gas Tax	\$ 175,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Measure M		25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total Funding	\$ 175,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Los Alamitos Blvd. Median Island Project

Project Description:

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

Project Location:

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



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 200,000	40,000	160,000					
Construction Management	\$ -							
Total Construction	\$ 200,000	\$ 40,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
General Fund Reserve	\$ 200,000	40,000	160,000					
	-							
Total Funding	\$ 200,000	\$ 40,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -

Cerritos Ave Rehabilitation Project

Project Description:

Design and construction of grinding and overlay of Cerritos Ave for the western city limits to Bloomfield.

Project Location:

Cerritos Ave for the western city limits to Bloomfield.



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ 84,000	84,000						
Construction	\$ 672,000		672,000					
Construction Management	\$ 84,000		84,000					
Total Construction	\$ 840,000	\$ 84,000	\$ 756,000	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Measure M/Gas Tax	\$ 440,000	84,000	356,000					
Arterial Hwy Measure M	400,000		400,000					
Total Funding	\$ 840,000	\$ 84,000	\$ 756,000	\$ -	\$ -	\$ -	\$ -	\$ -

Alley Improvements

Project Description:

This project replaced asphalt or broken section of concrete alley with new concrete.

Project Location:

Between Farquhar and Howard and Reagan to Maple



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 131,400	131,400						
Construction Management	\$ 14,600	14,600						
Total Construction	\$ 146,000	\$ 146,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Measure M	\$ 14,600	14,600						
CDBG	\$ 131,400	131,400						
Total Funding	\$ 146,000	\$ 146,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City Wide Pavement Management Study

Project Description:

Update the City wide Pavement Management Study that is required by OCTA for Measure M funding

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ 12,000	12000						
Right-of-Way	\$ -							
Construction	\$ -							
Construction Management	\$ -							
Total Construction	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Measure M	\$ 12,000	12,000						
Total Funding	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City Hall Complex Relocation Study

Project Description:

Study options of relocating City Hall Complex.

Project Location:

City Wide



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs								
Preliminary Eng/Environ	\$ 35,000	35000						
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ -							
Construction Management	\$ -							
Total Construction	\$ 35,000	\$ 35,000	\$ -					

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Unfunded	\$ 35,000	35,000						
Total Funding	\$ 35,000	\$ 35,000	\$ -					

City Hall Complex Air Conditioners

Project Description:

Replace 4 air conditioner at the city hall complex. City Hall complex has 17 air conditioners. In the first year the computer server room and three of the oldest will be replaced.

Project Location:



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs								
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 60,000	20,000	40,000					
Construction Management	\$ -							
Total Construction	\$ 60,000	\$ 20,000	\$ 40,000	\$ -				

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Building Improvement Fund	\$ 60,000	20,000	40,000					
Total Funding	\$ 60,000	\$ 20,000	\$ 40,000	\$ -				

Little Cottonwood Park Septic Tank Rehabilitation

Project Description:

Construct 8 inch sewer from Little Cottonwood Park restroom to the sewer in Kelly Lane

Project Location:

Little Cottonwood Park



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ 10,000	\$ 10,000						
Right-of-Way	\$ -							
Construction	\$ 100,000		100,000					
Construction Management	\$ -							
Total Construction	\$ 110,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Park Fund	\$ 110,000	10,000	100,000					
	\$ -							
Total Funding	\$ 110,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

Little Cottonwood Park Basketball Court and Parking Lot

Project Description:

Construct full size basketball on the east side of the parking lot and reconstruct parking lot.

Project Location:

Little Cottonwood Park



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ 10,000	\$ 10,000						
Right-of-Way	\$ -							
Construction	\$ 50,000	50,000						
Construction Management	\$ -							
Total Construction	\$ 60,000	\$ 60,000	\$ -					

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Park Fund	\$ 60,000	60,000						
	\$ -							
Total Funding	\$ 60,000	\$ 60,000	\$ -					

Rubberized Grant for Park Grounds

Project Description:

Install new rubberized ground cover and new playground equipment at Orville Lewis, Labourdette, Sterns, Soroptimist and Little Cottonwood Park.

Project Location:

Orville Lewis, Labourdette, Sterns, Soroptimist and Little Cottonwood Park



Project Cost	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 347,500	227,500	120,000					
Construction Management	\$ -							
Total Construction	\$ 347,500	\$ 227,500	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Park Fund	\$ 227,500	161,000	66,500					
Rubberized Grant	\$ 140,000	72,000	68,000					
Total Funding	\$ 367,500	\$ 233,000	\$ 134,500	\$ -	\$ -	\$ -	\$ -	\$ -