



CITY OF

Bell Gardens

Adopted Budget Report



July 1, 2016 to June 30, 2017



**The City of
BELL GARDENS
and
Bell Gardens Successor
Agency to the Community
Development Commission**

Adopted Annual Budget
Fiscal Year
July 1, 2016 through June 30, 2017

City of Bell Gardens



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City of Bell Gardens

City Officials

City Council

Pedro Aceituno	Mayor
Jose J. Mendoza	Mayor Pro Tem
Jennifer Rodriguez	Councilmember
Priscilla Flores	Councilmember
Maria Pulido	Councilmember

Administration and Department Heads

Philip Wagner
City Manager

John E. Oropeza
Assistant City Manager

Robert Barnes
Chief of Police

Will Kaholokula
Director of Finance & Administrative Services

Abel Avalos
Director of Community Development

Chris Dastè
Director of Recreation & Community Services

Chau Vu
Director of Public Works

Kristina Santana
City Clerk

Arnold M. Alvarez-Glasman
City Attorney

Sid Mousavi
City Engineer

City of Bell Gardens

Successor Agency to the Community Development Commission

Agency Members

Pedro Aceituno
Chairperson

Jose J. Mendoza
Vice Chairperson

Jennifer Rodriguez
Member

Priscilla Flores
Member

Maria Pulido
Member

Administration

Philip Wagner
John E. Oropeza
Kristina Santana

Executive Director
Assistant Executive Director
Secretary

City of Bell Gardens

Commissions and Commissioners

Education Commission

Albert Bernal
Martha Cabral
Francine Gardea
Mayra Tirado

Planning Commission

Bartolome Carrillo
Gabriela Garcia
Tony Rivera

Recreation, Cultural & Youth Commission

Jocelyn Beltran
Nestor Carrera
Maria D. Garcia
Carola Rodriguez
Rudy Samayoa

Senior Citizen Commission

Clifford Dunbar
Maria I. Gavilanes
Beatriz Gomez
Ruby Radilla

Traffic and Safety Commission

Nancy Amaya
Rosa Galvan
Jayson Gavilanes
Sally Hoyt

City of Bell Gardens

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City of Bell Gardens

BUDGET GUIDE

How To Use This Document

The budget document serves two distinct purposes. First, to present the City Council and the public with a clear picture of the services that the City provides. Second, to provide city management and staff with a financial and operating plan that conforms to the City's accounting system.

The **BUDGET GUIDE** explains how to use this document.

The **COMMUNITY PROFILE** section, provides historical data and information about the City.

The **FISCAL SUMMARY** shows the financial status of the City of Bell Gardens in summary form.

The **REVENUE** section includes a listing of the individual revenue accounts and a summary of revenue by fund.

The **NARRATIVE AND BUDGET SUMMARIES** detail the services and goals, budget trends, and staffing for each program.

The **CAPITAL IMPROVEMENT PROGRAM** lists the 2016-17 portion of the long-range Capital Improvement Plan.

The **GLOSSARY** defines budget jargon using plain English.

To find any of this information, please refer to the **TABLE OF CONTENTS**.

For a copy of the budget document, or for any information not covered here, please call Bell Gardens Finance Department at (562) 806-7700.

City of Bell Gardens



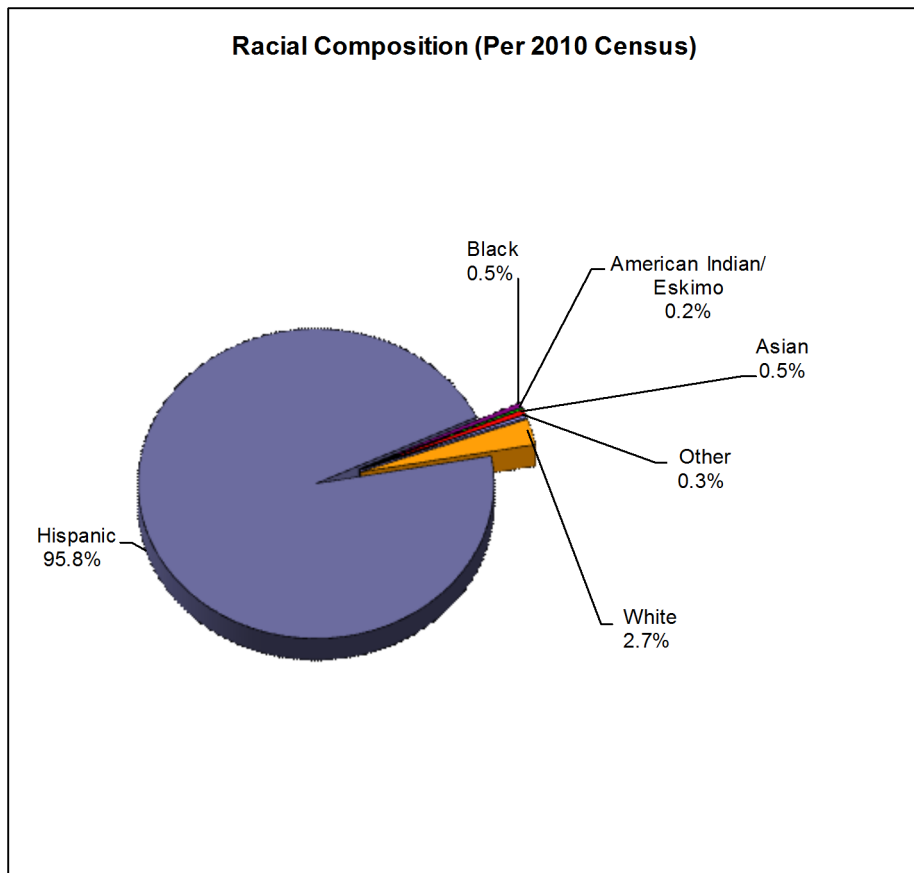
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City of Bell Gardens

COMMUNITY PROFILE

Demographics

Area:	2.4 square miles
Date of Incorporation:	August 1, 1961
Population:	43,146
Median Age:	27.3 years
Above Sea Level:	113' (feet)

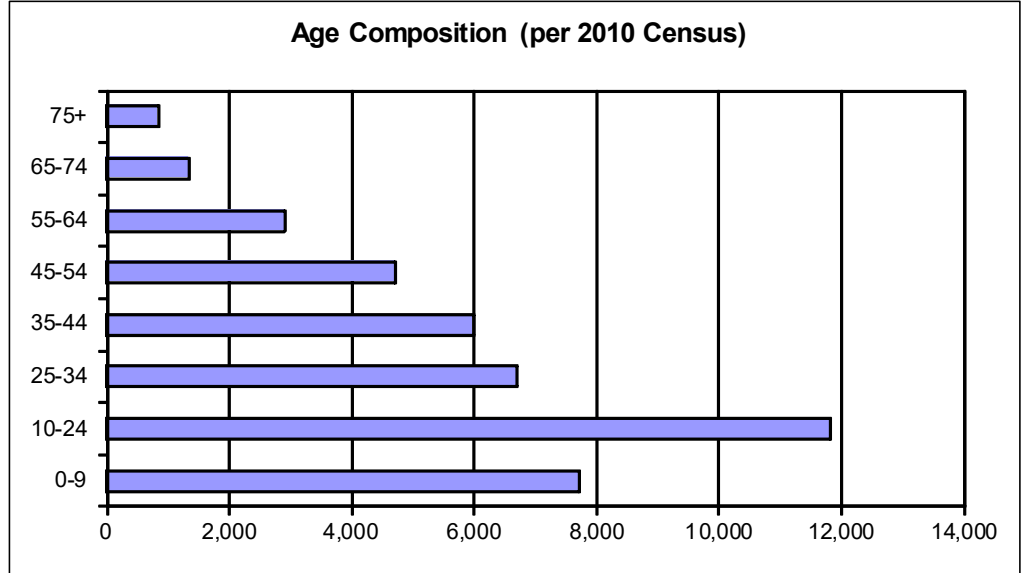


Racial Composition

Hispanic	95.8%
White	2.7%
Black	0.5%
American Indian/Eskimo	0.2%
Asian	0.5%
Other	0.3%

City of Bell Gardens

COMMUNITY PROFILE



Age Composition

0-9	7,731
10-24	11,811
25-34	6,687
35-44	6,005
45-54	4,717
55-64	2,920
65-74	1,355
75+	846

Households/Income

Number of Households:	9,655
Median Family Income:	\$36,707
Median Housing Value:	\$265,000
Median Year Built:	1960
Median Gross Rent:	\$665

Schools

Elementary:	6
Intermediate:	2
High School:	1
Adult:	2

City of Bell Gardens

COMMUNITY PROFILE

Demographics, continued

Land Use

Residential	45.5%
Commercial/Office	9.1%
Industrial	8.7%
Public/Quasi-Public	6.6%
Parks/Open Space/Vacant	11.8%
Streets	18.3%

Labor Force

Employed by:

Private	13,498
Public	839
Self	711

Top 5 Labor Force Categories

Machine Operators/Assemblers	3,765
Production, Craft & Repair	2,241
Service	2,005
Administrative/Clerical	1,857
Laborers	1,347
Transportation/material moving	1,188

Governing Body:

Five City Council members elected to overlapping four-year terms. The City Council selects the Mayor from its membership.

Administration:

City Manager appointed by City Council (simple majority vote required to hire and dismiss.)

Contract Services:

Water, Gas and Electric, Landscaping, Tree trimming, Trash, Cable Television, Animal Control, Building and Safety, Engineering, Street Sweeping, Information Technology and City Attorney.

County Services:

Storm Drain, Library, Solid Waste Disposal, Fire and Health Services.

Location:

Southern California, in the southeastern portion of Los Angeles County, southeast of the City of Los Angeles.

City of Bell Gardens

COMMUNITY PROFILE

Demographics, continued

Registered Voters: 12,117

**Number of Votes Cast
In Last Election:** 4,846

Number of Parks: 7

**Number of Miles
of Streets:** 37.0 miles

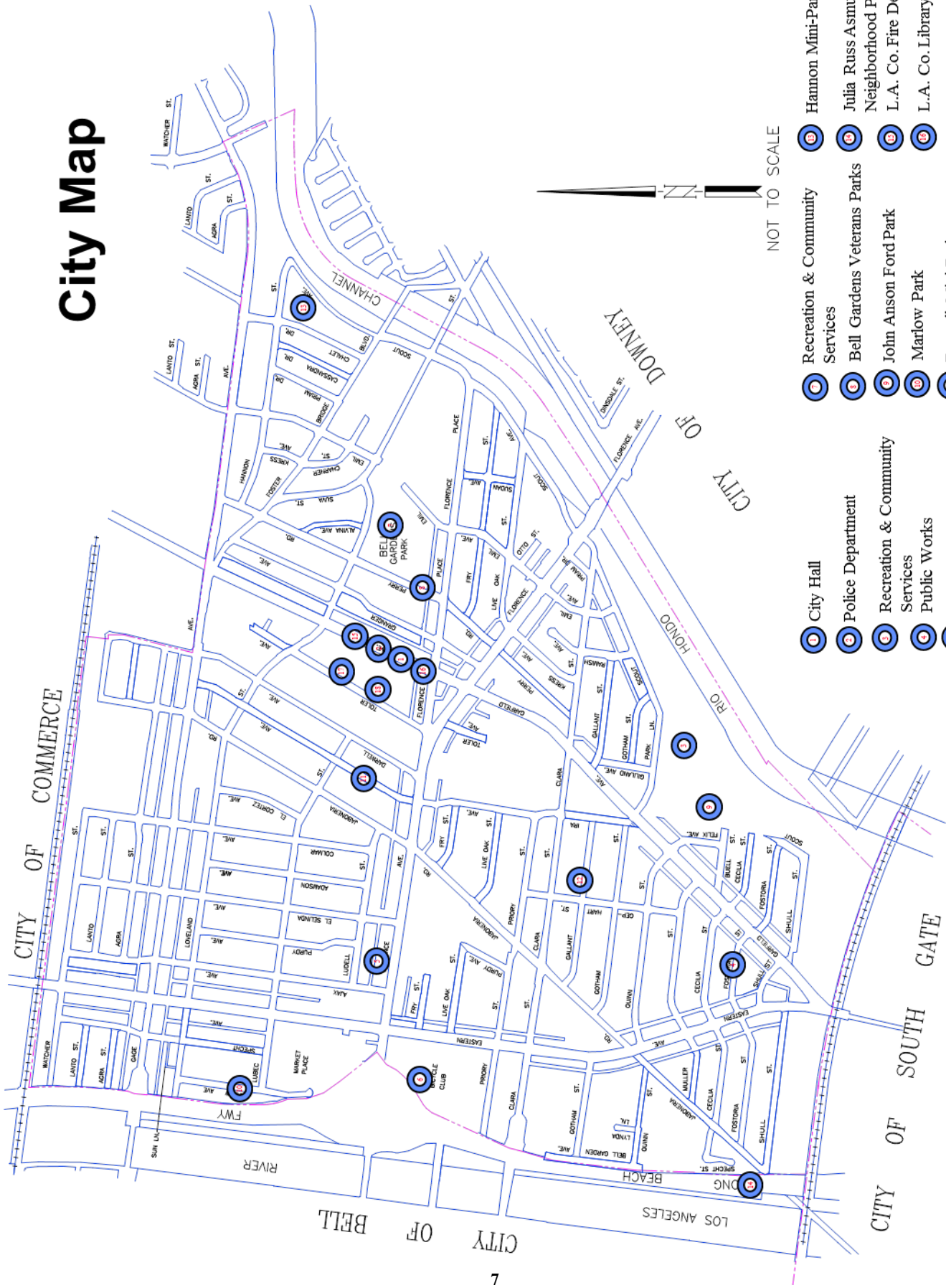
Flood Zone Information:

The City of Bell Gardens is located in Zone X (areas of minimal flooding). Panel Number: 060656. Revised Date: September 26, 2008.

City Organization

The City of Bell Gardens was incorporated on August 1, 1961 as a general law City and uses the Council/Manager form of government. Five City Council representatives are elected to overlapping four-year terms of office by a popular majority vote of Bell Gardens residents. The Mayor and Mayor Pro-Tem are selected from among the City Council members. The City Manager serves at the pleasure of the City Council to administer the City's affairs and to carry out policies established by the City Council. The City Council also acts as the governing body for the Successor Agency to the Community Development Commission, a non-profit organization of the City. The City organizational chart, located in the Budget Summary section of this document, provides an overview of the City's organization and the relationships between the City Council and City Departments.

City Map



- 1 City Hall
- 2 Police Department
- 3 Recreation & Community Services
- 4 Public Works
- 5 Neighborhood Youth Center
- 6 Bicycle Club/Casino
- 7 Recreation & Community Services
- 8 Bell Gardens Veterans Parks
- 9 John Anson Ford Park
- 10 Marlow Park
- 11 Darwell Mini-Park
- 12 Gallant Mini-Park
- 13 Hannon Mini-Park
- 14 Julia Russ Asmus Neighborhood Park
- 15 L.A. Co. Fire Department
- 16 L.A. Co. Library
- 17 CA Dept of Motor Vehicles
- 18 US Post Office

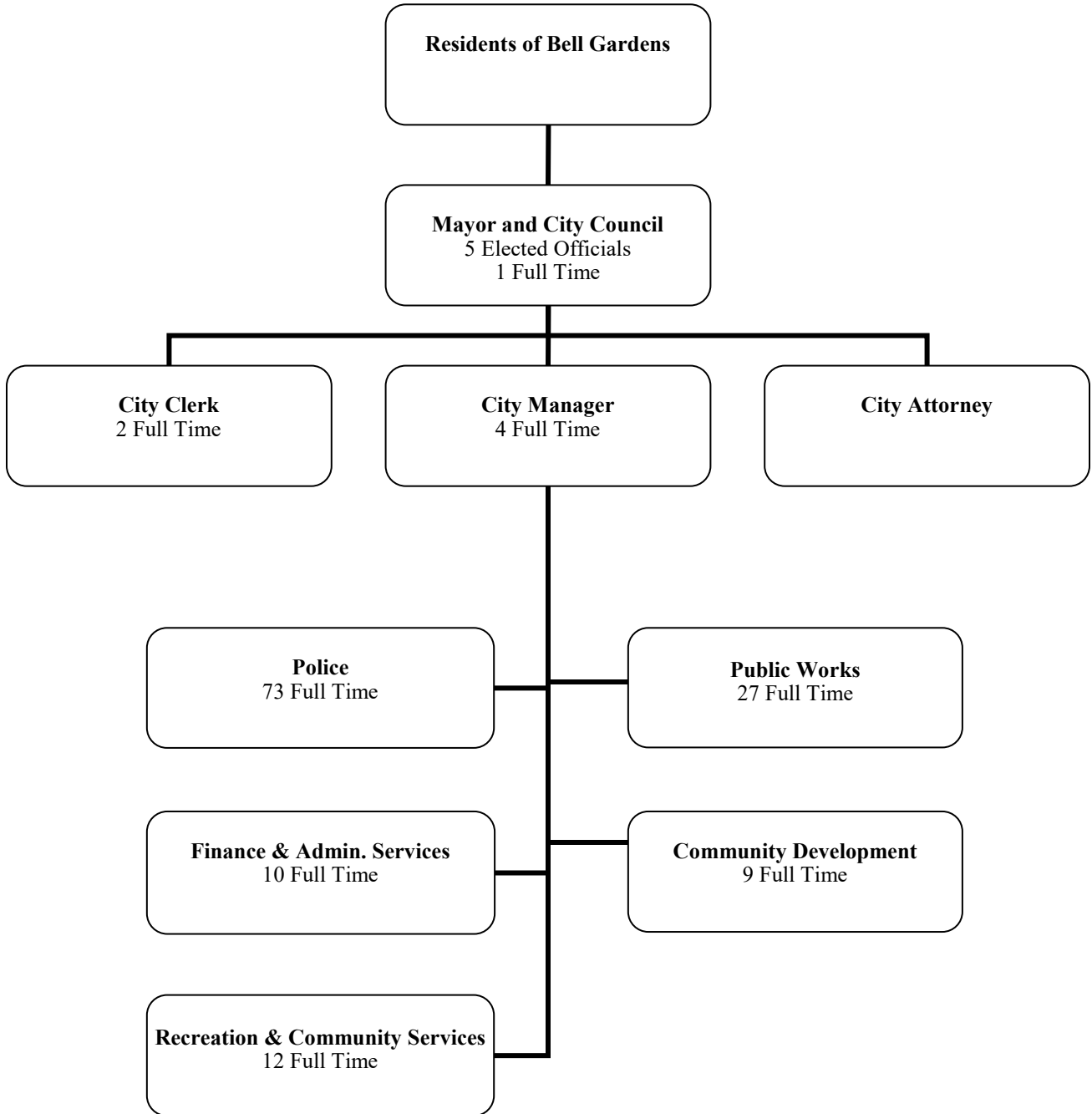
City of Bell Gardens



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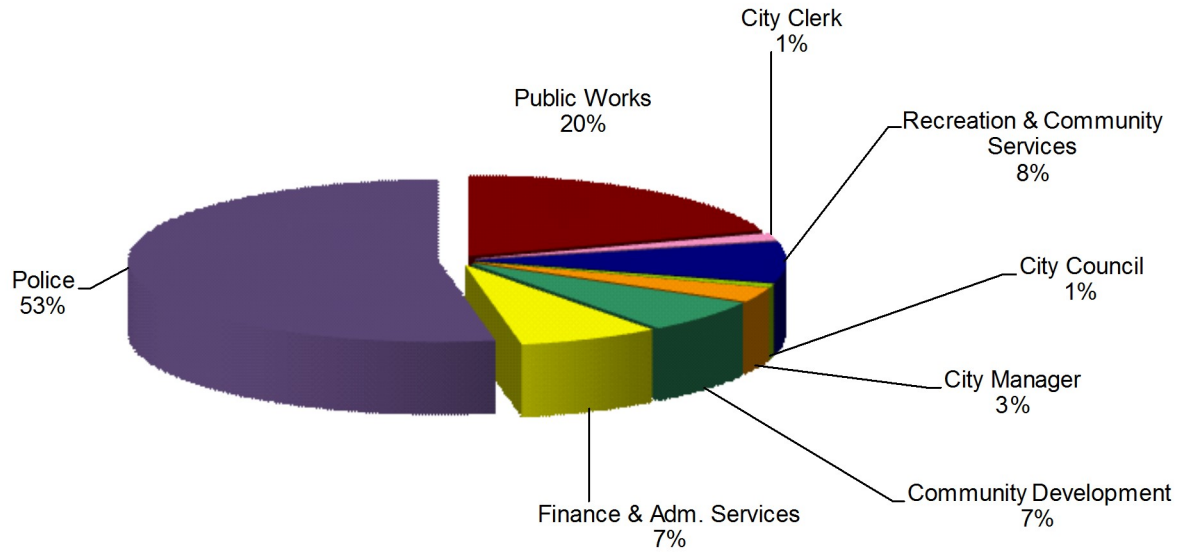
City of Bell Gardens

Organization Chart

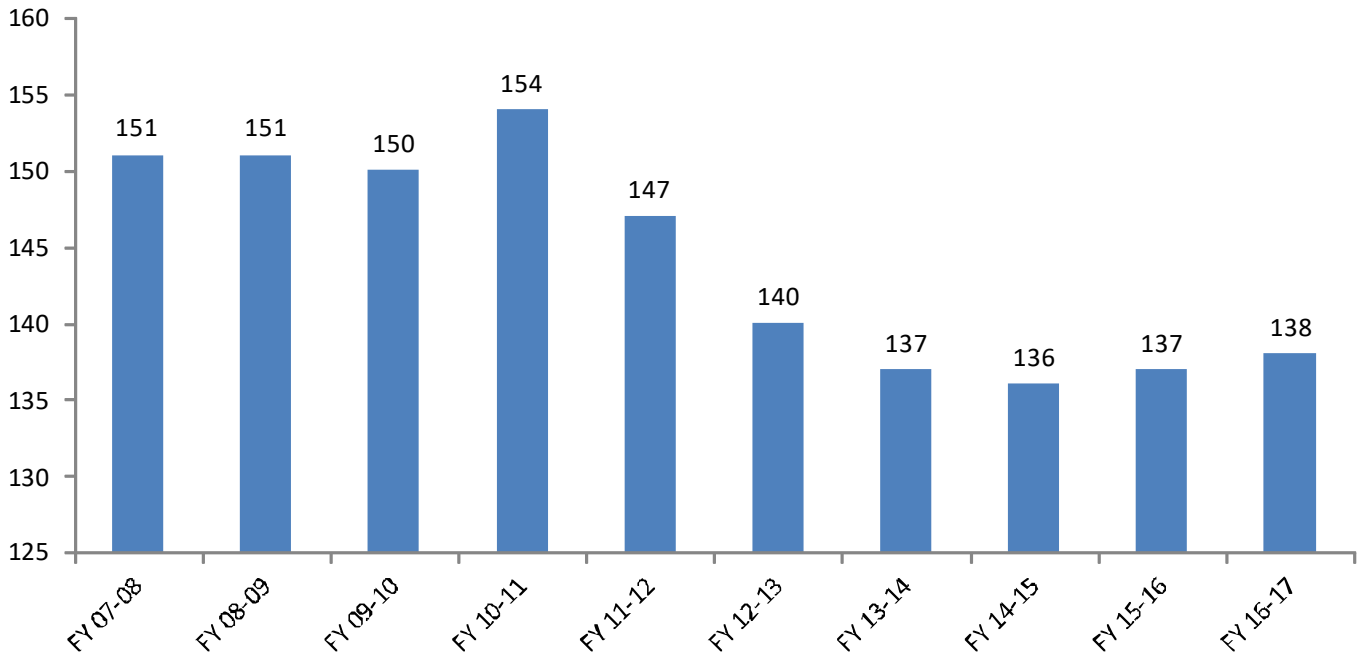


City of Bell Gardens

FY 16-17 ADOPTED POSITIONS BY DEPARTMENT



History of Adopted Positions



City of Bell Gardens

SUMMARY OF FULL TIME PERSONNEL BY DEPARTMENT FISCAL YEARS 2007-08 TO 2016-17

DEPARTMENT	FY 07-08	FY 08-09	FY* 09-10	FY * 10-11	FY* 11-12	FY* 12-13	FY* 13-14	FY* 14-15	FY* 15-16	FY* 16-17
<u>Mayor and City Council</u>										
Executive Assistant to City Council	1	1	1	1	1	1	1	1	1	1
Total Mayor and City Council	1	1	1	1	1	1	1	1	1	1
<u>City Manager's Office</u>										
City Manager	1	1	1	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	1	1	1	1
Executive Assistant to the City Manager	1	1	1	1	1	1	1	1	1	1
Management Analyst	1	1	1	0	0	0	0	0	0	0
Senior Management Analyst	0	0	0	1	1	1	1	1	1	1
Total City Manager's Office	4	4	4	4	4	4	4	4	4	4
<u>City Clerk's Office</u>										
City Clerk	1	1	0	1	1	1	1	1	1	1
Secretary	1	1	1	1	1	1	1	1	1	1
Total City Clerk's Office	2	2	1	2	2	2	2	2	2	2
<u>Community Development</u>										
Community Development Director	1	1	1	1	1	1	1	1	1	1
Building Services Supervisor	1.5	1	1	1	1	1	1	1	1	1
City Planner	1	1	1	1	1	1	1	1	1	1
Assistant Planner	1	1	1	1	1	1	0	0	0	0
Associate Planner	1	1	1	1	1	1	1	1	1	1
Business License Clerk	1	1	1	1	1	1	1	1	1	1
Code Enforcement Officer	2.5	2	3	3	3	3	3	2	2	2
Code Enforcement Officer/ Building Inspector	0	1	1	1	1	1	1	0	0	0
Housing Rehabilitation Specialist	1	0	0	0	0	0	0	0	0	0
Senior Redev Project Manager	1	1	1	1	1	0	0	0	0	0
Senior Secretary	1	1	1	1	1	1	1	1	1	1
Secretary - Planning	1	1	1	1	1	1	0	1	1	1
Total Community Development	13	12	13	13	13	12	10	9	9	9

* Includes only funded positions

City of Bell Gardens

SUMMARY OF FULL TIME PERSONNEL BY DEPARTMENT FISCAL YEARS 2007-08 TO 2016-17

DEPARTMENT	FY 07-08	FY 08-09	FY* 09-10	FY* 10-11	FY* 11-12	FY* 12-13	FY* 13-14	FY* 14-15	FY* 15-16	FY* 16-17
Finance & Admin Services										
Director of Finance & Admin. Services	1	1	1	1	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	0	1	1	1	1
Accountant	1	1	1	1	1	1	1	1	1	1
Account Technician	2	2	2	2	2	2	2	2	2	2
Account Clerk I	2	2	2	2	2	2	2	2	2	2
Clerk Typist	1	1	0	0	0	0	0	0	0	0
Payroll Analyst	1	1	1	1	1	1	1	1	1	1
Personnel Analyst	1	1	1	1	1	0	0	0	0	0
Human Resources Technician	0	0	0	0	0	0	1	1	1	1
Human Resources Manager	0	0	0	1	1	1	1	1	1	1
Total Finance & Admin Services	10	10	9	10	10	8	10	10	10	10
Police										
Police Chief	1	1	1	1	1	1	1	1	1	1
Police Captain	2	2	1	1	1	1	1	1	0	0
Lieutenant	3	3	4	4	4	4	4	4	5	5
Detective—Sergeant	2	3	3	3	3	3	3	2	2	2
Patrol Sergeant	6	5	5	5	5	5	5	6	6	6
Detective	11	12	13	14	13	12	9	11	11	10
Senior Officer	0	0	0	0	1	0	1	1	1	6
K-9 Officer	0	1	1	1	1	1	1	1	1	1
Motor Officer	2	2	2	2	1	2	2	1	1	1
Officer	26	26	26	26	23	22	24	23	24	19
Community Service Officer	4	4	4	4	4	4	6	6	5	6
Neighborhood Watch Coordinator	1	1	1	1	1	1	1	1	1	1
Police Communications Supervisor	0	0	0	0	0	0	0	0	1	0
Lead Dispatcher	1	1	1	1	1	1	1	1	1	1
Clerk/Dispatch	7	7	6	6	6	6	6	6	5	6
Records Supervisor	1	1	1	1	1	1	1	1	1	1
Records Clerk	4	4	4	4	4	4	4	4	4	4
Clerk—Gaming	1	1	1	1	1	1	1	1	1	1
Secretary to the Chief of Police	1	1	1	1	1	1	1	1	1	1
Secretary—Administration	1	1	1	1	1	1	0	0	0	1
Park Rangers	0	2	2	2	2	2	0	0	0	0
Information Systems Specialist	1	1	1	1	0	0	0	0	0	0
School Resources Officer	1	0	0	0	0	0	0	0	0	0
Detective—Gaming Division	1	1	0	0	0	0	0	0	0	0
Training Officer	1	1	0	0	0	0	0	0	0	0
Total Police Department	78	81	79	80	75	73	72	72	72	73

* Includes only funded positions

City of Bell Gardens

SUMMARY OF FULL TIME PERSONNEL BY DEPARTMENT FISCAL YEARS 2007-08 TO 2016-17

DEPARTMENT	FY 07-08	FY 08-09	FY* 09-10	FY* 10-11	FY* 11-12	FY* 12-13	FY* 13-14	FY* 14-15	FY* 15-16	FY* 16-17
<u>Public Works</u>										
Public Works Director	1	1	1	1	1	1	1	1	1	1
Senior Secretary	1	1	1	1	0	0	0	0	0	0
Secretary to Public Works	0	0	0	0	1	0	0	0	0	0
Clerk Typist	1	1	1	1	1	1	1	1	1	1
Public Works Supervisor II	0	3	3	3	3	3	3	3	3	3
Public Works Supervisor	3	0	0	0	0	0	0	0	0	0
Maintenance Worker I	13	13	13	13	12	12	12	12	12	12
Senior Maintenance Worker	6	3	3	3	3	3	2	2	2	2
Lead Worker	4	5	5	5	5	5	5	5	5	5
Transportation Dispatcher	2	2	2	1	1	1	1	1	1	1
Senior Transportation Dispatcher	1	1	1	1	1	1	1	1	1	1
Administrative Specialist	0	0	0	1	1	1	1	1	1	1
Public Works Manager	0	0	0	1	1	1	0	0	0	0
Total Public Works	32	30	30	31	30	29	27	27	27	27
<u>Recreation & Community Services</u>										
Rec & Community Services Director	1	1	1	1	1	1	1	1	1	1
Recreation Manager	1	1	1	1	0	0	0	0	0	0
Recreation Coordinator	4	5	6	6	6	6	6	6	6	6
Recreation Supervisor	2	2	3	3	2	2	2	2	2	2
Administrative Specialist	0	0	0	0	1	1	1	1	1	1
Senior Secretary	1	1	0	0	0	0	0	0	0	0
Secretary	1	0	1	1	1	1	1	1	1	1
Clerk Typist	1	1	1	1	1	0	0	0	1	1
Total Rec & Community Services	11	11	13	13	12	11	11	11	12	12
TOTAL CITY	151	151	150	154	147	140	137	136	137	138

* Includes only funded positions

City of Bell Gardens

BUDGET SUMMARY

Budget Policy

Vision Statement

One of the most important governing roles the Mayor and the City Council play is formulating a vision for the City of Bell Gardens.

“To establish and ensure Bell Gardens as a safe and economically vibrant community with quality housing, shopping areas and public facilities for all its residents and businesses.”

Mission Statement

The City of Bell Gardens is dedicated to delivering exemplary municipal services responsive to the entire community: in order to create and maintain a safe and clean environment, and provide access to quality educational, recreational and economic opportunities for residents and businesses.

Core Values

Honesty
Integrity
Responsiveness
Accountability
Customer Service
Open Communication
Commitment
Dedication

General Background

The budget includes all of the funds and account groups used by the City of Bell Gardens and the Successor Agency to the Community Development Commission. The City provides the following municipal and public enterprise services:

City of Bell Gardens

BUDGET SUMMARY

Municipal Services

Building and Safety

Community Development

Engineering

General Administrative Support

Parks, Recreation, and Cultural Activities

Planning

Public Works

Public Safety

Public Enterprise Services

Water System

Golf Course

The Director of Finance and Administrative Services/Treasurer is responsible for the City's financial administration, establishing and maintaining the general accounting system, auditing of all demands or charges for payment, and acting as custodian and disbursing agent for all funds.

City of Bell Gardens

BUDGET SUMMARY

Budget Fund Descriptions

Financial Structure

The adequacy of internal accounting controls is important in developing and evaluating the City's accounting systems. These controls are designed to provide reasonable, but not absolute, assurance to safeguard City assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for these assets.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and that the evaluation of costs and benefits require estimates and judgments by management.

All internal control evaluations occur within the above framework. The City's internal accounting controls adequately safeguard assets and provide reasonable assurance of properly recording City financial transactions.

Budgetary control is maintained at the fund level.

Fund Descriptions

The City's accounting records are organized and operated on a "fund" basis, which is the basic fiscal and accounting entity in governmental accounting. Fund type and classification designate each fund. The following is a description of the different funds:

Fund Type	Classification
Governmental Funds	General, Special Revenue, Debt Service and Capital Project
Proprietary Fund	Enterprise
Fiduciary Fund	Agency

City of Bell Gardens

BUDGET SUMMARY

Budget Fund Descriptions

These funds are maintained using the modified accrual basis of accounting and are categorized as follows:

Governmental Funds

The funds are used to account for the City's financial resources except for those accounted for in proprietary funds and fiduciary funds.

General Fund

The General Fund accounts for resources traditionally associated with government which are not required to be accounted for in a specific fund. This includes Bicycle Club License Tax, Property Tax, Sales Tax, Business License Tax, Transient Occupancy Tax, Licenses and Permits, and Fines and Forfeitures. This fund finances most of the basic municipal functions, such as General Administration, Police, Public Works, Community Development, Capital Improvements, Recreation and Community Services.

Special Revenue Funds

Air Quality Management District (AQMD)—Accounts for monies received from South Coast Air Quality Management District. These monies are to be used for reducing air pollution programs according to the California Clean Air Act of 1988.

Academic Pursuit—Accounts for interest income generated from designated principal in the General Fund to be used only for Academic Grants to qualified residents of the City of Bell Gardens.

Anson Ford Park—Accounts for the resources and expenditures involving the operations of the Bell Gardens Sports Complex.

Asset Seizure—Accounts for assets taken in, held and later released by the court in carrying out law enforcement activities.

City of Bell Gardens

BUDGET SUMMARY

Budget Fund Descriptions

Beverage Container Recycling Grant—Accounts for monies received from the State to be used in community programs to encourage recycling of aluminum, plastic and glass containers.

Community Development Block Grant—Accounts for funds received from the U.S. Department of Housing and Urban Development for use in community development projects approved by the Successor Agency to the Community Development Commission.

COPS State (SLESF)—Accounts for expenditures spent from a State of California grant for law enforcement services.

COPS 2010—Federal monies providing for the addition of three police officers.

Gas Tax—Accounts for funds received from the State as the City's share of State gasoline taxes designated for street maintenance.

Measure R Sales Tax—Accounts for expenditures spent from the County's half-cent sales tax initiative to finance new and expedite existing projects and programs related to traffic relief and transportation upgrades.

Prop A—Accounts for monies distributed by the Los Angeles County Metropolitan Transportation Authority (LACMTA) that can only be used for transportation projects.

Prop C—Accounts for monies distributed by the LACMTA from the one-half percent sales tax allocation. Prop C funds can only be used for public transit improvements and special improvements that reduce congestion.

Public Safety Augmentation Fund (PSAF)—Accounts for expenditures spent from the County's 1/2 percent sales tax initiative (Public Safety Augmentation Fund).

Used Oil Recycling Grant—Accounts for the state grant used for the specific purpose of recycling oil.

City of Bell Gardens

BUDGET SUMMARY

Waste Hauler Management Franchise—Accounts for monies received from commercial and residential solid waste haulers within the City. Monies received from these franchises are used to administer the program, ensuring compliance with AB 939.

Post Retirement Benefits—Accounts for certain health insurance benefits available to eligible retired employees.

Capital Projects—The Capital Projects Fund is used to account for the financial resources used in various types of capital projects, especially grant funded and special funded projects.

Transportation Development Act—Accounts for monies distributed by the LACMTA under the Transportation Development Act (TDA). This money may only be used to provide facilities for the exclusive use of pedestrians and bicycles.

Proprietary Funds—The Proprietary Funds include the City's Water System and Golf Course. Generally accepted accounting principles applicable to a private commercial business are applicable to proprietary funds of a governmental entity.

Fiduciary Funds

A private-purpose Trust Fund is used to account for the assets and liabilities of the former community development commission and the allocated revenue to pay estimated installment payments of enforceable obligations until the obligations of the former community development commission are paid for in full and assets have been liquidated.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Policy

The City Manager shall submit a proposed budget to the City Council each year.

Responsibility

Department heads are responsible for preparing their budgets in accordance with the guidelines provided by the Finance Department or other special instructions provided by the City Manager. The Finance Department will provide cost experience data as may be required by a City department. The Director of Finance will prepare all revenue, debt service, and reserve estimates. The Finance Department will confirm the completeness of all departmental budgets. The Finance Department presents each departmental budget to the City Manager for review.

Budget Preparation

The budget process provides department heads an opportunity to examine their program (s), propose changes in current services, recommend revisions in organizations and methods, and outline requirements for capital outlay items.

Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating service levels, thereby avoiding crises when one-time revenue is reduced or removed.

Revenue Policies:

- A diversified and stable revenue system will be maintained to ensure fiscal health and absorb short run fluctuations from any one revenue source.
- User fees for all operations will be examined annually to ensure that fees cover both the direct and indirect costs of service.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

- The City will meet all current expenditures from current revenue, avoiding procedures that balance current budgets by postponing needed expenditures, accruing revenue or rolling over short-term debt.

The Director of Finance, with the approval of the City Manager, shall approve the encumbrances and continuing appropriations from fiscal year to fiscal year, which shall become part of the City budgets.

Debt Management:

- The City will not obligate the General Fund to secure long-term financing for current operations.
- The City will tie long-term borrowing to capital improvement, or projects that cannot be financed from current revenue.
- The City will monitor all forms of debt annually, concurrent with the City's financial plan preparation and review process. Concerns and remedies will be reported to the Council as necessary.
- The City will diligently monitor compliance with bond covenants, ensuring adherence to federal arbitrage regulations.
- The City will maintain good communications with bond rating agencies about its financial condition. Full disclosure is the policy on every financial report and bond prospectus.

Capital Budget

- A long-range capital improvement plan should be prepared and updated each year. It will include a capital-spending plan that identifies projects that can be completed with known funding sources. The plan may include "unfunded" projects that carry out the City's strategic and general plans.
- When planning capital projects, each department must estimate the project's impact on the City's operating budget.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Amendments to capital appropriations fall under the same guidelines as changes to the operating budget, except that any project change exceeding \$10,000 of the original contract price must receive specific City Council approval. This approval can be by motion rather than resolution, and may be accompanied by a recommendation for award of bid, change order, or other Council action. While this approval is not a legal requirement, it serves to keep the Council informed on capital project activity and funding, and ensures that revisions of project priorities are in line with Council expectations.

Budget Review

During the budget review phase, the Department of Finance analyzes requests for new positions, operating budgets and capital budgets. This information is then compiled and presented to the City Manager. The City Manager and Director of Finance conduct meetings with each department head to review their estimated expenditures for the current fiscal year, and the proposed baseline requests and enhancements for the proposed budget year. At the completion of these meetings, and with the City Manager's recommendations, the Department of Finance recompiles the financial data and presents the proposed budget to the City Manager for final review.

Budget Adoption

The City Manager presents the proposed budget to the City Council for their review. A public hearing is held, and after changes, modifications and revisions, the budget is adopted by motion.

Proposition 4 Limits

Using the legally prescribed formula, the FY 2016-17 estimated City appropriations limit is \$69,790,173. Appropriations subject to the limit are \$22,444,775. The City Council passed a resolution on June 13, 2016 certifying that the city was in conformance with GANN requirements.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Budget Implementation

- A budgetary control system will be maintained to ensure compliance with the budget.
- The Department of Finance is responsible for setting up the budget for tracking purposes and is tasked with making sure the funds are available during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated and sent to the department on a monthly basis.
- Any changes in total fund appropriations, except relating to debt management, must be approved by the City Council.
- Uses of un-appropriated reserves must be specifically approved by City Council motion.

Financial Policies

- Shifts in appropriations within funds at the department level, except relating to debt management, may be done administratively on the authority of the City Manager. Procedures for appropriation transfers and delegation of budget responsibility will be set by the City Manager.

As per the Personnel Rules, the City Manager may transfer, demote, suspend or reinstate employees. Per this authority, shifts in appropriations relating to personnel changes may be done administratively by the City Manager.

General

The financial policies establish the framework for overall fiscal planning and management. The policies set forth guidelines for both current activities and long range planning. The policies will be reviewed annually to assure the highest standards of fiscal management.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Budget Revision

Over Goals

The overall financial goals underlying these policies are:

- **Fiscal Conservatism**

To ensure that the City is at all times in a solid financial condition, defined as

- Cash solvency—the ability to pay bills;
- Budgetary solvency—the ability to balance the budget;
- Long run solvency—the ability to pay future costs;
- Service level solvency—the ability to provide needed and desired services.

- **Flexibility**

To ensure that the City is at all times in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

- **Adherence to the Highest Accounting and Management Practices**

As set by the Government Finance Officers' Association standards for financial reporting and budgeting, the Governmental Accounting Standard Board, and other professional standards.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Cash Management

- **Purpose**

An investment policy has been adopted by Resolution and is reviewed each year. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

- **Objective**

The cash management system is designed to accurately monitor and forecast expenditures and revenue, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

- **Policy**

In order to maximize interest earnings, the City pools the cash of all funds. These pooled funds are held in trust for the City by various financial institutions. Interest revenue derived from the pooled cash is allocated to the participating funds quarterly, based on the relative cash balance of each fund.

The City will invest only in those instruments authorized by the California Government Code Section 53601.

- **Procedures**

Criteria for selecting investments and the order of priority are:

- **Safety**—the safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The City only participates in those investments that are considered very safe.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

- Liquidity—this refers to the ability to “cash in” at any moment in time with minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the need for unexpected funds occurs.
- Yield—is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.

Debt Administration

The City cannot incur general obligation bonded indebtedness which exceeds 15% of the total assessed valuation of all real and personal property within the City. The current outstanding bonds for the City are Taxable Revenue Bonds, Water Revenue Bonds, and Certificates of Participation. Taxable Revenue Bonds are completely supported by the Property Tax Increment Revenue. Water Revenue bonds are entirely supported by revenue from the water system. The Tax Allocation Bonds and Water Revenue Bonds have been issued by the Bell Gardens Financing Authority. The Certificates of Participation are supported by a transfer of water enterprise funds. The current outstanding bonds for the Community Development Commission are the Tax Allocation Bonds which are completely supported by the Property Tax Increment Revenue.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Insurance Note

The City of Bell Gardens is a member of the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (Authority). The Authority is composed of 119 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

Self-Insurance Programs of the Authority

Each member pays an annual contribution to cover estimated losses for the coverage period. This initial funding is paid at the beginning of the coverage period. After the close of the coverage period, outstanding claims are valued. A retrospective deposit computation is then conducted annually thereafter until all claims incurred during the coverage period are closed on a pool-wide basis. This subsequent cost re-allocation among members based on actual claim development can result in adjustments of either refunds or additional deposits required.

The total funding requirement for self-insurance programs is estimated using actuarial models and pre-funded through the annual contribution. Costs are allocated to individual agencies based on exposure (payroll) and experience (claims) relative to other members of the risk-sharing pool. Additional information regarding the cost allocation methodology is provided below.

City of Bell Gardens

BUDGET SUMMARY

Budget Process

- **Comprehensive General and Automobile Liability**
Period: July 1, 2016 to July1, 2017
Limit: \$50 million combined single limit per occurrence

- **Workers' Compensation**
Period: July 1, 2016 to July1, 2017
Limit: Statutory benefits, and \$10 million employer's liability

- **Pollution Legal Liability Insurance**
Period: July 1, 2014 to July 1, 2017, three-year policy
Limit: \$10 million per member, \$50,000 per occurrence
self-insured retention

- **All Risk Property Insurance**
Period: July 1, 2016 to July1, 2017
Limits:50 million per occurrence
Deductibles: a) \$5,000 for Building and Contents,
b) 5% for optional Earthquake and Flood
10 million per member
c) \$5,000 for optional Mechanical Breakdown

- **Crime Insurance**
Period: July 1, 2016 to July1, 2017
Deductible: \$2,500 Fidelity, Forgery, Theft, and Computer Fraud

City of Bell Gardens

BUDGET SUMMARY

Budget Process

Annual Audit

Sound accounting practices suggest that an annual audit is a prudent business decision. The City requires an annual audit by a qualified independent accountant, of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters. In compliance with the requirement of an annual audit, David L. Gruber and Associates, Inc., a firm of Certified Public Accountants, completed the audit for the fiscal year ending June 30, 2016.

City of Bell Gardens



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City of Bell Gardens

Fund Balance Analysis

FY 2016-17

Fund No.	Fund Name	Projected Fund Balance July 1, 2016	FY 2016-17 Estimated Revenues	FY 2016-17 Budgeted Expenditures (excluding CIPs)	FY 2016-17 CIP Projects	Total Budgeted Expenditures	Estimated Fund Balance June 30, 2017
110	General Fund	26,291,467	29,560,865	28,670,393	36,500	28,706,893	27,145,439
111	Contingency Reserves	2,503,647	200,000	-	-	-	2,703,647
112	General Debt Service	3,680,826	-	-	-	-	3,680,826
115	Capital Projects - Grants Fund	(119,878)	3,252,174	-	3,132,296	3,132,296	-
116	Non-Capital - Grants Fund	(4,203)	43,000	38,797	-	38,797	-
151	Public Safety Augmentation	167,110	273,125	273,125	-	273,125	167,110
152	SLESF Grant	42,903	100,150	100,000	-	100,000	43,053
153	COPS 2010	75,540	300	-	-	-	75,840
154	ABC Grant	5,563	-	-	-	-	5,563
171	JAG Grants Fund	(208)	-	-	-	-	(208)
180	Vehicle Replacement - Police	40,862	150	-	-	-	41,012
182	Vehicle Replacement - Public Works	2,028	12	-	-	-	2,040
210	State Gas Tax	1	1,527,275	1,517,814	-	1,517,814	9,462
235	Evidence Collection	65	-	-	-	-	65
240	Residential Waste Management	(485,224)	2,757,400	2,652,342	-	2,652,342	(380,166)
250	Waste Hauler Mgmt Franchise	312,018	186,000	319,851	-	319,851	178,167
260	CDBG	-	580,373	580,372	-	580,372	1
280	Proposition A Sales Tax	97,772	867,931	885,923	-	885,923	79,780
281	Proposition C Sales Tax	394,955	790,774	688,032	291,000	979,032	206,697
282	Air Quality Improvement	182,215	53,800	178,000	-	178,000	58,015
283	Used Oil Recycling Grant	(283)	13,050	12,890	-	12,890	(123)
284	Beverage Container	145,233	12,500	6,500	-	6,500	151,233
285	Measure R Sales Tax	484,589	499,232	259,847	640,000	899,847	83,974
300	Academic Pursuit	613,529	-	-	-	-	613,529
340	TDA Article 3	32	28,436	-	84,000	84,000	(55,532)
361	Ford Park Sports Complex	115,899	344,400	344,400	-	344,400	115,899
510	Water Fund	3,443,915	1,313,519	1,676,736	-	1,676,736	3,080,698
520	Golf Course	-	309,000	403,600	-	403,600	(94,600)
819	Other Post Retirement Benefits	150,751	572,042	572,042	-	572,042	150,751
830	Asset Seizure	70,739	1,101,500	436,500	50,000	486,500	685,739
935	Low & Mod Income Housing Asset Fund	775,919	-	-	-	-	775,919
Total City		38,987,782	44,387,008	39,617,164	4,233,796	43,850,960	39,523,830
900	CDC Capital Projects	(1,100,452)	-	-	-	-	(1,100,452)
901	Project Area #1	(1,528,269)	-	736,681	-	736,681	(2,264,950)
903	CDC Special Fund-Area #1	7,618,724	736,681	-	-	-	8,355,405
930	CDC Central City Capital Proj	(39,370,276)	-	-	-	-	(39,370,276)
931	Central City Project Area	(6,308,514)	-	1,798,279	-	1,798,279	(8,106,793)
932	Low & Mod Income Housing	16,554	-	-	-	-	16,554
933	CDC Special Fund-Area #1	4,647,708	1,798,279	-	-	-	6,445,987
934	CDC Debt Service Marketplace	(16,226,725)	-	-	-	-	(16,226,725)
Total Successor Agency		(52,251,250)	2,534,960	2,534,960	-	2,534,960	(52,251,250)
Total City and Successor Agency		(13,263,468)	46,921,968	42,152,124	4,233,796	46,385,920	(12,727,420)

City of Bell Gardens
Expenditures Summary by Fund
(Including CIP's)
FY 2016-17

Fund No.	Fund Name	FY 2014-15 Actual Expenditures	FY 2015-16 Adopted Budget	FY 2015-16 Estimated Expenditures	FY 2016-17 Adopted Budget
110	General Fund	24,920,957	27,766,059	25,880,964	28,706,893
115	General Fund Capital Projects	386,329	2,670,772	136,795	3,132,296
151	Public Safety Augmentation	256,208	295,210	245,145	273,125
152	SLESF	-	169,640	-	100,000
154	ABC Grant	20,488	-	355	-
155	2008 State Homeland Security Grant	77,850	50,000	-	-
171	JAG Grants	13,798	15,000	-	-
210	Gas Tax	1,228,284	1,472,619	1,389,227	1,517,814
240	Residential Waste Management	1,987,898	2,267,375	2,218,844	2,652,342
250	Industrial Waste Management	302,630	318,734	245,282	319,851
260	CDBG	562,847	585,821	585,821	580,372
280	Proposition A Sales Tax	867,740	870,036	713,655	885,923
281	Proposition C Sales Tax	609,803	824,577	639,101	979,032
282	Air Quality Improvement	18,069	103,000	22,147	178,000
283	Used Oil Recycling Grant	12,152	13,764	13,686	12,890
284	Beverage Container Recycling	-	6,500	6,500	6,500
285	Measure R Sales Tax	213,878	537,923	682,336	899,847
340	TDA	28,600	49,000	16,360	84,000
361	Anson Ford Park	198,996	312,400	299,548	344,400
510	Water	1,526,750	1,797,033	1,769,232	1,676,736
520	Golf Course	227,760	253,217	349,035	403,600
819	Retiree Benefits	551,583	597,306	518,140	572,042
830	Asset Seizure & Forfeiture	627,477	375,000	359,710	486,500
900	RDA Capital Projects Area 1	165,110	245,000	160,909	-
901	RDA Tax Increment Area1	297,284	733,348	723,319	736,681
903	Successor to RDA Special Fund-Area 1	-	978,348	-	-
930	RDA Capital Projects Central Area	165,101	185,000	160,909	-
931	RDA Tax Increment Central Area	749,188	1,574,370	1,394,797	1,798,279
933	Transfer Out	-	1,759,370	-	-
		36,016,780	46,826,422	38,531,817	46,347,123

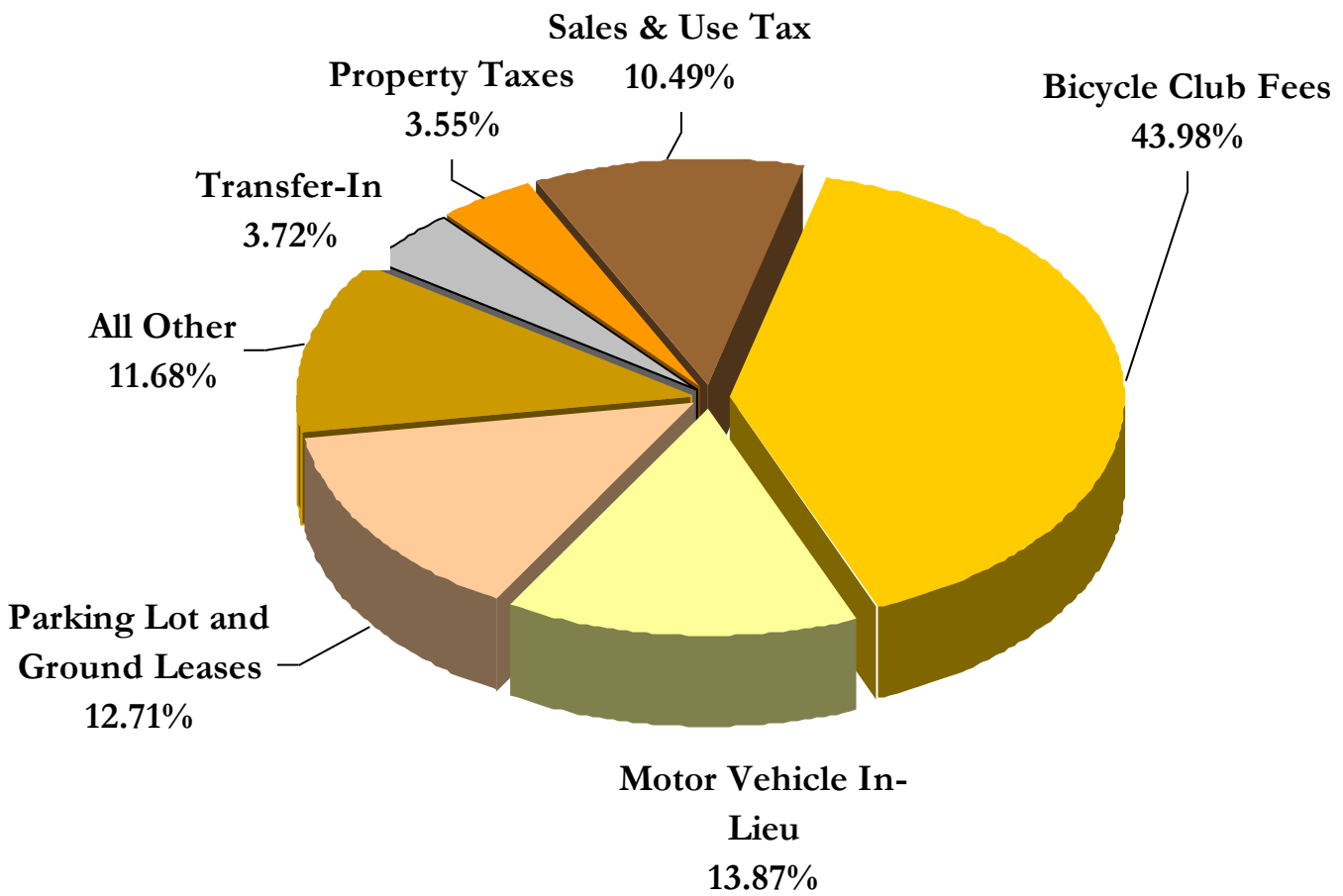
City of Bell Gardens

Revenue Summary by Fund All Funds

Fund No.	Fund Name	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Adopted
110	General Fund	26,175,640	27,974,516	28,267,691	29,560,865
111	General Fund Contingency	201,546	200,000	200,000	200,000
112	General Debt Service	6,625,051	-	-	-
115	General Fund Capital Projects	207,154	957,657	107,000	3,252,174
116	Grants Fund Non-Capital	1,111	53,000	10,000	43,000
151	Public Safety Augmentation	304,535	296,610	297,880	273,125
152	SLESF Grant	106,885	100,150	115,500	100,150
153	COPS 2010	382	215	300	300
154	ABC Grant	6,182	-	15,000	-
155	Homeland Security Grant Fund	177,850	50,000	50,000	-
171	JAG Grants	-	15,000	15,000	-
180	Vehicle Replacement - Police	207	120	150	150
182	Vehicle Replacement - Public Works	10	6	8	12
210	State Gas Tax	1,290,555	998,412	961,164	1,527,275
240	Residential Waste Management	1,944,665	2,338,000	2,024,588	2,757,400
250	Waste Hauler Mgmt Franchise	142,035	151,500	184,200	186,000
260	CDBG	562,848	585,821	585,821	580,373
263	CDBG Recovery Fund	-	-	-	-
280	Proposition A Sales Tax	751,402	834,766	838,249	867,931
281	Proposition C Sales Tax	756,136	770,481	767,281	790,774
282	Air Quality Improvement	67,231	53,500	52,750	53,800
283	Used Oil Recycling Grant	12,896	13,050	13,050	13,050
284	Beverage Container	678	11,950	12,100	12,500
285	Measure R Sales Tax	469,062	479,837	481,317	499,232
300	Academic Pursuit	51,211	15	53,750	-
340	TDA	15	27,206	27,211	28,436
361	Anson Ford Park	321,335	312,400	335,800	344,400
510	Water Fund	1,042,307	1,274,919	1,561,619	1,313,519
520	Golf Course	227,758	253,217	215,197	309,000
819	Post Retirement Benefits	571,251	597,306	573,000	572,042
830	Asset Seizure	272,098	151,200	171,500	1,101,500
900	CDC Cap. Proj. Area #1	51,747	-	-	-
901	CDC Debt Svc Area #1	3,982	-	-	-
903	CDC Special Fund Area #1	911,710	978,348	-	736,681
930	CDC Cap. Proj. Central City	186,447	-	-	-
931	CDC Debt. Svc. Central City	9,374	-	-	-
933	Successor to RDA Special Fund	1,388,269	1,759,370	1,144,681	1,798,279
934	CDC Debt. Marketplace Fund	5,798	-	-	-
935	Low & Mod Income Housing Asset Fund	30,769	-	-	-
		44,878,132	41,238,572	39,081,807	46,921,968

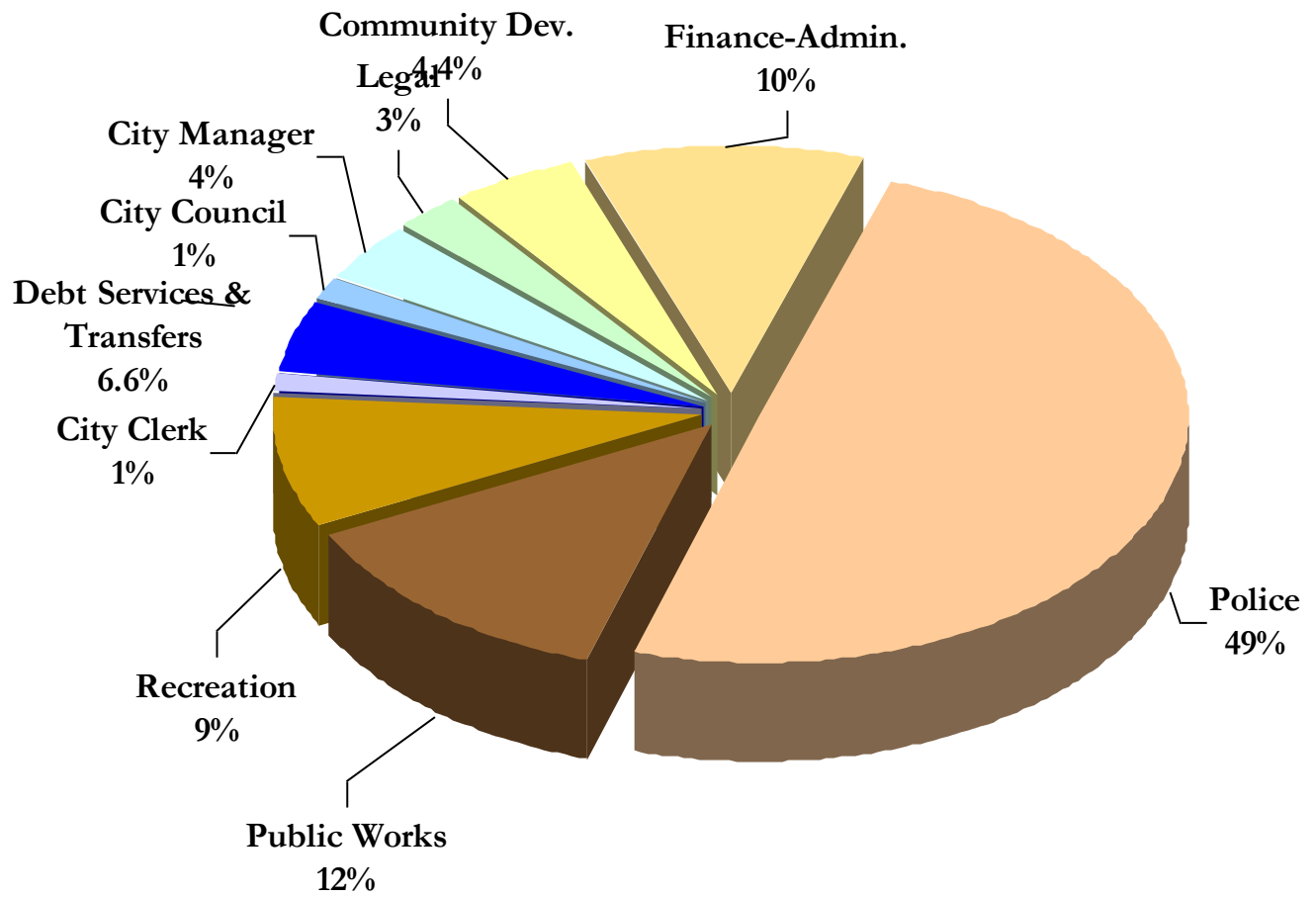
City of Bell Gardens

FY 2016-17 General Fund Revenue



City of Bell Gardens

FY 2016-17 General Fund Expenditure



City of Bell Gardens



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City of Bell Gardens

REVENUE

Revenue Descriptions

General Fund

Bicycle Club License Tax—This is the largest single source of revenue for the City, representing forty-two percent of General Fund operating revenue.

Building Permits—Building permit fees are collected in accordance with the Uniform Building Code. The revenue from these fees are used to cover the cost of providing building inspections to ensure compliance with the code.

PW Permit Fee—Public Work permit fees are collected for issuance of permits in the City's right of way, e.g. sidewalks, driveway approaches, utility repairs, etc.

Industrial Waste Permit Fee—City imposed fee on businesses for removal of industrial waste.

Animal License—A license fee imposed on City of Bell Gardens residents who own dogs.

Bus Shelter—Monies received from private institutions for allowing them to advertise on eight City bus shelters.

Business License—A license fee is imposed on each business operating in the City. Approximately 1,200 businesses currently operate in Bell Gardens.

Interest Income—Revenue from this source is derived from the investment of idle City funds and is estimated by the level of cash balances available for investment.

Ground Lease—The City has various ground leases producing income for the City.

Franchise Fees—The City has contracted with several different agencies for collection of a franchise fee for utilities, cable television and towing services.

City of Bell Gardens

REVENUE

Revenue Descriptions

Motor Vehicle License Fee—A license fee equivalent to two percent of the market value of a motor vehicle is imposed annually by the State of California in lieu of local property taxes. The fee is funded by a .65% tax on the market value of a motor vehicle and an in lieu payment of property tax from the State of California that was part of the 2004 budget agreement.

Parking Lot Rental—Various parking lot rental agreements from the Bicycle Club.

Post Reimbursements—State of California program called Peace Officer's Standards and Training that certifies training for police officers and reimburses the City for those costs.

P.D. Impound Fee—Cost recovery for services rendered as a result of a vehicle impound/release. Generally, \$270 per vehicle.

Property Tax—The County of Los Angeles collects property taxes for the City. Tax liens are attached annually on the first day in March preceding the fiscal year which the taxes are levied. The tax levy covers the fiscal period July 1 to June 30.

Real Property Transfer Tax—This tax is imposed on each deed or instrument by which real property is transferred within the City. The tax is levied at the rate of \$1.10 for each \$1,000 of sales price.

Sales Tax—Sales and Use Tax is imposed on retailer for the privilege of selling, at retail, within City limits. This tax is based on the sale price of any taxable transaction of tangible personal property. The Bradley-Burns Uniform Local Sales and Use Tax Law, adopted in 1955, extends the authority to impose local sales tax to counties. One percentage point of the sales tax collected by the State Board of Equalization is allocated back to the City for general purposes.

Transient Occupancy Tax—The City of Bell Gardens municipal code authorizes the City to levy a tax of eight percent for the privilege of occupying lodgings on a transient basis. Seven motels currently operate in the City of Bell Gardens.

City of Bell Gardens

REVENUE

Revenue Descriptions

Special Revenue Funds

Air Quality Improvement—Created by State Assembly Bill 2766, this fund accounts for monies collected from Motor Vehicle registration fees to be used to improve air quality by reducing air pollution.

CDBG—The Community Development Block Grant Program (CDBG) is a federally funded program of the U.S. Department of Housing and Urban Development. The use of these funds is approved by the Community Development Commission and can only be used for approved projects.

Gas Tax— These funds are restricted for street purposes only. Distribution is based primarily on population.

Surface Transportation Program Local (STPL)—This portion of STPL funds is allocated by population to each of the cities in the County of Los Angeles. Eligible uses include construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways.

PROP A—Transit Tax—The City receives twenty five percent of the one-half percent Prop A Sales Tax, approved by voters in 1980. The L.A. County Metropolitan Transportation Authority (MTA) distributes these funds to Los Angeles County cities on a proportional population basis. The funds are to be used for the development of transit programs within guidelines established by the MTA. The estimates are provided by MTA.

PROP C—Transit Tax—The City receives twenty percent of the one-half percent Prop C Sales Tax, approved by voters in 1990. These funds are distributed by the MTA in the same manner as Prop A funds. The funds are to be used for improving, expanding and maintaining public transit services. These expenditures must be consistent with the County's Congestion Management Program. The estimates are provided by MTA.

Residential Waste Management Franchise Fees—Collected for curbside residential pickup which are generated through the City's Tax Assessor's Office. A percentage of the fees that are collected on the residential refuse curbside pickup are received by the City and are used for general purposes. The City also receives a percentage of the funds that are generated through the recycling of the refuse.

City of Bell Gardens

REVENUE

Revenue Descriptions

Commercial Waste Hauler Management Franchise Fees —The City has a non-exclusive commercial waste hauler franchise agreement. Commercial waste haulers pay an annual franchise fee of \$2,500 and remit 15% of fees to the City.

Used Oil Recycling Grant—State monies granted to the City for use in encouraging citizens to drop off used oil at the City’s designated locations sponsored a few times per year.

Beverage Container Recycling Grant— State monies granted to the City for use in encouraging the community to recycle aluminum, plastic, and glass containers.

Public Safety Augmentation Fund—Monies derived from the City’s 1/2 percent sales tax initiative to be used for police services.

State COPS (SLESF)—Annually \$100,000 is allocated to the City from the State of California for specific police expenditures.

LLEBG—Federal monies from the Local Law Enforcement Block Grant for specific law enforcement expenditures.

OJJDP Boxing—Office of Juvenile Justice Delinquency Program providing federal monies for community youth boxing programs.

COPS Tech —Federal monies providing for communication improvements for the police department.

Academic Pursuit—Accounts for interest income generated from designated principal on the General Fund to be used only for Academic Grants to qualified residents of the City of Bell Gardens.

Asset Seizure—Accounts for assets taken in, held and later released by the court in carrying out law enforcement activities.

Retiree Benefits—Accounts for health insurance payment coverage from retired City employees.

City of Bell Gardens

REVENUE

Revenue Descriptions

Enterprise Funds

Water—To account for water operations and maintenance recovered through use charges (water fees).

Golf Course—To account for golf course operations and maintenance recovered through green fees, cart rentals, etc.

Capital Projects

Capital project funds account for the financial resources used for the acquisition or construction of major capital facilities. The City has two capital project funds:

Capital Improvement Projects— This fund is used to account for the financial resources received from grants that are used for the acquisition or construction of major capital facilities

Transportation Development Act—SB 821 allows the City to request specifically allocated monies for the purpose of constructing bike and pedestrian paths. The estimates are provided by MTA.

Debt Service

Successor Agency to the Community Development Commission Capital Projects Area #1—To account for capital projects in the Community Development Commission Project Area #1.

Successor Agency to the Community Development Commission Capital Projects Central City—To account for capital projects in the Community Development Commission Central City project area.

Successor Agency to the Community Development Commission Debt Service Area #1—To account for the debt service payments for outstanding bonds for Community Development Commission Project Area #1.

Successor Agency to the Community Development Commission Debt Service Central City—To account for the debt service payments for outstanding bonds for Community Development Commission Central City project area.

Successor Agency to the Community Development Commission Debt Service BG Marketplace—To account for the debt service payment for the outstanding loan for the Bell Gardens Marketplace.

City of Bell Gardens

Revenue Summary Fiscal Year 2016-17

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
General Fund (110)					
3100-3120	Property Taxes	962,442	1,100,000	1,042,106	1,050,000
3127	Post ABx126 Pass Through	134,114	125,000	245,000	200,000
3130	Prior Year Taxes	1,029	1,025	1,025	1,025
3210	Sales & Use Tax	2,755,036	3,100,000	2,956,000	3,100,000
3220	Transient Occupancy Tax	362,340	460,000	467,000	625,000
3240	Real Property Transfer Tax	30,883	30,000	35,000	35,000
3250	Business License Fees	297,341	310,000	275,000	300,000
3252	Bicycle Club Fees	10,364,272	11,200,000	12,500,000	13,000,000
3302	Bulletproof Vest Partnership (USDOJ)	5,097	6,000	6,000	6,000
3309	PD Grants (Non-Federal)	39,730	-	-	-
3310	Motor Vehicle In-Lieu	3,866,038	4,050,000	4,020,147	4,100,000
3370	Homeowners Exemption	6,627	7,700	6,500	7,000
3410	Building Permits	160,586	155,000	175,000	160,000
3411	PW Encroachment Permit Fees	33,437	36,750	21,000	35,000
3420	Animal Licenses	80,800	80,000	86,000	80,000
3440	Other Licenses & Permits	1,050	750	750	750
3441	Industrial Waste Permits	29,473	30,000	35,000	35,000
3510	Parking Violations (DMV)	54,506	65,000	59,000	60,000
3520	Parking and other Violations	92,318	90,000	90,000	90,000
3521	Court Paid Citations	84,566	90,000	70,000	85,000
3525	Administrative Fines	2,388	1,000	500	1,000
3610	Interest Income	48,177	40,000	40,000	45,000
3613	Interest- Cash with Fiscal Agent	1,462	5,000	5,000	5,000
3620	Utility Franchises	310,502	320,000	296,000	310,000
3625	Waste Hauler Franchise Fees	219,514	232,000	240,000	290,000
3630	Cable TV Franchises	71,246	75,000	75,000	75,000
3635	Towing Services Franchise	74,011	70,000	62,000	65,000
3640	Rent & Concessions	92,933	93,000	93,000	95,000
3641	Parking Lot Rental	2,390,757	2,207,000	2,207,000	2,207,000
3642	Hotel and Marketplace Ground Leases	1,520,275	1,515,000	1,515,000	1,549,646
3643	Lease Revenue- TL	252,213	252,000	135,272	17,842
3647	APLP Repayments	-	50,000	40,000	40,000
3710	Recreation Fees (Kreative Kids)	7,855	10,000	10,000	10,000
3715	Bus Pass Sales	10,626	10,000	10,000	10,000
3718	Trips	4,811	6,000	4,500	4,500
3720	Planning & Zoning Fees	37,618	45,000	28,000	30,000

City of Bell Gardens

Revenue Summary Fiscal Year 2016-17

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
3721	Leagues	19,755	30,000	24,000	25,000
3722	Special Programs	27,551	30,000	22,000	25,000
3730	Police Service Fees	31,288	31,000	31,000	31,000
3731	False Alarm Fees	4,500	6,000	21,000	30,000
3732	Card Club Application Fees	53,705	74,000	74,000	60,000
3740	Trash Removal	8,480	10,000	9,000	10,000
3760	Library Maintenance	20,815	20,815	20,815	20,815
3770	City Clerk Fees	21,872	40,000	22,000	26,000
3771	Classes	39,315	39,000	52,000	45,000
3775	Pool Fees	53,959	40,000	48,000	45,000
3810	Other Revenue	272,688	50,000	47,500	50,000
3820	Refunds & Reimbursements	62,039	30,000	44,000	30,000
3821	Post Reimbursements	8,937	15,000	10,000	10,000
3822	SB 90 Reimbursement	313,169	75,000	86,100	15,000
3823	Bus Shelter	12,480	12,480	12,480	12,480
3824	Overtime Reimbursement	179,531	198,000	162,000	100,000
3830	P.D. Impound	243,305	265,000	155,000	200,000
3900	Operating Transfers In	396,178	1,139,996	574,996	1,100,807
	Total General Fund	<u>26,175,640</u>	<u>27,974,516</u>	<u>28,267,691</u>	<u>29,560,865</u>
General Fund Contingency (111)					
3610	Interest Income	1,546	-	-	-
3900	Operating Transfers In	200,000	200,000	200,000	200,000
	Total General Fund Contingency	<u>201,546</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
General Debt Service Fund (112)					
3900	Operating Transfer In	164,876	-	-	-
3950	Bond Proceeds	5,830,000	-	-	-
3900	Bond Proceeds - Premium on Issuance	630,175	-	-	-
	Total General Debt Service Fund	<u>6,625,051</u>	<u> </u>	<u> </u>	<u> </u>
Grant Fund Capital Projects (115)					
3374	Reimbursable Grants- Federal	472	957,657	67,000	3,252,174
3380	STPL	196,000	-	-	-
3402	DOT-Safe and Healthy Kids	10,682	-	40,000	-
	Total General Fund Capital Projects Fund	<u>207,154</u>	<u>957,657</u>	<u>107,000</u>	<u>3,252,174</u>

City of Bell Gardens

Revenue Summary Fiscal Year 2016-17

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
Projects Fund (116)					
3374	Federal	-	53,000	10,000	43,000
3376	Federal	<u>1,111</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Projects Fund (116)	<u>1,111</u>	<u>53,000</u>	<u>10,000</u>	<u>43,000</u>
Public Safety Augmentation Fund (151)					
3610	Interest Income	187	110	400	110
3802	Inmate Revenue	1,253	1,500	3,000	1,500
3850	PSAF (State) .5% Sales Tax	109,520	113,400	113,400	113,400
3853	Grant-Non Federal	11,440	11,960	11,440	-
3900	Operating Transfers In	<u>182,135</u>	<u>169,640</u>	<u>169,640</u>	<u>158,115</u>
	Total Public Safety Augmentation Fund	<u>304,535</u>	<u>296,610</u>	<u>297,880</u>	<u>273,125</u>
State COPS-SLESF Fund (152)					
3610	Interest Income	655	150	500	150
3850	Grant Revenue	<u>106,230</u>	<u>100,000</u>	<u>115,000</u>	<u>100,000</u>
	Total State COPS-SLESF	<u>106,885</u>	<u>100,150</u>	<u>115,500</u>	<u>100,150</u>
COPS Grant –2010 Fund (153)					
3610	Interest Income	<u>382</u>	<u>215</u>	<u>300</u>	<u>300</u>
	Total COPS-2010 Fund	<u>382</u>	<u>215</u>	<u>300</u>	<u>300</u>
ABC Grant Fund (154)					
3610	Interest Income	2	-	-	-
3850	Grant Revenue	<u>6,180</u>	<u>-</u>	<u>15,000</u>	<u>-</u>
	Total ABC Grant Fund	<u>6,182</u>	<u>-</u>	<u>15,000</u>	<u>-</u>
Homeland Security Grant Fund (155)					
3850	Grant Revenue	<u>177,850</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
	Total ABC Grant Fund	<u>177,850</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>
JAG Grant Fund (171)					
3302	JAG Grant	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
	Total 2009 JAG Grant Fund	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
Vehicle Replacement Fund - Police (180)					
3610	Interest Income	<u>207</u>	<u>120</u>	<u>150</u>	<u>150</u>
	Total Vehicle Replacement Fund	<u>207</u>	<u>120</u>	<u>150</u>	<u>150</u>
Vehicle Replacement Fund - Public Works (182)					
3610	Interest Income	<u>10</u>	<u>6</u>	<u>8</u>	<u>12</u>
	Total Vehicle Replacement Fund	<u>10</u>	<u>6</u>	<u>8</u>	<u>12</u>

City of Bell Gardens

Revenue Summary *Fiscal Year 2016-17*

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
Gas Tax Fund (210)					
3305	Sec 2105 Apportionment	275,617	268,533	259,739	267,783
3306	Special Improvements (2106)	168,062	143,245	131,428	135,507
3307	State Gas Tax (2107)	354,272	367,135	360,276	371,859
3308	Highway Users (2107.5)	12,000	6,000	6,000	6,000
3342	State Gas Tax (2103)	479,409	212,899	202,521	101,126
3610	Interest Income	1,195	600	1,200	-
3900	Operating Transfer In	-	-	-	645,000
	Total Gas Tax Fund	<u>1,290,555</u>	<u>998,412</u>	<u>961,164</u>	<u>1,527,275</u>
Residential Waste Fund (240)					
3390	Waste Hauler Tonnage Fees	1,866,535	2,140,000	1,844,588	2,482,400
3610	Interest Income	20	-	-	-
3625	Waste Hauler Franchise Fees	78,110	198,000	180,000	275,000
	Total Residential Waste Fund	<u>1,944,665</u>	<u>2,338,000</u>	<u>2,024,588</u>	<u>2,757,400</u>
Waste Management Fund (250)					
3610	Interest Income	378	1,500	1,200	1,000
3625	Waste Hauler Franchise Fees	141,657	150,000	183,000	185,000
	Total Waste Management Fund	<u>142,035</u>	<u>151,500</u>	<u>184,200</u>	<u>186,000</u>
CDBG Fund (260)					
3381	CDBG	48,676	11,330	11,330	-
3382	Sec 108 Loan Proceeds	514,172	574,491	574,491	580,373
	Total CDBG Fund	<u>562,848</u>	<u>585,821</u>	<u>585,821</u>	<u>580,373</u>
Prop "A" Sales Tax Fund (280)					
3211	Prop A - Sales Tax	750,510	770,466	770,466	799,331
3315	National Transit Database Reporting	-	64,000	67,183	68,000
3610	Interest Income	892	300	600	600
	Total Prop "A" Sales Tax Fund	<u>751,402</u>	<u>834,766</u>	<u>838,249</u>	<u>867,931</u>
Prop "C" Sales Tax Fund (281)					
3211	Prop C - Sales Tax	625,884	639,081	639,081	663,024
3610	Interest Income	1,388	400	1,200	750
3713	DART Fares	23,190	25,000	25,000	25,000
3714	Trolley Fares	57,674	58,000	54,000	54,000
3810	PCA Reimbursements	48,000	48,000	48,000	48,000
	Total Prop "C" Sales Tax Fund	<u>756,136</u>	<u>770,481</u>	<u>767,281</u>	<u>790,774</u>

City of Bell Gardens

Revenue Summary Fiscal Year 2016-17

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
Air Quality Improvement Fund (282)					
3312	AB 2766 Fees	66,609	53,000	52,000	53,000
3610	Interest Income	622	500	750	800
	Total Air Quality Improvement Fund	67,231	53,500	52,750	53,800
Used Oil Recycling Grant Fund (283)					
3610	Interest Income	86	50	50	50
3820	Used Oil Grant	12,810	13,000	13,000	13,000
	Total Used Oil Recycling Grant Fund	12,896	13,050	13,050	13,050
Beverage Container Grant Fund (284)					
3610	Interest Income	678	200	600	750
3820	Beverage Container Grant	-	11,750	11,500	11,750
	Total Beverage Container Grant Fund	678	11,950	12,100	12,500
Measure R Sales Tax Fund (285)					
3211	Measure R Sales Tax	467,002	479,317	479,317	497,232
3610	Interest Income	2,060	520	2,000	2,000
	Total Measure R Sales Tax Fund	469,062	479,837	481,317	499,232
Academic Pursuit Fund (300)					
3610	Interest Income	428	15	750	-
3819	Loan Repayment	50,783	-	53,000	-
	Total Academic Pursuit Fund	51,211	15	53,750	-
TDA Article 3 Fund (340)					
3393	SB 821-Pedestrian	-	27,196	27,196	28,416
3610	Interest Income	15	10	15	20
	Total TDA Article 3 Fund	15	27,206	27,211	28,436
Ford Park Capital Improvement Fund (361)					
3400	Program Income	4,284	7,200	9,600	14,400
3610	Interest Income	104	200	200	-
3640	Rent & Concessions	214,922	200,000	216,000	215,000
3721	Leagues	102,025	105,000	110,000	115,000
	Total Ford Park Capital Imprv. Fund	321,335	312,400	335,800	344,400

City of Bell Gardens

Revenue Summary Fiscal Year 2016-17

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
Water Fund (510)					
3613	Interest Cash w Fiscal Agent	3,555	1,400	1,400	-
3645	Lease of Water Rights	146,000	60,000	380,000	150,000
3780	Water Sales	879,233	1,200,000	1,166,700	1,150,000
3810	Other Revenue	13,519	13,519	13,519	13,519
	Total Water Fund	1,042,307	1,274,919	1,561,619	1,313,519
Golf Course Fund (520)					
3640	Rent & Concessions	4,784	13,200	6,000	-
3717	Golf	113,822	135,000	122,000	180,000
3721	Leagues	11,334	9,000	9,800	9,000
3723	Food & Beverage	-	-	-	96,000
3724	Pro Shop and Rentals	-	-	-	24,000
3810	Other Revenue	4,948	5,000	4,650	-
3900	General Fund Subsidy	92,870	91,017	72,747	-
	Total Golf Course Fund	227,758	253,217	215,197	309,000
Retiree Benefits (819)					
3820	Refunds & Reimbursements	55,251	58,000	57,000	58,995
3900	General Fund Subsidy	516,000	539,306	516,000	513,047
	Total Retiree Benefits Fund	571,251	597,306	573,000	572,042
Asset Seizure & Forfeiture Fund (830)					
3610	Asset Seizure & Forfeiture Fund (830)				
3811	Interest Income	2,853	1,200	1,500	1,500
	Asset Forfeitures	269,245	150,000	170,000	1,100,000
	Total Asset Seizure & Forfeiture Fund	272,098	151,200	171,500	1,101,500
CDC Cap. Proj. Area #1 Fund (900)					
3610	Interest Income	42,576	-	-	-
3900	Operating Transfer In	9,171	-	-	-
	Total CDC Capital Proj. Area 1 Fund	51,747	-	-	-
CDC Debt Svc-Area #1 Fund (901)					
3610	Interest Income	2,153	-	-	-
3613	Interest Cash w Fiscal Agent	1,801	-	-	-
3800	Miscellaneous	28	-	-	-
	Total CDC Debt Svc-Area1 Fund	3,982	-	-	-

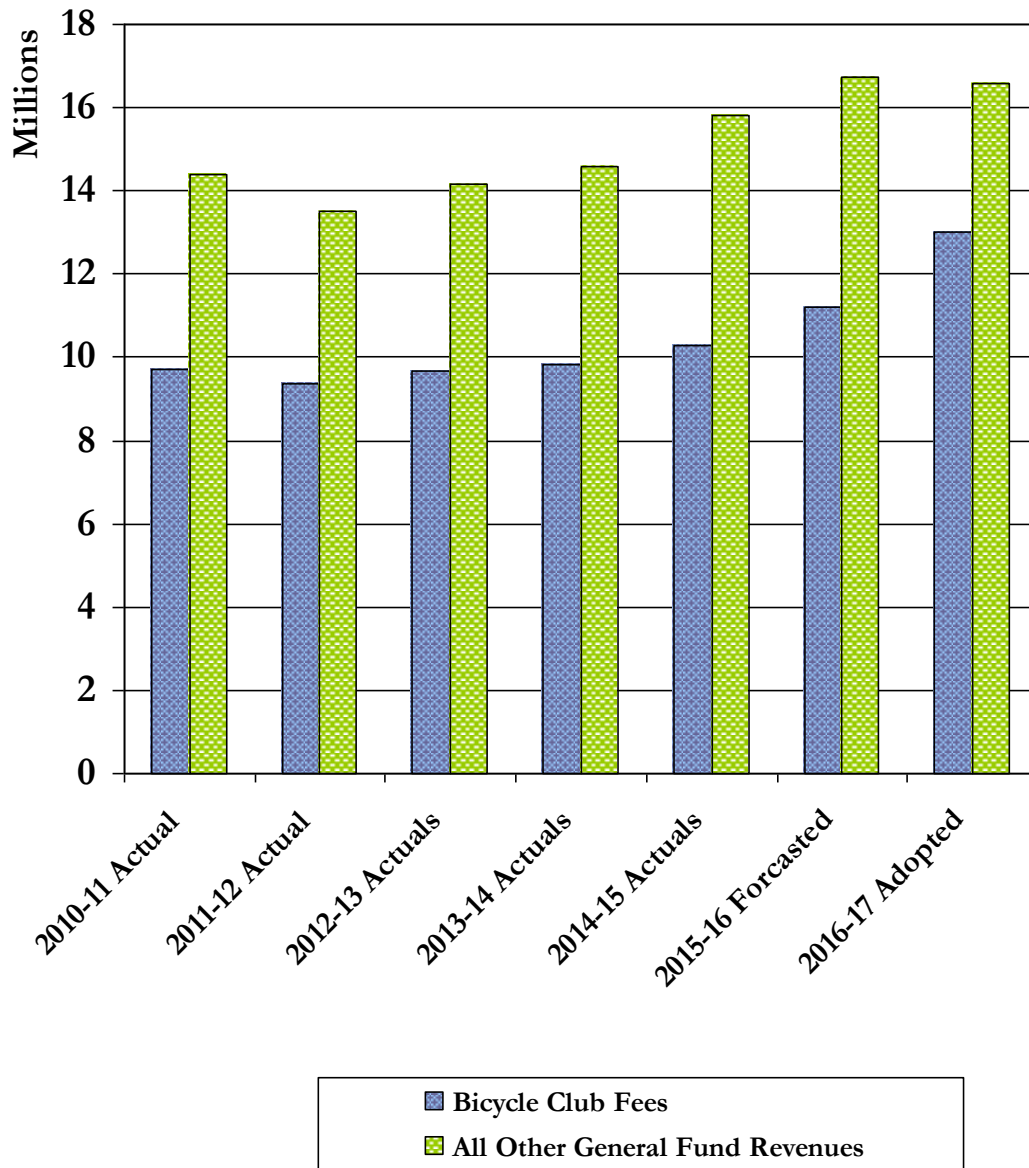
City of Bell Gardens

Revenue Summary Fiscal Year 2016-17

Object No.	Account Description	2014-15 Actual	2015-16 Adopted	2015-16 Projected	2016-17 Adopted
CDC Special Fund-Area #1 Fund (903)					
3122	Abx 1-26 payments- RPTTF	911,710	978,348	-	736,681
	Total CDC Special Fund-Area 1 Fund	911,710	978,348	-	736,681
 CDC Cap. Proj. Central City Fund (930)					
3610	Interest Income	180,000	-	-	-
3900	Operating Transfer In	6,447	-	-	-
	Total CDC Cap. Proj. Central City Fund	186,447	-	-	-
 CDC Debt Svc-Central City Fund (931)					
3610	Interest Income	5,321	-	-	-
3613	Interest Cash w Fiscal Agent	4,028	-	-	-
3800	Miscellaneous	25	-	-	-
	Total CDC Debt Svc-Central City Fund	9,374	-	-	-
 Successor to RDA Special Fund(933)					
3122	ABx1-26 Payments-RPTTF	1,388,269	1,759,370	1,144,681	1,798,279
	Total Successor to RDA Special Fund	1,388,269	1,759,370	1,144,681	1,798,279
 CDC Debt Svc - BG Marketplace Fund (934)					
3610	Interest Income	5,798	-	-	-
	Total Debt Svc-BG Marketplace Fund	5,798	-	-	-
 CDC Debt Svc-BG Marketplace Fund (935)					
3650	Sale of Real Estate	21,474	-	-	-
3801	Residual Receipts	5,401	-	-	-
3819	Loan Repayments	3,894	-	-	-
	Total Debt SVC _BG Marketplace Fund	30,769	-	-	-
Total All Funds		44,878,132	41,238,572	39,081,807	46,921,968

City of Bell Gardens

Bicycle Casino Revenue vs. All Other General Fund Revenue



City of Bell Gardens



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City of Bell Gardens

CITY COUNCIL

Purpose

The City Council is accountable to the residents of Bell Gardens for policymaking, the enactment of local laws, and the planning and implementation of programs and services to meet the community's needs. To accomplish these goals, the City Council adopts an annual budget, approves all ordinances and resolutions, and authorizes funding to ensure efficient and effective City operations.

FY 16-17 Objectives

- Provide the optimum resources available for our law enforcement staff to continue to decrease local crime by focusing on gang and narcotics offenses using the latest crime-fighting technology, and strengthening the community's involvement.
- Attract and retain quality businesses that supply much needed jobs and contribute to the economic stability of the community.
- Enhance the quality of life and visual attractiveness of the City by allocating funds to resurface streets, improve traffic and pedestrian safety around schools, improve lighting in parks, maintain city's urban forest by trimming and planting trees, maintain public infrastructure and implement other capital improvement projects.
- Provide quality recreational programs and services for the youth and families in the community while keeping costs affordable.

Positions

Full-Time

1 Executive Assistant to the City Council

Part-Time

None

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

CITY COUNCIL

**Division: City Council
Fund Name: General
Fund – 110
Division No. 4110**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 258,975	\$ 286,514	\$ 276,900	\$ 293,202
Maintenance & Supply	8,298	10,000	7,267	10,000
Contractual Services	37,902	75,600	59,667	75,600
Capital Outlay	14,593	3,500	1,637	3,500
Total	<u>\$ 319,768</u>	<u>\$ 375,614</u>	<u>\$ 345,471</u>	<u>\$ 382,302</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 319,768</u>	<u>\$ 375,614</u>	<u>\$ 345,471</u>	<u>\$ 382,302</u>

City of Bell Gardens

**City Council
110-4110**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4110-0100	Salaries	91,675	112,643	107,187	115,601
4110-0150	Auto/Cell Allowance	52,904	54,000	53,562	54,000
4110-0200	Overtime	967	1,000	45	1,000
4110-0300	Retirement	10,745	11,287	10,957	12,668
4110-0320	Medicare	2,125	2,416	2,332	2,459
4110-0350	Unemployment	-	314	-	314
4110-0400	Health Insurance	97,011	100,963	99,322	103,166
4110-0420	Workers Compensation	3,548	3,891	3,495	3,994
Total	Personnel Services	258,975	286,514	276,900	293,202
Maintenance & Supply					
4110-1010	Office Supplies	2,730	5,000	1,701	5,000
4110-1200	Postage	5,568	5,000	5,566	5,000
Total	Maintenance & Supply	8,298	10,000	7,267	10,000
Contractual Services					
4110-2070	General Promotion	9,354	31,600	19,688	31,600
4110-2200	Membership Dues	5,335	1,500	5,351	1,500
4110-2210	Conference, Meetings, Travel	23,053	35,000	34,628	35,000
4110-2800	Contractual Services	160	7,500	-	7,500
Total	Contractual Services	37,902	75,600	59,667	75,600
Capital Outlay					
4110-3050	Furniture & Equipment	14,593	3,500	1,637	3,500
Total	Capital Outlay	14,593	3,500	1,637	3,500
Total	City Council	319,768	375,614	345,471	382,302

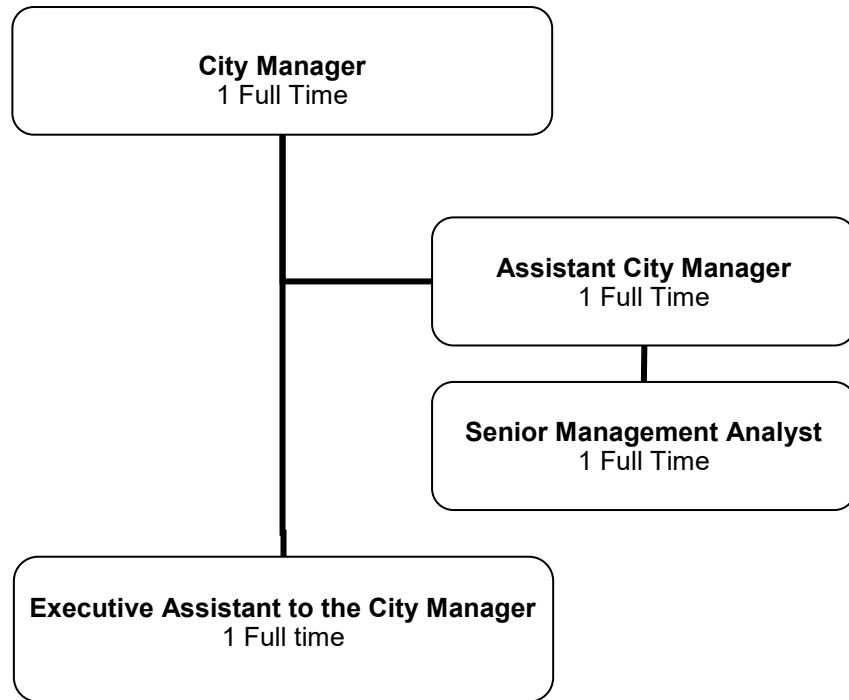
City of Bell Gardens



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City of Bell Gardens

City Manager Organization Chart



City of Bell Gardens

CITY MANAGER

Purpose

The City Manager, as the chief executive officer, directs and manages the daily administration functions for the City of Bell Gardens and in this capacity, ensures the delivery of high quality services in a timely, responsible and cost effective manner. The City Manager leads the executive management team, and is responsible for the efficient administration of all departments of the City government. The City Manager oversees the enforcement of all relevant state and federal laws and municipal ordinances as well as the preparation of the annual fiscal year budget. The City Manager is also responsible for managing the overall budget after adoption by the City Council and managing the economic redevelopment activities of the City.

FY 16-17 Objectives

- Oversee labor negotiations with the multiple bargaining units.
- Set the overall strategic direction for short and long-term organizational goals.
- Motivate and monitor performance to ensure that standards are met, priorities are pursued and high quality City services are consistently delivered.
- Provide staff support and administrative assistance to the City Council.
- Ensure quality service delivery to residents in a cost effective manner.
- Ensure enforcement of all laws and ordinances as prescribed in the Municipal Code.
- Promote the efficient administration of all City Departments.
- Provide oversight of special projects and programs.
- Maintain open communications between the City Council, all City Departments, businesses and residents.

Positions

Full Time

1 City Manager
1 Assistant City Manager
1 Senior Management Analyst
1 Executive Assistant to the City Manager

Part Time

None

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

CITY MANAGER

**Division: City Manager
Fund Name: General
Fund – 110
Division No. 4111**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 759,195	\$ 853,169	\$ 826,520	\$ 881,482
Maintenance & Supply	2,269	4,500	5,568	4,500
Contractual Services	73,742	195,500	142,212	195,500
Capital Outlay	5,270	4,300	1,468	4,300
Total	<u>\$ 840,476</u>	<u>\$ 1,057,469</u>	<u>\$ 975,768</u>	<u>\$ 1,085,782</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 840,476</u>	<u>\$ 1,057,469</u>	<u>\$ 975,768</u>	<u>\$ 1,085,782</u>

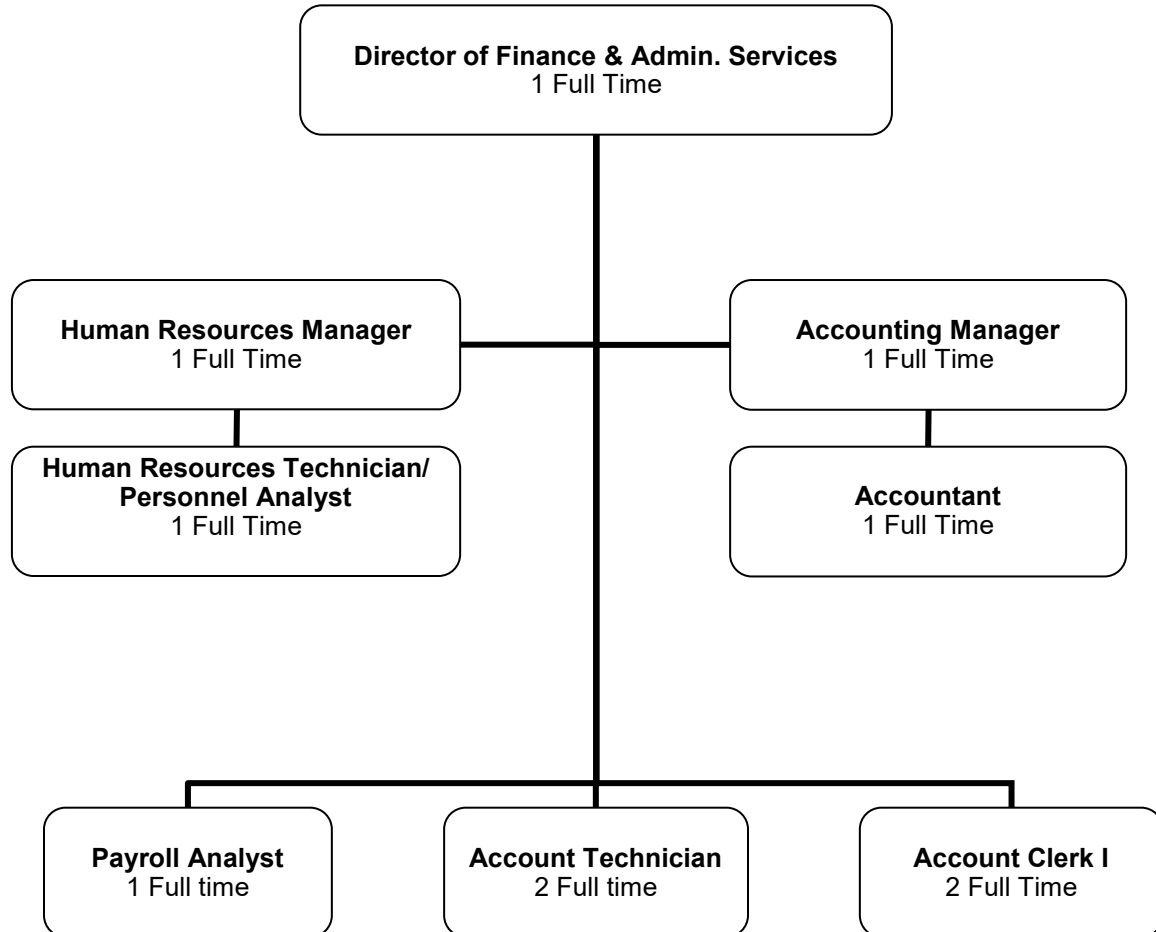
City of Bell Gardens

**City Manager
110-4111**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4111-0100	Salaries	509,000	563,172	544,753	575,796
4111-0120	Vacation/Sick Leave Buyout	5,723	6,542	5,272	5,272
4111-0150	Auto/Cell Allowance	25,397	27,000	26,780	27,000
4111-0200	Overtime	2,566	2,000	1,029	-
4111-0220	Part Time	2,219	-	1,076	-
4111-0300	Retirement	87,464	113,575	110,230	130,504
4111-0320	Medicare	5,142	5,599	5,451	5,764
4111-0350	Unemployment	-	1,256	-	1,256
4111-0400	Health Insurance	101,186	114,569	113,097	115,998
4111-0420	Workers Comp.	20,498	19,456	18,832	19,892
Total	Personnel Services	759,195	853,169	826,520	881,482
Maintenance & Supply					
4111-1010	Office Supplies	2,019	2,500	698	2,500
4111-1050	Publications	-	1,000	-	1,000
4111-1200	Postage	250	1,000	4,870	1,000
Total	Maintenance & Supply	2,269	4,500	5,568	4,500
Contractual Services					
4111-2040	Telephone	871	1,000	1,152	1,000
4111-2070	General Promotion	16,689	51,500	49,756	51,500
4111-2200	Membership & Dues	51,332	75,000	53,118	75,000
4111-2210	Conf., Meetings, Travel	4,850	23,000	12,686	23,000
4111-2800	Contractual Services	-	45,000	25,500	45,000
Total	Contractual Services	73,742	195,500	142,212	195,500
Capital Outlay					
4111-3050	Furniture & Equipment	5,270	4,300	1,468	4,300
Total	Capital Outlay	5,270	4,300	1,468	4,300
Total	City Manager	840,476	1,057,469	975,768	1,085,782

City of Bell Gardens

Finance and Administrative Services Organization Chart



City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

Division: Personnel

Purpose

The Human Resources Division is a function of the Finance and Administrative Services Department. The division's primary mission is to recruit, select, develop, and retain an outstanding workforce that is committed to providing excellent public service to the City of Bell Gardens.

The Human Resources Division serves 140 full-time and approximately 87 part-time City staff. The division is responsible for the administration and management of the City's personnel system and it meets its primary mission through the following objectives:

FY 16-17 Objectives

- Effectively and efficiently carry out the directives of the City Council and City Manager.
- Provide timely and reliable information to the City Council, City Manager, and City Departments when called upon.
- Provide responsive, courteous, and effective services to internal and external customers.
- Assist the City Council and City Manager with organizational planning and development.
- Develop, administer, and maintain the City's Personnel Rules and Regulations.
- Develop, administer, and maintain an effective job classification and compensation plan.
- Develop, conduct, and maintain effective labor-management relations and negotiations.
- Develop, administer, and maintain effective memoranda of understanding (MOU) with the City's five (5) labor groups.
- Develop, administer, and maintain a comprehensive employee benefit program.
- Develop, administer, and maintain effective grievance and disciplinary processes.
- Develop and implement an effective employee training and development program.
- Provide a safe and healthy work environment for all employees.
- Continuously analyze, develop, and implement improved organizational processes and procedures.

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

FY 16-17 Goals

- Strengthen and foster sound employee-management relations.
- Develop and maintain competitive and responsible memoranda of understanding with the City's five (5) labor groups.
- Complete the implementation of the NeoGov online recruiting system in order to make the City's recruitments more efficient and effective.
- Increase interest and deepen the applicant pool for the City's open-competitive recruitments in order to better fill vacancies with the most outstanding public employees.
- Foster a strong public service ethic throughout the entire organization.

Positions

Full-Time

- 1 – Director of Finance & Administrative Services
- 1 – Human Resources Manager
- 1 – Human Resources Technician

Part-Time

- 1 – Administrative Intern

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

FINANCE & ADMINISTRATIVE SERVICES

**Division: Personnel
Fund Name: General
Fund – 110
Division No. 4220**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 149,215	\$ 223,478	\$ 138,959	\$ 195,654
Maintenance & Supply	622	2,700	723	2,700
Contractual Services	34,073	71,900	53,887	73,150
Capital Outlay	-	1,500	-	1,500
Total	<u>\$ 183,910</u>	<u>\$ 299,578</u>	<u>\$ 193,569</u>	<u>\$ 273,004</u>
<u>Funding Source</u>				
General Fund	<u>\$ 183,910</u>	<u>\$ 299,578</u>	<u>\$ 193,569</u>	<u>\$ 273,004</u>

City of Bell Gardens

**FINANCE DEPARTMENT
Personnel Administration
110-4220**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4220-0100	Salaries	106,489	142,811	92,372	129,317
4220-0120	Vacation/Sick Leave Buyout	-	401	1,588	401
4220-0150	Auto/Cell Allowance	3,097	5,940	1,607	1,620
4220-0200	Overtime	-	-	149	-
4220-0220	Part-time	680	20,000	8,412	20,000
4220-0300	Retirement	14,068	19,434	16,389	11,836
4220-0310	Social Security	-	-	-	290
4220-0320	Medicare	1,600	2,163	1,523	1,904
4220-0350	Unemployment	-	581	-	581
4220-0400	Health Insurance	19,211	27,214	13,442	25,238
4220-0420	Workers Comp.	4,070	4,934	3,477	4,467
Total	Personnel Services	149,215	223,478	138,959	195,654
Maintenance & Supply					
4220-1010	Office Supplies	320	2,000	494	2,000
4220-1050	Publications	-	100	-	100
4220-1200	Postage	302	600	229	600
Total	Maintenance & Supply	622	2,700	723	2,700
Contractual Services					
4220-2060	Non-Legal Advertising	99	-	-	-
4220-2160	Mileage Reimbursement	-	150	150	400
4220-2190	PERS Replacement Benefit	520	-	-	11,500
4220-2200	Membership & Dues	150	250	150	250
4220-2210	Conf., Meetings, Travel	1,236	1,500	375	1,500
4220-2700	Employee Medical Examinations	6,011	12,000	30,023	13,000
4220-2701	Employee Recruitment	4,171	8,000	3,317	8,000
4220-2702	Special Recruitment	624	-	-	-
4220-2710	Training	599	500	-	500
4220-2711	Education Reimbursement	2,451	10,500	3,577	10,500
4220-2800	Contractual Services	18,212	39,000	10,110	27,500
4220-2810	Professional Services	-	-	6,185	-
Total	Contractual Services	34,073	71,900	53,887	73,150
Capital Outlay					
4220-3050	Furniture & Equipment	-	1,500	-	1,500
Total	Capital Outlay	-	1,500	-	1,500
Total	Personnel Administration	183,910	299,578	193,569	273,004

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Personnel
Fund Name: Gas Tax Fund
Fund – 210
Division No. 4220

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 18,805	\$ 14,451	\$ 6,440	\$ 11,380
Total	<u>\$ 18,805</u>	<u>\$ 14,451</u>	<u>\$ 6,440</u>	<u>\$ 11,380</u>
<u>Funding Source</u>				
Gas Tax	<u>\$ 18,805</u>	<u>\$ 14,451</u>	<u>\$ 6,440</u>	<u>\$ 11,380</u>

City of Bell Gardens

**FINANCE DEPARTMENT
Personnel Administration
210-4220**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4220-0100	Salaries	9,182	10,306	4,593	8,742
4220-0120	Vacation/Sick Leave Buyout	-	-	74	-
4220-0150	Auto/Cell Allowance	217	270	-	-
4220-0300	Retirement	1,289	1,493	996	573
4220-0320	Medicare	136	153	65	127
4220-0350	Unemployment	-	47	-	47
4220-0400	Health Insurance	1,627	1,826	553	1,589
4220-0420	Workers Comp.	354	356	159	302
Total	Personnel Services	<u>18,805</u>	<u>14,451</u>	<u>6,440</u>	<u>11,380</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Personnel
Fund Name: Gas Tax Fund
Fund – 210
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 66,937	\$ 70,620	\$ 62,844	\$ 69,620
Total	<u>\$ 66,937</u>	<u>\$ 70,620</u>	<u>\$ 62,844</u>	<u>\$ 69,620</u>
 <u>Funding Source</u>				
Gas Tax Fund	<u>\$ 66,937</u>	<u>\$ 70,620</u>	<u>\$ 62,844</u>	<u>\$ 69,620</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
210-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
	4221-0100 Salaries	44,598	45,960	40,877	43,691
	4221-0120 Vacation/Sick Leave Buyout	653	699	309	309
	4221-0150 Auto/Cell Allowance	1,625	1,620	1,311	1,080
	4221-0300 Retirement	7,363	8,707	7,884	7,831
	4221-0320 Medicare	681	700	620	654
	4221-0350 Unemployment	-	188	-	188
	4221-0400 Health Insurance	10,253	11,158	10,517	14,358
	4221-0420 Workers Comp.	1,764	1,588	1,326	1,509
Total	Personnel Services	66,937	70,620	62,844	69,620
Total	Financial Services	66,937	70,620	62,844	69,620

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Personnel
Fund Name: Prop. A Sales Tax
Fund – 280
Division No. 4220

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 6,902	\$ 5,854	\$ 4,831	\$ 5,679
Total	<u>\$ 6,902</u>	<u>\$ 5,854</u>	<u>\$ 4,831</u>	<u>\$ 5,679</u>
Prop. A Sales Tax	<u>\$ 6,902</u>	<u>\$ 5,854</u>	<u>\$ 4,831</u>	<u>\$ 5,679</u>

City of Bell Gardens

FINANCE DEPARTMENT

Financial Services

280-4220

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Adopted	Estimated	Adopted
Personnel Services					
4220-0100	Salaries	4,955	4,172	3,697	4,255
4220-0120	Vacation/Sick Leave Buyout	-	-	74	-
4220-0150	Auto/Cell Allowance	218	270	-	-
4220-0300	Retirement	538	256	405	279
4220-0320	Medicare	75	64	55	62
4220-0350	Unemployment	-	16	-	16
4220-0400	Health Insurance	935	932	473	920
4220-0420	Workers Comp.	181	144	127	147
Total	Personnel Services	6,902	5,854	4,831	5,679

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Personnel
Fund Name: Prop. A Sales Tax
Fund – 280
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 14,036	\$ 15,102	\$ 11,965	\$ 14,488
Total	<u>\$ 14,036</u>	<u>\$ 15,102</u>	<u>\$ 11,965</u>	<u>\$ 14,488</u>
Prop A Sales Tax	<u>\$ 14,036</u>	<u>\$ 15,102</u>	<u>\$ 11,965</u>	<u>\$ 14,488</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
280-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4221-0100	Salaries	10,300	10,875	8,718	9,995
4221-0120	Vacation/Sick Leave Buyout	84	90	-	-
4221-0150	Auto/Cell Allowance	271	270	125	-
4221-0300	Retirement	1,528	1,710	1,382	1,124
4221-0320	Medicare	154	163	128	145
4221-0350	Unemployment	-	47	-	47
4221-0400	Health Insurance	1,298	1,571	1,354	2,832
4221-0420	Workers Comp.	401	376	258	345
Total	Personnel Services	14,036	15,102	11,965	14,488

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

**Division: Personnel
 Fund Name: Prop. C
 Fund – 281
 Division No. 4220**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 6,902	\$ 5,854	\$ 4,831	\$ 5,679
Total	<u>\$ 6,902</u>	<u>\$ 5,854</u>	<u>\$ 4,831</u>	<u>\$ 5,679</u>
 <u>Funding Source</u>				
Prop C– Taxes	<u>\$ 6,902</u>	<u>\$ 5,854</u>	<u>\$ 4,831</u>	<u>\$ 5,679</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
281-4220

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Personnel Services				
4220-0100 Salaries	4955	4,172	3,697	4,255
4220-0120 Vacation/Sick Leave Buyout	-	-	74	-
4220-0150 Auto/Cell Allowance	218	270	-	-
4220-0300 Retirement	538	256	405	279
4220-0320 Medicare	75	64	55	62
4220-0350 Unemployment	-	16	-	16
4220-0400 Health Insurance	935	932	473	920
4220-0420 Workers Comp.	181	144	127	147
Total Personnel Services	6,902	5,854	4,831	5,679

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Personnel
Fund Name: Measure “R”
Fund – 285
Division No. 4220

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 6,902	\$ 5,854	\$ 4,831	\$ 5,679
Total	<u>\$ 6,902</u>	<u>\$ 5,854</u>	<u>\$ 4,831</u>	<u>\$ 5,679</u>
 <u>Funding Source</u>				
Measure “R”	<u>\$ 6,902</u>	<u>\$ 5,854</u>	<u>\$ 4,831</u>	<u>\$ 5,679</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
285-4220

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4220-0100	Salaries	4,955	4,172	3,697	4,255
4220-0120	Vacation/Sick Leave Buyout	-	-	74	-
4220-0150	Auto/Cell Allowance	218	270	-	-
4220-0300	Retirement	538	256	405	279
4220-0320	Medicare	75	64	55	62
4220-0350	Unemployment	-	16	-	16
4220-0400	Health Insurance	935	932	473	920
4220-0420	Workers Comp.	181	144	127	147
Total	Personnel Services	6,902	5,854	4,831	5,679
Total	Financial Services	6,902	5,854	4,831	5,679

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

Division: Retiree Medical Benefits

Purpose

To provide retiree medical benefits for qualified retired employees.

FY 15-16 Accomplishments

- Established a trust account to begin prefunding future retiree healthcare costs.
- Began funding the trust account with funds approved on ROPS15-16B.

FY 16-17 Objectives

- Administer retiree health billing and collection system.
- Maintain proper plan enrollment for qualified retired employees.
- Fund the trust account with funds approved as part of the RDA dissolution and continue to try to identify funds to place in the OPEB trust.

Positions

Full-Time
None

Part-Time
None

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

**Division: Personnel
 Fund Name: Retiree Benefits
 Fund – 819
 Division No. 4220**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 551,583	\$ 597,306	\$ 518,140	\$ 572,042
Total	<u>\$ 551,583</u>	<u>\$ 597,306</u>	<u>\$ 518,140</u>	<u>\$ 572,042</u>
 <u>Funding Source</u>				
Retiree Benefits	<u>\$ 551,583</u>	<u>\$ 597,306</u>	<u>\$ 518,140</u>	<u>\$ 572,042</u>

City of Bell Gardens

**FINANCE DEPARTMENT
Retiree Benefits
819-4220**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
	Personnel Services				
	4220-0400 Health Insurance	551,583	597,306	518,140	572,042
Total	Personnel Services	551,583	597,306	518,140	572,042
Total	Retiree Benefits	<u>551,583</u>	<u>597,306</u>	<u>518,140</u>	<u>572,042</u>

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

Division: Risk Management

Purpose

The Risk Management Division is a function of the Finance and Administrative Services Department. The division's primary mission is to ensure a safe and healthy environment for all City employees, citizens, and patrons.

The Risk Management Division oversees all aspects of a comprehensive risk management program which includes General Liability, Workers' Compensation, Property Insurance, and Fidelity Bonds. The division meets its primary mission through the following programs and objectives:

Programs

- Workers' Compensation Program, which includes:
 - Program administration and case management;
 - Claims analysis;
 - Employee injury prevention and rehabilitation programs;
 - Workplace safety programs;
 - Employee outreach and training programs;
 - Return-To-Work program.
- General Liability Insurance Program, which includes:
 - Program administration and case management;
 - Claims analysis;
 - Litigation defense and tort claims management;
 - Loss control and prevention programs.
- Property Insurance Program, which includes:
 - Program administration and case management;
 - Insuring City properties and capital assets from damage and loss;
 - Claims analysis;
 - Subrogation and cost recovery of insurance claims and property losses;
 - Timely recovery and repair of property losses.

FY 16-17 Objectives

- Provide job specific safety training to employees to reduce risk and exposure to accidents and injuries.
- Conduct biennial harassment training for all city employees;
- Work collaboratively with the California Joint Powers Insurance Authority (CJPIA) to develop short and long-term strategies for reducing the City's risk exposure and insurance costs.

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

FY 16-17 Goals

- Continuously analyze, develop, and implement improved risk management processes and procedures.
- Reduce the year-over-year number of claims and expenditures for the City's workers' compensation program.
- Reduce the total number of lost and modified work days due to work-related injuries.
- Reduce the year-over-year number of claims and expenditures for the City's general liability program.
- Increase the City's cost recoveries for property losses and damages sustained from other liable parties.
- Provide job specific safety training to employees to reduce risk exposure.
- Develop and begin implementation of a comprehensive ADA compliance program.
- Reduce the City's year-over-year insurance costs through improved risk management strategies and measures.
- Update the City's vehicle use policy and DMV Pull Program;
- Update the City's Injury and Illness Prevention Program (IIPP).
- Improve communication and coordination with the City's third-party administrators for general liability and workers' compensation.

Positions

Full-Time

1 Director of Finance & Administrative Services
1 Human Resources Manager
1 Human Resources Technician

Part-Time

1 Administrative Intern

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Risk Management
Fund Name: General
Fund – 110
Division No. 4115

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 1,504,328	\$ 1,520,843	\$ 1,540,739	\$ 1,393,905
Total	<u>\$ 1,504,328</u>	<u>\$ 1,520,843</u>	<u>\$ 1,540,739</u>	<u>\$ 1,393,905</u>
<u>Funding Source</u>				
General Fund	<u>\$ 1,504,328</u>	<u>\$ 1,520,843</u>	<u>\$ 1,540,739</u>	<u>\$ 1,393,905</u>

City of Bell Gardens

FINANCE DEPARTMENT
Risk Management
110-4115

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Contractual Services				
4115-2400 General & Auto Liability	1,504,328	1,520,843	1,540,739	1,383,906
4115-2420 Claims	-	-	-	9,999
Total Contractual Services	1,504,328	1,520,843	1,540,739	1,383,905
Total Risk Management	<u>1,504,328</u>	<u>1,520,843</u>	<u>1,540,739</u>	<u>1,393,905</u>

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

Division: Finance

Purpose

The Department of Finance is responsible for overall financial planning for the City, revenue administration, accounts payable processing, budget monitoring, debt management and payroll services. The department is responsible for the preparation of the annual budget, preparation of the annual financial reports, investment of City funds for both short and long-term purposes and coordinating all state and federal grants.

FY 15-16 Accomplishments

- Completed the annual audit of the City's basic financial statements and submitted the comprehensive annual financial report (CAFR) for the GFOA award in excellence in financial reporting for fiscal year ending June 30, 2016.
- For the June 30, 2015 audited financial statements, the City received the GFOA Award for Excellence in Financial Reporting.
- Performed the biennial GASB 45 valuation of the City's unfunded retiree health program by requesting proposals from qualified firms and assisting the chosen firm with the actuarial valuation process.
- Continue to train and develop employees to possibly take on additional responsibility in the future and conduct six staff developmental meetings during the fiscal year.

FY 16-17 Goals/Objectives

- For the June 30, 2016 audited financials, apply for the GFOA Award for Excellence in Financial Reporting.
- Attend the California Society of Municipal Finance Officers in Sacramento, California in February 2017.
- Provide line employees at least three days of outside training days in order to develop their skills.
- Conduct an audit of the taxes the City receives from the seven (7) hotels that operating in the city - going back three (3) years for each hotel.
- Establish the value in the department of People First, Work Second in order to create an environment where employees and people are valued above all with the expectation that it will allow team members to become more of who they are capable of being.

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

Division: Finance

Positions

Full-Time

Part-Time

1 Director of Finance & Administrative Services	None
1 Accounting Manager	
1 Accountant	
2 Account Technicians	
2 Account Clerks	
1 Payroll Analyst	

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

FINANCE & ADMINISTRATIVE SERVICES

**Division: Financial Services
Fund Name: General
Fund – 110
Division No. 4221**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 367,606	\$ 487,975	\$ 446,371	\$ 481,269
Maintenance & Supply	26,074	32,000	24,503	32,000
Contractual Services	95,715	131,350	122,433	148,250
Capital Outlay	2,854	4,000	4,000	4,000
Total	<u>\$ 492,249</u>	<u>\$ 655,325</u>	<u>\$ 597,307</u>	<u>\$ 665,519</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 492,249</u>	<u>\$ 655,325</u>	<u>\$ 597,307</u>	<u>\$ 665,519</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
110-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4221-0100	Salaries	242,269	317,488	291,840	304,968
4221-0120	Vacation/Sick Leave Buyout	2,821	4,351	1,335	1,335
4221-0150	Auto/Cell Allowance	2,517	5,130	3,827	2,700
4221-0300	Retirement	38,827	56,862	52,813	51,036
4221-0320	Medicare	3,597	4,741	4,325	4,481
4221-0350	Unemployment	-	1,554	-	1,554
4221-0400	Health Insurance	67,864	86,881	82,549	104,659
4221-0420	Workers Comp.	9,711	10,968	9,682	10,536
Total	Personnel Services	367,606	487,975	446,371	481,269
Maintenance & Supply					
4221-1010	Office Supplies	9,275	12,500	9,447	12,500
4221-1020	Bank Fees	4,864	5,500	3,481	5,500
4221-1200	Postage	6,017	6,500	5,575	6,500
4221-1300	Reproduction	5,918	7,500	-	7,500
4221-1302	Copier Lease	-	-	6,000	-
Total	Maintenance & Supply	26,074	32,000	24,503	32,000
Contractual Services					
4221-2160	Mileage Reimbursement	35	100	100	100
4221-2200	Membership & Dues	1,482	1,750	1,750	1,750
4221-2210	Conf., Meetings, Travel	2,230	2,500	750	2,500
4221-2710	Training	175	1,000	1,000	1,000
4221-2800	Contractual Services	78,990	110,000	95,493	126,900
4221-2810	Professional Services	-	-	10,108	-
4221-2870	Property Tax Administration Fee	12,844	16,000	13,232	16,000
4221-2900	Shortage of Cash	(41)	-	-	-
Total	Contractual Services	95,715	131,350	122,433	148,250
Capital Outlay					
4221-3050	Furniture & Equipment	2,854	4,000	4,000	4,000
Total	Capital Outlay	2,854	4,000	4,000	4,000
Total	Financial Services	492,249	655,325	597,307	665,519

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Non-Departmental
 Fund Name: General
 Fund – 110
 Division No. 4219

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 281,761	\$ 305,382	\$ 237,478	\$ 262,800
Total	\$ 281,761	\$ 305,382	\$ 237,478	\$ 262,800
 <u>Funding Source</u>				
General Fund	\$ 281,761	\$ 305,000	\$ 237,478	\$262,800

City of Bell Gardens

**FINANCE DEPARTMENT
Non-Departmental
110-4219**

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Contractual Services				
4219-2040 Telephone	235,612	270,000	12,950	-
4219-2041 Data Communications	20,987	22,800	19,947	22,800
4219-2043 Telecommunications	-	-	192,000	240,000
4219-2800 Contractual Services	25,162	12,582	12,581	-
Total Contractual Services	281,761	305,382	237,478	262,800
Total Non-Departmental	281,761	305,382	237,478	262,800

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

**Division: Transfers Out
 Fund Name: General
 Fund – 110
 Division No. 4900**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Transfers Out	\$ 1,064,551	\$ 830,323	\$ 830,323	\$ 1,418,000
Total	<u>\$ 1,064,551</u>	<u>\$ 830,323</u>	<u>\$ 830,323</u>	<u>\$ 1,418,000</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 1,064,551</u>	<u>\$ 830,323</u>	<u>\$ 830,323</u>	<u>\$ 1,418,000</u>

City of Bell Gardens

FINANCE DEPARTMENT

Transfers Out

110-4900

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Transfers Out				
4900-9000 Contingency	200,000	200,000	200,000	200,000
4900-9151 Transfer to PSAF Fund 151	75,250	-	-	58,000
4900-9154 Transfer to Golf Course	92,870	91,017	91,017	-
4900-9156 Transfer to Gas Tax Fund	-	-	-	645,000
4900-9161 Transfer Out	180,431	-	-	-
4900-9998 Transfer to Fund 819 (Retiree Health)	516,000	539,306	539,306	515,000
Total Transfers Out	1,064,551	830,323	830,323	1,418,000
Total Transfers Out	<u>1,064,551</u>	<u>830,323</u>	<u>830,323</u>	<u>1,418,000</u>

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Bonds
Fund Name: General
Fund – 110
Division No. 5110

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Debt Service	\$ 149,935	\$ 487,116	\$ 487,116	\$ 462,375
Total	<u>\$ 149,935</u>	<u>\$ 487,116</u>	<u>\$ 487,116</u>	<u>\$ 462,375</u>
<u>Funding Source</u>				
General Fund	<u>\$ 149,935</u>	<u>\$ 487,116</u>	<u>\$ 487,116</u>	<u>\$ 462,375</u>

City of Bell Gardens

FINANCE DEPARTMENT

Debt Service

110-5110

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Debt Service					
	5110-4010 Bond Principal	-	135,000	135,000	165,000
	5110-4011 Bond Principal - SCE OBF	50,571	50,571	50,571	27,438
	5110-4020 Bond Interest	75,683	282,620	282,620	256,163
	5110-4030 Bond Admin. Expense	2,420	2,500	2,500	2,500
	5110-4031 Letter of Credit Fee	21,261	16,425	16,425	11,274
Total	Debt Service	149,935	487,116	487,116	462,375
Total	Debt Service	<u>149,935</u>	<u>487,116</u>	<u>487,116</u>	<u>462,375</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Financial Services
Fund Name: Residential Waste Management
Fund – 240
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 38,799	\$ 41,062	\$ 36,825	\$ 40,825
Total	<u>\$ 38,799</u>	<u>\$ 41,062</u>	<u>\$ 36,825</u>	<u>\$ 40,825</u>
 <u>Funding Source</u>				
Residential Waste Management	<u>\$ 38,799</u>	<u>\$ 41,062</u>	<u>\$ 36,825</u>	<u>\$ 40,825</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
240-4221

	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description	Actual	Adopted	Estimated	Adopted
Personnel Services				
4221-0100 Salaries	25,449	26,090	23,414	25,056
4221-0120 Vacation/Sick Leave Buyout	380	392	134	134
4221-0150 Auto/Cell Allowance	811	810	652	540
4221-0300 Retirement	4,348	5,182	4,738	5,024
4221-0320 Medicare	387	396	352	373
4221-0350 Unemployment	-	110	-	110
4221-0400 Health Insurance	6,415	7,181	6,769	8,722
4221-0420 Workers Comp.	1,009	901	766	866
Total Personnel Services	38,799	41,062	36,825	40,825
Total Financial Services	<u>38,799</u>	<u>41,062</u>	<u>36,825</u>	<u>40,825</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Financial Services
Fund Name: Industrial Waste Management
Fund – 250
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 25,474	\$ 26,729	\$ 23,286	\$ 26,359
Total	<u>\$ 25,474</u>	<u>\$ 26,729</u>	<u>\$ 23,286</u>	<u>\$ 26,359</u>
 <u>Funding Source</u>				
Industrial Waste Management	<u>\$ 25,474</u>	<u>\$ 26,729</u>	<u>\$ 23,286</u>	<u>\$ 26,359</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
250-4221

Account Number/Description	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
	Actual	Adopted	Estimated	Adopted
Personnel Services				
4221-0100 Salaries	16,615	17,107	14,803	16,073
4221-0120 Vacation/Sick Leave Buyout	306	316	134	134
4221-0150 Auto/Cell Allowance	813	810	652	540
4221-0300 Retirement	2,804	3,370	2,990	2,988
4221-0320 Medicare	258	264	228	243
4221-0350 Unemployment	-	63	-	63
4221-0400 Health Insurance	4,027	4,208	4,009	5,763
4221-0420 Workers Comp.	651	591	470	555
Total Personnel Services	25,474	26,729	23,286	26,359
Total Financial Services	25,474	26,729	23,286	26,359

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Financial Services
Fund Name: Personnel
Fund – 281
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 48,079	\$ 50,524	\$ 45,659	\$ 50,103
Total	<u>\$ 48,079</u>	<u>\$ 50,524</u>	<u>\$ 45,659</u>	<u>\$ 50,103</u>
 <u>Funding Source</u>				
Proposition C Sales Tax	<u>\$ 48,079</u>	<u>\$ 50,524</u>	<u>\$ 45,659</u>	<u>\$ 50,103</u>

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
281-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4221-0100	Salaries	32,330	33,277	30,068	32,042
4221-0120	Vacation/Sick Leave Buyout	478	516	309	309
4221-0150	Auto/Cell Allowance	1,354	1,350	1,178	1,080
4221-0300	Retirement	5,272	6,228	5,732	5,845
4221-0320	Medicare	496	510	460	485
4221-0350	Unemployment	-	126	-	126
4221-0400	Health Insurance	6,865	7,367	6,916	9,109
4221-0420	Workers Comp.	1,284	1,150	996	1,107
Total	Personnel Services	48,079	50,524	45,659	50,103

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Financial Services
Fund Name: Personnel
Fund – 285
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 56,400	\$ 59,199	\$ 51,568	\$ 57,922
Total	\$ 56,400	\$ 59,199	\$ 51,568	\$ 57,922
<u>Funding Source</u>				
Measure R Sales Tax	\$ 56,400	\$ 59,199	\$ 51,568	\$ 57,922

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
285-4221

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Personnel Services				
4221-0100 Salaries	38,509	39,776	34,676	37,508
4221-0120 Vacation/Sick Leave Buyout	636	682	309	309
4221-0150 Auto/Cell Allowance	1,625	1,620	1,303	1,080
4221-0300 Retirement	6,272	7,460	6,651	6,429
4221-0320 Medicare	592	610	529	564
4221-0350 Unemployment	-	141	-	141
4221-0400 Health Insurance	7,248	7,536	6,988	10,595
4221-0420 Workers Comp.	1,518	1,374	1,112	1,296
Total Personnel Services	56,400	59,199	51,568	57,922
Total Financial Services	56,400	59,199	51,568	57,922

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Financial Services
Fund Name: Water
Fund – 510
Division No. 4221

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 96,047	\$ 101,046	\$ 89,909	\$ 99,564
Total	<u>\$ 96,047</u>	<u>\$ 101,046</u>	<u>\$ 89,909</u>	<u>\$ 99,564</u>
 <u>Funding Source</u>				
Water	<u>\$ 96,047</u>	<u>\$ 101,046</u>	<u>\$ 89,909</u>	<u>\$ 99,564</u>

City of Bell Gardens

Financial Services

510-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4221-0100	Salaries	63,927	65,642	58,305	62,186
4221-0120	Vacation/Sick Leave Buyout	1,073	1,132	576	576
4221-0150	Auto/Cell Allowance	2,979	2,970	2,495	2,160
4221-0300	Retirement	10,807	13,000	11,770	11,853
4221-0320	Medicare	984	1,011	895	941
4221-0350	Unemployment	-	236	-	236
4221-0400	Health Insurance	13,756	14,787	13,983	19,464
4221-0420	Workers Comp.	2,521	2,268	1,885	2,148
Total	Personnel Services	96,047	101,046	89,909	99,564
Total	Financial Services	96,047	101,046	89,909	99,564

City of Bell Gardens

FINANCE AND ADMINISTRATIVE SERVICES

Division: Information Technology

Purpose

To provide quality customer service through teamwork and responsive support, with a proactive approach to identifying technology opportunities and solving technological problems.

FY 15-16 Accomplishments

- Deployed virtualization to the City Network in order to streamline systems while creating a network less reliant of hardware reducing future infrastructure costs.
- Integrated additional back-up systems for City servers.
- Implemented an auto loader back-up system to increase efficiency and security of employee data.

FY 16-17 Objectives

- Upgrade City network servers to enhance security and efficiency.
- Upgrade personal computers to the latest operating system (Windows 10).
- Implement a blended architecture combining a state-of-the-art on premise Voice Routing system with a suite of hosted services and redundant off-site data centers, to create a complete and reliable feature rich voice communications system.

Positions

Full-Time

Contract—Consultant

Part-Time

None

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

FINANCE & ADMINISTRATIVE SERVICES

Division: Information Technology
Fund Name: General
Fund – 110
Division No. 4117

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 123,605	\$ 125,000	\$ 108,822	\$ 125,000
Capital Outlay	-	40,000	40,000	40,000
Total	<u>\$ 123,605</u>	<u>\$ 165,000</u>	<u>\$ 148,822</u>	<u>\$ 165,000</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 123,605</u>	<u>\$ 165,000</u>	<u>\$ 148,822</u>	<u>\$ 165,000</u>

City of Bell Gardens

**FINANCE DEPARTMENT
Information Technology
110-4117**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actual	Adopted	Estimated	Adopted
Contractual Services					
	4117-2510 Comm. Equip. Maint. & Repair	33,642	35,000	28,252	35,000
	4117-2800 Contractual Services	89,963	90,000	80,570	90,000
Total	Contractual Services	123,605	125,000	108,822	125,000
Capital Outlay					
	4117-3150 Other Equipment (Capital Outlay)	-	40,000	40,000	40,000
Total	Capital Outlay	-	40,000	40,000	40,000
Total	Information Technology	<u>123,605</u>	<u>165,000</u>	<u>148,822</u>	<u>165,000</u>

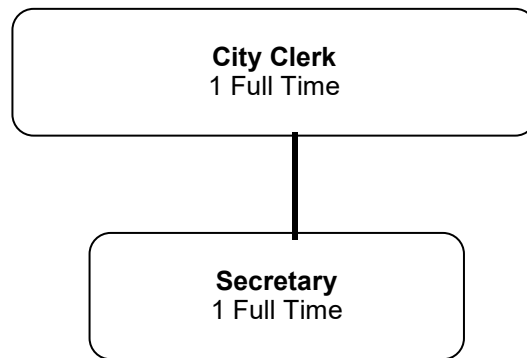
City of Bell Gardens



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City of Bell Gardens

City Clerk Organization Chart



City of Bell Gardens

CITY CLERK

Purpose

The City Clerk serves as the City's Corporate Secretary, Legislative Administrator, Elections Official and Custodian of Records. The Office of the City Clerk is also a service department within the municipal government upon which the legislative body, all City departments, and the general public rely for information regarding the operations and legislative history of the City.

The statutes of the State of California prescribe the main functions and duties of the City Clerk, and the Government and Election Codes provide precise and specific responsibilities and procedures to follow. In addition, the Office of the City Clerk offers services that facilitate good government practices and public outreach. The functional areas of the Office include:

- **Legislative Agenda Management.** Before and after the City's Legislative Bodies take action, the City Clerk ensures that actions are in compliance with all federal, state and local statutes and regulations and that all actions are properly executed, recorded, and archived.
- **Elections Administration.** The City Clerk serves as the City's Elections Official and coordinates local elections in partnership with the Los Angeles County Registrar-Recorder/County Clerk.
- **Records Management/Public Records Act Request Processing.** The City Clerk serves as the City's Custodian of Records and maintains an effective and useful Records Management Program compliant with state and federal laws. In addition, the City Clerk provides the public with access to official records pursuant to the California Public Records Act and the Federal Freedom of Information Act.
- **Political Reform Act Compliance.** The City Clerk serves as the local Political Reform Act Filing Official and receives, reviews, and logs campaign statements, statements of economic interests, and coordinates the City's Conflict of Interest Code program.
- **AB 1234 Certificate Tracking.** The City Clerk tracks compliance with State mandated ethics training requirements for all Bell Gardens Elected and Appointed Officials.
- **Bid Opening Officiating.** The City Clerk officiates bid opening proceedings to ensure a fair and impartial competitive bidding atmosphere.

FY 15-16 Accomplishments

- Filled Full-time Secretary position
- Streamlined Claims Acceptance and Processing
- Streamlined Passport Processing
- Facilitated the Destruction of 149 Boxes of Records at City-Wide Records Clean Up Event
- Updated and Organized Oath of Office Records
- Organized City Vehicle Title Files
- Completed Biennial Review of City's Conflict of Interest Code

City of Bell Gardens

CITY CLERK

FY 16-17 Objectives

- Automate Agenda Management
- Automate Form 700 and Form 460 Filing
- Create a City Clerk Procedure Manual
- Conduct a Quality Control Audit of Laserfiche Records
- Organize Agreements in Vault
- Plan a Yearly Records Management Refresher and City-Wide Records Clean Up Day
- Update the Commissions Handbook
- Prepare a City Clerk Emergency Kit
- Offer Increased Passport Servicing Hours

Positions

Full-Time

1 City Clerk
1 Secretary

Part-Time

None

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

CITY CLERK

**Division: City Clerk
Fund Name: General
Fund – 110
Division No. 4223**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 128,001	\$ 156,813	\$ 122,697	\$ 218,323
Maintenance & Supply	16,128	18,500	15,386	17,500
Contractual Services	31,203	123,000	37,048	77,050
Capital Outlay	-	-	429	2000
Total	<u>\$ 175,332</u>	<u>\$ 298,313</u>	<u>\$ 175,560</u>	<u>\$ 314,873</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 175,332</u>	<u>\$ 298,313</u>	<u>\$ 175,560</u>	<u>\$ 314,873</u>

City of Bell Gardens

**City Clerk
110-4223**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4223-0100	Salaries	91,553	105,967	89,400	151,536
4223-0120	Vacation/Sick Leave Buyout	742	-	882	926
4223-0150	Auto/Cell Allowance	4,499	10,800	9,808	10,800
4223-0200	Overtime	1,454	1,500	-	1,000
4223-0300	Retirement	11,639	6,500	7,457	18,078
4223-0320	Medicare	1,425	1,693	1,459	2,367
4223-0350	Unemployment	-	628	-	628
4223-0400	Health Insurance	13,978	26,064	10,607	27,753
4223-0420	Workers Comp.	2,711	3,661	3,084	5,235
Total	Personnel Services	128,001	156,813	122,697	218,323
Maintenance & Supply					
4223-1010	Office Supplies	1,592	2,500	2,500	2,500
4223-1200	Postage	574	1,000	662	1,000
4223-1300	Reproduction	13,962	15,000	1,500	3,000
4223-1302	Copier & Lease	-	-	10,724	11,000
Total	Maintenance & Supply	16,128	18,500	15,386	17,500
Contractual Services					
4223-2050	Legal Advertising	16,240	12,000	13,083	13,000
4223-2200	Membership & Dues	220	1,000	285	300
4223-2210	Conf., Meetings, Travel	81	2,000	967	750
4223-2500	Gen.Equip.Maint.& Repair	-	2,000	-	2,000
4223-2800	Contractual Services	14,844	16,000	22,707	50,000
4223-2805	Elections	(182)	90,000	6	1,000
4223-2810	Professional Services	-	-	-	10,000
Total	Contractual Services	31,203	123,000	37,048	77,050
Capital Outlay					
4223-3050	Furniture & Equipment	-	-	429	2,000
Total	Capital Outlay	-	-	429	2,000
Total	City Clerk	175,332	298,313	175,560	314,873

City of Bell Gardens



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City of Bell Gardens

LEGAL

Department: Legal

Purpose

The City Attorney represents and advises the City Council, City Officials, staff, departments, and commissions in all legal matters to assure that actions by or on behalf of the City of Bell Gardens are in accordance with all applicable legal requirements. The City Attorney represents the City in civil litigation matters, prepares contracts, ordinances, resolutions and other legal documents. Legal services include City Prosecutor and Labor Relations functions.

FY 16-17 Objectives

- The City Attorney's mission is to deliver outstanding professional legal services to the City of Bell Gardens by providing sound advice in all legal matters.
- Provide accurate legal advice and act in accordance with the highest ethical and professional standards.
- Effectively control the costs of all legal services provided to the City.
- Legal services required include City Prosecutor and Labor Relations functions; these functions may be performed by one or more firms legally qualified and licensed to perform in their respective areas.

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

LEGAL SERVICES

Division: Legal Services
Fund Name: General
Fund – 110
Division No. 4224

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 589,831	\$ 750,000	\$ 498,499	\$ 750,000
Total	<u>\$ 589,831</u>	<u>\$ 750,000</u>	<u>\$ 498,499</u>	<u>\$ 750,000</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 589,831</u>	<u>\$ 750,000</u>	<u>\$ 498,499</u>	<u>\$ 750,000</u>

City of Bell Gardens

Legal Services

110-4224

Account Number/Description	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Contractual Services				
4224-2820 Legal Services-Non Retain	589,831	750,000	498,499	750,000
Total Contractual Services	589,831	750,000	498,499	750,000
Legal Services	<u>589,831</u>	<u>750,000</u>	<u>498,499</u>	<u>750,000</u>

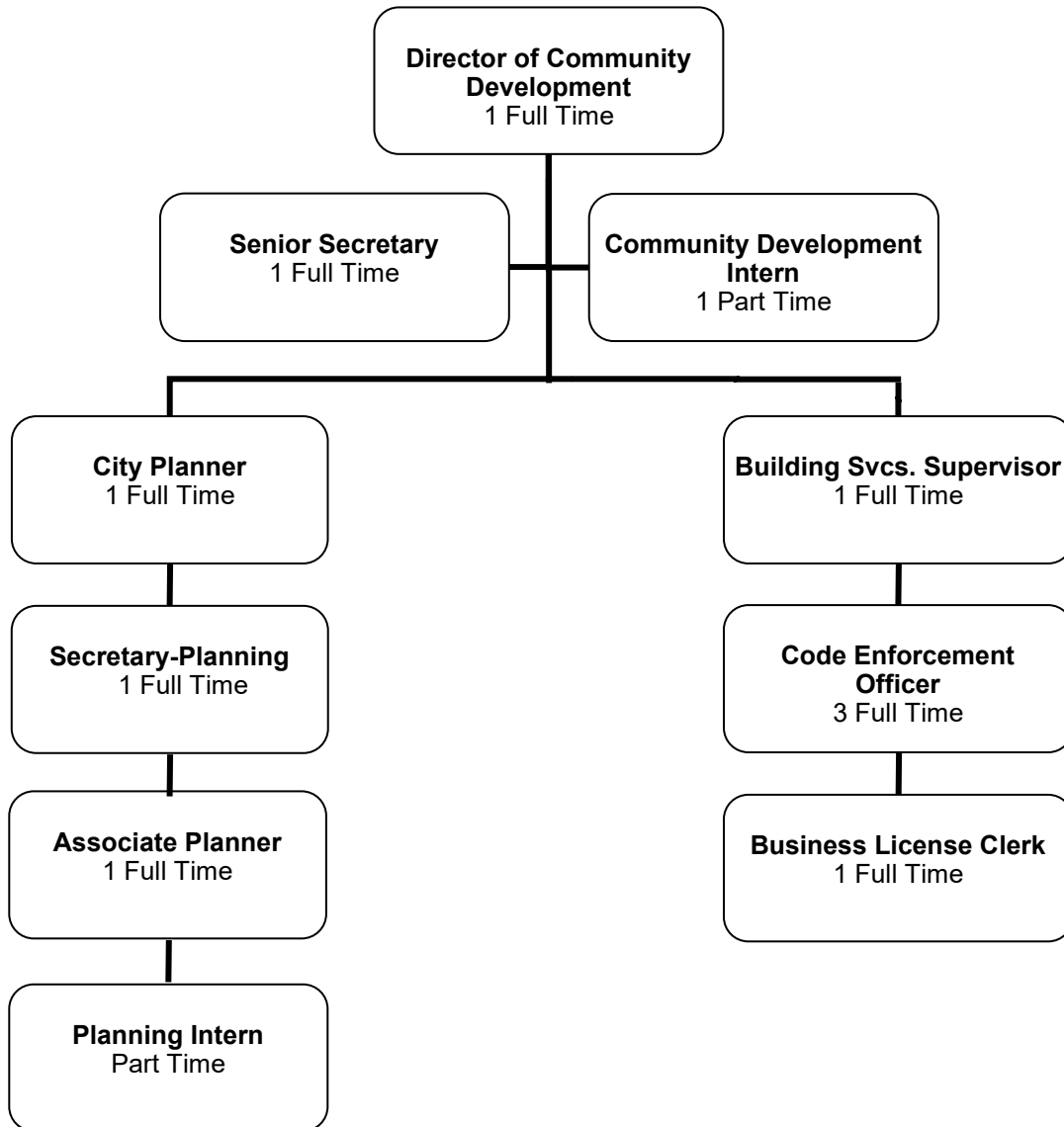
City of Bell Gardens



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City of Bell Gardens

Community Development Organization Chart



City of Bell Gardens

COMMUNITY DEVELOPMENT

Division: Building and Safety

Purpose

The Building and Safety Division strives to ensure the safety of residents and businesses within our community by enforcing local, state and federal building laws. The Division is responsible for permit issuance, plan checks and field inspection of all building, grading, plumbing, electrical and mechanical permits.

FY 15-16 Accomplishments

- 2,552 people were assisted over the counter with general inquires.
- 1,085 inspections completed.
- 630 building permits issued (including electrical, plumbing, mechanical, sewer, miscellaneous.)
- 42 building plan checks completed.
- Maintained a quick turn-around on initial and re-check of all plan checks submitted.
- Successfully completed all inspections within a 24-hour period.
- Reviewed thirty years of records in compliance with the City's Records Destruction Policies and Procedures.
- Assisted Public Works Department in implementing the Waste Reduction/ Recycling Plan.

FY 16-17 Objectives

- Complete all initial residential plan checks within fifteen (15) working days.
- Complete all initial commercial plan checks within twenty (20) working days.
- Complete all re-checks within five (5) working days.
- Make all requested inspections the next day or within 24 hours of request date.
- Continue to provide complete one stop public counter operation emphasizing customer service and public information.
- Implement updated Maintenance of Property section of Municipal Code.
- Continue to work on record retention, the identification of duplicated records, and destruction of unnecessary files.
- Adopted Solar Permit Ordinance to expedite the process.
- Require submittal of plans in a CD format at final inspection.
- Assist Public Works Department with the enforcement of water use.

City of Bell Gardens

COMMUNITY DEVELOPMENT

Positions

Full Time

1 Building Services Supervisor

Part Time

None

As Required

1 Building Official (Contract)

1 Building Inspector (Contract) Casino Inspections

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

COMMUNITY DEVELOPMENT

**Division: Building & Safety
Fund Name: General
Fund – 110
Division No. 4332**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 192,850	\$ 235,500	\$ 226,265	\$ 232,676
Maintenance & Supply	3,274	2,400	1,880	400
Contractual Services	67,312	91,040	75,770	27,685
Capital Outlay	706	3,500	485	2,500
Total	<u>\$ 264,142</u>	<u>\$ 332,440</u>	<u>\$ 304,400</u>	<u>\$ 263,261</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 264,142</u>	<u>\$ 332,440</u>	<u>\$ 304,400</u>	<u>\$ 263,261</u>

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
Building & Safety
110-4332**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4332-0100	Salaries	135,284	164,763	161,281	164,743
4332-0120	Vacation/Sick Buyout	1,764	1,799	1,799	1,799
4332-0150	Tech/Auto Allowance	2,215	3,564	3,534	3,564
4332-0300	Retirement	20,358	26,742	26,250	29,896
4332-0320	Medicare	2,022	2,467	2,433	2,467
4332-0350	Unemployment	-	418	-	418
4332-0400	Health Insurance	26,041	30,055	25,499	24,098
4332-0420	Workers Compensation	5,166	5,692	5,469	5,691
Total	Personnel Services	192,850	235,500	226,265	232,676
Maintenance & Supply					
4332-1010	Office Supplies	3,096	2,000	1,859	-
4332-1600	Special Supplies	178	400	21	400
Total	Maintenance & Supply	3,274	2,400	1,880	400
Contractual Services					
4332-2030	Water	3,565	5,000	3,020	5,000
4332-2040	Telephone	791	750	688	750
4332-2200	Membership & Dues	125	250	-	135
4332-2300	Vehicle Fuel & Oil	403	1,200	-	600
4332-2310	Vehicle Repairs	561	1,000	549	1,000
4332-2320	Uniforms	-	100	-	100
4332-2500	Gen.Equip Maint & Repair	-	100	35	100
4332-2800	Contractual Services	61,867	82,640	71,478	20,000
Total	Contractual Services	67,312	91,040	75,770	27,685
Capital Outlay					
4332-3040	Property Clean Up	-	2,500	-	1,500
4332-3050	Furniture & Equipment	706	1,000	485	1,000
Total	Capital Outlay	706	3,500	485	2,500
Total	Building & Safety	264,142	332,440	304,400	263,261

City of Bell Gardens

COMMUNITY DEVELOPMENT

Division: Code Enforcement

Purpose

The purpose of the Code Enforcement Division is to enforce the City's Municipal Code, Property Maintenance Ordinance and Rehabilitation Chapters (98 & 99) of the City's Building Code. Its duties include responding to public complaints, field inspections, and public outreach for voluntary compliance and formal compliance through the City Prosecutor and/or Planning Commission. The division also assists in Business License and Zoning Ordinance Enforcement. Code Enforcement is working with the community to protect the properties in residential, commercial and industrial areas by establishing minimum maintenance standards.

FY 15-16 Accomplishments

- 2,268 Notice of Violations issued.
- 127 citations issued.
- 28 Rehab cases opened.
- 48 Rehab cases closed.
- Vigilantly enforced business licenses throughout the City.
- Continued enforcement of all unlicensed street vendors in the City.
- Increased patrol during major holidays and special events.
- Initiated the removal of abandoned public payphone booths on or abutting the public right-of-way.
- Reviewed thirty years of records in compliance with the City's Records Destruction Policies and Procedures.
- Updated vacant properties list.

FY 16-17 Objectives

- Continue to seek compliance from unlicensed businesses throughout the City.
- Continue to enforce all unlicensed street vendors in the City.
- Provide courteous and professional outreach to the community.
- Strive to maintain residential, commercial and industrial areas in a safe and appealing manner.
- Amend property maintenance ordinance.
- Monitor City owned sites to proactively address blight.
- Continue to work on record retention, the identification of duplicated records, and destruction of unnecessary files.
- Assist Public Works Department with the enforcement of water use.

City of Bell Gardens

COMMUNITY DEVELOPMENT

Position

Full Time

2 Code Enforcement Officers *

* 2 funded positions for fiscal 2017

Part Time

None

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

COMMUNITY DEVELOPMENT

**Division: Code Enforcement
Fund Name: General
Fund – 110
Division No. 4338**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 177,388	\$ 194,601	\$ 187,767	\$ 197,298
Maintenance & Supply	1,261	2,200	2,234	200
Contractual Services	10,762	11,450	10,033	11,470
Total	<u>\$ 189,411</u>	<u>\$ 208,251</u>	<u>\$ 200,034</u>	<u>\$ 208,968</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 189,411</u>	<u>\$ 208,251</u>	<u>\$ 200,034</u>	<u>\$ 208,968</u>

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
Code Enforcement
110-4338**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4338-0100	Salaries	121,593	131,016	127,398	131,016
4338-0120	Vacation/Sick Leave Buyout	2,358	2,404	2,404	2,404
4338-0300	Retirement	21,255	26,422	25,718	29,695
4338-0320	Medicare	1,760	1,935	1,903	1,935
4338-0350	Unemployment	-	628	-	628
4338-0400	Health Insurance	25,497	27,670	25,949	27,094
4338-0420	Workers Comp.	4,925	4,526	4,395	4,526
Total	Personnel Services	177,388	194,601	187,767	197,298
Maintenance & Supply					
4338-1010	Office Supplies	1,261	2,000	2,219	-
4338-1700	Uniforms & Protective Clothing	-	200	15	200
Total	Maintenance & Supply	1,261	2,200	2,234	200
Contractual Services					
4338-2040	Telephone	1,251	1,500	1,405	1,500
4338-2200	Membership & Dues	150	150	-	170
4338-2300	Vehicle Fuel & Oil	2,653	3,000	3,476	3,000
4338-2310	Vehicle Repair	2,286	2,000	820	2,000
4338-2500	Maint. & Repairs - General	-	-	30	-
4338-2800	Contractual Services	4,422	4,800	4,302	4,800
Total	Contractual Services	10,762	11,450	10,033	11,470
Total	Code Enforcement	189,411	208,251	200,034	208,968

City of Bell Gardens

COMMUNITY DEVELOPMENT

Division: Planning

Purpose

The Planning Division provides a responsive service to the community by examining and reviewing current and proposed developments to ensure that they are consistent with the General Plan and current Zoning Ordinance regulations. The Planning Division is also responsible for the processing of land use inquiries, subdivisions, parcel and tract maps, General Plan amendments, zone changes, variances, conditional use permits and business licenses.

FY 15-16 Accomplishments

- Approved 2014 Congestion Management Program (CMP) Annual Report.
- Reviewed 144 cases involving major residential, commercial and industrial projects in City.
- Reviewed 40 cases relating to minor improvements, i.e. construction of fences, patio covers, exterior modifications, etc.
- Approved 60 Special Event Permits relating to fundraiser events sponsored by non-profit groups and new business grand opening events and parking lot sales.
- Reviewed and processed 113 Business License Zoning Compliance Requests.
- Completed major projects:
 - Green Forest Car Wash; Alligator Laundry; Circle K; Valero Gas Station; Marketplace Shopping Center façade & parking lot improvements; Kilfit Fitness Center; dd's Discount Store
- Assisted the Code Enforcement, Building and Safety Division and the City Prosecutor's Office in the prosecution of multiple code violation cases.
- Adopted Ordinance 847: M-1 Side & Rear Yard Setback.
- Adopted Ordinance 858: Cottage Food Operations.
- Adopted Ordinance 861U & 864U: Moratorium on Massage Therapy Businesses.
- Adopted Ordinance 863: Emergency Shelters.
- Approved New 4,000 sq. ft. Dunkin Donuts drive-thru restaurant.

FY 16-17 Objectives

- Continue working with Public Works Department to ensure compliance with latest requirements by the Congestion Management Program (CMP).
- Continue to streamline development review process to enhance customer service.

City of Bell Gardens

COMMUNITY DEVELOPMENT

FY 16-17 Objectives (cont'd)

- Maintain current level of customer service; identify areas that may need improvement.
- Continue to reduce paper files by creating and maintaining electronic filing, reporting, and record keeping system.
- Work with City's web master to have planning forms and application accessible via City website.
- Adopt an Electronic Display Sign Ordinance.
- Adopt a Pawnshop Ordinance.
- Adopt a Drought Resistant Landscape Ordinance.
- Adopt a Temporary Banner Ordinance.
- Adopt a Fence Height Ordinance for M-1 Zoned Properties
- Adopt a Wireless Telecommunications Ordinance.
- Continue to adopt revisions to the Zoning Code, as needed to maintain accuracy and consistency.
- Final the Construction of Bicycle Casino Hotel Project.
- Final the Construction of Dunkin Donuts restaurant project.
- Final the Construction of Single Family Residential Dwelling at 6202 Agra Street.
- Continue active participation with Gateway Cities Council of Governments.
- Continue to work on record retention, the identification of duplicated records, and destruction of unnecessary files.
- Continue to assist the Code Enforcement and Building and Safety Divisions and the City Prosecutor's Office in the prosecution of multiple code violation cases.
- Continue to work with the Bicycle Casino on the development of the hotel, south entrance building remodel and overall site improvements.
- Amend City's fee schedule to update the Planning Fees as necessary.
- Re-establish the volunteer Planning internship program in the Community Development Department.
- Continue to achieve staff's professional development.

Positions

Full Time

1 City Planner
1 Secretary
1 Associate Planner

Part Time

Planning Intern

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

COMMUNITY DEVELOPMENT

Division: Planning
 Fund Name: General
 Fund – 110
 Division No. 4333

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 343,065	\$ 446,074	\$ 427,085	\$ 456,155
Maintenance & Supply	14,652	18,000	14,144	6,000
Contractual Services	46,426	62,765	51,930	85,990
Capital Outlay	1,983	2,000	-	2,000
Total	\$ 406,126	\$ 528,839	\$ 493,159	\$ 550,145
<u>Funding Source</u>				
General Fund	\$ 406,126	\$ 528,839	\$ 493,159	\$ 550,145

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
Planning
110-4333**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description	Actuals	Adopted	Estimated	Adopted	
Personnel Services					
4333-0100 Salaries	247,944	314,367	305,720	316,651	
4333-0120 Vacation/Sick Leave Buyout	3,267	3,702	3,702	3,702	
4333-0150 Auto/Cell Allowance	7,026	8,964	8,891	8,964	
4333-0300 Retirement	37,915	56,913	49,826	64,326	
4333-0320 Medicare	3,749	4,742	4,650	4,775	
4333-0350 Unemployment	-	732	-	732	
4333-0400 Health Insurance	33,407	45,794	43,845	46,066	
4333-0420 Workers Comp.	9,757	10,860	10,451	10,939	
Total Personnel Services	343,065	446,074	427,085	456,155	
Maintenance & Supply					
4333-1010 Office Supplies	1,220	2,000	1,557	2,000	
4333-1150 Maps & Charts	24	-	-	-	
4333-1200 Postage	3,023	4,000	2,447	4,000	
4333-1300 Reproduction	10,385	12,000	10,140	-	
Total Maintenance & Supply	14,652	18,000	14,144	6,000	
Contractual Services					
4333-2200 Membership & Dues	1,215	1,315	-	750	
4333-2210 Conf., Meetings, Travel	2,633	3,750	7,173	4,210	
4333-2300 Vehicle Fuel & Oil	77	200	-	200	
4333-2310 Vehicle Repair	256	500	185	500	
4333-2710 Training	50	3,000	-	3,570	
4333-2800 Contractual Services	42,195	54,000	44,572	60,000	
4333-2999 Miscellaneous	-	-	-	16,760	
Total Contractual Services	46,426	62,765	51,930	85,990	
Capital Outlay					
4333-3050 Furniture & Equipment	1,983	2,000	-	2,000	
Total Capital Outlay	1,983	2,000	-	2,000	
Total Planning	406,126	528,839	493,159	550,145	

City of Bell Gardens

COMMUNITY DEVELOPMENT

Division: Business License

Purpose

The purpose of the Business License Division is to administer the Business License Ordinance. This includes processing Business License applications, and obtaining required agencies approval (i.e. Planning, Building and Safety, Police, Fire, Health and Industrial Waste). The Division is also responsible for ensuring compliance from businesses that fail to obtain required licenses.

FY 15-16 Accomplishments

- 145 new business licenses issued.
- Enforced business licenses throughout the City.
- Ongoing enforcement of all unlicensed street vendors in the City.
- Assisted the City Manager's office with the "Welcome New Business" section in the Bell Gardens Today.
- Assisted the Police Department by providing them with a copy of all Business License Applications which include names and contact information for all new businesses throughout the City.
- Assisted in the development of a "Welcome to the City" pamphlet detailing significant City information, such as demographics, contact information, City map, etc., to be handed out to potential business owners.
- Assisted the Chamber of Commerce by providing a copy of the Business License Zoning Compliance application of each new business in the City.

FY 16-17 Objectives

- Process business licenses in one to two business days.
- Continue to seek compliance from unlicensed businesses throughout the City.
- Continue to enforce all unlicensed street vendors in the City.
- Continue to seek compliance from identified unlicensed businesses outside of the City to recover all delinquent monies.
- Coordinate with a software vendor to install a business license printing system, and set up a program to link the business license data to the property and sales tax system.
- Conduct annual business license inventory.
- Continue to work on record retention, the identification of duplicated records, and destruction of unnecessary files.
- Promote new business license thru the Bell Gardens Chamber of Commerce.

City of Bell Gardens

COMMUNITY DEVELOPMENT

Positions	
Full-Time	Part-Time
1 Business License Clerk	None

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

COMMUNITY DEVELOPMENT

Division: Business License
Fund Name: General
Fund – 110
Division No. 4222

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 136,410	\$ 180,142	\$ 175,757	\$ 182,374
Maintenance & Supply	1,008	2,000	1,307	20,000
Contractual Services	40,599	33,500	30,924	37,535
Total	\$ 178,017	\$ 215,642	\$ 207,988	\$ 239,909
<u>Funding Source</u>				
General Fund	\$ 178,017	\$ 215,642	\$ 207,988	\$ 239,909

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
Business License
110-4222**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4222-0100	Salaries	90,410	121,428	119,032	121,408
4222-0120	Vacation/Sick Buyout	908	926	926	926
4222-0150	Tech/Auto allowance	2,218	3,672	3,642	3,672
4222-0300	Retirement	12,588	17,806	17,543	19,848
4222-0320	Medi-care	1,357	1,827	1,801	1,827
4222-0350	Unemployment	-	421	-	421
4222-0400	Health Insurance	25,571	29,867	28,806	30,078
4222-0420	Worker's Comp	3,358	4,195	4,007	4,194
Total	Personnel Services	136,410	180,142	175,757	182,374
Maintenance & Supply					
4222-1010	Office Supplies	1,008	2,000	1,307	8,000
4222-1302	Copier Lease	-	-	-	12,000
Total	Maintenance & Supply	1,008	2,000	1,307	20,000
Contractual Services					
4222-2200	Membership & Dues	-	-	-	565
4222-2210	Conf., Meetings, Travel	-	-	-	3,470
4222-2800	Contract Services	3,099	3,500	924	3,500
4222-2810	Professional Services	37,500	30,000	30,000	30,000
Total	Contractual Services	40,599	33,500	30,924	37,535
Total	Business License	178,017	215,642	207,988	239,909

City of Bell Gardens

COMMUNITY DEVELOPMENT

**Division: Community Development Block Grant Program
Administration**

Purpose

The purpose of the Community Development Block Grant (CDBG) Administration Division is to implement all CDBG funded programs in compliance with both Los Angeles County and Federal Housing and Urban Development Department requirements. This division processes and monitors all agreements with the Los Angeles County Community Development Commission and CDBG funded projects and services providers. Tasks include but are not limited to: processing all invoices, payment requests, drawdown requests, monitoring contracts for program performance, prevailing wage and bidding requirements.

FY 15-16 Accomplishments

- Completed FY 2015-2016 CDBG Budget.
- Administration and servicing of existing Business Loans, First Time Homebuyer Loans and CDBG – R Corridor Revitalization Program.
- Successfully funded and monitored Human Services Association public assistance program.
- Completed semi-annual standard report for construction activity.
- Successfully funded and monitored Code Enforcement Program.
- Completed Comprehensive Quarterly Performance Reports.
- Completed CDBG Financial Drawdowns and met annual Drawdown goals.
- Coordinated the Section 108 Loan for the Bell Gardens Sports Center.
- Monitored tenants for the Bell Gardens Community Services Building.
- Completed CDBG online training for QPR reporting.
- Completed CDBG online training for Funding Requests.
- Completed CDBG online training for City Planning Summary.
- Successfully reallocated reprogrammed CDBG funds into existing projects.
- Assisted with CDBG financial auditing for all CDBG programs for FY 2013-2014.
- Successfully completed CDBG programmatic auditing for all CDBG programs for FY 2013-2014.

City of Bell Gardens

COMMUNITY DEVELOPMENT

FY 16-17 Objectives

- Successfully administer all FY 2015-2016 CDBG programs in order to meet minimum fund expenditure time line requirements.
- Continue to monitor Section 108 Loan and Bell Gardens Sports Complex project.
- Complete annual web based performance report for Section 108 Loan.
- Complete Comprehensive Quarterly Performance Reports.
- Complete FY 2016 – 2017 budget.
- Continue to work on record retention, the identification of duplicated records, and destruction of unnecessary files.

Positions

Full Time

1 Community Development Director
1 Senior Secretary
1 CDBG Specialist (Contract)

Part Time

None

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

COMMUNITY DEVELOPMENT

Division: Code Enforcement
Fund Name: CDBG
Fund – 260
Division No. 4337

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 48,536	\$ -	\$ 10,373	\$ -
Contractual Services	5,393	-	1,152	-
Total	\$ 53,929	\$ -	\$ 11,525	\$ -
 <u>Funding Source</u>				
CDBG	\$ 53,929	\$ -	\$ 11,525	\$ -

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
CDBG-CODE ENFORCEMENT
260-4337**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4337-0100	Salaries	32,675	-	10,373	-
4337-0120	Vacation/Sick Leave Buyout	685	-	-	-
4337-0300	Retirement	4,890	-	-	-
4337-0320	Medicare	482	-	-	-
4337-0400	Health Insurance	8,598	-	-	-
4337-0420	Workers Compensation	1,206	-	-	-
Total	Personnel Services	48,536	-	10,373	-
Contractual Services					
4337-2800	Contractual Services	5,393	-	1,152	-
Total	Contractual Services	5,393	-	1,152	-
Total	CDBG-Code Enforcement	53,929	-	11,525	-

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

COMMUNITY DEVELOPMENT

Division: Rio Hondo Boys & Girls Club
Fund Name: CDBG
Fund – 260
Division No. 4600

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 13,705	\$ 16,410	\$ -	\$ -
Total	<u>\$ 13,705</u>	<u>\$ 16,410</u>	<u>\$ -</u>	<u>\$ -</u>
 <u>Funding Source</u>				
CDBG	<u>\$ 13,705</u>	<u>\$ 16,410</u>	<u>\$ -</u>	<u>\$ -</u>

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
CDBG-Rio Hondo Boys & Girls Club
260-4600**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actuals	Adopted	Estimated	Adopted
	Contractual Services				
	4600-2800 Contractual Services	13,705	16,410	-	-
Total	Contractual Services	13,705	16,410	-	-
Total	CDBG-Rio Hondo Boys & Girls Club	<u>13,705</u>	<u>16,410</u>	<u>-</u>	<u>-</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

COMMUNITY DEVELOPMENT

Division: Human Services Association
Fund Name: CDBG
Fund – 260
Division No. 4601

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 20,695	\$ 11,330	\$ 11,330	\$ -
Total	<u>\$ 20,695</u>	<u>\$ 11,330</u>	<u>\$ 11,330</u>	<u>\$ -</u>
 <u>Funding Source</u>				
CDBG	<u>\$ 20,695</u>	<u>\$ 11,330</u>	<u>\$ 11,330</u>	<u>\$ -</u>

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
CDBG-Human Services Association
260-4601**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actuals	Adopted	Estimated	Adopted
	Contractual Services				
	4601-2800 Contractual Services	20,695	11,330	11,330	-
Total	Contractual Services	20,695	11,330	11,330	-
Total	CDBG-Human Services Association	<u>20,695</u>	<u>11,330</u>	<u>11,330</u>	<u>-</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

COMMUNITY DEVELOPMENT

Division: Section 108 Loan Repayment
 Fund Name: CDBG
 Fund – 260
 Division No. 4609

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Debt Service	\$ 514,172	\$ 574,491	\$ 574,491	\$ 580,372
Total	\$ 514,172	\$ 574,491	\$ 574,491	\$ 580,372
<u>Funding Source</u>				
CDBG	\$ 514,172	\$ 574,491	\$ 574,491	\$ 580,372

City of Bell Gardens

**COMMUNITY DEVELOPMENT DEPT.
CDBG-Section 108 Loan Repayment
260-4609**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
	Debt Service				
	4609-4010 Bond Principal	448,000	477,000	477,000	508,000
	4609-4020 Bond Interest Expense	66,172	97,491	97,491	72,372
Total	Debt Service	514,172	574,491	574,491	580,372
Total	CDBG-Section 108 Loan Repayment	<u>514,172</u>	<u>574,491</u>	<u>574,491</u>	<u>580,372</u>

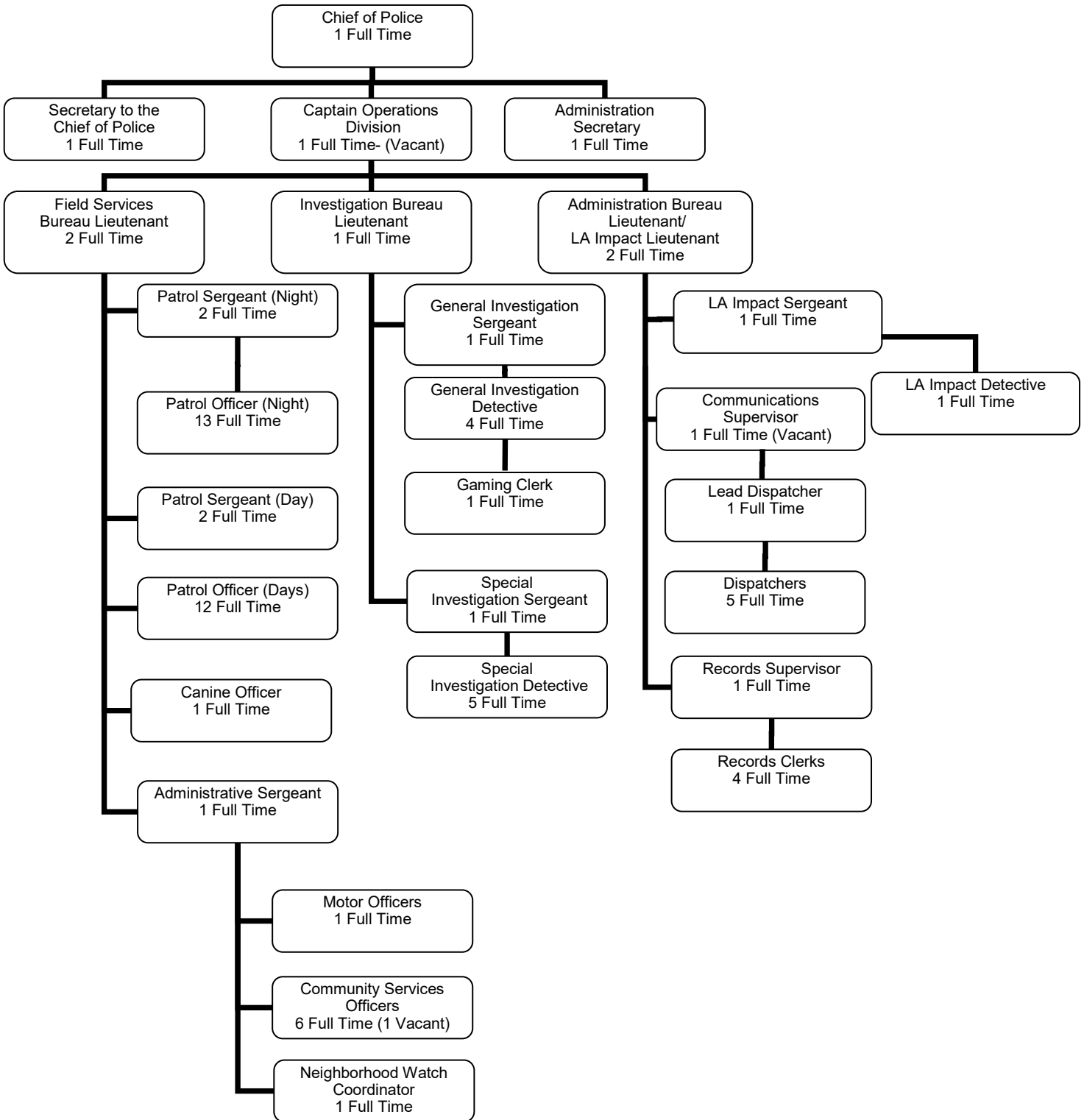
City of Bell Gardens



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City of Bell Gardens

Police Department Organization Chart



City of Bell Gardens

POLICE DEPARTMENT

Division: Administration

Chief of Police

The Chief of Police plans, directs, and organizes all law enforcement and crime prevention activities of the 84 member police department to include 50 sworn members, 21 non-sworn members, and 13 part-time members. The Chief of Police creates the vision, mission, goals and objectives of the police department, with staff input, and provides the necessary leadership that will contribute to the successful implementation of directives through the supervision and management of personnel, and effective management of the operating budget. The Chief of Police is dedicated to a Community Based Policing approach to law enforcement. The Chief of Police is responsible for actively participating in community events to enhance police department-community relationships for the purpose of reducing crime and improving quality of life issues in the City of Bell Gardens.

Police Captain

The Captain is responsible for the effective management of daily operations through the coordination of personnel assigned to the Patrol, Investigations, and Administrative Divisions. This position reports to the Chief of Police and is second-in-command of the department, providing administrative support and leadership.

Administrative Lieutenant

The Administrative Lieutenant is responsible for facilitating personnel, training, disciplinary and other administrative matters for the police department. This position also serves as manager for the department's information technology, grants, property/evidence and fleet. The Administrative Lieutenant is a member of the department's command staff, and as such advises the Chief of Police on various policy and procedural issues. Two Community Service Officers provide support for property and fleet functions under this position's span of control.

Training

The primary responsibility of the Training Manager is to ensure that all department personnel are provided with required training to develop necessary job skills, as well as ensure that all department personnel are in compliance with Police Officer Standards and Training (P.O.S.T.) guidelines for their respective positions. The Training Officer facilitates all training requests and reimbursement of funds through P.O.S.T., ensures accuracy of all files that are recorded in the department's training management software system (TMS), and publishes regular updates of the police department's policy and procedure manual.

City of Bell Gardens

POLICE DEPARTMENT

Neighborhood Watch

The Neighborhood Watch Program is designed to garner involvement of community members in reporting crime and sharing information with police about problems in their neighborhoods. The program is designed as a crime prevention tool and encourages active participation. The Neighborhood Watch Program promotes crime prevention awareness in the community through neighborhood meetings and various community events. This program is facilitated by a full-time non-sworn department member, and supervised by the Administrative Sergeant position.

Disaster Preparedness

As part of the City's Disaster Management responsibilities, the police department has designated a collateral duty assignment to the Police Captain who will have oversight of the police department's planning and response to a natural or man-made disaster. These duties consist of collaboration with City staff, review and revision of the City's Disaster Management Plan, re-design of the City's Emergency Operations Center, and awareness training for all department and City personnel.

Information Technology

The police department operates an extensive network infrastructure that support all full and part-time personnel and their associated job functions. The Information Technology function is supervised by the Administrative Lieutenant position, and work is performed by LAN WAN Enterprises, Inc. through a Services Agreement with the City of Bell Gardens. LAN WAN provides one technician who works 40 hours per week. Additional technicians are on-call and will handle problems on a 24-hour basis that may arise after normal business hours.

Police Activities League

The Police Activities League (PAL) is a non-profit organization created to provide youth from the City of Bell Gardens (ages 8-18), and youth from the City of Bell Gardens and other surrounding cities who are members of the Bell Gardens Police Explorer POST 673 (ages 14-21), with activities, programs, and other forms of assistance that contribute to leadership development, health and wellness, character building, responsibility and personal growth. The PAL is also intended for the creation of programs that educate at-risk youth (ages 8-18) on the dangers of gang affiliation and participation, drug use, other criminal behavior, and healthy alternatives to assist them in their personal development. The PAL utilizes volunteers from the Bell Gardens Police Department to carry out these objectives. Various fundraisers support the programs offered through the Police Activities League.

City of Bell Gardens

POLICE DEPARTMENT

FY 15-16 Administration- Accomplishments

- Awarded a competitive grant in the amount of \$375,000 from Office of Community Oriented Policing to hire 3 new police officers. This grant requires matching funds to pay for each officer's salary and benefits over a three-year period.
- For the second consecutive year, awarded a competitive grant through the California Office of Traffic Safety in the amount of \$50,000 to address bicycle, pedestrian and vehicle safety.
- Awarded a competitive grant in the amount of \$10,500 from the State of California Corrections Program to fund mandated training for our part-time jailer program.
- Reduced police response to false alarms through implementation of the Alarm Management Program. The program fines collected during the first few months of the program were in excess of \$19,000.
- Received the annual compliance audit by the State of California Peace Officer Standards and Training (P.O.S.T.) on our department training standards, procedures, and record keeping. The final report reflected a positive rating and stated we are in compliance with all P.O.S.T. training standards.
- Completed upgrades of our network infrastructure and wireless communications to include Dual Authentication Log In, which was a mandate by the federal government.
- Audited the Property and Evidence Room and legally destroyed over 100 rifles and handguns related to adjudicated cases. Most of these weapons were confiscated during crimes in progress.
- Conducted a P.O.S.T. approved Team Building Workshop that included all members of the police department's management team. The focus of the workshop was improving communication and teamwork.
- Completed implementation of a Citywide Video Monitoring and Surveillance System in and around City parks and facilities.
- Completed renovations of the police department lobby that included a private interview room for citizens reporting crime, records department, and flooring for the administrative hallway.
- Completed a project that installed traffic signal emitters on all police emergency vehicles.

FY 16-17 Objectives

- Conduct a Strategic Planning Workshop for all command staff in early 2017 that will focus on succession planning for the next 2-3 year period.

City of Bell Gardens

POLICE DEPARTMENT

FY 16-17 Objectives (cont'd)

- Research and plan an implementation strategy for an integrated camera system that will replace the existing in car camera system in all patrol vehicles; continue to research the feasibility of outfitting each patrol officer with a body camera.
- Research options for the replacement of the police department's Records Management and Computer Aided Dispatch Systems.
Purchase and deploy three new patrol vehicles to augment the aging patrol fleet.
- Implement the Information Technology Plan developed in conjunction with the FY2016-17 budget with a focus on network infrastructure security.
- Ensure employees meet all mandated training requirements to include mental health, use of force, and perishable skills as well as leadership and position-specific courses in compliance with all P.O.S.T. training standards.
- Create an Interoperability Communications Plan and Timeline for transition to one of the Regional Communications Networks (LA RICS or ICI) currently under construction in Los Angeles County.
- Integrate the Telestaff Timekeeping System with the City's payroll system for greater reporting efficiency.
- Train new jail staff in mandated state corrections requirements utilizing funds in the amount of \$10,500 awarded to the police department.
- Partner with American Red Cross to improve the City's resiliency before, during and after a natural or man-made disaster.
- Social Media Campaign that will continue to strengthen partnerships between the community and police department, effectively utilizing available technological platforms.

City of Bell Gardens

POLICE DEPARTMENT

Positions

The following full-time positions are assigned to the Administrative Division:

- 1 Police Chief
- 1 Secretary to Police Chief
- 1 Captain
- 1 Administrative Lieutenant
- 1 Administrative Sergeant
- Training Manager (part-time contract employee)
- 3 Community Service Officers
- 1 Secretary
- 1 Neighborhood Watch Coordinator

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

POLICE DEPARTMENT

Division: Administration
Fund Name: General
Fund – 110
Division No. 4440

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 498,101	\$ 573,483	\$ 690,113	\$ 919,290
Maintenance & Supply	70,776	72,500	69,940	77,500
Contractual Services	603,980	663,600	661,510	745,500
Capital Outlay	5,576	5,000	-	5,000
Total	\$ 1,178,433	\$ 1,314,583	\$ 1,421,563	\$ 1,747,290
<u>Funding Source</u>				
General Fund	\$ 1,178,433	\$ 1,314,583	\$ 1,241,563	\$ 1,747,290

City of Bell Gardens

POLICE DEPARTMENT
Police Administration
110-4440

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4440-0100	Salaries	292,360	326,586	398,065	494,779
4440-0120	Vacation/Sick Leave Buyout	8,469	9,640	20,513	23,770
4440-0150	Auto/Cell Allowance	3,009	3,000	2,975	3,000
4440-0200	Overtime	3,044	1,000	3,738	5,000
4440-0300	Retirement	119,317	138,143	157,531	252,731
4440-0320	Medicare	4,443	4,919	6,338	7,577
4440-0350	Unemployment	-	628	-	942
4440-0400	Health Insurance	47,766	67,077	70,147	93,793
4440-0420	Workers Comp.	19,693	22,490	30,806	36,698
	4440-0500 Uniform Allowance				1,000
Total	Personnel Services	498,101	573,483	690,113	919,290
Maintenance & Supply					
4440-1010	Office Supplies	24,775	23,000	29,598	23,000
4440-1100	Medical & First Aid Supplies	573	1,000	3,240	2,500
4440-1200	Postage	4,334	4,000	3,579	4,000
4440-1300	Reproduction	19,694	14,500	2,463	2,500
4440-1302	Copier Lease	-	-	15,351	15,500
4440-1500	Substation Set-Up & Maint	-	-	77	-
4440-1501	Range Supplies	21,400	30,000	15,632	30,000
Total	Maintenance & Supply	70,776	72,500	69,940	77,500
Contractual Services					
4440-2040	Telephone	3,848	5,000	2,341	2,500
4440-2200	Membership & Dues	4,102	5,600	3,011	5,000
4440-2210	Conf., Meetings, Travel	386	1,000	318	1,000
4440-2510	Comm. Equip. Maint. & Repair	2,519	5,000	7,677	5,000
4440-2710	Training	34,633	40,000	48,436	45,000
4440-2800	Contractual Services	158,378	142,000	134,724	142,000
4440-2810	Professional Services	400,114	465,000	358,423	395,240
4440-2811	IT Services	-	-	106,580	149,760
Total	Contractual Services	603,980	663,600	661,510	745,500
Capital Outlay					
4440-3050	Furniture & Equipment	5,576	5,000	-	5,000
Total	Capital Outlay	5,576	5,000	-	5,000
Total	Police Administration	1,178,433	1,314,583	1,421,563	1,747,290

City of Bell Gardens

POLICE DEPARTMENT

Bureau: Field Services

Purpose

The Field Services Bureau carries out the police department's basic responsibility of protecting lives and property, as well as maintaining peace in the community. The Field Services Bureau is the largest unit of the police department and is supervised by two Police Lieutenants who are members of the command staff, who combined, provide patrol oversight seven days a week. The Bureau consists of Patrol, Traffic, K-9, Communications, Jail Operations, and Neighborhood Watch.

Patrol

The Division's patrol function is staffed by 24 full-time police officers who patrol the City in marked black and white police vehicles. Patrol officers respond to calls for service, act as a deterrent to crime, enforce federal, state and local laws, and respond to a wide range of emergencies on a 24/7 basis.

Traffic Enforcement

Two motorcycle officers will be assigned to traffic enforcement and investigations during this budget year. The purpose of this unit is to reduce injuries and/or deaths that occur from traffic accidents. This is done through the enforcement of traffic laws and programs aimed at educating the public on roadway dangers. An analysis of traffic accident data is studied to determine where to focus enforcement efforts. An advanced software mapping system called 'Total Station' is used to investigate serious injury or fatal traffic collisions, in addition to major crime scenes.

Communications Unit

The Communications Unit is staffed 24/7 and consists of five full-time dispatchers and one lead dispatcher. The unit serves as a central point of communication between the community and police department. Dispatchers answer public line telephone calls for service and emergency calls utilizing the department's 911 system, record the activities of patrol officers, and provide support and information to all field personnel.

Parking Enforcement

A Community Services Officer provides parking enforcement to include violations for street sweeping throughout the City as a collateral duty.

City of Bell Gardens

POLICE DEPARTMENT

Jail Operations

The police department staffs a Type I jail that is operational 24/7. The jail is supervised by an Administrative Sergeant. The jail has an efficient staffing model that utilizes 14 part-time jailers to book, supervise and transport in-custody prisoners to court.

Neighborhood Watch

The Neighborhood Watch Program is designed to garner involvement of community members in reporting crime and sharing information with police about problems in their neighborhoods. The program is designed as a crime prevention tool and encourages active participation. The Neighborhood Watch Program promotes crime prevention awareness in the community through neighborhood meetings and various community events. This program is facilitated by a full-time non-sworn department member, and supervised by an Administrative Sergeant.

Disaster Awareness/Preparedness

As part of the City's Disaster Management responsibilities, the police department has designated a collateral duty assignment to the Police Captain who will have oversight of the police department's planning and response to a natural or man-made disaster. These duties consist of collaboration with City staff, review and revision of the City's Disaster Management Plan, re-design of the City's Emergency Operations Center, and awareness training for all department and City personnel.

FY15-16 Accomplishments - Field Services

- Reduced Part I crime by 6% over the previous year; this is the fourth consecutive year of a reduction in Part I violent crime and third reduction in the last four years for Part I property crime.
- Implemented a new Senior Officer Program that assigns one senior officer to each patrol shift, responsible for addressing crime and quality of life issues in their assigned geographical area.
- Implemented and began deployment of the Southeast Regional Mental Health Team with Downey, Southgate, Huntington Park, Vernon, Signal Hill, and Bell Police Departments to address prisoner realignment, related homelessness and mental health issues.
- Implemented a pilot project on the use of body cameras for all patrol officers. Tested four different manufacturers and began the process of selection and policy creation.

City of Bell Gardens

POLICE DEPARTMENT

FY15-16 Accomplishments - Field Services (cont'd)

- Seized \$1,065,000 in cash as part of a narcotics investigation during FY13-14; In January 2015, received notice that our request to acquire these funds was approved by DEA, and awaiting disbursement.
- Provided extensive advance officer training to line and supervisory level personnel to include leadership courses such as the Deputy Leadership Institute (DLI), Supervisory Leadership Institute (SLI), LAPD Leadership Program, FBI National Academy, and the Senior Management Institute for Police (SMIP), instructed by Harvard's Kennedy School of Government.
- Replaced all mobile digital computers (MDC) in patrol vehicles with new Duratech Tablet. Asset forfeiture funds were used to acquire this new technology.
- Placed three new police patrol units in service. These vehicles were the first Ford Explorers to be used by the police department for patrol purposes; Re-design of door graphics.
- Conducted training for all police department personnel on active shooter scenarios at Bell Gardens High School in partnership with southeast area police agencies, Montebello Unified School District, Los Angeles County Fire personnel and other first responders.

FY 16-17 Goals/Objectives

- Continue to prioritize enforcement efforts utilizing the Southeast Regional Mental Health Team, area AB109 teams, and patrol resources with emphasis on reducing property crimes and assisting homeless affected by mental health issues.
- Reduce the total number of Part I crimes by 5% over the previous year.
- Reduce the number of vehicle and pedestrian collisions each by 10% through education and enforcement, collaboration with Southeast Traffic Safety Coalition (10 LA County police agencies), and utilization of OTS grant funds awarded for FY16-17.
- Complete police academy and field training of two new police officer trainees who will be assigned to field services-patrol support.
- Complete selection, background, and training for one vacant dispatcher and records clerk position.
- Recruit and train part-time jailers to efficiently and safely staff our jail on a 24 hour basis.
- Installation of the EZ Card Kiosk System in the public lobby to create greater efficiency at the public counter, and greater accountability of funds we collect.
- Place greater emphasis and awareness on disaster preparedness planning, training, and equipment acquisition to include training for all department heads concerning duties and responsibilities during a disaster, effective communication, and a table-top disaster exercise.

City of Bell Gardens

POLICE DEPARTMENT

FY 16-17 Goals/Objectives (cont'd)

- Review a plan for the redesign and placement of the Communications Center to the upper floor of the police department facility.
- Select and assign two new officers to the traffic unit. Officers will be trained in motorcycle enforcement at some point during the budget year; however, in the interim they will address traffic safety issues relative to the Traffic Safety Assessment and in conjunction with the OTS grant, while operating a marked police vehicle.

Positions

The following full-time positions are assigned to the Field Services Division:

- 2 Patrol Lieutenants
- 4 Patrol Sergeants
- 1 Administrative Sergeant
- 2 Traffic Officers
- 1 K-9 Officer
- (24) Patrol Officers
- 6 Community Service Officers (evidence, fleet, parking, field support)
- 1 Neighborhood Watch Coordinator

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

POLICE DEPARTMENT

Division: Field Services
Fund Name: General
Fund – 110
Division No. 4441

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 8,521,147	\$ 9,239,694	\$ 8,640,022	\$ 8,978,993
Maintenance & Supply	44,290	46,900	63,353	54,900
Contractual Services	249,424	253,000	228,061	253,000
Total	<u>\$ 8,814,861</u>	<u>\$ 9,539,594</u>	<u>\$ 8,931,436</u>	<u>\$ 9,286,893</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 8,814,861</u>	<u>\$ 9,539,594</u>	<u>\$ 8,931,436</u>	<u>\$ 9,286,893</u>

City of Bell Gardens

POLICE DEPARTMENT
Field/Patrol Services
110-4441

	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description	Actual	Adopted	Estimated	Adopted
Personnel Services				
4441-0100 Salaries	4,342,990	4,663,993	4,394,300	4,489,657
4441-0120 Vacation/Sick Leave Buyout	162,245	185,890	140,909	154,778
4441-0200 Overtime	607,286	545,000	634,086	500,000
4441-0202 WC Reimbursement	(51,472)	-	(218,750)	-
4441-0300 Retirement	2,003,963	2,272,376	2,207,050	2,279,017
4441-0320 Medicare	77,726	70,996	78,859	68,005
4441-0350 Unemployment	-	15,329	-	15,059
4441-0400 Health Insurance	995,063	1,060,097	1,008,638	1,061,797
4441-0420 Workers Comp.	338,116	379,593	349,670	365,120
4441-0500 Uniform Allowance	45,230	46,420	45,260	45,560
Total Personnel Services	8,521,147	9,239,694	8,640,022	8,978,993
Maintenance & Supply				
4441-1500 Prisoner Maint.-Jail Mgmt	20,506	22,500	32,000	22,500
4441-1700 Uniforms & Prot. Clothing	11,538	10,000	23,814	18,000
4441-1702 Uniforms - Explorer	1,161	1,400	507	1,400
4441-1800 Small Equip Tools & Hdwr	11,085	13,000	7,032	13,000
Total Maintenance & Supply	44,290	46,900	63,353	54,900
Contractual Services				
4441-2210 Confernc.Meeting & Travel	20	-	-	-
4441-2300 Vehicle Fuel & Oil	139,615	144,000	129,757	144,000
4441-2310 Vehicle Repair	109,789	109,000	97,488	109,000
4441-2510 Contractual Services	-	-	816	-
Total Contractual Services	249,424	253,000	228,061	253,000
Total Field/Patrol Services	8,814,861	9,539,594	8,931,436	9,286,893

City of Bell Gardens

POLICE DEPARTMENT

Bureau: Investigative Services

Purpose

The Investigative Services Bureau is responsible for providing investigative support of the Field Services Bureau. The Bureau consists of the General Investigations Unit, Special Investigations Unit, Records Unit, and Gaming Unit, and involvement in regional probation, parole, and narcotics task forces.

General Investigations Unit (GIU)

The General Investigations Unit is staffed by four detectives and one detective sergeant who supervises the unit. This unit conducts follow-up investigations regarding crimes against property and crimes against persons. Detectives focus the majority of their efforts on investigating and identifying suspects, and working with the District Attorney's Office to file criminal charges and prosecute suspects. Detectives also work closely with other federal, state, and local law enforcement agencies, to include the AB109 Regional Task Force.

Special Investigations Unit (SIU)

The Special Investigations Unit (SIU) consists of six detectives and one detective sergeant, who performs the duties of the unit supervisor. SIU works closely with patrol personnel and is primarily responsible for the investigation and enforcement of gang related criminal activity and narcotics offenses. The detectives in SIU have received special training in gang and narcotics recognition and enforcement techniques. SIU also works frequently with other law enforcement agencies at the county, state and federal level in the investigation of major crimes.

Records Unit

This unit currently consists of three records clerks and one records supervisor. The Unit operates fourteen hours a day, seven days a week. The primary responsibility of the unit is to process, update, and/or record activity associated with criminal and traffic offenses, traffic citations, and other law enforcement related documents. Unit personnel are also tasked with providing assistance to the community at the public counter in the department's lobby area. Additionally, the records supervisor is responsible for the supervision of property and evidence, safekeeping / disposal.

City of Bell Gardens

POLICE DEPARTMENT

Records Unit

This unit currently consists of three records clerks and one records supervisor. The Unit operates fourteen hours a day, seven days a week. The primary responsibility of the unit is to process, update, and/or record activity associated with criminal and traffic offenses, traffic citations, and other law enforcement related documents. Unit personnel are also tasked with providing assistance to the community at the public counter in the department's lobby area. Additionally, the records supervisor is responsible for the supervision of property and evidence, safekeeping / disposal.

Gaming Unit

The Gaming Unit is part of GIU. The Gaming Unit is staffed by a gaming clerk who is responsible for the licensing of approximately 1,500 casino employees. The Gaming Unit also initiates investigations of criminal activity at the Bicycle Casino, as well as acting as a point of contact for federal, state, and local law enforcement agencies interested in gaming information.

LA-IMPACT

The police department participates in the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT). There is currently a lieutenant, sergeant and detective assigned to this task force. The lieutenant is a member of the police department's command staff, and is also part of the management structure of the task-force as a Deputy Director, working full-time in the assignment and reporting to the Director of LA IMPACT. The sergeant supervises a field task force team that handles large-scale narcotics investigations, while the detective is assigned to a team for the purpose of providing investigative support. Bell Gardens is reimbursed for all overtime expenditures and receives asset forfeiture funds from property and cash seizures made by the task force, which by law are required to be used for front line law enforcement expenditures.

FY 15-16 Investigations Bureau - Accomplishments

- Received \$93,945 in state funding to cover personnel costs related to AB109 enforcement details.
- Collaborated with surrounding Southeast agencies to conduct several multi-agency gang suppression and parole/probation compliance details that resulted in numerous arrests.
- Received approximately \$240,000 in asset forfeiture funds through our involvement in regional narcotics task forces.

City of Bell Gardens

POLICE DEPARTMENT

FY 15-16 Investigations Bureau - Accomplishments (cont'd)

- Special Operations Team conducted three successful search warrant operations related to illegal narcotics and one successful operation related to apprehension of a suspect wanted for an attempted murder.

FY 16-17 Goals/Objectives

- Implement an information sharing network utilizing Microsoft SharePoint to improve communication among our personnel. The network will track community policing projects related to the Senior Office Program and Special Investigations Unit, and store information related to areas of mutual interest for department members.
- Continue work with the City Attorney's Office to finalize a City-wide gang injunction.
- Continue participation in the Southeast Area AB 109 Task Force to ensure compliance of probationers and parolees released as a result of prisoner realignment. We are expected to receive approx. \$85,000 in funding for FY16-17.
- Continue specialized training needed for the police department's Special Operations Team (SOT), and utilize team to target high risk offenders of illegal narcotics and violent crime.

Positions

The following full-time positions are assigned to the Investigations Bureau:

- 1 Lieutenant
- 2 Detective Sergeants
- 9 Detectives
- 1 Gaming Clerk

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

POLICE DEPARTMENT

Division: Operations
Fund Name: General
Fund – 110
Division No. 4444

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 2,726,760	\$ 2,883,674	\$ 2,739,132	\$ 2,996,749
Maintenance & Supply	4,942	27,500	6,872	11,500
Total	<u>\$ 2,731,702</u>	<u>\$ 2,911,174</u>	<u>\$ 2,746,004</u>	<u>\$ 3,008,249</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 2,731,702</u>	<u>\$ 2,911,174</u>	<u>\$ 2,746,004</u>	<u>\$ 3,008,249</u>

City of Bell Gardens

POLICE DEPARTMENT
Investigative Services
110-4444

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4444-0100	Salaries	1,388,675	1,558,263	1,296,673	1,549,933
4444-0120	Vacation/Sick Leave Buyout	30,297	34,389	41,599	46,380
4444-0200	Overtime	184,653	-	273,875	238,000
4444-0201	Reimbursable Overtime	168,240	198,000	167,677	100,000
4444-0300	Retirement	464,837	545,526	506,280	545,112
4444-0320	Medicare	24,168	23,292	24,845	23,343
4444-0350	Unemployment	22,354	6,651	16,154	6,607
4444-0400	Health Insurance	346,854	411,406	322,676	382,743
4444-0420	Workers Comp.	84,112	92,467	77,863	91,091
4444-0500	Uniform Allowance	12,570	13,680	11,490	13,540
Total	Personnel Services	2,726,760	2,883,674	2,739,132	2,996,749
Maintenance & Supply					
4444-1800	Small Equip Tools & Hdwr	893	2,500	4,328	2,500
4444-1970	Community Policing Prgm Supls	2,804	5,000	1,685	4,000
4444-1980	Special Investigation	1,245	20,000	859	5,000
Total	Maintenance & Supply	4,942	27,500	6,872	11,500
Total	Operations	2,731,712	2,911,174	2,746,004	3,008,249

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

POLICE DEPARTMENT

Division: Investigations
Fund Name: Public Safety Augmentation
Fund – 151
Division No. 4444

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 245,131	\$ 283,250	\$ 235,485	\$ 273,125
Contractual Services	11,077	-	9,660	-
Total	<u>\$ 256,208</u>	<u>\$ 283,250</u>	<u>\$ 245,145</u>	<u>\$ 273,125</u>
 <u>Funding Source</u>				
Public Safety Augmentation	<u>\$ 256,208</u>	<u>\$ 283,250</u>	<u>\$ 245,145</u>	<u>\$ 273,125</u>

City of Bell Gardens

POLICE DEPARTMENT
Public Safety Augmentation Fund
151-4444

Account Number/Description		FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Requested
Personnel Services					
	4444-0220 Part-time	222,257	250,000	235,485	250,000
	4444-0300 Retirement	10,263	15,625	-	15,500
	4444-0320 Medicare	3,323	3,625	-	3,625
	4444-0350 Unemployment	-	4,000	-	4,000
	4444-0420 Workers Compensation	9,288	10,000	-	-
Total	Personnel Services	245,131	283,250	235,485	273,125
Contractual Services					
	4444-2720 Standards and Training for Corrections	11,077	-	9,660	-
Total	Contractual Services	11,077	-	9,660	-
Total	Public Safety Augmentation Fund	256,208	283,250	245,145	273,125

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

POLICE DEPARTMENT

Division: Operations
Fund Name: SLESF
Fund – 152
Division No. 4900

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Operating Transfer to 151	\$ -	\$ 169,640	\$ -	\$ 100,000
Total	\$ -	\$ 169,640	\$ -	\$ 100,000
<u>Funding Source</u>				
SLESF	\$ -	\$ 169,640	\$ -	\$ 100,000

City of Bell Gardens

POLICE DEPARTMENT
 SLESF
 152-4900

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
	Operating Transfer to 151	-	169,640	-	100,000
Total	SLESF	<u>-</u>	<u>169,640</u>	<u>-</u>	<u>100,000</u>

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

POLICE DEPARTMENT

Division: Operations
Fund Name: ABC Grant
Fund – 154
Division No. 4444

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 20,488	\$ -	\$ -	\$ -
Total	\$ 20,488	\$ -	\$ -	\$ -
 <u>Funding Source</u>				
ABC Grant	\$ 20,488	\$ -	\$ -	\$ -

City of Bell Gardens

**POLICE DEPARTMENT
ABC Grant Fund
154-4444**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
	Personnel Services				
	4444-0201 Reimbursable Overtime	20,488	-	-	-
Total	Personnel Services	20,488	-	-	-
Total	ABC Grant Fund	20,488	-	-	-

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

POLICE DEPARTMENT

Division: Operations
Fund Name: 2008 State Homeland Security Grant
Fund – 155
Division No. 4444

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay	\$ 77,850	\$ 50,000	\$ -	\$ -
Total	\$ 77,850	\$ 50,000	\$ -	\$ -
 <u>Funding Source</u>				
2008 State Homeland Security Grant	\$ 77,850	\$ 50,000	\$ -	\$ -

City of Bell Gardens

POLICE DEPARTMENT
2008 State Homeland Security Grant Fund
155-4444

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
	Capital Outlay				
	4444-3150 Other Equip (Cap Outlay)	77,850	50,000	-	-
Total	Capital Outlay	77,850	50,000	-	-
Total	2008 State Homeland Security Grant Fund	77,850	50,000	-	-

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

POLICE DEPARTMENT

Division: Operations
Fund Name: JAG Grants
Fund – 171
Division No. 4446/4447

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay	\$ 13,798	\$ 15,000	\$ -	\$ -
Total	<u>\$ 13,798</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>
 <u>Funding Source</u>				
JAG Grants	<u>\$ 13,798</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>

City of Bell Gardens

POLICE DEPARTMENT
JAG Grants
171-4446/4447

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Capital Outlay				
4447-3150 Other Equipment (Capital Outlay)	13,798	15,000	-	-
Total Capital Outlay	13,798	15,000	-	-
Total JAG Grants	13,798	15,000	-	-

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

POLICE DEPARTMENT

Division: Administration
Fund Name: Asset Seizure & Forfeiture
Fund – 830
Division No. 4444/4777

<u>Expenditures</u>	<u>FY14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 53,840	\$ 58,500	\$ 50,615	\$ 72,000
Capital Outlay	488,617	249,000	200,480	364,500
CIP	-	67,500	108,615	50,000
Total	<u>\$ 542,457</u>	<u>\$ 375,000</u>	<u>\$ 359,710</u>	<u>\$ 486,500</u>
<u>Funding Source</u>				
Asset Seizure & Forfeiture	<u>\$ 542,457</u>	<u>\$ 375,000</u>	<u>\$ 359,710</u>	<u>\$ 486,500</u>

City of Bell Gardens

POLICE DEPARTMENT
Asset Seizure & Forfeiture Fund
830-4444/4777

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Contractual Services					
	4444-0201 Reimbursable Overtime	22,660	10,000	12,193	-
	4444-2710 Training	17,597	20,000	6,720	10,000
	4444-2800 Contractual Services	13,583	28,500	31,702	52,000
Total	Contractual Services	53,840	58,500	50,615	72,000
Capital Outlay					
	4444-1800 Small Equipment & Hardware	-	40,000	-	10,000
	4444-3050 Furniture & Equipment	136,424	35,000	10,000	-
	4444-3150 Other Equip (Cap Outlay)	352,193	174,000	190,480	364,500
Total	Capital Outlay	488,617	249,000	200,480	364,500
CIP					
	4777-0000 Unprogrammed CIP	-	27,500	-	-
	4777-3834 PD Lobby & Interview	-	40,000	108,615	50,000
	Total CIP	-	67,500	108,615	50,000
Total	Asset Seizure & Forfeiture Fund	542,457	375,000	359,710	486,500

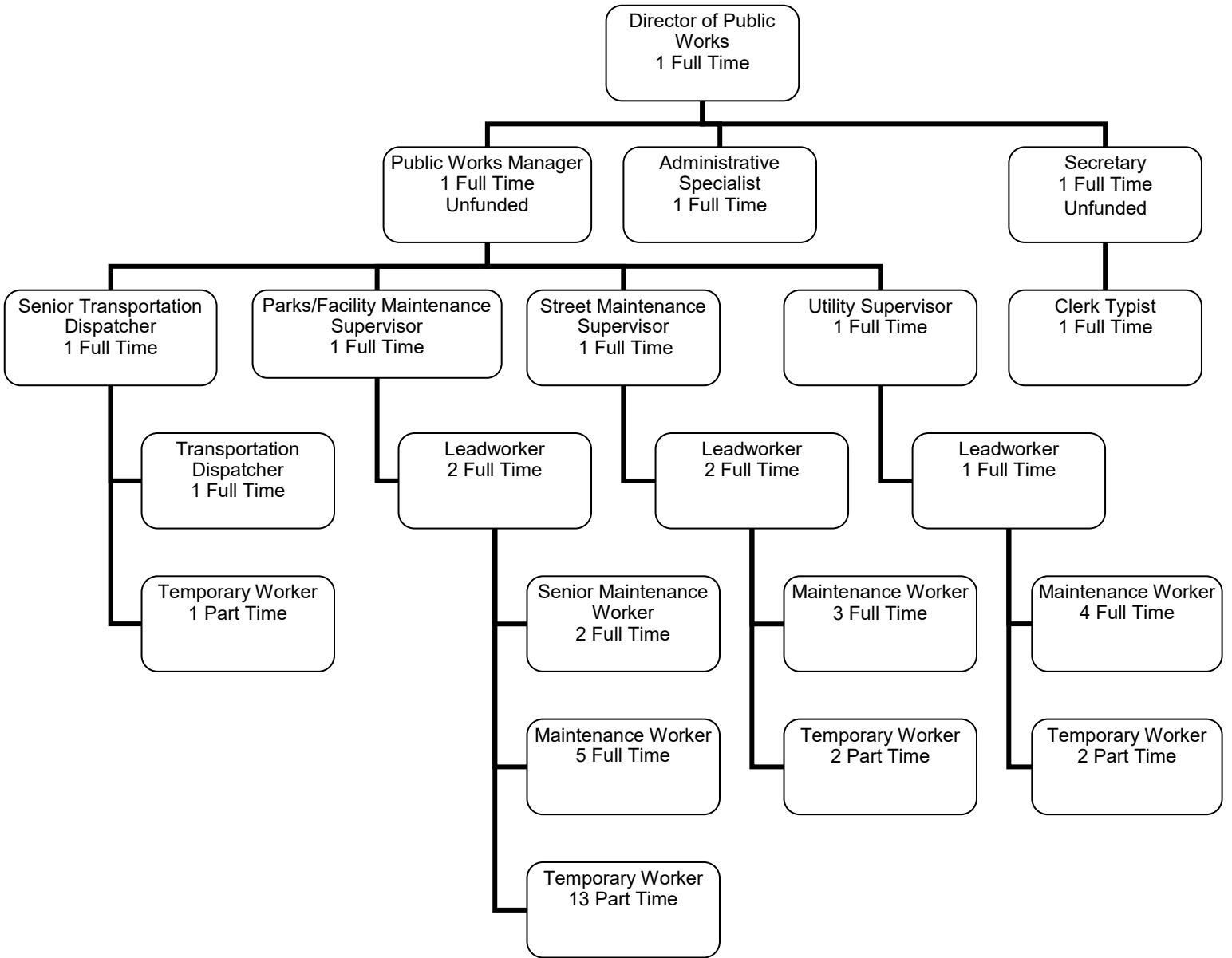
City of Bell Gardens



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City of Bell Gardens

Public Works Organization Chart



City of Bell Gardens

PUBLIC WORKS

Department: Public Works

Division: Street Maintenance – Gas Tax

Purpose

The Street Maintenance Division is responsible for maintaining and repairing all streets, sidewalks and street related capital improvements for the City in an efficient cost-effective manner. Services are performed for the safety of residents, motorists and pedestrians who utilize the roadways.

FY 15-16 Accomplishments

- Completed service requests to repair raised sidewalks, curbs, gutters and driveway approaches at various locations citywide.
- 1,300 potholes repaired citywide.
- Installed and removed flags and banners for holidays and special events.
- Installed flashing beacons at:
 - Garfield Avenue and Muller Street
 - Garfield Avenue and Quinn Street
 - Gage Avenue and Ajax Avenue
 - Gage Avenue and Specht Avenue
 - Maintained Solar Powered Driver Feedback Sign at:
 - Quinn Street between Lynda Lane and Jaboneria Road
 - Jaboneria Road and Quinn Street
 - Jaboneria Road and Muller Street
 - Jaboneria Road and Cecilia Street
 - Jaboneria Road and Priory Street
 - Jaboneria Road and Live Oak Street
 - Live Oak Street and Purdy Avenue
 - Gage Avenue and Colmar Avenue
 - Gage Avenue and Jaboneria Road
 - Gage Avenue and Ira Avenue
 - Loveland Street and El Cortez Avenue
 - Loveland Street and Jaboneria Road
 - Loveland Street and Alvina Street
 - Loveland Street and Suva Street
 - Florence Place and Sudan Avenue
 - Florence Place and Emil Avenue
 - Garfield Avenue and Clara Street
 - Garfield Avenue and Florence Avenue
 - Clara Street and Garfield Avenue

City of Bell Gardens

PUBLIC WORKS

FY 15-16 Accomplishments (cont'd)

- Painted and maintained pavement legends and markings for 37 traffic signal controlled intersections.
- Re-painted 295 “Stop” pavement legend locations citywide.
- Re-painted 110 locations – pedestrian crosswalks and miscellaneous legends such as “Ped-Xing,” speed limits, dips and arrows and stops.
- Re-painted over 60,000 linear feet of colored curbs in the City, red, green and yellow signifying parking guidelines and restrictions.
- Re-painted over 30,000 linear feet (5 miles) of yellow and white lane striping.
- Emergency response for removal of hazardous trees and/or limbs.
- Performed asphalt overlays, patches and/or reconstruction (1,000 Tons).
- Green Waste Program continued for all tree trimming operations.
- Oil and paint recycling/disposal program coordinated with vendors and quantities monitored for reporting purposes.
- E-waste disposal program monitored and reported for AB939 requirements.
- Replaced and maintained missing and damaged raised pavement markers.
- Installed and replaced various signs as needed: “Stop”, Street Sweeping, Parking Restrictions and various Speed Limits.
- Cleaned or replaced over 2,500 traffic signs citywide.
- Provided sandbags to residents as needed during rainy season.
- Implemented a storm drain protection program using best management practices. Expanded sidewalk grinding repair program citywide.

FY 16-17 Objectives and Performance Data

- Maintain all City traffic signs and safety devices through efficient, cost-effective methods to assure safety and visibility for motorists, pedestrians and residents.
- Continue maintenance program for repair of sidewalks, curbs and gutter work for public safety.
- Continue maintenance program for asphalt repairs on roadways, streets and alleys.
- Re-stripe City’s roadways and replace raised pavement markers as needed.
- Maintain flashing beacons at various locations.
- Replace all truck route signs citywide as needed.
- Replace existing Porcelain signs to Aluminum High Intensity signs to comply with new regulations.
- Re-paint all center median noses yellow with reflective glass beads.
- Re-paint all center median posts.
- Replace illuminated street name signs as needed, including color change.
- Maintain storm drains in compliance with regulations using best management practices.
- Maintain the burke oil site clean.
- Make repairs to Parks’ pathways as needed.
- Slurry and re-strip the Police Department’s parking lot. Repaint and re-strip all Handicap Parking stalls citywide.

City of Bell Gardens

PUBLIC WORKS

Positions

Full-Time

1 Supervisor
3 Maintenance Workers
2 Lead Workers

Part-Time

2 Workers

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Street Maintenance
Fund Name: General
Fund – 110
Division No. 4550**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 34,232	\$ 45,466	\$ 40,667	\$ 45,349
Maintenance & Supply	7,185	8,000	6,403	8,000
Contractual Services	241,102	250,000	250,000	250,000
Capital Outlay	500	500	8,666	500
Total	\$ 283,019	\$ 303,966	\$ 305,736	\$ 303,849
<u>Funding Source</u>				
General Fund	\$ 283,019	\$ 303,966	\$ 305,736	\$ 303,849

City of Bell Gardens

**Public Works
General Fund
Street Maintenance
110-4550**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4550-0100	Salaries	18,749	19,161	18,701	19,161
4550-0120	Vacation/Sick Leave Buyouts	344	351	351	351
4550-0200	Overtime	44	500	42	500
4550-0220	Part-time	3,925	14,200	10,255	14,200
4550-0300	Retirement	3,516	3,864	4,408	4,343
4550-0310	Social Security	-	500	-	-
4550-0320	Medicare	336	283	428	283
4550-0350	Unemployment	-	119	-	119
4550-0400	Health Insurance	6,396	5,826	5,482	5,730
4550-0420	Workers Comp	922	662	1,000	662
Total	Personnel Services	34,232	45,466	40,667	45,349
Maintenance & Supply					
4550-1010	Office Supplies	6,563	7,500	5,764	7,500
4550-1200	Postage	622	500	639	500
Total	Maintenance & Supply	7,185	8,000	6,403	8,000
Contractual Services					
4550-2210	Conf., Meetings, Travel	869	1,000	934	1,000
4550-2800	Contractual Services	240,233	249,000	206,558	177,000
4550-2812	Engineering Services	-	-	30,633	36,000
4550-2813	Storm Water Compliance	-	-	11,875	36,000
Total	Contractual Services	241,102	250,000	250,000	250,000
Capital Outlay					
4550-3050	Other Equip (Cap Outlay)	500	500	8,666	500
Total	Capital Outlay	500	500	8,666	500
Total	Street Maintenance	283,019	303,966	305,736	303,849

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Street Maintenance
Fund Name: Gas Tax
Fund – 210
Division No. 4550

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 542,854	\$ 618,247	\$ 600,880	\$ 639,814
Maintenance & Supply	105,847	107,700	116,108	118,300
Contractual Services	490,031	556,600	498,040	658,700
Capital Outlay	9,810	10,000	9,913	20,000
Total	<u>\$ 1,148,542</u>	<u>\$ 1,292,547</u>	<u>\$ 1,224,941</u>	<u>\$ 1,436,814</u>
 <u>Funding Source</u>				
Gas Tax	<u>\$ 1,148,542</u>	<u>\$ 1,292,547</u>	<u>\$ 1,224,941</u>	<u>\$ 1,436,814</u>

City of Bell Gardens

**Public Works
Gas Tax Fund
Street Maintenance Division
210-4550**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4550-0100	Salaries	328,525	362,188	342,392	362,389
4550-0120	Vacation/Sick Leave Buyouts	4,523	4,889	4,443	4,482
4550-0150	Auto/Cell Allowance	2,489	2,621	2,554	2,621
4550-0200	Overtime	8,251	10,000	14,178	15,000
4550-0210	Standby	2,403	3,100	2,831	3,100
4550-0220	Part-time	19,237	35,000	39,058	40,000
4550-0300	Retirement	55,819	71,462	70,843	76,936
4550-0310	Social Security	-	1,000	-	-
4550-0320	Medicare	4,720	4,736	5,312	5,155
4550-0350	Unemployment	-	1,961	-	2,033
4550-0400	Health Insurance	101,884	107,659	105,017	114,076
4550-0420	Workers Comp	13,981	12,512	13,133	12,857
4550-0500	Uniform/Boot Allowance	1,022	1,119	1,119	1,165
Total	Personnel Services	542,854	618,247	600,880	639,814
Maintenance & Supply					
4550-1050	Publications	150	200	166	200
4550-1100	Med & First Aid Supplies	491	500	-	500
4550-1350	Photo Supplies	-	100	100	100
4550-1600	Special Supplies	653	5,500	2,976	5,500
4550-1610	Street Supplies	92,710	90,000	107,410	100,000
4550-1700	Uniforms & Prot Clothing	4,585	4,400	1,981	5,000
4550-1800	Small Equip Tools & Hdwr	7,258	7,000	3,475	7,000
Total	Maintenance & Supply	105,847	107,700	116,108	118,300
Contractual Services					
4550-2010	Electric	44,646	47,000	41,987	45,000
4550-2100	Equipment Rental	-	1,500	-	1,500
4550-2200	Membership & Dues	573	800	533	800
4550-2210	Conf., Meetings, Travel	1,154	2,000	839	2,000
4550-2300	Vehicle Fuel	14,633	20,000	14,162	17,000
4550-2310	Vehicle Repair & Maint.	8,521	14,300	19,834	25,000
4550-2320	Vehicle Tires	2,981	4,000	4,384	5,000
4550-2500	General Maint. & Repair	1,676	3,000	835	3,000
4550-2510	Special Maint. & Repair	-	1,000	810	1,000
4550-2710	Training	220	1,000	385	1,000
4550-2800	Contractual Services	37,881	39,000	39,000	-
4550-2810	Professional Services	255,115	283,000	258,026	-
4550-2812	Engineering	-	-	-	39,000
4550-2813	Storm Water Compliance	-	-	-	95,000
4550-2815	Street Sweeping	-	-	-	285,400
4550-2840	Signal Services	122,631	140,000	117,245	138,000
Total	Contractual Services	490,031	556,600	498,040	658,700
Capital Outlay					
4550-3150	Other Equip (Cap Outlay)	9,810	10,000	9,913	20,000
Total	Capital Outlay	9,810	10,000	9,913	20,000
Total	Gas Tax Fund-Street Maintenance	1,148,542	1,292,547	1,224,941	1,436,814

City of Bell Gardens

PUBLIC WORKS

Division: Parks and Facilities Maintenance

Purpose

To provide efficient, cost effective maintenance program for all Bell Gardens City owned buildings and Parks including Bell Gardens Veteran's, Ford, Marlow, Darwell, Gallant, Hannon and Julia Russ Asmus Parks including the Bell Gardens Sports Center. In addition, maintain the grounds and parking lots of City Hall, Police Department, Public Parking Lots, Youth Center, Los Angeles County Library, the Community Services Facility and Park View Terrace, the new senior center. The division also makes all general repairs through a combination of contract services and City staff. Administer air conditioning, landscape and tree trimming contracts. Performing these services using efficient, cost-effective methods protects and maintains the appearance of the facilities in an aesthetically pleasing condition, helping create a sense of pride in the community.

FY 15-16 Accomplishments

- Assisted in special events throughout the year with set up and clean-up crews.
- Continued cleaning and sanitizing of all City facilities by in-house janitorial crew.
- Repaired, re-wired and upgraded the outside lights at Bell Gardens Veteran's Park.
- Continued painting of facilities citywide.
- Roofing repairs of facilities citywide.
- Replaced air conditioning units at two City facilities, Sierra Building and Parkview Terrace Senior Center.
- Implemented a comprehensive inspection program for all City playgrounds equipment.
- Upgraded perimeter doors at Ford Park Gymnasium, Ford Park Pool Area and Neighborhood Youth Center.
- Implemented quarterly maintenance and inspection of the fuel tank at the Police Department for optimum performance of the Emergency Generator.
- Continued replacement and repairs of barbeques at all parks.
- Maintenance on extinguishers at all facilities.
- Prepared pool facility for the Summer Pool Program. Installed new drains and new 300 gallon chlorine tank.
- Planted shrubs and ground cover at Parks and City Hall.
- Upgraded exhaust fans at Police Department.
- Testing and maintenance of all backflow devices citywide.
- Ongoing plumbing repairs at all City facilities.
- Continued afternoon and evening maintenance shift for Bell Gardens Sports Center.

City of Bell Gardens

PUBLIC WORKS

FY 15-16 Accomplishments (cont'd)

- Ongoing removal of graffiti at all City facilities and parks.
- Installed new cement foundation drinking fountain at Bell Gardens Veteran's Park.
- Continued repairs and installation of irrigation at all parks.
- Continued fertilizing and seeding of all parks.
- Replaced pour-in-place mat, playground equipment and installed new lighting at Marlow Park

FY 16-17 Objectives and Performance Data

- Continue providing efficient, cost effective maintenance for all parks and facilities.
- Replace new pour-in-place mat in swing area at Hannon Park.
- Re-pipe plumbing throughout basement at Police Department.
- Install upgrade LED lights at Eastern Avenue Public Parking lots and the east side of Ford Park.
- Continue 7-day weekly schedule for maintenance services and improvement at Ford Park, Bell Gardens Sports Center, Bell Gardens Veteran's Memorial Park and all small satellite parks.
- Continue maintenance and cost effective improvements to all City facilities.
- Continue providing janitorial services to all City facilities.
- Continue monitoring of playgrounds to ensure compliance.
- Upgrade all entry islands with new lighting at all City entrances.
- Replace air conditioning units at three City facilities, Sierra Building and Public Works Yard and Ross Hall.
- Replace two new entry signs at Ford Park parking lot.
- Replace Ford Park pond fountain with a lake bubbler to aerate water.
- Schedule comprehensive cleaning, treatment and refueling of the Police Department's underground diesel fuel tank which operates the emergency generator.

Positions

Full-Time

1 Director of Public Works
1 Public Works Manager*
1 Administrative Specialist
1 Public Works Secretary*
1 Clerk Typist
1 Division Supervisor
2 Lead Workers
2 Senior Maintenance Workers
5 Maintenance Workers

Part-Time

13 Workers

*Unfunded

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Park & Facility Maintenance
 Fund Name: General
 Fund – 110
 Division No. 4551

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 1,059,314	\$ 1,108,034	\$ 1,069,103	\$ 1,128,430
Maintenance & Supply	210,910	196,800	194,935	263,800
Contractual Services	854,380	917,200	811,134	893,200
Capital Outlay	51,223	226,500	40,603	151,500
Total	<u>\$ 2,175,827</u>	<u>\$ 2,448,534</u>	<u>\$ 2,115,775</u>	<u>\$ 2,436,930</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 2,175,827</u>	<u>\$ 2,448,534</u>	<u>\$ 2,115,775</u>	<u>\$ 2,436,930</u>

City of Bell Gardens

Public Works

General Fund

Park & Facility Maintenance

110-4551

Account Number/Description		FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Personnel Services					
4551-0100	Salaries	525,030	563,746	539,727	563,352
4551-0120	Vacation/Sick Leave Buyout	7,297	7,493	7,047	7,069
4551-0150	Auto/Cell Allowance	984	1,120	1,090	1,120
4551-0200	Overtime	19,336	20,000	26,000	30,000
4551-0200	WC Reimbursement	-	-	(3,336)	-
4551-0210	Standby	5,334	5,500	4,988	-
4551-0220	Part-Time	174,154	175,000	153,753	175,000
4551-0300	Retirement	107,784	110,530	119,738	119,245
4551-0310	Social Security	649	8,265	-	-
4551-0320	Medicare	9,987	7,633	10,100	8,241
4551-0350	Unemployment	1,459	3,282	296	3,427
4551-0400	Health Insurance	177,147	183,898	183,697	198,655
4551-0420	Workers Comp.	28,149	19,476	23,912	20,138
4551-0500	Uniform/Boot Allowance	2,004	2,091	2,091	2,183
Total	Personnel Services	1,059,314	1,108,034	1,069,103	1,128,430
Maintenance & Supply					
4551-1030	Custodial Supplies	50,849	40,000	45,000	45,000
4551-1050	Publications	150	-	166	-
4551-1100	Med & First Aid Supplies	538	1,000	-	1,000
4551-1300	Reproduction	4,449	4,500	-	4,500
4551-1600	Special Supplies	43,002	37,800	34,769	37,800
4551-1700	Uniforms & Prot. Clothing	7,025	6,000	7,000	7,000
4551-1800	Small Equip Tools & Hdwr	14,423	17,000	18,000	18,500
4551-1900	Facility Main. (in-house)	90,474	90,500	90,000	100,000
4551-1901	Facility Impro. (in-house)	-	-	-	50,000
Total	Maintenance & Supply	210,910	196,800	194,935	263,800
Contractual Services					
4551-2010	Electric	319,460	320,000	308,407	310,000
4551-2020	Natural Gas	6,873	6,500	7,561	6,500
4551-2030	Water	268,300	325,000	245,543	300,000
4551-2040	Telephone	7,398	9,000	9,000	9,000
4551-2100	Equipment Rental	1,051	1,000	2,213	1,000
4551-2200	Membership & Dues	537	1,000	265	1,000
4551-2210	Conf., Meetings, Travel	145	500	145	500
4551-2300	Vehicle Fuel & Oil	15,230	22,000	13,487	20,000
4551-2310	Vehicle Repair	6,599	11,000	11,166	15,000
4551-2320	Vehicle Tires	1,554	2,700	1,362	2,700
4551-2500	Gen.Equip.Maint.& Repair	21,980	15,000	15,957	20,000
4551-2600	Facility Main. (contract)	-	5,000	5,000	-
4551-2710	Training	375	500	315	500
4551-2800	Contractual Services	204,878	198,000	125,205	74,000
4551-2814	Tree and Landscape Serv.	-	-	65,508	133,000
Total	Contractual Services	854,380	917,200	811,134	893,200
Capital Outlay					
4551-3050	Furniture & Equipment	2,012	-	-	-
4551-3150	Other Equip	-	33,500	22,615	20,500
4551-3500	Capital Improvement	49,211	193,000	17,988	131,000
Total	Capital Outlay	51,223	226,500	40,603	151,500
Total	Park & Facility Maintenance	2,175,827	2,448,534	2,115,775	2,436,930

City of Bell Gardens

PUBLIC WORKS

Division: Utility/Contracts

Purpose

Purpose Contracts (Monitoring and Administration)

LANDSCAPE CONTRACT

The City's landscape contract (currently being provided by Complete Landscape Care), requires total turf management and maintenance to all City landscaped medians, Edison right-of-ways, Woodworth House, Gage Avenue water well and special "assigned" areas throughout the City. It also provides complete turf care to Bell Gardens Veterans' Park, Ford Park and the City's Soccer Field turf (105,846-sq. ft.) and ground cover (57,984-sq. ft.).

RESIDENTIAL WASTE

The residential waste management services are provided to residents through a franchise agreement with Athens Services, Inc. Athens was recently awarded a 15 year contract to provide automated curbside service for solid waste and green waste. Recyclables will be sorted at an Athen's material recovery facility also known as MRF. This makes the City of Bell Gardens a leader in waste and recycling programs in the region.

STREET SWEEPING

The contracted street sweeping services are provided by Nationwide Environmental Services (NES) and are intended to provide thorough, prompt street sweeping services to all City residents and businesses, while maintaining the City's overall aesthetics. These services are also required elements of the City's efforts for compliance towards NPDES requirements (keeping litter debris from storm drain system) and AB 939 mandates. The City also meets South Coast Air Quality Management District regulations by having NES dedicated a compressed natural gas (CNG) fueled street sweeper.

TREE TRIMMING

Trimming Land Co. is currently providing the Citywide Tree Trimming Services. These services address the City's urban forest needs in all residential areas, City parks, Edison right-of-ways and public right-of-ways including the median islands. It also addresses special circumstances and emergency situations.

City of Bell Gardens

PUBLIC WORKS

TRAFFIC SIGNALS

The contracted traffic signal maintenance services are currently provided by Aegis ITS. These services include total maintenance for all 37 traffic intersections' lighting needs, including illuminated street name signs (ISNS), safety lights (S/L), video camera sensors, street loops and controller cabinets. All emergency and special situation services are included. The school zone flashing beacon located on the west side of Garfield, south of Florence Avenue, is also included for monthly inspections and maintenance.

LITTER ABATEMENT

The Abatement crew removes litter and bulky items from private and public property including all City streets and alleys in an effort to maintain a clean orderly appearance and environment. Assists all City departments with equipment transportation for meeting preparations, special events, celebrations and special projects. This section also monitors Public Works-related municipal code and ordinance violations such as right-of-way, public nuisance or litter abatement infractions.

BEAUTIFICATION

The beautification crew is responsible for maintaining the clean appearance of all city arterial streets. In addition, the crew is responsible for all city trolley shelters and benches along with their surrounding areas by pressure washing to maintain their cleanliness. The crew is also responsible for the removal of all weeds and debris from tree wells and fence lines, mowing and maintenance of all parkways. Additionally they are responsible for the monitoring of ordinance violation signage (illegal signs) and the removal of all abandoned shopping carts. This crew's duties help ensure that our city's streets have a clean, well-maintained appearance at all times.

GRAFFITI ABATEMENT

The Graffiti Abatement crew is responsible for removing graffiti from private and public property by painting, sand blasting or pressure water washing. This tremendously effective Graffiti Program helps maintain the appearance of the City by removing an approximate 80,000 square feet of graffiti a month. Private property removals require signed authorization by property owner.

City of Bell Gardens

PUBLIC WORKS

FY 15-16 Accomplishments

- Implemented citywide tree identification and location survey, which prepared the City's tree inventory for GIS link up.
- Painted/Refurbished all City Trolley Shelters citywide.
- Increased abatement activities in all alleys, for weed, trash and graffiti removal.
- Upgrading Palm Tree Lighting at some of the City's Entry Islands.
- Continued maintenance of the Entry Island Palm Lighting Project.
- Provided the Utility Division with supervision objectives:
 - Maintain the aesthetics of all City property where applicable, through the administration of contracts.
 - Monitored and maintained the City's urban forest needs, through removals and planting as needed.
 - Monitored all Edison streetlights, illuminated street name signs and safety lights. These are maintained and inspected through regular monthly inspections by City staff.
- Continued the use of "Flash Cams" as part of the city's arsenal to combat undesired activities, such as graffiti and illegal dumping. These are "motion-activated" still cameras, with voice recordings that issue verbal warnings.
- Performed tree trimming, removal and stump grinding operations city-wide.
- Continued utilizing an inspection program for notification and abatement of public nuisance and right of way violations per City ordinances.
- Painted or water-sandblasted graffiti with goal of completion within 24-hours after notification.
- Graffiti crews painted a total of 856,723 square feet Citywide.
- Graffiti crews sandblasted an additional 101,314 square feet.
- Continued 7 day coverage for Graffiti Abatement operations.
- Maintained 57 City owned public benches Citywide by keeping them free of graffiti and grime and keeping them aesthetically pleasing.
- Maintained fifty (50) trolley shelters, painting, cleaning, repairing and steam washing of the shelters and refurbishing of concrete trash cans at the shelters.
- Continued with implementation of e-waste and tire recycling program.
- Changed out safety lights to L.E.D. lights.

City of Bell Gardens

PUBLIC WORKS

FY 16-17 Objective and Performance Data

- Add more Flash Cameras for combating graffiti and illegal litter abatement.
- Replace illuminated street name signs panels citywide.
- Increase monitoring and hand cleaning of dead-end streets where inaccessible to street sweeper.
- Continue safety training and educational seminars to employees in all phases of Public Works.
- Continued management and monitoring of City contract regarding residential/commercial trash hauling. This will ensure that the City's solid waste needs and AB 939 compliance requirements are effectively improved and handled "in-house," with improved proficiency.
- Continued monitoring of all Edison street lights, traffic signal light systems, illuminated street name signs and safety lights are maintained and inspected in a timely manner.
- Maintain the overall appearance of the City by keeping it litter and graffiti free.
- Upgrade landscape beautification on all right of way easements: Florence Avenue, Gage Avenue and Garfield Avenue.
- Upgrade existing City Beautification Plan by allowing residents tree-planting options per zone and infusing new tree schemes throughout the City.
- Continue implementation of the City's Beautification Plan regulating all planting on public right-of-ways, and the monitoring/enforcement of the private sector's trees, shrubs, weeds and debris infringing onto public's accesses.
- Compile location mapping for City beautification tools such as trolley shelters, benches, refuse cans and banner poles in preparation of GIS Project.
- Upgrade all in-ground reflective lighting to the 13 City's entry islands.
- Implement monthly inspection program to ensure City's various beautification projects remain in accordance with desired aesthetic results.
- Continue to wage war on graffiti by providing a 24 hour response time and maintaining the overall appearance of the City by keeping it graffiti and litter free.
- Maintain the aesthetics and integrity of the City by keeping in compliance with desired City standards and enforcements of municipal codes and contracts.
- Continue monitoring of all Newsracks to ensure compliance with the City ordinance.

Positions

Full-Time

1 Supervisor
1 Leadworker
4 Maintenance Workers

Part-Time

2 Workers

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Landscape Maintenance
Fund Name: General
Fund – 110
Division No. 4554**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 984	\$ -	\$ -	\$ -
Maintenance & Supply	8,381	8,500	8,166	9,500
Contractual Services	253,317	373,350	320,631	369,150
Total	<u>\$ 262,682</u>	<u>\$ 381,850</u>	<u>\$ 328,797</u>	<u>\$ 378,650</u>
<u>Funding Source</u>				
General Fund	<u>\$ 262,682</u>	<u>\$ 381,850</u>	<u>\$ 328,797</u>	<u>\$ 378,650</u>

City of Bell Gardens

Public Works
 General Fund
 Landscape Maintenance
 110-4554

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
	4554-0150 Small Equip Tools & Hardware	984	-	-	-
Total	Personnel Services	984	-	-	-
Maintenance & Supply					
	4554-1050 Publications	150	500	166	500
	4554-1800 Small Equip Tools & Hardware	8,231	8,000	8,000	9,000
Total	Maintenance & Supply	8,381	8,500	8,166	9,500
Contractual Services					
	4554-2010 Electric	15,038	30,000	11,923	20,000
	4554-2030 Water	55,364	91,000	57,306	70,000
	4554-2200 Membership & Dues	175	800	170	1,000
	4554-2310 Vehicle Repair & Maintenance	-	500	500	500
	4554-2320 Vehicle Tires	673	1,300	607	1,500
	4554-2710 Training	220	550	125	550
	4554-2800 Contractual Services	181,847	249,200	145,573	13,000
	4554-2814 Tree and Landscape Services			104,427	262,600
Total	Contractual Services	253,317	373,350	320,631	369,150
Total	Landscape Maintenance	262,682	381,850	328,797	378,650

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

PUBLIC WORKS

Division: Litter Abatement
Fund Name: General
Fund – 110
Division No. 4555

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 321,087	\$ 340,918	\$ 331,084	\$ 362,756
Maintenance & Supply	30,739	35,300	31,386	42,700
Contractual Services	41,200	44,500	43,868	42,750
Capital Outlay	5,776	11,200	812	25,800
Total	\$ 398,802	\$ 431,918	\$ 407,150	\$ 474,006
<u>Funding Source</u>				
General Fund	\$ 398,802	\$ 431,918	\$ 407,150	\$ 474,006

City of Bell Gardens

**Public Works
General Fund
Litter Abatement
110-4555**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4555-0100	Salaries	197,248	210,482	198,707	211,722
4555-0120	Vacation/Sick Leave Buyouts	2,638	2,527	2,415	2,421
4555-0150	Auto/Cell Allowance	984	-	-	-
4555-0200	Overtime	6,685	4,000	9,376	9,500
4555-0210	Standby	2,284	3,000	2,001	3,000
4555-0220	Part-Time	100	-	-	-
4555-0300	Retirement	31,420	40,318	38,161	44,282
4555-0320	Medicare	2,983	3,011	3,075	3,219
4555-0350	Unemployment	-	1,325	-	1,422
4555-0400	Health Insurance	68,062	68,140	69,686	78,514
4555-0420	Workers Comp.	7,859	7,271	6,819	7,770
4555-0500	Uniform/Boot Allowance	824	844	844	906
Total	Personnel Services	321,087	340,918	331,084	362,756
Maintenance & Supply					
4555-1350	Photo Supplies	-	700	-	700
4555-1600	Special Supplies	-	-	-	5,000
4555-1620	Graffiti Abatement Supply	28,509	32,000	29,011	34,000
4555-1700	Uniforms & Prot. Clothing	1,793	1,600	2,375	2,000
4555-1800	Small Equip Tools & Hdwr	437	1,000	-	1,000
Total	Maintenance & Supply	30,739	35,300	31,386	42,700
Contractual Services					
4555-2300	Vehicle Fuel & Oil	21,982	23,000	19,393	23,000
4555-2310	Vehicle Repair & Maintenance	11,081	11,000	15,588	15,000
4555-2320	Vehicle Tires	500	500	15	500
4555-2500	Gen.Equip.Maint.& Repair	2,576	3,000	1,872	4,000
4555-2510	Comm Equip Maint & Repair	-	-	-	250
4555-2710	Training	-	-	-	-
4555-2800	Contractual Services	5,061	7,000	7,000	-
4555-2859	Misc. Expense	-	-	-	-
Total	Contractual Services	41,200	44,500	43,868	42,750
Capital Outlay					
4555-3150	Other Equip (Cap Outlay)	5,776	11,200	812	25,800
Total	Capital Outlay	5,776	11,200	812	25,800
Total	Graffiti/Litter Abatement	398,802	431,918	407,150	474,006

City of Bell Gardens

PUBLIC WORKS

Division: Solid Waste Management

Purpose

Monitor and maintain effective administration of solid waste disposal and recycling in the City, which requires compliance with the mandates of Assembly Bill 939, Assembly Bill 341 and all other associated legislation. In order to meet the requirements of AB939, City staff and their consultant continue to regulate the collection and disposal of solid waste and recyclable materials. Since Assembly Bill 341 was signed, the City and their consultant are working with the seven non-exclusive franchise haulers to provide recycling programs to business and multi-family complexes.

FY 15-16 Accomplishments

- Submitted the CalRecycle Annual Report for 2015. The report provides an overview of the City's efforts in minimizing the amount of waste to the landfills and the City's efforts in increasing recycling.
- The City in conjunction with the residential waste hauler, Athens Services, Inc. provided public education and outreach to residents about the new earth-friendly recycling plan which means everything (including recyclables) goes to the Material Recover Facility (MRF) where it is sorted to minimize the amount of trash going to the landfill and maximize the amount of recycling.
- Since Assembly Bill 341 was signed, the City and their consultant are working with the eight non-exclusive franchise haulers to provide recycling collection services to business and multi-family complexes. In addition to the recycling programs, haulers are working with the City to produce public education and outreach material.
- Continued to monitor Ordinance for non-exclusive franchises to regulate commercial and industrial solid waste haulers and recyclers who operate in the City illegally.
- Continued grant administration for CalRecycle Oil Payment Program. This year the City partnered with Autozone and hosted an event. Residents who brought an oil filter and used oil for recycling received a new filter and oil change kit.
- Continued grant administration for CalRecycle Beverage Container Recycling Program.

City of Bell Gardens

PUBLIC WORKS

FY 16-17 Objectives and Performance Data

- Continue to monitor and administer Commercial and Residential franchise agreements, operations and reporting.
- Continue to monitor and administer residential curbside, automated hauling program.
- Continue to work with the non-exclusive franchise haulers to provide recycling collection services to business and multi-family complexes and continue the public education and outreach material on Assembly Bill 341.
- Host a Household Hazardous Waste and E-Waste Roundup event with the County of Los Angeles.
- Begin preparation for next year's Cal Recycle Annual Report.

Positions

Contract with
Consultant for AB939
Requirements

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Residential Waste Management
Fund Name: Residential Waste Management
Fund – 240
Division No. 4570

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 57,054	\$ 57,313	\$ 55,144	\$ 57,517
Contractual Services	1,892,045	2,169,000	2,126,874	2,554,000
Total	<u>\$ 1,949,099</u>	<u>\$ 2,226,313</u>	<u>\$ 2,182,018</u>	<u>\$ 2,611,517</u>
 <u>Funding Source</u>				
Residential Waste Management	<u>\$ 1,949,099</u>	<u>\$ 2,226,313</u>	<u>\$ 2,182,018</u>	<u>\$ 2,611,517</u>

City of Bell Gardens

Public Works

Residential Waste Mgmt Franchise Fund

Residential Waste Mgmt.

240-4570

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4570-0100	Salaries	36,847	37,191	35,583	37,349
4570-0120	Vacation/Sick Leave Buyouts	593	621	621	638
4570-0150	Auto/Cell Allowance	1,745	1,740	1,696	1,740
4570-0200	Overtime	338	-	431	-
4570-0300	Retirement	6,384	7,500	7,235	7,975
4570-0320	Medicare	501	518	506	576
4570-0350	Unemployment	-	141	-	141
4570-0400	Health Insurance	9,126	8,297	7,824	7,788
4570-0420	Workers Comp	1,490	1,285	1,228	1,290
4570-0500	Uniform/Boot Allowance	30	20	20	20
Total	Personnel Services	57,054	57,313	55,144	57,517
Contractual Services					
4570-2800	Contractual Services	1,873,843	2,149,000	2,091,617	2,534,000
4570-2810	Professional Services	18,202	20,000	35,257	20,000
Total	Contractual Services	1,892,045	2,169,000	2,126,874	2,554,000
Total	Residential Waste Mgmt.	1,949,099	2,226,313	2,182,018	2,611,517

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Industrial Waste Mgmt
Fund Name: Industrial Waste Management
Fund – 250
Division No. 4570**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 144,256	\$ 152,505	\$ 152,160	\$ 157,992
Maintenance & Supply	-	500	-	500
Contractual Services	131,521	139,000	64,087	135,000
Capital Outlay/Projects	1,379	-	5,750	-
Total	<u>\$ 277,156</u>	<u>\$ 292,005</u>	<u>\$ 221,997</u>	<u>\$ 293,492</u>
<u>Funding Source</u>				
Industrial Wast	<u>\$ 277,156</u>	<u>\$ 292,005</u>	<u>\$ 221,997</u>	<u>\$ 293,492</u>

City of Bell Gardens

Public Works

Waste Hauler Mgmt Franchise Fund

Waste Management Services

250-4570

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4570-0100	Salaries	51,139	60,756	62,259	60,913
4570-0120	Vacation/Sick Leave Buyouts	593	621	732	638
4570-0150	Auto/Cell Allowance	2,007	2,140	2,085	2,140
4570-0200	Overtime	338	4,500	752	4,500
4570-0210	Standby	-	200	38	-
4570-0220	Part-time	59,003	54,000	48,658	58,500
4570-0300	Retirement	11,963	12,253	14,382	13,316
4570-0320	Medicare	1,568	866	1,614	925
4570-0350	Unemployment	-	246	3,042	246
4570-0400	Health Insurance	13,153	14,737	14,684	14,623
4570-0420	Workers Comp	4,462	2,099	3,827	2,104
4570-0500	Uniform/Boot Allowance	30	87	87	87
Total	Personnel Services	144,256	152,505	152,160	157,992
Maintenance & Supply					
4570-1200	Postage	-	500	-	500
Total	Maintenance & Supply	-	500	-	500
Contractual Services					
4570-2800	Contractual Services	131,521	139,000	26,191	48,000
4570-2813	Storm Water Compliance	-	-	37,896	87,000
Total	Contractual Services	131,521	139,000	64,087	135,000
Capital Outlay					
4570-3150	Service Refunds	1,379	-	-	-
Total	Capital Outlay	1,379	-	-	-
Capital Projects					
4777-3844	Irrigation System Replacement Project @FP	-	-	5,750	-
	Capital Projects	-	-	5,750	-
Total	Waste Hauler Mgmt.Fd-Waste Mgmt Services	277,156	292,005	221,997	293,492

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Waste Management Services
Fund Name: Used Oil Recycling Grant
Fund – 283
Division No. 5270

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 2,357	\$ 1,763	\$ 1,686	\$ 1,790
Contractual Services	9,795	12,000	12,000	11,100
Total	<u>\$ 12,152</u>	<u>\$ 13,763</u>	<u>\$ 13,686</u>	<u>\$ 12,890</u>
<u>Funding Source</u>				
Used Oil Recycling Grant	<u>\$ 12,152</u>	<u>\$ 13,763</u>	<u>\$ 13,686</u>	<u>\$ 12,890</u>

City of Bell Gardens

**Public Works
Used Oil Recycling Grant Fund
Waste Management Services
283-5270**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
5270-0100	Salaries	1,795	1,266	1,214	1,266
5270-0120	Vacation/Sick Leave Buyouts	23	23	23	23
5270-0200	Overtime	5	-	6	-
5270-0300	Retirement	216	255	247	287
5270-0320	Medicare	18	19	18	19
5270-0350	Unemployment	-	-	-	6
5270-0400	Health Insurance	250	150	136	145
5270-0420	Workers Comp.	50	44	41	44
Total	Personnel Services	2,357	1,763	1,685	1,790
5270-2070	General Promotion	-	1,000	1,000	750
5270-2210	Conference and Travel	-	2,000	2,000	1,350
5270-2800	Contractual Services	9,795	9,000	9,000	9,000
5270-2999	Miscellaneous	-	-	-	-
Total	Contractual Services	9,795	12,000	12,000	11,100
Total	Used Oil Recycling Grant-Waste Mgmt. Svcs.	12,152	13,763	13,685	12,890

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Waste Management Services
 Fund Name: Beverage Container Recycling
 Fund – 284
 Division No. 5270

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Maintenance & Supply	\$ -	\$ 500	\$ 500	\$ 500
Contractual Services	-	2,000	2,000	2,000
Capital Outlay	-	4,000	4,000	4,000
Total	\$ -	\$ 6,500	\$ 6,500	\$ 6,500
 <u>Funding Source</u>				
Beverage Container Recycling	\$ -	\$ 6,500	\$ 6,500	\$ 6,500

City of Bell Gardens

Public Works

Beverage Container Recycling Grant Fund

Waste Management Services Div.

284-5270

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
	Maintenance & Supply				
	5270-1600 Special Supplies	-	500	500	500
Total	Maintenance & Supply	-	500	500	500
	Contractual Services				
	5270-2800 Contractual Services	-	2,000	2,000	2,000
Total	Contractual Services	-	2,000	2,000	2,000
	Capital Outlay				
	5270-3050 Equipment	-	4,000	4,000	4,000
Total	Capital Outlay	-	4,000	4,000	4,000
Total	Beverage Container Recycling-Waste Mgmt. Svcs.	-	6,500	6,500	6,500

City of Bell Gardens

PUBLIC WORKS

Division: Transportation Services

Purpose

The Bell Gardens Transportation Program provides safe, reliable, cost effective and affordable transportation services for residents. This program is funded through Prop A, Prop C, Transportation Funds and Measure R Funds. This Division also interacts with the Los Angeles County Metropolitan Transit Authority (MTA) to provide bus route schedules, monitor the subsidy and sale of senior citizen monthly bus passes and answers to questions regarding bus services.

The City's Transportation Program consists of three types of transportation services:

- The Dial-A-Ride Transit (D.A.R.T.) buses provide curb to curb service for \$1.00 per person and \$.25 each for seniors and disabled persons.
- The Bell Gardens Fixed Route Service provides fixed route bus service for a cost of \$.50 per person (18 and over), \$.25 (under 18, seniors 55 and over and disabled persons).
- A "Medical Taxi" service program has been added which provides round trip services for medical appointments to qualified Bell Gardens residents who are seniors (55 and over) and/or disabled. This service is exclusively for Doctors' appointments outside of Bell Gardens City limits and within a 5-mile radius of its borders.
- Dispatching and schedule coordination as provided by 2 full-time City employees and 1 part-time employee.

FY15-16 Accomplishments

- Provided transportation services via Dial-A-Ride to 39,052 resident passengers.
- Provided transportation services via Fixed Route to 162,904 passengers.
- Provided transportation services to 2,414 seniors/disabled persons via the designated Senior Bus.
- Supported the Bell Gardens recreational programs by providing transportation.
- Completed MTA Annual Project Summary for Prop A and Prop C projects. These projects include transportation services and street improvements for the City of Bell Gardens.
- Participated in MTA's National Transit Database (NTD) by reporting ridership and mileage statistics to MTA resulting in additional revenue for the City.

FY 16-17 Objectives and Performance Data

- Maintain a cohesive working relationship with contractors and the MTA on transit related issues.
- Monitor and administer Medical Taxi Program.
- Monitor both the Dial-A-Ride and Fixed Route transportation systems to ensure smooth operation.
- Oversee the sales of the MTA Senior Bus Pass Program to residents.
- Continue participating in MTA's National Transit

City of Bell Gardens

PUBLIC WORKS

FY 16-17 Objectives and Performance Data (cont'd)

- Continue participating in MTA's National Transit Database (NTD) Reporting program.
- Attend Access Service Incorporated (ASI) meeting as mandated by the Department of Transportation (DOT) to comply with the Americans with Disabilities Act (ADA) transportation requirements.

Positions

Full Time

1 Senior Dispatcher
1 Dispatcher

Part Time

1 Dispatcher

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Transportation Services Administration
Fund Name: Proposition A Sales Tax
Fund – 280
Division No. 4665**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 207,191	\$ 215,678	\$ 212,327	\$ 225,356
Maintenance & Supply	2,133	2,800	1,278	2,800
Contractual Services	637,478	615,600	483,254	636,600
Capital Outlay	-	-	-	1,000
Total	\$ 846,802	\$ 834,078	\$ 696,859	\$ 865,756
<u>Funding Source</u>				
Proposition A Sales Tax	\$ 846,802	\$ 834,078	\$ 696,859	\$ 865,756

City of Bell Gardens

**Public Works
Prop A Sales Tax Fund
Transportation Svcs Administration
280-4665**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4665-0100	Salaries	120,456	126,538	119,140	129,645
4665-0120	Vacation/Sick Leave Buyouts	1,328	1,453	1,409	1,514
4665-0150	Auto/Cell Allowance	1,354	1,350	1,315	1,350
4665-0200	Overtime	1,254	-	2,167	-
4665-0220	Part-time	21,262	20,000	20,765	22,000
4665-0300	Retirement	21,152	24,314	24,535	28,040
4665-0310	Social Security	-	1,000	-	-
4665-0320	Medicare	2,112	1,875	2,111	1,921
4665-0350	Unemployment	-	746	-	746
4665-0400	Health Insurance	32,778	34,031	36,259	35,661
4665-0420	Workers Compensation	5,495	4,371	4,626	4,479
Total	Personnel Services	207,191	215,678	212,327	225,356
Maintenance & Supply					
4665-1010	Office Supplies	2,133	2,800	1,278	2,800
Total	Maintenance & Supply	2,133	2,800	1,278	2,800
Contractual Services					
4665-2300	Vehicle Fuel & Oil	71,000	-	-	-
4665-2510	Comm Equip. Maint. & Repair	5,047	5,600	5,636	5,600
4665-2800	Contractual Services	3,095	-	-	-
4665-2801	DART Services	369,533	450,000	306,321	463,200
4665-2802	Trolley Services	149,175	114,000	114,000	121,800
4665-2803	Bus Pass Purchases	-	-	-	-
4665-2804	Recreation Trips	13,537	16,000	25,028	16,000
4665-2805	Medical Taxi Service	26,091	30,000	32,269	30,000
Total	Contractual Services	637,478	615,600	483,254	636,600
Total Transportation Services Admin					
Capital Outlay					
4665-3050	Furniture and Equipment	-	-	-	1,000
Total	Capital Outlay	-	-	-	1,000
Total	Prop A-Transportation Svcs Administration	846,802	834,078	696,859	865,756

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

PUBLIC WORKS

Division: Transportation Services Administration
Fund Name: Proposition C Sales Tax
Fund – 281
Division No. 4665

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 132,460	\$ 130,375	\$ 124,646	\$ 124,850
Contractual Services	401,450	496,825	463,962	507,400
Total	<u>\$ 533,910</u>	<u>\$ 627,200</u>	<u>\$ 588,608</u>	<u>\$ 632,250</u>
 <u>Funding Source</u>				
Proposition C Sales Tax	<u>\$ 533,910</u>	<u>\$ 627,200</u>	<u>\$ 588,608</u>	<u>\$ 632,250</u>

City of Bell Gardens

Public Works
 Prop. C Program Fund
 Transportation Svcs Administration
 281-4665

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4665-0100	Salaries	83,722	82,610	77,110	79,973
4665-0120	Vacation/Sick Leave Buyouts	1,079	1,172	1,061	1,134
4665-0150	Auto/Cell Allowance	1,956	1,950	1,900	1,950
4665-0200	Overtime	1,820	-	2,508	-
4665-0210	Standby	109	-	170	-
4665-0300	Retirement	14,429	16,660	15,863	15,675
4665-0320	Medicare	898	921	887	1,161
4665-0350	Unemployment	-	353	-	353
4665-0400	Health Insurance	24,865	23,705	22,336	21,691
4665-0420	Workers Comp	3,392	2,854	2,661	2,763
4665-0500	Uniform/Boot Allowance	190	150	150	150
Total	Personnel Services	132,460	130,375	124,646	124,850
Contractual Services					
4665-2300	Vehicle Fuel & Oil	48,653	142,000	109,137	122,000
4665-2800	Contractual Services	25,000	-	-	20,000
4665-2802	Trolley Service	327,797	354,825	354,825	365,400
Total	Contractual Services	401,450	496,825	463,962	507,400
Total	Prop. C Program	533,910	627,200	588,608	632,250

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Street Maintenance
Fund Name: Air Quality Improvement
Fund – 282
Division No. 4550

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 18,069	\$ 23,000	\$ 22,147	\$ 23,000
Capital Outlay	-	80,000	-	155,000
Total	<u>\$ 18,069</u>	<u>\$ 103,000</u>	<u>\$ 22,147</u>	<u>\$ 178,000</u>
 <u>Funding Source</u>				
Air Quality Improvement	<u>\$ 18,069</u>	<u>\$ 103,000</u>	<u>\$ 22,147</u>	<u>\$ 178,000</u>

City of Bell Gardens

Public Works
 Air Quality Improvement Program Fund
 Street Maintenance
 282-4550

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Contractual Services					
	4550-2160 Mileage Reimbursement	69	1,000	147	1,000
	4550-2800 Contractual Services	18,000	22,000	22,000	22,000
Total	Contractual Services	18,069	23,000	22,147	23,000
Capital Outlay					
	4550-3050 Furniture & Equipment	-	30,000	-	30,000
	4550-3150 Other Equipment Capital Outlay	-	50,000	-	125,000
Total	Capital Outlay	-	80,000	-	155,000
Total	Air Quality Improvement-Street Maint.	18,069	103,000	22,147	178,000

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

PUBLIC WORKS

Division: Street Maintenance
Fund Name: Measure R
Fund – 285
Division No. 4550

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 81,208	\$ 83,743	\$ 78,729	\$ 82,646
Total	<u>\$ 81,208</u>	<u>\$ 83,743</u>	<u>\$ 78,729</u>	<u>\$ 82,646</u>
<u>Funding Source</u>				
Measure R	<u>\$ 81,208</u>	<u>\$ 83,743</u>	<u>\$ 78,729</u>	<u>\$ 82,646</u>

City of Bell Gardens

Public Works
 Measure R
 Public Works Admin
 285-4550

Account Number/Description	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Personnel Services				
4550-0100 Salaries	51,865	53,558	49,273	52,996
4550-0120 Vacation/Sick Leave Buyouts	765	849	738	808
4550-0150 Auto/Cell Allowance	1,323	1,320	1,286	1,320
4550-0200 Overtime	898	-	1,311	-
4550-0210 Standby	109	-	170	-
4550-0300 Retirement	8,907	10,801	10,206	11,031
4550-0320 Medicare	625	652	618	755
4550-0350 Unemployment	-	236	-	236
4550-0400 Health Insurance	14,516	14,387	13,338	13,579
4550-0420 Workers Comp	2,100	1,850	1,699	1,831
4550-0500 Uniform/Boot Allowance	100	90	90	90
Total Personnel Services	81,208	83,743	78,729	82,646

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

PUBLIC WORKS

Division: Transportation Services Administration
Fund Name: Measure R Sales Tax Fund
Fund – 285
Division No. 4665

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 59,481	\$ 62,125	\$ 50,805	\$ 113,600
Total	<u>\$ 59,481</u>	<u>\$ 62,125</u>	<u>\$ 50,805</u>	<u>\$ 113,600</u>
<u>Funding Source</u>				
Measure R Program	<u>\$ 59,481</u>	<u>\$ 62,125</u>	<u>\$ 50,805</u>	<u>\$ 113,600</u>

City of Bell Gardens

Public Works
 Measure "R"
 Transportation Svcs Administration
 285-4665

Account Number/Description	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Contractual Services				
4665-2200 Membership & Dues	-	-	10,945	11,400
4665-2310 Vehicle Repair	-	7,300	7,300	7,300
4665-2601 Bus Shelter Maintenance	7,103	12,400	8,223	12,400
4665-2800 Contractual Services	11,339	11,400	-	-
4665-2803 Bus Pass Purchases	12,782	10,000	10,335	10,800
4665-2805 Senior Bus Driver	28,257	21,025	14,002	21,700
4665-2812 Engineering Services	-	-	-	50,000
Total Contractual Services	59,481	62,125	50,805	113,600

City of Bell Gardens

PUBLIC WORKS

Division: Water

Purpose

To provide domestic water to Bell Gardens residents served by the Bell Gardens Water System. This is currently accomplished through a combination of supplying imported Metropolitan Water District (MWD) water and use of Water Well #1. The City contracts Liberty Utilities to read water meters, prepare customer bills, collect payments and operate the water distribution system.

FY 15-16 Accomplishments

- Continued monitoring the operation and maintenance service contract with Liberty Utilities.
- Increased the use of Water Well #1 and thereby reduced the amount water purchased and imported from Metropolitan Water District (MWD).

FY 16-17 Objectives and Performance Data

- Continue to provide a high standard of service to Bell Gardens water system customers by monitoring contract services provided by Liberty Utilities.
- Implement a multi-year water rate adjustment including a drought penalty rate schedule as required by state law.
- Monitoring of Water Well #1 to ensure proper operating condition for ground water production.
- Set up and offer electronic billing to customers.

Positions

Full-Time

None-
Liberty Utilities

Part-Time

Public Works
Administrative Staff

City of Bell Gardens

City of Bell Gardens
Budget Summary
FY 2016-17

PUBLIC WORKS

Division: Water System Operation
Fund Name: Water
Fund – 510
Division No. 4560

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 34,873	\$ 37,511	\$ 35,793	\$ 39,585
Contractual Services	1,022,470	1,058,200	1,048,794	995,000
Total	<u>\$ 1,057,343</u>	<u>\$ 1,095,711</u>	<u>\$ 1,084,587</u>	<u>\$1,034,585</u>
<u>Funding Source</u>				
Water	<u>\$ 1,057,343</u>	<u>\$ 1,095,711</u>	<u>\$ 1,084,587</u>	<u>\$1,034,585</u>

City of Bell Gardens

**Public Works
Water Fund
Water System Operation
510-4560**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4560-0100	Salaries	22,932	24,511	23,405	25,709
4560-0120	Vacation/Sick Leave Buyouts	430	461	461	484
4560-0150	Auto Allowance	2,166	2,160	2,104	2,160
4560-0300	Retirement	3,961	4,943	4,765	5,827
4560-0320	Medicare	370	393	381	411
4560-0350	Unemployment	-	63	-	60
4560-0400	Health Insurance	4,089	4,133	3,869	4,046
4560-0420	Workers Comp.	925	847	808	888
Total	Personnel Services	34,873	37,511	35,793	39,585
Contractual Services					
4560-2010	Electric	100,482	110,000	104,241	110,000
4560-2800	Contractual Services	361,501	375,000	469,987	30,000
4560-2812	Engineering Services	-	-	16,983	12,000
4560-2814	Water Utility Svc-Fixed Cost	-	-	-	240,000
4560-2815	Water Utility Svc-Extraordinary	-	-	-	177,000
4560-2900	Purchase of Water	266,268	276,000	187,592	100,000
4560-2901	Operation of Well	24,169	20,000	6,255	26,000
4560-2902	Bad Debt Expense	22,243	-	-	-
4560-2910	Ground Water Extractn	247,807	277,200	263,736	300,000
Total	Contractual Services	1,022,470	1,058,200	1,048,794	995,000
Total	Water System Operation	1,057,343	1,095,711	1,084,587	1,034,585

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Non-Departmental
Fund Name: Water
Fund – 510
Division No. 4900

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Transfer To Other Funds	\$ -	\$ 199,546	\$ 199,546	\$ 147,407
Total	<u>\$ -</u>	<u>\$ 199,546</u>	<u>\$ 199,546</u>	<u>\$ 147,407</u>
 <u>Funding Source</u>				
Water	<u>\$ -</u>	<u>\$ 199,546</u>	<u>\$ 199,546</u>	<u>\$ 147,407</u>

City of Bell Gardens

Public Works
 Water Fund
 Non-Departmental
 510-4900

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
	Transfer Out				
	4900-9998 Contribution To Other Funds	-	199,546	199,546	147,407
Total	Transfer Out	-	199,546	199,546	147,407
Total	Water Fund-Non-Departmental	<u>-</u>	<u>199,546</u>	<u>199,546</u>	<u>147,407</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Bonds
Fund Name: Water
Fund – 510
Division No. 5110

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Debt Service	\$ 395,603	\$ 400,730	\$ 395,190	\$ 395,180
Total	\$ 395,603	\$ 400,730	\$ 395,190	\$ 395,180
 <u>Funding Source</u>				
Water	\$ 395,603	\$ 400,730	\$ 395,190	\$ 395,180

City of Bell Gardens

Public Works
 Water Fund
 Debt Service
 510-5110

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Bond Costs					
	5110-4010 Bond Principal	240,000	250,000	250,000	260,000
	5110-4020 Bond Interest	151,230	146,430	140,805	135,180
	5110-4030 Bond Admin. Expense	4,373	4,300	4,385	-
Total	Bond Costs	395,603	400,730	395,190	395,180
Total	Water Fund-Bonds	<u>395,603</u>	<u>400,730</u>	<u>395,190</u>	<u>395,180</u>

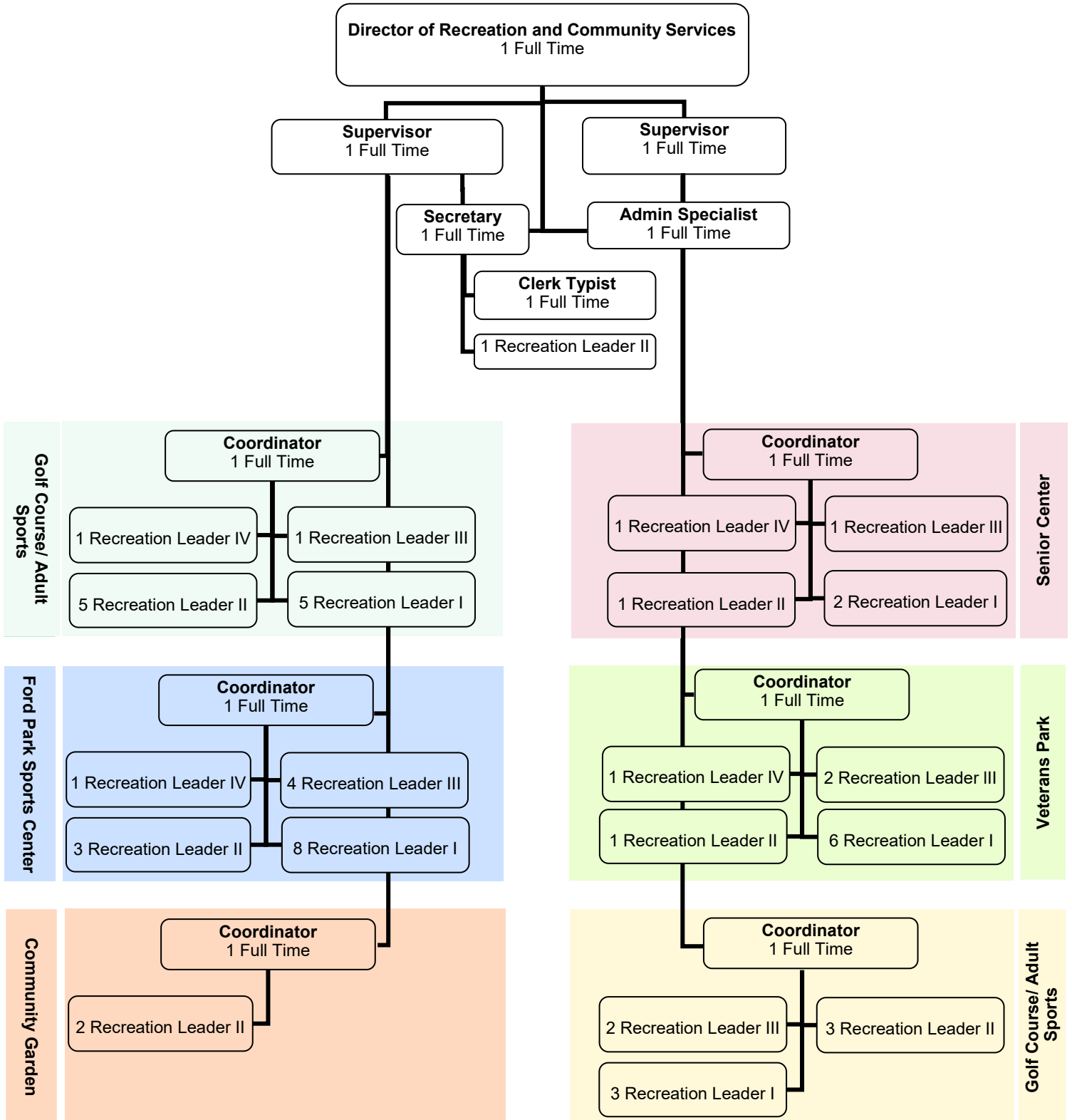
City of Bell Gardens



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City of Bell Gardens

Recreation/Community Services Organization Chart



City of Bell Gardens

RECREATION AND COMMUNITY SERVICES

Department: Recreation /Community Services

Purpose

Our vision is to **create community through people, parks, and programs.** We materialize this vision with the help of our staff's continuous efforts and commitment to improve in the following areas: youth and teen development, economic vitality, health and wellness, education, lifelong learning for adults and senior citizens, cultural enrichment, effective collaborations, safety, and security. Most importantly, our focus is to provide a safe and fun learning environment for Bell Gardens residents to enjoy.

Our department is led by a diverse and knowledgeable team of leaders that love giving back to the community through high-quality customer service. Every event, activity, class, or program is considered with our community's best interest at heart. Our community demonstrates their passion and appreciation through their involvement in the community, which is proven by the number of people of all ages who come out and enjoy the events and programs we plan in our parks and recreational facilities. This year we served over 40,000 residents through recreation and worked diligently to make positive changes in the department. We are proud to introduce the 2015-2016 list of accomplishments.

FY 15-16 Accomplishments

- Generated \$230,000 in revenue from Sports Center rentals
- \$153,000 from monthly rentals
- \$77,000 from 7 special events
- 2030 Participants and 128 Teams in adult sports leagues
- \$40,300 Net Revenue generated through adult leagues
- Serving 92% (68 of 74) Bell Gardens residents at the Community Garden
- Served over 16,040 visitors at Ford Park Pool, generating recreational swim revenue of \$19,838
- Provided swim lessons to 634 participants generating \$24,310 in revenue
- Conducted the 3 youth futsal leagues with a total of 77 participants. Practices and games took place at the Bicycle Casino Community Foundation Futsal Court.
- Collaborated with the city manager's office to produce and publish 4 Bilingual Edition of the Bell Gardens Today
- Accommodated 309 facility rentals at Veterans Park
- Pepsters Cheer program entered two major events – the Los Angeles Marathon “Cheer Alley” competition & the Lynwood Candy Cane Lane Parade. They also performed at various City events – youth sports games, Movies Under the Stars, Summer Concerts, and the Halloween Family Movie Night & Costume Contest

City of Bell Gardens

RECREATION AND COMMUNITY SERVICES

FY 15-16 Accomplishments (cont'd)

- Hosted 6 Family Excursions
- Added three regular user groups offering free social services at BGVP – Un Paso Mas, NAMI (National Alliance on Mental Illness), and L.A. Up
- Hosted Circus (Circo Hermanos Caballeros) at Veterans Park—generating \$10,000 in revenue
- The STAR program raised \$3,400 in donations for the annual Holiday event
- Added BGVP as host site for a free food program for youth in collaboration with Empowered 4 Life Foundation, provided nearly 7,000 residents with snacks and supper meals

Senior Services:

- Held the following educational sessions at both senior centers: Stress Management, Low income subsidies, Medicare 101, Technology Connection, Eat Smart Live Strong, Talking to your Doctor, Smarter than a Scammer, and Understanding Vision Loss.
- Acquired sponsorship for events from Humana Insurance and Altamed
- Acquired sponsorship for a Latin Dance Class from Applied General Agency (AGA)
- Continue working relationships with the Young at Heart and Club Latino senior citizens service clubs
- Increased events and presentations at Veterans Park Senior Center
- Started a Scrapbooking Class, and Garden Club lead by staff

Special Events and Soccer Tournaments:

- Conducted/hosted 7 Special Events including; Lions Club Carnival, Family Fishing Derby, Student Government Day, Halloween Family Movie Night & Costume Contest, Summer Concert Series (5 shows), and Movies Under the Stars (5 shows)
- Conducted 100 Mini-Events & 2 Excursions with the After School Program at the Veterans Park Game Room
- Held 3 successful outdoor family movie nights at the NYC (Neighborhood Youth Center)
- Held two holiday events (STAR and Kreative Kids) and saved money by creating all the holiday props in-house
- Conducted a ribbon cutting ceremony at Marlow Park for the new playground equipment
- Partnered with COFEM (Council of Mexican Federations in North America) to offer a free Citizenship Assistance event in Ross Hall
- Assisted BYPD with annual Battle of the Badges event

City of Bell Gardens

RECREATION AND COMMUNITY SERVICES

Special Events and Soccer Tournaments (cont'd):

- Hosted a one-day Puerto Rican Festival at Veterans Park – generating \$4,000 in revenue
- Copa Univisión
- Strikers FC Cup
- Mex Games Soccer Tournament
- RPM Sports “Real Madrid Soccer Clinics”
- Exact Sports Player Development Camps
- CRSC (Cerritos Regional Soccer Club) Memorial Cup Soccer Tournament
- Sueño MLS (Major League Soccer) Scouting combine

FY 16-17 Objectives

- Implement an Automated Recreation Software to improve overall services and efficiency so that our customers may register online
- Increase participation in all city recreation after school programs
- Increase participation for youth, teen, and adult sports programs
- Continue collaboration with Community Development to provide special events that boost economic development in our city
- Continue collaboration with Public Works department to maintain parks and facilities
- Continue collaboration with the Police Department to provide preventive methods to keep kids safe and involved in positive programs
- Continue seeking additional grants to enhance park playground equipment
- Provide effective collaboration with other departments on projects under consideration
- Increase staff training

City of Bell Gardens

RECREATION AND COMMUNITY SERVICES

Positions

Full-Time

- 1 Director of Recreation & Community Services
- 2 Recreation Supervisors
- 1 Administrative Specialist
- 1 Secretary
- 1 Clerk Typist
- 6 Recreation Coordinators

Part-Time

- 4 Recreation Leader IV's
- 10 Recreation Leader III's
- 40 Recreation Leader I's & II's

Part-Time (Seasonal)

- 15 Recreation Leader I's & II's – Aquatics
- 6 Recreation Leader III's – Aquatics
- 2 Recreation Leader IV's – Aquatics
- 2 Recreation Leader I's – Summer Camp

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

RECREATION & COMMUNITY SERVICES

Division: Recreation Services
Fund Name: General
Fund – 110
Division No. 4660

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 1,839,674	\$ 1,832,804	\$ 1,886,044	\$ 1,978,182
Maintenance & Supply	97,387	149,500	124,126	151,500
Contractual Services	373,008	416,760	377,022	471,000
Capital Outlay	2,120	3,500	1,003	8,000
Total	<u>\$ 2,312,189</u>	<u>\$ 2,402,564</u>	<u>\$ 2,388,195</u>	<u>\$ 2,608,682</u>
 <u>Funding Source</u>				
General Fund	<u>\$ 2,312,189</u>	<u>\$ 2,402,564</u>	<u>\$ 2,388,195</u>	<u>\$ 2,608,682</u>

City of Bell Gardens

**Recreation & Community Services
Recreation Administration
110-4660**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4660-0100	Salaries	696,425	691,114	683,327	772,042
4660-0120	Vacation/Sick Allowance	14,574	8,449	11,172	12,269
4660-0150	Auto/Cell Allowance	10,832	9,000	10,713	9,000
4660-0200	Overtime	2,764	3,000	2,281	4,000
4660-0220	Part-Time	758,121	800,000	772,180	840,000
4660-0300	Retirement	89,733	97,957	155,631	121,261
4660-0310	Social Security	11,263	15,000	8,138	-
4660-0320	Medicare	21,504	10,274	21,552	11,503
4660-0350	Unemployment	3,608	3,611	8	3,768
4660-0400	Health Insurance	173,029	170,523	171,200	177,668
4660-0420	Workers Comp.	57,821	23,876	49,842	26,671
Total	Personnel Services	1,839,674	1,832,804	1,886,044	1,978,182
Maintenance & Supply					
4660-1010	Office Supplies	17,486	20,000	21,582	20,000
4660-1200	Postage	340	8,000	7,464	8,000
4660-1300	Reproduction	23,129	22,000	6,000	6,000
4660-1301	Quarterly Newsletter	9,579	28,500	22,763	28,500
4660-1302	Copier Lease	-	-	16,000	16,000
4660-1350	Photo Supplies	751	1,000	986	2,000
4660-1600	Special Supplies	13,851	15,000	10,002	15,000
4660-1601	STAR Program	5,635	6,000	5,796	6,000
4660-1602	Bell Gardens Veterans Park	11,150	19,000	14,748	19,000
4660-1603	Neighborhood Youth Center	10,334	10,000	12,420	11,000
4660-1604	Kreative Kids	5,132	5,000	3,876	5,000
4660-1605	Futsal	-	15,000	2,489	15,000
Total	Maintenance & Supply	97,387	149,500	124,126	151,500
Contractual Services					
4660-2040	Telephone	3,531	3,700	2,868	3,700
4660-2070	General Promotion	50,280	57,450	1,346	-
4660-2071	Special Events	-	-	18,614	44,500
4660-2072	Summer Events	-	-	8,912	13,000
4660-2160	Mileage Reimbursement	41	300	-	300
4660-2200	Membership & Dues	1,140	2,500	-	2,500
4660-2210	Conf., Meetings, Travel	1,488	4,000	6,730	4,000
4660-2300	Vehicle Fuel & Oil	2,905	4,000	4,207	4,000
4660-2310	Vehicle Repair	5,784	11,000	15,523	11,000
4660-2500	Gen.Equip.Maint.& Repair	1,724	2,000	267	2,000
4660-2640	Facilities Rental Security	4,615	3,000	4,184	3,000
4660-2710	Training	151	1,000	-	1,000
4660-2800	Contractual Services	169,850	175,310	174,669	195,000
4660-2810	Professional Services	-	-	-	30,000
4660-2851	Classes	27,622	32,500	35,820	37,000
4660-2852	Trips	2,319	10,000	3,504	10,000
4660-2853	Leagues	33,775	40,000	31,415	40,000
4660-2854	Aquatics	19,606	20,000	20,973	20,000
4660-2855	Special Programs	48,177	50,000	47,990	50,000
Total	Contractual Services	373,008	416,760	377,022	471,000

City of Bell Gardens

Recreation & Community Services
 Recreation Administration
 110-4660

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
	Capital Outlay				
	4660-3050 Furniture & Equipment	1,965	-	1,003	-
	4660-3110 Street Banners	155	3,000	-	8,000
	4660-3150 Other Equip (Capital Out)	-	500	-	-
Total	Capital Outlay	2,120	3,500	1,003	8,000
Total	Recreation Administration	<u>2,312,189</u>	<u>2,402,564</u>	<u>2,388,195</u>	<u>2,608,682</u>

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

RECREATION & COMMUNITY SERVICES

Division: Ford Park Sports Complex
Fund Name: Anson Ford Park
Fund – 361
Division No. 3033/4900

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Contractual Services	\$ 185,256	\$ 225,700	\$ 228,548	\$ 240,700
Capital Outlay	13,740	15,000	-	15,000
Operating Transfer Out to GF	-	71,700	71,000	88,700
Total	<u>\$ 198,996</u>	<u>\$ 312,400</u>	<u>\$ 299,548</u>	<u>\$ 344,400</u>
 <u>Funding Source</u>				
Anson Ford Park	<u>\$ 198,996</u>	<u>\$ 312,400</u>	<u>\$ 299,548</u>	<u>\$ 344,400</u>

City of Bell Gardens

**Recreation & Community Services
Ford Park Sports Complex
361-3033/4900**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Contractual Services					
3033-2200	Membership Dues	-	500	310	500
3033-2310	Vehicle Repair	3,762	4,000	1,258	4,000
3033-2500	Gen.Equip.Maint. & Repair	6,754	6,000	6,859	6,000
3033-2640	Facilities Rental Security	54,397	56,000	58,534	60,000
3033-2710	Training	-	200	-	200
3033-2800	Contractual Services	72,693	75,000	74,780	80,000
3033-2810	Professional Services	-	35,000	35,278	35,000
3033-2853	Leagues	47,650	49,000	51,530	55,000
Total	Contractual Services	185,256	225,700	228,549	240,700
Capital Outlay					
3033-3150	Other Equipment (Capital Outlay)	13,740	15,000	-	15,000
Total	Capital Outlay	13,740	15,000	-	15,000
Contingency					
4900-9999	Operating Transfer Out to GF	-	71,700	71,000	88,700
Total	Contingency	198,996	312,400	299,549	344,400
Total	Ford Park Sports Complex	198,996	312,400	299,549	344,400

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

RECREATION & COMMUNITY SERVICES

Division: Golf Course
 Fund Name: Golf Course
 Fund – 520
 Division No. 4666

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Personnel Services	\$ 100,399	\$ 113,519	\$ 43,861	\$ -
Maintenance & Supply	11,019	12,200	10,105	-
Contractual Services	111,350	122,500	293,578	403,600
Capital Outlay	4,992	5,000	1,491	-
Total	\$ 227,760	\$ 253,219	\$ 349,035	\$ 403,600
<u>Funding Source</u>				
Golf Course	\$ 227,760	\$ 253,219	\$ 349,035	\$ 403,600

City of Bell Gardens

**Recreation & Community Services
Golf Course
520-4666**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4666-0100	Salaries	31,974	32,382	16,596	-
4666-0220	Part-Time	57,755	70,000	23,529	-
4666-0300	Retirement	4,830	5,708	1,610	-
4666-0310	Social Security	364	3,000	12	-
4666-0320	Medicare	1,301	470	582	-
4666-0350	Unemployment	-	157	-	-
4666-0400	Health Insurance	704	683	221	-
4666-0420	Workers Compensation	3,471	1,119	1,311	-
Total	Personnel Services	100,399	113,519	43,861	-
Maintenance & Supply					
4666-1010	Office Supplies	2,583	3,000	1,051	-
4666-1050	Publications	63	-	-	-
4666-1300	Reproduction	1,817	2,000	2,775	-
4666-1600	Special Supplies	6,556	7,200	6,279	-
Total	Maintenance & Supply	11,019	12,200	10,105	-
Contractual Services					
4666-2500	Gen.Equip.Maint. & Repair	1,936	2,500	305	-
4666-2800	Contractual Services	109,414	120,000	92,161	-
4666-2891	Golf Links Cost of Sale	-	-	11,112	76,000
4666-2892	Golf Links Operating Costs	-	-	150,000	327,600
4666-2893	Golf Links - Capital Improvement	-	-	40,000	-
Total	Contractual Services	111,350	122,500	293,578	403,600
Capital Outlay					
4666-3050	Furniture & Equipment	4,992	5,000	1,491	-
Total	Capital Outlay	4,992	5,000	1,491	-
Total	Golf Course	227,760	253,219	349,035	403,600

City of Bell Gardens
Capital Improvement Projects
2016-2017

	Proposed Projects	Estimated Cost	Funding Source
1	Ross Hall Repairs	\$36,500	General Fund
2	HSIP-Vehicle Pre-Emption Systems	\$91,268	Bond Proceeds
3	Street Improvement Project	\$599,000	Bond Proceeds
4	Citywide Traffic Safety Enhancement Project	\$722,226	Bond Proceeds
5	Ford Park Artificial Turf Replacement	\$859,444	Bond Proceeds
6	Building Roof Replacement	\$723,035	Bond Proceeds
7	Gym/Basketball Court Hardwood Floor Replacement	\$137,323	Bond Proceeds
8	Florence Ave Bridge Imp	\$291,000	Prop C
9	Street & Alley Improvement Projects	\$640,000	Measure R
10	Other Capital Projects	\$84,000	TDA Grant
11	Police Department Lobby & Interview Room	\$50,000	Asset Forfeiture
	Total Proposed Capital Improvement Projects	\$ 4,233,796	

City of Bell Gardens

CAPITAL IMPROVEMENT PROJECTS

Division: Capital Improvement Projects **Introduction**

The Capital Improvement Program has served as a guidebook for capital needs and constraints within the fiscal year as determined in the annual budget analysis. Each year, new priorities are discussed depending largely upon capital reserves, fiscal resources and immediate need. Some inclusions are the status of incomplete projects (carryovers), priority adjustments, funding opportunities, and additional items. The Public Works Department oversees this Program which includes consultation and budget collaboration with the Community Development and Recreation & Community Services Departments.

Highlights

The highlight of FY 2016-2017 Capital Improvement Program is the availability of bond proceeds to address critical capital improvement needs. The planned projects include the replacement of the city HVAC systems, energy upgrades to the city pool, updates to building controls at city facilities which will make city facilities more energy efficient, replacing roofs at city facilities, and replacing the artificial turf at the Ford Park soccer fields.

Additionally, the city will utilize funds received from Measure R (a 1/2 cent tax restricted for transportation projects) to complete necessary street repairs. Continually, the city has been successful in obtaining public work grants, and will be utilizing significant grant funds to complete capital improvement projects. Finally, some general fund resources will be utilized to completed necessary capital projects.

Division: Capital Improvement Projects

Summary

The Capital Improvement Program has been designed to help facilitate policy decisions based on capital improvement needs, resources, and fiscal analysis for maintenance-driven improvements, upgrades and new Projects. The Program is intended to become a multiyear program to build upon small resources and consolidate efforts. Designed as a functional management plan, priorities may be established, rearranged and discussed to address the foreseeable needs of the community.

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Capital Improvement Projects
Fund Name: General
Fund – 110
Division No. 4777**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay				
3831 Futsal Project @ Veterans Park Ross Hall Termite Damaged Repairs	5,170	-	-	-
3836 Project	1,584		3,762	36,500
3843 Marlow Park Playground Project	-	-	40,072	-
Total Capital Outlay	6,754	-	43,834	36,500
General Fund-Capital Improvement Total Projects	6,754	-	43,834	36,500

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Capital Improvement Projects
Fund Name: Capital Grant
Fund – 115
Division No. 4777**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay				
3759 FY Street Imprv Proj 3	196,000	-	-	-
3760 Safe and Healthy Kids Non-Infra Improv	915	-	-	-
3767 HSIP Grant Emergency Pre-Emp	116,581	188,072	971	91,268
3768 Streets - Suva, et.al. STPI	-	-	-	599,000
3835 City Wide Safety Enhancement Project	11,429	802,000	79,773	722,226
3837 Ford Park Artificial Project	43,893	849,200	16,984	859,444
3838 Building Roof Replacement	14,319	698,500	30,123	723,035
3839 Gym Basketball Court Floor	3,192	133,000	8,944	137,323
Total Capital Outlay	386,329	2,670,772	136,795	3,132,296
Total General Fund-Capital Improvement	386,329	2,670,772	136,795	3,132,296

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Capital Improvement Projects
Fund Name: Proposition A Sales Tax
Fund – 280
Division No. 4777

		FY 14-15	FY 15-16	FY 15-16	FY 16-17
		Actual	Adopted	Estimated	Adopted
<u>Expenditures</u>					
0000	Unprogrammed CIP	-	15,000	-	-
Total	Capital Outlay	-	15,000	-	-
Total	Prop A-Capital Improvement	-	15,000	-	-

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Capital Improvement Projects
Fund Name: Proposition C Sales Tax
Fund – 281
Division No. 4777**

		FY 14-15	FY 15-16	FY 15-16	FY 16-17
<u>Expenditures</u>		<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
Capital Outlay					
0000	Unprogrammed CIP	-	88,000	-	-
3764	Street and Ped Improvement Proj.	20,912	-	-	-
3767	HSIP Vehicle Pre-Emption Systems	-	53,000	-	-
3848	Florence Ave Street Improvement Project	-	-	-	16,000
3850	Eastern/Florence Intersection Improvements	-	-	-	275,000
Total	Capital Outlay	20,912	141,000	-	291,000
Total	Prop C-Capital Improvement Projects	20,912	141,000	-	291,000

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Capital Improvement Projects
Fund Name: Measure R Sales Tax
Fund – 285
Division No. 4777**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay				
0000 Unprogrammed CIP	-	27,000	-	-
3759 FY12 Street Improvement 3	3,837	-	-	-
3764 Street and Ped Improvement Project	(28,600)	-	-	-
3768 Street Improvement Suva Street	-	-	-	240,000
3833 Illuminated Street Name Signs	34,650	300,000	386,402	-
3842 Alley Improvement Project	-	-	110,000	400,000
Total Capital Outlay	9,887	327,000	496,402	640,000
Total Measure "R"	9,887	327,000	496,402	640,000

City of Bell Gardens

**City of Bell Gardens
Budget Summary
FY 2016-17**

PUBLIC WORKS

**Division: Capital Improvement Projects
Fund Name: TDA
Fund – 340
Division No. 4777**

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay				
0000 Unprogrammed CIP	-	49,000	-	75,000
3764 Street and Ped Improvement Project	28,600	-	-	-
**** Florence Ave COG	-	-	-	9,000
3832 Active Transportation Program	-	-	16,360	-
Total Capital Outlay	-	49,000	16,360	84,000
Total TDA Article 3-Capital Improvement	28,600	49,000	16,360	84,000

City of Bell Gardens

City of Bell Gardens
 Budget Summary
 FY 2016-17

PUBLIC WORKS

Division: Capital Improvement Projects
 Fund Name: Asset Seizure & Forfeiture
 Fund – 830
 Division No. 4777

<u>Expenditures</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Adopted</u>	<u>FY 15-16 Estimated</u>	<u>FY 16-17 Adopted</u>
Capital Outlay				
0000 Unprogrammed CIP	-	27,500	-	-
3834 PD Lobby & Interview Room Improvement Project	-	96,905	-	50,000
Total Capital Outlay	-	123,505	-	50,000
Total Asset Seizure & Forfeiture Fund	-	123,505	-	50,000

City of Bell Gardens



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City of Bell Gardens

Successor Agency to the Bell Gardens Community Development Commission

Governing Body

Pedro Aceituno
Chairperson

Jose J. Mendoza
Vice Chairperson

Jennifer Rodriguez
Member

Priscilla Flores
Member

Maria Pulido
Member

Oversight Board

Donald LaPlante, Chair

Pedro Aceituno, Vice Chair

Will Kaholokula, Board Member

Efrain Escobedo, Board Member

Edgar Cisneros, Board Member

William P. Rumble, Board Member

David C. Moore, Board Member

Staff

Philip Wagner
Executive Director

Kristina Santana
Secretary

City of Bell Gardens

SUCCESSOR AGENCY TO THE BELL GARDENS COMMUNITY DEVELOPMENT COMMISSION

Description:

On December 29, 2011, the California Supreme Court issued its opinion in the case of California Redevelopment Association, et al. v. Ana Matosantos, ext., et al., Case No. S196861, and upheld the validity of AB X1 26 - legislation that dissolves all redevelopment agencies - and invalidated AB X1 27 - legislation that would have allowed redevelopment agencies to continue in existence by making certain payments to the State. The result of this decision is all redevelopment agencies have been dissolved effective February 1, 2012.

AB 26 provides for each redevelopment agency's assets and obligations to be transferred to a "successor agency." The successor agency is the entity charged with performance of the redevelopment agency's "enforceable obligations" (general speaking, the obligations of the redevelopment agency as of June 28, 2011, when AB 26 was signed by the Governor) and with winding down the redevelopment agency's affairs (e.g., projects, properties, enforceable obligations, etc.).

A city becomes the successor agency of its redevelopment agency automatically or it may affirmatively elect not to be the successor agency no later than January 13, 2012.

On February 1, 2012, all assets, properties, contracts, leases, books and records, buildings and equipment of the dissolved Bell Gardens Community Development Commission have been transferred by operation of law to the City of Bell Gardens as the Successor Agency to the former Bell Gardens Community Development Commission.

City of Bell Gardens

Revenue Summary

Fund No.	Fund Name	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Projected	FY 2016-17 Adopted
900	CDC Capital Projects	42,576	-	-	-
901	Project Area #1	3,982	-	-	-
903	CDC Special Fund-Area #1	911,710	978,348	-	736,681
930	CDC Central City Capital Proj	186,447	-	-	-
931	Central City Project Area	9,374	-	-	-
933	CDC Special Fund-Area #1	1,388,269	1,759,370	1,144,681	1,798,279
935	CDC Debt Marketplace Fund	30,769	-	-	-
		<u>2,573,127</u>	<u>2,737,718</u>	<u>1,144,681</u>	<u>2,534,960</u>

City of Bell Gardens

**City Manager
900-4111**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4111-0100	Salaries	15,539	-	-	-
4111-0120	Vacation/Sick Leave Buyout	144	-	-	-
4111-0150	Auto/Cell Allowance	841	-	-	-
4111-0300	Retirement	2,722	-	-	-
4111-0320	Medicare	123	-	-	-
4111-0400	Health Insurance	2,262	-	-	-
4111-0420	Workers Comp.	633	-	-	-
Total	Personnel Services	22,264	-	-	-
Total	City Manager	<u>22,264</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Bell Gardens

**FINANCE DEPARTMENT
Personnel Administration
900-4220**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
	4220-0100 Salaries	5,696	-	-	-
	4220-0150 Auto/Cell Allowance	218	-	-	-
	4220-0300 Retirement	680	-	-	-
	4220-0310 Social Security	86	-	-	-
	4220-0400 Health Insurance	1,058	-	-	-
	4220-0420 Workers Comp.	212	-	-	-
Total	Personnel Services	7,950	-	-	-
	4900-9100-Operating Transfer Out to GF	-	125,000	125,000	-
Total	Operating Transfer Out	-	125,000	125,000	-
Total	Personnel Administration	<u>7,950</u>	<u>125,000</u>	<u>125,000</u>	<u>-</u>

City of Bell Gardens

FINANCE DEPARTMENT

Financial Services

900-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
	4221-0100 Salaries	42,556	-	-	-
	4221-0120 Vacation/Sick Leave Buyout	704	-	-	-
	4221-0150 Auto/Cell Allowance	2,102	-	-	-
	4221-0300 Retirement	7,068	-	-	-
	4221-0320 Medicare	659	-	-	-
	4221-0400 Health Insurance	8,251	-	-	-
	4221-0420 Workers Comp.	1,685	-	-	-
Total	Personnel Services	63,025	-	-	-
Contractual Services					
	4221-2800 Contractual Services	4,800	-	-	-
Total	Contractual Services	4,800	-	-	-
Total	Financial Services	<u>67,825</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Bell Gardens

**City Clerk
900-4223**

Account Number/Description	FY 2014-15 Actual	FY 2015-16 Adopted	FY 2015-16 Estimated	FY 2016-17 Adopted
Personnel Services				
4223-0100 Salaries	6,067	-	-	-
4223-0120 Vacation/Sick Leave Buyout	51	-	-	-
4223-0150 Auto/Cell Allowance	307	-	-	-
4223-0300 Retirement	775	-	-	-
4223-0320 Medicare	94	-	-	-
4223-0400 Health Insurance	887	-	-	-
4223-0420 Workers Comp.	179	-	-	-
Total Personnel Services	8,360	-	-	-
Total City Clerk	8,360	-	-	-

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
RDA Tax Increment Fund-Area 1
901-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
	4221-2870 Administrative Fee Tax Increment	2,500	-	-	-
Total	Contractual Services	2,500	-	-	-
Total	RDA Capital Proj Fund-Area 1	<u>2,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Financial Services	<u>2,500</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Bell Gardens

COMMUNITY DEVELOPMENT COMMISSION
RDA Tax Increment-Area 1
Debt Service
901-5110

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Requested
Debt Service					
	5110-4010 Bond Payments	100,000	492,500	475,000	510,000
	5110-4020 Interest Expense	190,405	233,848	238,656	216,681
	5110-4030 Bond Admin. Expense	7,379	7,000	9,663	10,000
Total	Debt Service	297,784	733,348	723,319	736,681
Total	Debt Service	<u>297,784</u>	<u>733,348</u>	<u>723,319</u>	<u>736,681</u>

City of Bell Gardens

**City Manager
930-4111**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
		Actuals	Adopted	Estimated	Adopted
Personnel Services					
4111-0100	Salaries	15,539	-	-	-
4111-0120	Vacation/Sick Leave Buyout	144	-	-	-
4111-0150	Auto/Cell Allowance	841	-	-	-
4111-0300	Retirement	2,722	-	-	-
4111-0320	Medicare	123	-	-	-
4111-0400	Health Insurance	2,262	-	-	-
4111-0420	Workers Comp.	633	-	-	-
Total	Personnel Services	22,264	-	-	-
Total	City Manager	22,264	-	-	-

City of Bell Gardens

**FINANCE DEPARTMENT
Personnel Administration
930-4220**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
	4220-0100 Salaries	5,696	-	-	-
	4220-0150 Auto/Cell Allowance	218	-	-	-
	4220-0300 Retirement	679	-	-	-
	4220-0320 Medicare	84	-	-	-
	4220-0400 Health Insurance	1,058	-	-	-
	4220-0420 Workers Comp.	212	-	-	-
Total	Personnel Services	7,947	-	-	-
Total	Personnel Administration	7,947	-	-	-

City of Bell Gardens

FINANCE DEPARTMENT
Financial Services
930-4221

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
	4221-0100 Salaries	42,555	-	-	-
	4221-0120 Vacation/Sick Leave Buyout	704	-	-	-
	4221-0150 Auto/Cell Allowance	2,102	-	-	-
	4221-0300 Retirement	7,068	-	-	-
	4221-0320 Medicare	659	-	-	-
	4221-0400 Health Insurance	8,250	-	-	-
	4221-0420 Workers Comp.	1,684	-	-	-
Total	Personnel Services	63,022	-	-	-
Contractual Services					
	4221-2800 Contractual Services	4,800	-	-	-
Total	Contractual Services	4,800	-	-	-
	4900-9100-Operating Transfer Out to GF	-	125,000	125,000	-
Total	Operating Transfer Out	-	125,000	125,000	-
Total	Financial Services	67,822	125,000	125,000	-

City of Bell Gardens

**City Clerk
930-4223**

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actual	Adopted	Estimated	Adopted
Personnel Services					
4223-0100	Salaries	6,067	-	-	-
4223-0120	Vacation/Sick Leave Buyout	51	-	-	-
4223-0150	Auto/Cell Allowance	307	-	-	-
4223-0300	Retirement	775	-	-	-
4223-0320	Medicare	94	-	-	-
4223-0400	Health Insurance	887	-	-	-
4223-0420	Workers Comp.	179	-	-	-
Total	Personnel Services	8,360	-	-	-
Total	City Clerk	8,360	-	-	-

City of Bell Gardens

COMMUNITY DEVELOPMENT COMMISSION
RDA Tax Increment-Central Area
Debt Service
931-5110

		FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17
Account Number/Description		Actuals	Adopted	Estimated	Requested
Debt Service					
5110-4010	Principal Expense - Bond	90,000	650,000	465,000	890,000
5110-4020	Interest Expense - Bond	655,452	917,370	922,498	900,279
5110-4030	Admin. Expense	1,236	7,000	7,298	8,000
Total	Debt Service	746,688	1,574,370	1,394,796	1,798,279
Total	Debt Service	<u>746,688</u>	<u>1,574,370</u>	<u>1,394,796</u>	<u>1,798,279</u>

City of Bell Gardens

GLOSSARY

Activity—The smallest unity of budgetary accountability and control which covers a specific unit of work or service.

Adoption—Formal action of the City Council, which sets the spending limits for the fiscal year.

Allocate—To divide a lump-sum appropriation, which is designated for expenditure by specific organization units and/or for specific purposes, activities, or objects.

Annual Budget—A budget applicable to a single fiscal year.

Audit—Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles.

Budget—A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services.

Budget Calendar—A schedule of key dates which the City follows in the preparation, adoption, and administration of the budget.

Budget Message—Included in the opening section of the budget, the Budget message provides the Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Manager.

CJPIA—California Joint Powers Insurance Authority.

Capital Improvement Program (CIP)—A Program to provide for the maintenance or replacement of existing public facilities and assets, and for the construction or acquisition of new ones.

Capital Outlay—Expenditures which qualify as capital costs according to accounting standards. This includes furniture, fixtures, machinery, equipment and other fixed assets.

Contingency—An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as flood emergencies, federal mandates, shortfalls in revenue, and similar eventualities.

City of Bell Gardens

GLOSSARY

Department—A major organizational unit of the City which has been assigned overall management responsibility for an operation, or a group of related operations within a functional area.

Designated Fund Balance—A portion of unreserved fund balance designated by City policy for a specific future use.

Encumbrance—The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Fiscal Year—The beginning and ending period for recording financial transactions. The City has specified July 1st to June 30th as its fiscal year.

Fixed Assets—Assets of long-term nature such as land, building, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000-\$10,000.

Fund—An accounting entity that records all financial transactions for specific activities or government functions. The fund types used by the City are: General, Special Revenue, Capital Project, Enterprise, Debt Service, and Fiduciary.

Fund Balance—The excess of current assets over current liabilities, representing the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

General Fund—The primary operating fund of the City, all revenues that are not allocated by law or contractual agreements to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

Goal—A statement of broad direction, purpose or intent.

Infrastructure—The physical assets of the City, i.e., streets, water, sewer, public buildings, parks and the support structure within a development.

City of Bell Gardens

GLOSSARY

Investment Revenue—Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Key Objective—A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

Line-Item Budget—A budget that lists detailed expenditure categories, (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget, although detail line-item accounts are maintained and recorded for financial purposes.

Municipal—In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or village, as opposed to other local government.

Objectives—Specific statements of desired ends to be accomplished during the Fiscal Year.

Objectives of Expenditure—The individual expenditure accounts used to record each type of expenditure City operations incur. For budgeting purposes, objects of expenditure are categorized into groups of similar expenditures called major objects of expenditure. The principle objects of expenditure used in the budget are:

Personal Services—Salaries and benefits paid to City employees. Including items such as special duty salaries and retirement.

Operating Expenditures—Amounts paid for items that are consumed, deteriorated through use, or that lose their identity through fabrication or incorporation into different or more complex units or substances. Office supplies, materials and other items used in the normal operations of City Departments. Including items such as books, maintenance materials and contractual services supporting the government. These professionals include lawyers, architects, auditors, systems analysts, planners, etc.

City of Bell Gardens

GLOSSARY

Operating Budget—The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

Ordinance—A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as State statute or constitutional provision. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status.

Policy—A direction set by the City Council that must be followed to advance a goal. The direction can be a course of action or a guiding principle.

Program—A grouping of activities organized to accomplish basic goals and objectives.

Program Budget—A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Reserve—An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution—A special order of the City Council which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Revenue—Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Risk Management—An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

Sales Tax—A tax on the purchase of goods and services.

Special Revenue Funds—Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditure for specific purposes.

City of Bell Gardens

GLOSSARY

Subventions—Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Trust and Agency Funds—Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations or other governmental agencies.

Work Plan—A schedule which identifies major action steps, time frames and person responsible for accomplishment of a department or division objective.

City of Bell Gardens



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