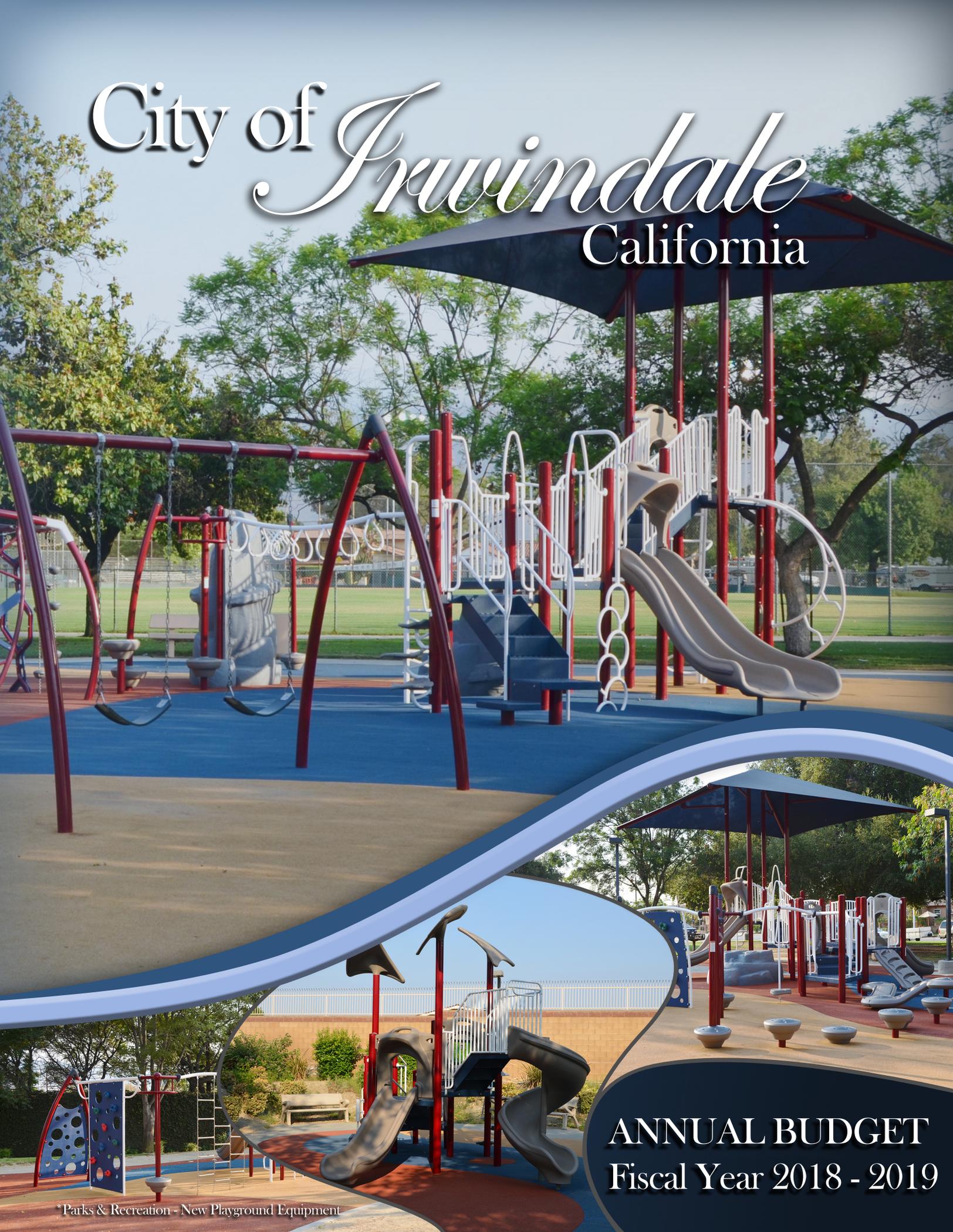


City of *Fremontdale* California



ANNUAL BUDGET
Fiscal Year 2018 - 2019

Annual Budget

2018/19

Mayor

Mark A. Breceda

Mayor Pro Tem

Albert F. Ambriz

City Council

Larry G. Burrola

Manuel R. Garcia

H. Manuel Ortiz

Submitted to the

City Council by:

William K. Tam

City Manager



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Irwindale, CA 91706

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TABLE OF CONTENTS

| | |
|--|-----|
| List of Principal Officers | iii |
| California Society of Municipal Finance Officers Association Budget Award | iv |
| Budget Ordinance No. 725 – Adopting the Budget for Fiscal Year 2018-2019 | v |
| City Manager’s Budget Message | |
| Letter of Transmittal..... | 2 |
| Community Profile | |
| Community Profile..... | 12 |
| Mission Statement and Goals | |
| Mission Statement and Goals..... | 18 |
| Guide to the Budget | |
| What is the Budget?..... | 20 |
| How is the Budget Prepared?..... | 20 |
| How to Read the Budget..... | 21 |
| Financial and Operating Policies..... | 22 |
| Budget Summary | |
| Narrative Information..... | 26 |
| Operating & Capital Budget Summary by Fund..... | 27 |
| Fund Balance Summary by Fund..... | 28 |
| Revenue Summary by Fund..... | 29 |
| Expenditure Summary by Fund and Department..... | 30 |
| Capital Improvement Projects..... | 31 |
| General Fund Departments | |
| City Council..... | 33 |
| City Administration Office..... | 43 |
| City Manager..... | 50 |
| City Clerk..... | 51 |
| Administrative Services..... | 52 |
| Information Technology..... | 53 |
| Resident Benefits Program..... | 54 |
| Housing..... | 55 |
| Community Development..... | 57 |
| Finance..... | 69 |
| Human Resources..... | 77 |
| Legal..... | 85 |
| Library..... | 93 |
| Police..... | 101 |
| Public Works-Engineering | 113 |

TABLE OF CONTENTS

| | |
|--|-----|
| Public Works-Services..... | 123 |
| Recreation..... | 135 |
| Senior Center..... | 147 |
| Other Funds | |
| Housing Authority | 155 |
| Special Mining..... | 159 |
| Reclamation Authority..... | 163 |
| Other Special Revenue and Fiduciary Funds..... | 167 |
| Personnel Detail | |
| Narrative Information..... | 184 |
| City-wide Organizational Chart..... | 185 |
| Personnel Listing..... | 186 |
| Glossary of Terms | 190 |

CITY COUNCIL



Mark A. Breceda
Mayor



Albert F. Ambriz
Mayor Pro Tem



Larry G. Burrola
Councilmember



Manuel R. Garcia
Councilmember



H. Manuel Ortiz
Councilmember

EXECUTIVE MANAGEMENT

William Tam, City Manager
Ty Henshaw, Chief of Police
Eva Carreon, Finance Director/ City Treasurer
Arsanious Hanna, City Engineer / Building Official
Laura M. Nieto, Chief Deputy City Clerk

CITY ATTORNEY

Fred Galante, Aleshire & Wynder, LLP



The California Society of Municipal Finance Officers Association (CSMFO) presented a Certificate of Award for Meritorious in Operating Budgeting for Fiscal Year 2017-18 to the City of Irwindale.

This Budget Awards Program is designed to recognize those agencies that have prepared a budget document or a communication tool that meets certain standards.

This is the ninth year the City has submitted for an award. We believe the FY 2018-19 current budget continues to conform to program requirements, and we are submitting it to CSMFO to determine eligibility for another award.

ORDINANCE NO. 725

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
ADOPTING THE BUDGET FOR FISCAL YEAR 2018-19**

WHEREAS, a copy of the proposed budget for FY 2018-19 has been on file in the Office of the Deputy City Clerk and the City Library for public review; and

WHEREAS, the City Council conducted a duly noticed public hearing to consider the proposed budget on June 13, 2018.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE DOES
HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. The budget for the City of Irwindale for Fiscal Year 2018-19, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved and adopted. The operating and capital budget amounts are hereby authorized for the fiscal year within departments by fund, as listed on Exhibit A

SECTION 2. From the effective date of said budget, the total amount as stated therein for each departmental activity account shall be appropriated subject to expenditure pursuant to all applicable ordinances of the City and statutes of the State. The operating budget may be reallocated by the City Manager providing there is no change in the total appropriations within any funds as authorized by the City Council.

SECTION 3. At the close of the fiscal year, unexpended appropriations in the operating budget will be unencumbered as necessary to underwrite the expense of outstanding purchase commitments. Unexpended appropriations for authorized, but uncompleted projects may be carried forward to the next succeeding budget upon approval by the City Manager.

SECTION 4. Total appropriations within the funds will be increased only by amendment of the budget by motion of the City Council.

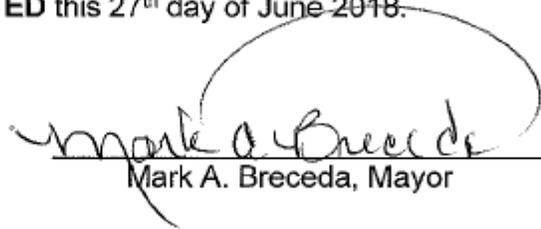
SECTION 5. The City Manager may reduce expenditure appropriations within funds as a method of fiscal control, and the Director of Finance may decrease revenue estimates to reflect economic change during the fiscal period.

SECTION 6. The Director of Finance is hereby authorized to transfer monies in accordance with the interfund transfers listed in said budget, and to transfer monies to cover operational expenditures of the City through transfers of funds in such amounts, and at such times during the fiscal year as may be determined necessary to the competent operation and control of City business, or to provide adequate cash flow, except that no such transfer shall be made in contravention of State law or City ordinances.

SECTION 7. Adjustments made by the City Council during the budget hearing and documented in the minutes for this action will be incorporated with the final printed budget document. The City Manager is hereby authorized to approve any corrections in the budget document that are clerical in nature. Additionally, the City Council may amend the budget at any time by adoption of appropriate budget resolutions.

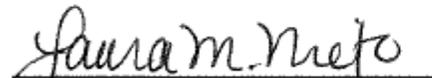
SECTION 8. The Chief Deputy City Clerk shall certify the passage of this Ordinance and shall cause the same to be posted in accordance with law.

PASSED, APPROVED, AND ADOPTED this 27th day of June 2018.



Mark A. Breceda, Mayor

ATTEST:



Laura M. Nieto, MMC
Chief Deputy City Clerk

State of California }
County of Los Angeles } ss.
City of Irwindale }

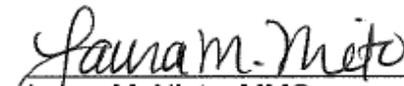
I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, California, do hereby certify that the foregoing Ordinance No. 725 was duly introduced at a regular City Council meeting held on the 13th day of June 2018, and adopted at a regular meeting of the City Council held on the 27th day of June 2018, by the following roll call vote:

AYES: Councilmembers: Ambriz, Burrola (with the exception of Staff Report Item 5A), Garcia, Ortiz (with the exception of the contract for the City lobbyist); Mayor Breceda

NOES: Councilmembers: None

ABSENT: Councilmembers: None

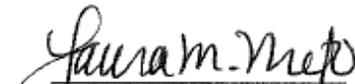
ABSTAIN: Councilmembers: None



Laura M. Nieto, MMC
Chief Deputy City Clerk

AFFIDAVIT OF POSTING

I, Laura Nieto, Chief Deputy City Clerk, certify that I caused a copy of Ordinance No. 725, adopted by the City Council of the City of Irwindale at its regular meeting held June 27, 2018, to be posted at the City Hall, Library, and Post Office on June 28, 2018.



Laura M. Nieto, MMC
Chief Deputy City Clerk

Dated: June 28, 2018

Ordinance No. 725
Page 3

Exhibit A
City of Irwindale
Operating Budgets Summary
FY 2018-19

| Fund No | Fund | FY 2018-19 Revenues | FY 2018-19 Expenditures | Surplus (Deficit) FY 2018-19 |
|---|--|----------------------|-------------------------|------------------------------|
| General Fund | | | | |
| 01 | General Fund On-Going Budget | \$ 20,428,890 | \$ (19,800,620) | \$ 628,270 |
| | Capital/One-Time Items | \$ 1,320,000 | \$ (489,700) | \$ 830,300 |
| | TOTAL GENERAL FUND | \$ 21,748,890 | \$ (20,290,320) | \$ 1,458,570 |
| Irwindale Joint Powers Authority | | | | |
| 10 | Irwindale Joint Powers Authority | \$ 557,200 | \$ (557,200) | \$ - |
| Irwindale Housing Authority Fund | | | | |
| 11 | Irwindale Housing Authority | \$ 4,000 | \$ (6,180) | \$ (2,180) |
| 12 | IHA-Low/Mod Housing Asset Fund | \$ 60,000 | \$ (3,907,810) | \$ (3,847,810) |
| | TOTAL HOUSING AUTHORITY FUNDS | \$ 64,000 | \$ (3,913,990) | \$ (3,849,990) |
| Special Mining Funds | | | | |
| 13 | Special Mining Ft On-Going Budget | \$ 3,754,000 | \$ (3,513,280) | \$ 240,720 |
| | Capital/One-Time Items | \$ - | \$ (459,000) | \$ (459,000) |
| | TOTAL SPECIAL MINING FUND | \$ 3,754,000 | \$ (3,972,280) | \$ (218,280) |
| Reclamation Authority | | | | |
| 14 | Reclamation Fund | \$ 751,000 | \$ (48,260) | \$ 702,740 |
| 19 | Olive Pit Royalty Fund | \$ 3,250,000 | \$ (2,513,790) | \$ 736,210 |
| | TOTAL RECLAMATION AUTHORITY FUNDS | \$ 4,001,000 | \$ (2,562,050) | \$ 1,438,950 |
| Grants & Special Revenue Funds | | | | |
| 15 | AB939 Recycling Fund | \$ 194,000 | \$ (134,420) | \$ 59,580 |
| 21 | State Gas Tax Fund | \$ 41,480 | \$ (41,000) | \$ 480 |
| 22 | Air Quality Improvement Fund | \$ 1,700 | \$ (1,700) | \$ - |
| 25 | Proposition A Fund | \$ 27,900 | \$ (27,900) | \$ - |
| 26 | Proposition C Fund | \$ 23,100 | \$ (23,100) | \$ - |
| 27 | Measure R Fund | \$ 17,320 | \$ (17,320) | \$ - |
| 28 | TDA Article 3 Fund | \$ 5,000 | \$ (5,000) | \$ - |
| 29 | Measure M Fund | \$ 19,630 | \$ (19,630) | \$ - |
| 32 | Community Development Block Grant Fund | \$ 31,990 | \$ (31,990) | \$ - |
| | TOTAL GRANT & OTHER SPECIAL REVENUE FUNDS | \$ 362,120 | \$ (302,060) | \$ 60,060 |
| Assessment Districts | | | | |
| 42 | CFD #1 Community Facilities District Fund | \$ 1,064,040 | \$ (1,064,040) | \$ - |
| 43 | Live Oak Sewer Assmt District Fund | \$ 88,900 | \$ (88,900) | \$ - |
| 44 | Street Light Assmt District-IBC Fund | \$ 11,480 | \$ (11,480) | \$ - |
| 45 | Sewer Maintenance Assmt District-IBC Fund | \$ 137,680 | \$ (125,150) | \$ 12,530 |
| | TOTAL ASSESSMENT DISTRICT REVENUE FUNDS | \$ 1,302,100 | \$ (1,289,570) | \$ 12,530 |
| TOTAL ALL FUNDS | | \$ 31,789,310 | \$ (32,887,470) | \$ (1,098,160) |

CITY MANAGER'S BUDGET MESSAGE



CITY MANAGER’S BUDGET MESSAGE



CITY OF IRWINDALE FY 2018-19 ADOPTED BUDGET

June 27, 2018

To: Honorable Mayor, Members of the City Council and Citizens of Irwindale

It is my pleasure to present to you the City of Irwindale’s Adopted Budget for Fiscal Year (FY) 2018-19. With the City Council’s direction, City staff has worked diligently to prepare a budget that adheres to the City Council’s commitment to making the City of Irwindale a safe and great place to live, work, and enjoy. The FY 2018-19 Budget represents the implementation plan for executing the City Council’s goals, policies and objectives for the upcoming year.

Presented below is a summary of the FY 2018-19 Adopted Operating and Capital Budgets for all funds in the City of Irwindale:

| Fund | Fiscal Year 2018-19 Adopted Budget |
|----------------------------------|---|
| General Fund | \$20,290,320 |
| Irwindale Joint Powers Authority | 557,200 |
| Irwindale Housing Authority | 3,913,990 |
| Special Mining Fund | 3,972,280 |
| Irwindale Reclamation Authority | 2,562,050 |
| Special Revenue Funds | 302,060 |
| Assessment Districts | 1,289,570 |
| Total Adopted Budget | \$32,887,470 |

General Fund

The City of Irwindale has benefitted from the growing economy, and in particular the steady growth in the economic sectors that include residential/commercial construction and business/industry, which have the strongest impact on the City of Irwindale’s tax revenue base. This is evidenced by the increase in these revenues in recent years.

The City has worked diligently since then to reduce expenditures wherever possible in order to minimize the City’s deficit. These measures have included focused efforts by all departments in reducing operating expenditures, deferring capital purchases wherever possible, and locating alternate funding or grants for some of its expenses. The City has made great strides in reducing expenditures that are under the City’s control, however this progress is offset by continually increasing costs in areas that are out of the City’s control, such as healthcare premiums, pension costs, liability and workers’ compensation insurance, utilities, and the regular inflation for the cost of materials and supplies.

CITY MANAGER'S BUDGET MESSAGE

In addition to controlling expenditures over the past few years, the City has also been concentrating its efforts on economic development projects in the City to generate additional General Fund revenue. Although these types of projects often take several years to materialize, the City has now started to benefit from these efforts. One of the several economic development projects underway includes the Olive Pit mining project which started operations in 2016 and has been generating new General Fund revenues.

The table below lists the General Fund operating revenue and expenditures over five years. As displayed, the City has realized a balanced operating budget for the past two years, and is has adopted a balance operating budget for the upcoming fiscal year.

| | ACTUAL 2014-15 | ACTUAL 2015-16 | ACTUAL 2016-17 | ESTIMATED 2017-18 | BUDGET 2018-19 |
|--------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|---------------------------|
| OPERATING REVENUES | \$16.7 M | \$18.2 M | \$20.7 M | \$22.7 M | \$20.4 M |
| OPERATING EXPENDITURES | (\$18.5) M | (\$18.3) M | (\$19.2) M | (\$18.9) M | (19.8) M |
| OPERATING SURPLUS/(DEFICIT) | (\$1.8) M | (\$.1) M | \$ 1.5 M | \$ 3.8 M | \$.6 M |

FY 2018-19 Budget Preparation

The budget process for FY 2018-19 began in February 2018 with a kick off meeting where City Staff was provided with direction and instructions for preparing the new fiscal year budget.

The City Manager's proposed goals for this year's budget include the following:

- Maintain core services and programs for Irwindale residents;
- Maintain departmental operating budgets at the same reduced levels from prior fiscal year reductions;
- Postpone general fund capital projects to future years when possible;
- Search for alternate funding sources wherever possible in the form of grants and outside agency assistance to offset expenditures in the General Fund;
- Continue to explore new revenue opportunities through economic development, mining operations, and other endeavors;
- Use reserves prudently.

During the budget process, the City Manager gave direction for all City Departments to continue their concentrated efforts in operating their departments with existing reduced operating budgets. City staff has recognized that any further reductions would require cuts in core programs and services, therefore further reductions were not feasible without affecting the City Council's goal of maintaining core programs and services.

On May 14, 2018, a Budget Workshop was held for the City Council to review the FY 2018-19 proposed budget, as well as additional budget requests made by departments over and above their rollover base budget.

CITY MANAGER’S BUDGET MESSAGE

Proposed FY 2018-19 Budget:

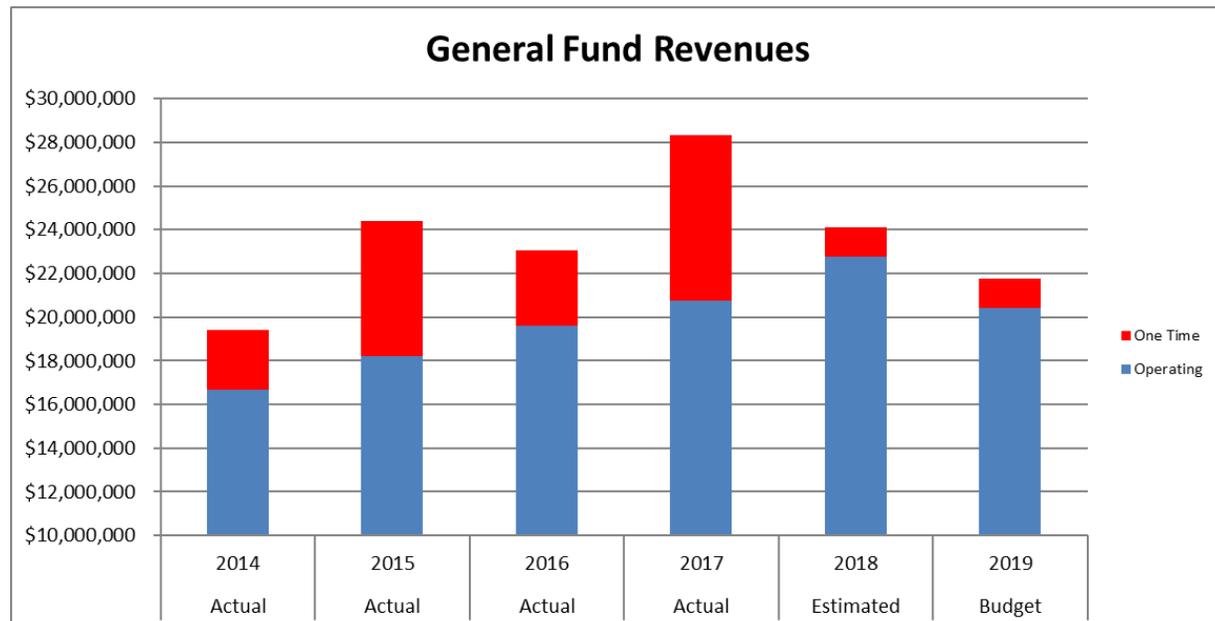
General Fund

General Fund Budget Highlights:

- Revenues projected for FY 2018-19 include \$20.4 million in operating revenue and \$1.3 million in one-time/extraordinary revenue, for a total of \$21.7 million. General Fund operating revenues have been projected conservatively, and are budgeted to come in at approximately the same levels as the previous fiscal year. The one-time revenues of \$1.3 million are due to building related revenue expected for large developments taking place in the City during the fiscal year.
- Expenditures projected for FY 2018-19 include operating expenditures of \$19.8 million, and capital/one-time expenditures of \$489,700, for a total of \$20.3 million. The primary increases to the City’s operating expenditures are due to increases in salary and benefit costs. The City recently completed labor negotiations, and implemented a Comprehensive Classification and Compensation Study. The \$489,700 in capital/one-time expenditures are for capital purchases and projects funded by the General Fund.

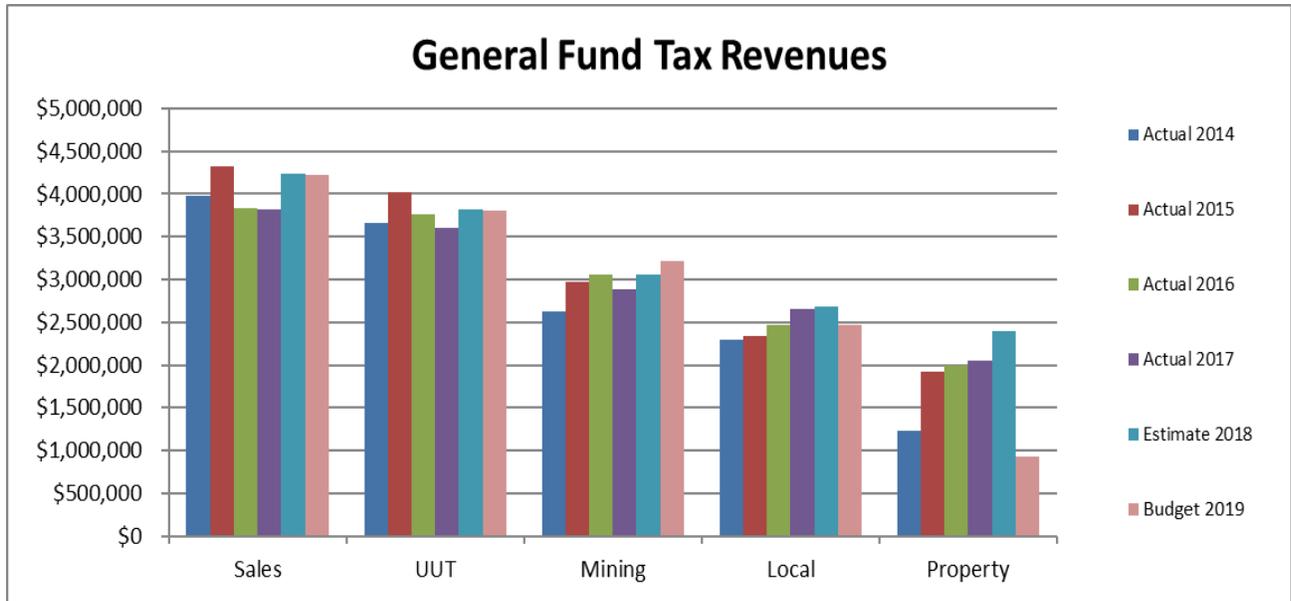
General Fund Revenue:

The following chart illustrates the trend of the City of Irwindale’s General Fund revenues over a period of six fiscal years, including the projections for the upcoming fiscal year. For comparative purposes, the standard operating revenues are shown in blue, and one-time/extraordinary revenues are shown in red. The one-time/extraordinary revenues typically consist of unanticipated items such as developer contributions, large scale building activity, and property sales and transfers.



CITY MANAGER'S BUDGET MESSAGE

The City's primary revenue base is derived from taxes, including Sales Tax, Utility Users' Tax, Mining Taxes, Property Taxes, and other local taxes (Franchise Taxes, Business License Tax, Admission Tax, Transfer Tax). The revenue projections for these tax revenue categories make up approximately \$14.6 million, or 72% of the total General Fund operating revenues for FY 2018-19. The graph below illustrates the trends of these major tax revenues over six fiscal years.

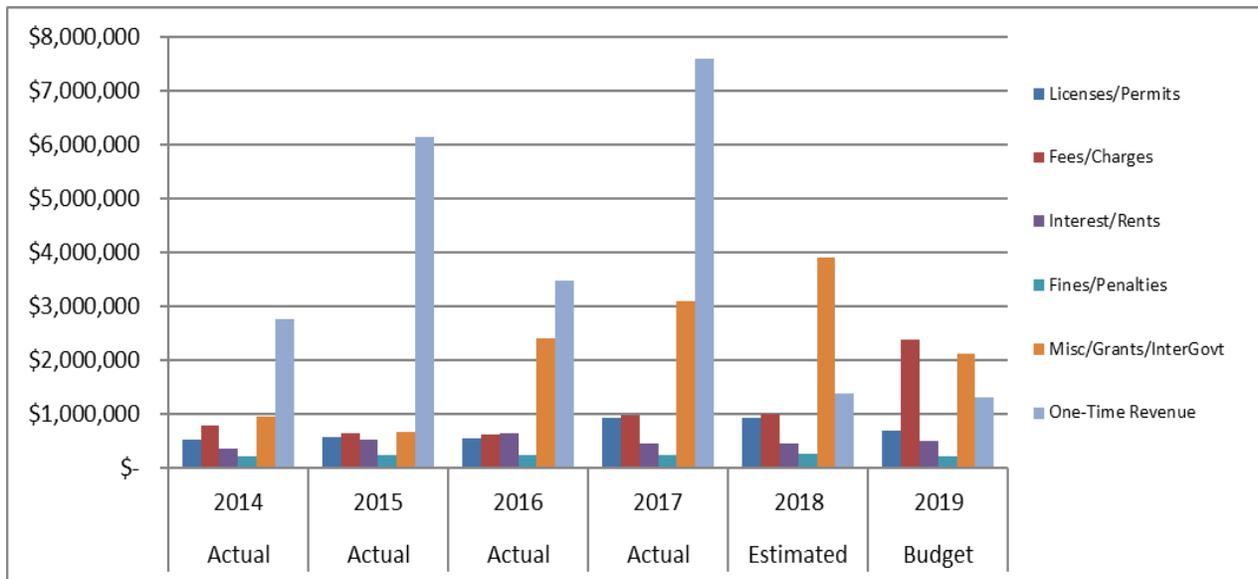


- Revenue projections for Sales Taxes and Utility User's Taxes are made with the assistance of consultants who specialize in analyzing trends of the all economic sectors. The economic sectors that most affect the City of Irwindale's sales tax base are "Business and Industry" and "Building and Construction".
- Mining tax revenue projections are derived from consulting directly with the mining operators in the City. Estimates are gathered based on the mining operators' projected excavation for the new fiscal year. These estimates are calculated in tonnages which allow City Staff to project the estimated mining tax revenues expected during the fiscal year.
- The FY 2018-19 tax revenue projections are projected to remain relatively flat, with the exception of mining tax revenues which are budgeted slightly higher than the previous fiscal year.

The City's other revenue sources include Licenses & Permits, Fees for Services, Interest & Rent, Fines & Penalties, and Administrative, Grant & Miscellaneous Revenue. These revenues represent the remaining \$5.8 million, or 28%, in estimated operating revenue for FY 2018-19. The General Fund budget for FY 2018-19 also includes one-time revenue totaling \$1.3 million, which consists of building related revenue expected for large developments taking place in the City during the fiscal year.

CITY MANAGER’S BUDGET MESSAGE

The chart below illustrates the trends related to these revenues over six fiscal years:

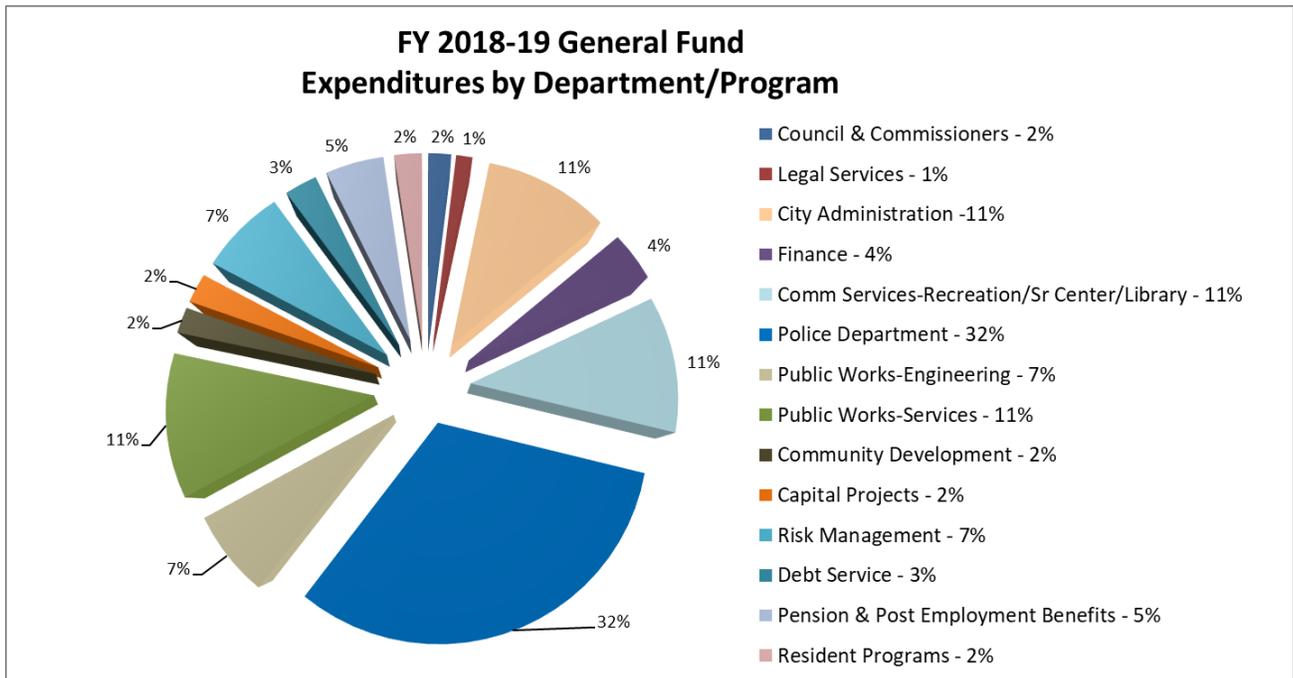


- The majority of revenue received from Licenses & Permits and Fees & Charges is related to building and construction activity in the City, such as building permits and plan check fees. This type of revenue fluctuates from year to year depending on the level of building and construction activity in the City. In recent years this revenue has increased as a result of the improved economy.
- Revenue from interest income continues to remain low due to continued low interest rates on investments, as well as reduced cash balances in the funds generating interest income.
- Revenue from Fines & Penalties has remained relatively flat over the six year period.
- The Miscellaneous category includes revenue derived from administrative overhead fees, some development related fees, the sales of resident identification cards, publications, copies, and passports. The increase revenue in this category starting in 2016 is a result of a new revenue source in the form of royalty fees from the City’s newly operating Olive Pit.
- One-Time Revenue consists of unanticipated and extraordinary revenue, such as property sales and revenue related to large construction projects in the City.
 - In 2014, the City’s one-time revenues are attributed to a recognized gain in the bond refinancing of its Certificates of Participation.
 - In 2015, the City received property from the Successor Agency as a result of the State approved Long Range Property Management Plan, resulting in a gain on property transfers of approximately \$6 million.
 - In 2016, the City recognized a \$3 million gain on sale of the Manning Pit property, as well as a bond proceeds reimbursement for the Irwindale Park Project.
 - In 2017, the City recognized a \$7.6 million gain on the sale of the Triangle Pit and LA/Alderson properties.
 - In 2018, the budget includes projected one-time revenue of \$1.3 million in building related revenue, primarily attributed to a large City of Hope development in the City.

CITY MANAGER’S BUDGET MESSAGE

General Fund Expenditures:

FY 2018-19 General Fund operating expenditures are projected to be \$19.8 million, and capital/one-time expenditures are projected at \$489,700, for a total of \$20.3 million in General Fund expenditures. The chart below illustrates the allocation of these expenditures as a percentage by major City Department or Program:



One of the City Council’s highest priority is to maintain all core services and programs for Irwindale residents, and therefore, City departments were directed to maintain their operating budgets, and no budget cuts were mandated.

During the Budget Workshop however, the City Council was presented with requests by City Staff for additional staffing. During the recession years, the City did not layoff employees, however it was able to reduce its workforce and personnel costs through attrition and hiring freezes. With the recent increase in revenues, City Departments have now requested additional staffing to help maintain the high quality services and programs they provide to the City’s residents and the business community. All budget requests that were approved by the City Council have been included in the FY 2018-19 Budget.

General Fund Balance:

With the adoption of the FY 2018-19 Budget, the City is projecting a surplus of \$628,270 from its operating budget. This marks the second straight year since the great recession the City has adopted a balanced budget. The City has been successful in steadily reducing its structural deficit over time, by both reducing costs and increasing revenues. The elimination of the structural budget deficit has been a multi-year effort, and the City is very proud of having reached this accomplishment, without cutting services or programs for the community.

In addition to the operating budget surplus, the City is projecting an additional \$830,300 surplus from its capital/one-time budget items. This large surplus is primarily due to projected increases in building related revenue from a large development project.

CITY MANAGER'S BUDGET MESSAGE

The City is estimating the General Fund Balance reserves will be approximately \$29.6 million at the close of the year-end audit for the prior fiscal year. In accordance with the City's adopted Fund Balance Policy, an Economic Contingency Reserve of \$5 million has been maintained even during these most challenging fiscal years. This Economic Contingency Reserve equals approximately 25% of the City's operating budget expenditures. Therefore, the City has an additional \$24.6 million, for a total of \$29.6 million in General Fund reserves estimated as of the beginning of FY 2018-19. The projected total surplus of \$1.5 million will increase the City's total General Fund Balance reserves to \$31.1 million by the end of FY 2018-19.

Successor Agency

Effective as of February 1, 2012, the State of California enacted into law AB 1X26 which required the dissolution of the Irwindale Community Redevelopment Agency (ICRA). In order to meet the Enforceable Obligations of the former ICRA and to responsibly wind down the remaining activities, the City Council took action to become the Successor Agency for the former redevelopment agency. Actions of the Successor Agency are subject to approval by a seven person Oversight Board, which in turn, has its actions reviewed by the California Department of Finance (DOF). The key decision of the Board is to approve a Recognized Obligation Payment Schedule (ROPS) for each fiscal year.

As part of the dissolution process, the City of Irwindale as Successor Agency underwent thorough and meticulous audits of all financial records related to redevelopment agency activities, contracts, agreements, and enforceable obligations. The audits, known as Due Diligence Reviews (DDR), were conducted on all redevelopment funds, as well as Low/Moderate Income Housing Funds. The purpose of the DDR's was for the State to determine the amount of funds available in the dissolved redevelopment agency books to be returned to the County for distribution to taxing entities. Once a Successor Agency completed this process successfully, it would receive a Finding of Completion from the DOF. Additionally, during FY 2012-13, AB 1484 was signed into State law which imposed additional requirements on the winding down of redevelopment, including the preparation of a Long Range Property Management Plan (LRPMP) listing how Successor Agency owned properties would be sold. Submittals of LRPMP's to the DOF for approval could only be made once a Finding of Completion has been received.

In April 2013, the Irwindale Successor Agency received its Finding of Completion from the State, and subsequently submitted its LRPMP for State approval. The DOF approved the LRPMP in August 2014. This was a huge milestone for the City of Irwindale, as it was then allowed to pursue economic development opportunities which were on hold due to the State's restrictions on Successor Agency properties. The proposed developments are expected to realize much needed increases in General Fund revenues, which will help the City's fiscal challenges. Additionally, sales of the Successor Agency properties have resulted in General Fund revenue in the form of increased residual revenue calculated as a percentage of the sales price of each property. The Successor Agency has actively marketed the properties since receiving the approval from the DOF, and has realized the sale of almost all of properties in the LRPMP.

Irwindale Housing Authority

Concurrent with the dissolution of the Irwindale Community Redevelopment Agency, the City of Irwindale elected to maintain control over its former Low/Moderate Income Housing Fund (LMIHF) by declaring the Irwindale Housing Authority (IHA) as the Successor Agency to the LMIHF activities previously under the ICRA. As such, assets from the former LMIHF were transferred to the Irwindale Housing Authority which now administers all low and moderate income housing programs.

The FY 2018-19 Adopted Budget for the Irwindale Housing Authority includes approximately \$3.9 million in funding for the continuation of low and moderate income housing assistance programs in the City of Irwindale. These

CITY MANAGER'S BUDGET MESSAGE

budgeted programs for FY 2018-19 include housing rental subsidies, home improvement loan programs, first time homebuyers assistance, and funding for property acquisitions for future housing related projects.

Special Mining Fund

The Special Mining Fund budget for FY 2018-19 includes revenues of \$3.8 million, which consist of special mining excavation and processing taxes. These revenue projections are derived from consulting directly with the City's mining operators, and are based on their projected excavation tonnage activity for the new fiscal year. FY 2018-19 revenue estimates are projected to increase slightly over the prior fiscal year.

The Special Mining Fund budget also includes a total of \$4 million in expenditures, which includes approximately \$3.5 million in personnel and general operating costs associated with special mining activities, as well as a transfer of approximately \$711,000 to the Reclamation Fund to be set aside for reclamation of the mining pits once mining contracts end.

Additionally, the Special Mining Fund budget includes approximately \$459,000 budgeted for specific eligible capital project expenditures. The new capital projects budgeted in FY 2018-19 include the FY 2018-19 Resurfacing Program, Irrigation and Lighting Improvements on Street Medians, and funds for the Highway Bridge Preventative Program.

Capital Improvement Projects (CIP)

The City of Irwindale continues to complete infrastructure projects to improve services to residents, as well as to all visitors to the City of Irwindale. Funding for the City's capital improvement projects is primarily from sources outside the General Fund, which include Special Mining Funds, Highway Users Tax, Air Quality Improvement Fund, Community Development Block Grants (CDBG), and Metropolitan Transit Authority (MTA) funds including Proposition A, Proposition C, Measure R, Measure M, and TDA Article 3 funds. The FY 2018-19 Budget includes a approximately \$1.1 million for new capital improvement projects funded primarily by these special revenue funds.

Most capital improvement projects take multiple years to plan, design and complete. Therefore unspent budgets are carried forward to future fiscal years until completion of the projects. A total of \$6.9 million has been approved in previous fiscal years for capital improvement projects that will be carried forward into FY 2018-19. The Budget Summaries section included in this document provides a list of capital projects that are currently under construction or planned for construction during FY 2018-19. This list includes both newly budgeted capital projects, as well as continuing capital projects for which budgets have been carried forward from previous fiscal years.

CONCLUSION

The FY 2018-19 Adopted Budget has been prepared with a cautiously optimistic view of the current economic environment for the City of Irwindale. The City unfortunately faced many years of budget deficits during the great recession, however City staff work strategically to address its fiscal challenges with both short-term and long-term strategies to ensure the financial health of the City's future. During the recession years, the City fared better than many local government agencies due to its strong General Fund balance reserves. This allowed the City to work strategically in addressing its budget challenges, without having to make hasty decisions in cutting programs and services to the public, nor imposing layoffs of its dedicated work force.

CITY MANAGER'S BUDGET MESSAGE

Many of the short-term goals have already been reached, and the City is extremely pleased to have adopted a balanced budget for two straight years. However, the City recognizes that maintaining a balanced operating budget will be a continuous challenge every year due to the ever increasing cost of supplies, equipment and utilities, as well as increasing salary and benefit costs of the City's workforce.

The City recognizes it will continue to face fiscal challenges in the future. As with all other cities and agencies that are members of the California Public Employee's Retirement System (CalPERS), the City is faced with exponentially increasing CalPERS Unfunded Actuarial Liabilities (UAL). The City's current UAL balance is approximately \$21 million, and CalPERS has established an amortization schedule that includes annual payments and interest that are unsustainable to incorporate in its operating budget. Therefore, with the benefit of its strong financial reserves, the City is taking aggressive action to address the CalPERS UAL. The City will be paying down its entire UAL balance over three years as lump sum payments, and thereby saving over \$23 million in interest over 30 years. This will also significantly reduce the pension costs in its annual operating budget.

The City's priority is to maintain its structurally balanced operating budget. As we progress into the new fiscal year, City staff will continue to look for cost savings through streamlining of programs wherever possible, as well as continue to find additional new and stable revenue sources. As an example, the City recently adopted Development Impact Fees to help fund future growth in the City, and is also in the process of a comprehensive update to its city-wide user fee schedule. The City will also continue to place concentrated efforts in moving economic development projects forward. Additionally, the City is in the process of developing a formal Long-Term Financial Plan to assist in future financial projections, and help the City maintain its goal of long-term fiscal sustainability, while maintaining strong General Fund Balance Reserves.

ACKNOWLEDGEMENTS

Building the budget each year is a team effort which reflects the strong collaboration within our community and organization. While the financial circumstances for preparing this budget have continued to be challenging, I acknowledge the hard work and professionalism of City Department Heads and City Staff for their efforts in preparing this budget. Special commendation goes to the Finance Staff for their diligence and dedication in guiding City Staff throughout the entire budget process, and producing the final budget document. Finally, I would like to thank the City Council for your leadership and for the dedication you continue to exhibit in guiding this community.

Respectfully Submitted,



WILLIAM K. TAM
City Manager

COMMUNITY PROFILE



COMMUNITY PROFILE

Introduction

Irwindale is undergoing a renaissance, transitioning from a mining-oriented community to a manufacturing and high-tech-based, modern suburban city. Founded in 1860 and incorporated in 1957, the City of Irwindale is a 9.5 square mile Charter City located 20 miles east of downtown Los Angeles.

Irwindale has enjoyed progressive growth, guided by a unique vision distinguishing it as a city that takes pride in its close-knit, family-oriented community environment.

Heritage

Irwindale, also known as Jardin de Roca (Garden of Rocks), was first settled in the 1850's when the families of Gregorio Fraijo and Fecundo Ayon came to this small community. They crossed the Colorado Desert in late 1840 in part to escape a revolution in Mexico and to seek gold in California. Both families settled and built homes in Los Angeles near what are now Tenth and Maple Streets.

The families, who were chased from Los Angeles by the land grabbers, moved south to El Camp Aleman (now Anaheim). From El Camp Aleman they moved to 160 acres of rocky bottomland in the San Gabriel Valley which was barren, unproductive and unwanted by all others. The only asset was an unlimited supply of rocks and water from the San Gabriel River.

Around 1860, the Valley was so thinly populated that most people lived close to each other for protection. Soon the Martinez family moved to Vineland (now Baldwin Park) and subsequently the Ruelas family. Most of the present population are descendants from these families.

The rocky soil that made Irwindale undesirable for farming was gold to the fledgling construction industry. In 1909, the first quarry opened north of what is now Foothill Boulevard, and today is designated as a "Significant Mineral Resource Zone" by the State of California.

In the early days, Irwindale had many names: Lower Azusa, Cactus Town, Jack Rabbit Town and Sonora Town. The present name dates from the 1890's when a man named Irwin moved into town. He sank the first water well using a power pump. It created so much attention that the name of the town was changed to "Irwindale" in his honor.

On August 7, 1957, 9.5 square miles of land were incorporated to become the City of Irwindale and the 56th city of Los Angeles County.

| GENERAL STATISTICS | |
|---|------------------------|
| Population (city) | 1,423 |
| Population Density (per square mile) | 147.9 |
| Median Age | 36.1 |
| Personal Income | \$25,926 |
| Assessed Valuation | \$1.987 Billion |
| Taxable Sales | \$435,000 |

Transportation/Access

Located at the confluence of the 605 and 210 freeways, Irwindale has an enviable location, which attracts many large, well-known and successful businesses. Our central location offers easy access to all major domestic marketplaces in Southern California.



For air travelers, Irwindale is very near Ontario International Airport (23 miles); Burbank Regional (29 miles); and Los Angeles International (37 miles). Brackett Field in La Verne is just a few minutes away and an excellent base for small aircraft.

Two transit systems serve the City of Irwindale. Metrolink, the region's largest rail system, provides an easy commute to Los Angeles or San Bernardino. Convenient stations are located in neighboring cities of Baldwin Park and Covina. In 2016, the Metro Goldline extension was completed with a new station in Irwindale along the 210 freeway. Foothill Transit provides local public bus transportation with 35 lines covering more than 327 miles.

COMMUNITY PROFILE

In addition, The City is 35 miles from the Ports of Los Angeles and Long Beach.

city's population swells from about 1,423 to 25,000 every weekday.

| CLIMATE | |
|--------------------------|-------------|
| Average High Temperature | 77 degrees |
| Average Low Temperature | 54 degrees |
| Average Rainfall | 0.83"/month |

| TOP EMPLOYERS | |
|-----------------------------------|-------|
| Southern California Edison | 2,528 |
| Ready Pac Products | 2,201 |
| MillerCoors | 540 |
| Haynes Building Services, LLC | 464 |
| Select Staffing | 402 |
| Utility Tree Service | 400 |
| Biosense Webster | 390 |
| Mariposa Horticultural Enterprise | 380 |
| Decore-Ative Specialties Inc. | 352 |
| Charter Communications | 351 |

Business and Industry

The mining industry has played a significant role in developing the City of Irwindale and continues to be an important part of our local economy. Some of the highest quality rock and gravel found in the western United States is found in Irwindale, after being washed down over the centuries from the San Gabriel Mountains by way of the San Gabriel River. In fact, most of California's roads and freeways have some element of Irwindale rock in them, as do many highways and interstate byways in the western United States. Hansen Aggregates West, Inc.; Sully Miller-United Rock; and Vulcan Materials all have significant mining operations in the City of Irwindale.

The City of Irwindale continues to work closely with operational mining companies in the city, ensuring future reclamation of existing mining quarries. It is these future reclamation opportunities that will cause the City to be one of the last locales in Los Angeles County and the San Gabriel Valley to offer large parcels of developable land.

True testaments to the reclamation efforts are the development of the nationally recognized Toyota Speedway of Irwindale and the Irwindale Business Center.

Located on a former quarry, the Irwindale Speedway features a wide, ½ mile high-banked oval "Mini-Super Speedway" located on a 63-acre site directly adjacent to the 605 Freeway.

The Irwindale Business Center is located in the "heart" of the City of Irwindale in a former rock quarry. This master-planned industrial development offers 2.2 million square feet of quality industrial and retail space. This project was built in 3 phases and was fully completed in 2004. The project is now 94% leased and the assessed value of the project has increased from \$3 million for an unused pit to over \$63 million for a beautiful Business Center.

The City of Irwindale houses major satellite offices and headquarters for some of the largest corporations in the nation, including Southern California Edison, Miller Brewery, Ready Pac Produce and Charter Communications. As a result, the

The City of Irwindale has a very active Chamber of Commerce. The Irwindale Chamber of Commerce membership consists of business owners, professionals, community leaders and government officials. The Chamber assists its members through promotion, education and information important to the success of their businesses. The Chamber is also very involved with assisting the community at large and supporting not-for-profit causes within the City.

Education

The City of Irwindale is primarily served by Covina Valley Unified School District; however several parochial schools service the area. Universities and colleges that serve the area include: Citrus Valley College, Mt. San Antonio College; Azusa Pacific College; California State University, Fullerton and Los Angeles, Cal Poly Pomona; the Claremont Colleges, University of Southern California and University of California, Los Angeles.

Hospitals

Citrus Valley Medical Center has two facilities: Inter-Community Campus in Covina and Queen of the Valley Campus in West Covina. Kaiser Permanente patients are served at their facility in Baldwin Park. In addition, the City of Hope, a leading biomedical cancer research and treatment center is located in Duarte.

COMMUNITY PROFILE

Recreation and Attractions

The City of Irwindale has many recreation activities and attractions:

- Santa Fe Dam Recreation Area: offers fishing for trout and cat fish; boat rentals; many miles of paved bicycle trails way from motor vehicles; a nature area which features over 2500 acres of native flora and fauna; picnic facilities; etc.
- Santa Fe Dam Nature Center: Partnership between LA County Parks and Recreation Department and the San Gabriel Mountains Regional Conservancy. Offers trails, field trips, volunteering, service projects and other information regarding the plants and wildlife.
- Renaissance Pleasure Faire: Relocated to Irwindale in 2005, the Faire is held each spring at the Santa Fe Dam Recreation Area. The Faire transports its participants back to the Elizabethan era with music, costumes, food and shows.
- Irwindale Speedway: as mentioned earlier, the Speedway features a high-banked oval “mini-super Speedway”. Racing fans across the United States recognize the track as being the most high-tech raceway in the nation.
- City Parks: The City’s newest park, across from City Hall, features lighted tennis and basketball courts, a skate park, shaded structures, picnic benches and tables, BBQ’s, tot lot and restrooms. Also, the Irwindale City Park, located behind City Hall features a refurbished softball field, new sand volleyball court, renovated play area with new equipment and beautiful tree plantings throughout the park.



Government

Cities are “local governments”, voluntarily formed by and for the citizens, to provide for local self-determination of community issues. The City of Irwindale is a full service, charter city. A charter city allows voters to determine how their city government is organized and, with respect to municipal affairs, enact legislation different than that adopted by the state. The City endeavors to create a livable community with a high quality of life through land-use policies that balance the need for housing, jobs, open space and essential services. The city is a legally separate and fiscally independent agency. It can issue debt, set and modify budgets, fees and sue and be sued.

The City of Irwindale operates under the Council-Manager form of government with a five-member council, elected at large by the city residents. The City Council acts as the legislative body of the City. City Council members appoint the City Manager and City Attorney. City Council members serve four-year terms with elections staggered every two years. The Mayor and Mayor Pro-Tem are chosen by the Council to serve as its presiding officer. Traditionally, these positions serve a one-year term.

The City Manager serves as the administrative head of city government overseeing all Public Safety, Administrative Services, Community Development, Public Works, and Community Service departments of the City.

The City is dedicated to citizen participation; as such the City has three council-appointed commissions that are devoted to various aspects of community life including such elements as planning, recreation and senior services.

The primary government of the City of Irwindale includes the activities of the City, as well as the Successor Agency to the former Irwindale Community Redevelopment Agency (ICRA); the Irwindale Housing Authority and the Irwindale Reclamation Authority, all of which are controlled by and dependent on the City.

COMMUNITY PROFILE

- In February 2012, the State enacted legislation ordering the dissolution of redevelopment agencies. The City is now serving as Successor Agency to the ICRA to administer the unwinding and dissolution process.
- The Irwindale Housing Authority is a local, public agency that provides safe, decent, and quality affordable housing and supportive services to eligible persons with limited incomes, through a variety of federal, state, local and private resources.
- The Irwindale Reclamation Authority is organized to receive and reassign operating rights from each of the mining companies located in the City of Irwindale for the purposing of complying with California laws and regulations.

- Resident Vision/Prescription Program – provides assistance to residents for vision and prescription health benefits.

Public Works: Plans for the safe and convenient movement of pedestrians and vehicles on City streets, maintains, cleans and repairs 80 miles of city streets and 40 signal controlled intersections.

Community Development Services: Helps guide the physical and economic growth of the community. Ensures that buildings are safe and that developments improve the city environment and promote economic vitality.

All accounting and administrative functions for these three agencies are performed by City staff. City Council members serve as Directors for each agency/authority. The City Manager serves as the Executive Director.

The City of Irwindale provides essential frontline municipal services, described below. The city funds these activities through a variety of locally enacted revenues (utility users, mining and license fees, etc.) and with state shared revenues (property tax, sales tax, motor vehicle license fees).

Public Safety: The City provides law enforcement services that utilize departmental, civic and community resources to protect lives and property of its citizens. The City contracts with the County of Los Angeles for quality fire services.

Parks and General Services: The City of Irwindale provides use of the City's swimming pool during the summer months. The City has several parks as noted above in the Recreation and Attractions section.

Community Services: The City provides for various programs to promote the physical and social well being of Irwindale residents, including

- Senior Center – provides daily food services, classes, transportation, and other special events.
- Recreation – provides tiny tot, teen, and after school and summer kids programs; fitness center; sports leagues, fitness classes; student busing to schools; and other special events.
- Library – daily operations 4 days a week; youth tutorial services and homework assistance

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MISSION STATEMENT AND GOALS



MISSION STATEMENT AND GOALS



MISSION STATEMENT

The City of Irwindale is committed to providing professional staff support to the residents and businesses by using ethical and fiscally sound principles to ensure a safe and sustainable future.

GOALS

COMMUNITY SERVICES: *To provide quality parks, recreation opportunities, library services, senior and youth programs which promote positive community spirit and pride.*

ECONOMIC DEVELOPMENT: *To provide and further enhance a strong economic base by encouraging revenue-producing, high quality, environmentally sound retail, commercial, and industrial developments.*

FISCAL RESPONSIBILITY: *Maintain a structurally balanced budget and adequate reserves to meet fiscal challenges in the future.*

PUBLIC INFRASTRUCTURE: *To protect, maintain and enhance the City's public infrastructure. To anticipate the long-term needs of the infrastructure, and take prudent steps to provide for those needs.*

SAFETY: *Strive to provide for the protection of life and property for the residential and business community, including emergency preparedness and response.*

TECHNOLOGY: *Leverage current technology to enhance communication, with community and operational efficiencies.*

CUSTOMER SERVICE: *Quality services provided by a trusted team of dedicated and highly trained City staff.*

HOUSING: *Strive to improve, preserve and expand affordable housing opportunities for all segments of the City's residential community.*

GUIDE TO THE BUDGET



GUIDE TO THE BUDGET

What is the Budget?

The budget represents the City's work plan in support of the City Council goals and policies. It is the City's fundamental policy document, annual financial plan and operations guide expressed in dollars and staff resources. In addition, it informs the public about the City's financial strategies and provides documentation needed for other financial matters, such as audits, loans and grants.

A sustainable budget allocates limited available resources to the provision of programs, services or projects in support of community needs and expectations, without compromising the long-term financial health of the City. It balances city resources with community priorities and requirements. A budget serves the following purposes:

- Public communications device
- Establishes annual goals and objectives to meet community priorities
- Policy document
- Resource allocation tool
- Spending plan
- Accountability document
- Management tool
- Delegates authority to staff

How is the Budget Prepared?

The City of Irwindale's fiscal year begins each July 1 and concludes on June 30. Because the City places an emphasis on maintaining an open forum of government, the budget process begins and ends with citizen input. Throughout the year, City departments are provided citizen input through public hearings, community meetings, Chamber of Commerce meetings and direct contact with Council members and staff.

Budget Kickoff

The budget kickoff meetings begin in February. During the meeting the City Manager briefs department managers on the policy directives and general budget guidelines for the upcoming fiscal year. This meeting includes a general discussion of the state's economic outlook, potential economic development, and anticipated major capital projects. A specific timeline for budget workshops, the budget public hearing, and the actual preparation of the budget are also discussed.

Mid-year Review

In February or March of each year, the City Manager and the Finance Director provide the City Council and the citizens a mid-year presentation on current year revenues and expenditures. Budget adjustments, if needed, are presented for review and approval by the City Council.

Department Preliminary Submittals

By mid-March, each department must submit their preliminary budget for the next fiscal year to the City Manager. The budgets include requests for reclassification and/or reorganization, program changes, services level adjustments, and anticipated revenues and expenditures. The Finance Director also provides data regarding any changes in fixed labor costs and estimated fund revenues.

City Manager Review

During the first two weeks of April, the City Manager reviews each department budget and compares it to the policy objectives set by the City Council, available resources and desired service levels. The aim of the City Manager review is to finalize decisions regarding departmental budget submittals.

Budget Document Preparation and Approval

The balance of April is spent preparing the preliminary budget document. The document is presented to the City Council in one or two workshops held in April and/or May. Citizens are encouraged to provide input and voice their opinions during this open session. The budget and any suggested changes are reviewed and approved by the Council no later than June 30th.

Citizen Participation

Irwindale residents are encouraged to participate in the budget planning process by attending budget work sessions and public hearings. Citizens also have an opportunity to address issues at any City Council meeting during the year. Council meetings are generally held on the 2nd and 4th Wednesday of each month at 6:30 p.m. in the Council Chambers located at 5050 N. Irwindale Ave.

Performance Measures

The budget incorporates performance measures into the development of the budget and into the document itself. Each department submits its target objectives for the upcoming year to the City Manager along with an action plan for implementing and achieving the objectives. These target objectives tie directly into the City's overall mission and goals. These department objectives are

GUIDE TO THE BUDGET

included in the budget section for the respective department.

How to Read the Budget

Budgets play a crucial role in communicating to elected officials, city employees, and the public the City's plans for the use of its resources. Yet budgets are complex documents that can be difficult to grasp at first glance. Although the City has made every effort to make the document as easy to navigate as possible, this section provides the reader with some basic understanding of the constituent components of the Annual Budget document. Additional sections to which the reader should refer are the Budget Summary Tab and the Glossary of Terms Tab.

The Budget Document is comprised of the following 7 main sections:

- City Manager's Budget Message
- City Profile
- Guide to the Budget
- Budget Summary
- Operating Budgets by Department
- Personnel Detail
- Glossary of Terms

City Manager's Budget Message

The City Manager's Budget Message is a transmittal letter addressed to the Mayor and City Council that introduces the Annual Budget. The Budget Message outlines the organizing principles of the budget and the assumptions on which the budget was developed (e.g., economy, strategic plan requirements, revenues, and expenditure needs) to accomplish the City's objectives for the year.

The City Manager's Budget Message aims to provide the reader with highlights of the operating and capital budgets and a sufficient context to understand how and why budgetary changes occurred between fiscal years.

Community Profile

This section contains valuable information about the City, its people and its businesses. This section also includes an explanation of the City government structure.

Mission and Goals

The City's Mission Statement and goals are found in this section.

Guide to the Budget

The Guide to the Budget allows the reader to understand the purpose of the budget, how the budget is developed, how to read the budget, and the financial and operational policies that guide the budget development and planning processes as a whole.

Budget Summary

The Budget Summary provides a concise and informative narrative summary of the fund structure for the City accounts. The following summaries are included:

Operating Budget Summary by Fund

The Operating Budget Summary provides a city-wide summary of revenues, expenditures, transfers and ending surplus (deficit) for each of the City's funds.

Fund Balance Summary by Fund

The Fund Balance Summary provides a citywide summary of beginning and projected year-end balances for each of the City's funds.

Revenue Summary by Fund

The Revenue Summary provides a citywide summary of projected and historical revenues.

Expenditure Summary by Fund and Department

The Expenditure Summary provides a citywide summary of projected and historical expenditures.

Capital Improvement Projects

This schedule is a listing of all planned capital improvement projects for FY 2018/19 by fund.

Operating Budgets by Department

This section provides detailed information about each general fund department including a statement of purpose for the department, an organization chart, prior fiscal year status of objectives, current fiscal year department objectives, and budget detail.

Personnel Detail

The Personnel Detail section includes the titles and job codes of the full-time and part-time positions authorized for each Department. A comparative table that provides four years of historical data and a citywide organizational chart are also presented in this section.

GUIDE TO THE BUDGET

Glossary of Terms

Budget documents may be difficult to read and may contain terms unfamiliar to the reader. This section attempts to cover the key terms used throughout the Annual Budget document and in the budgeting process, in general.

Financial and Operational Policies

The guiding principles of the City’s budget development process are financial and operational policies. These policies promote and ensure organizational continuity, consistency, transparency, and responsibility from year to year. This section identifies some of the major short and long-term planning documents, financial and operational policies, and fiscal management tools that the City of Irwindale employs in order to guarantee fiscal and programmatic integrity and to guide the development of the City’s Annual Budget.

Level of Budgetary Control

Since the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line items within it. Various levels of budgetary control have been established to maintain the integrity of the budget. The City Manager and Finance Director have the authority to transfer between expenditure accounts, within the same department, office, agency, or program activity. Where an appropriation requires an increase that cannot be supported by a transfer within these guidelines, City Council authorization is required.

Basis of Budgeting

The City of Irwindale’s basis of budgeting is the same as the basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP). The City only has governmental funds (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) whose budgets are prepared on a modified accrual basis where revenues are recognized when they become measurable and available, and expenditures are recorded when a related liability is incurred; except that the principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e. Sixty days after the fiscal year end for most revenues).

Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Within the Budget Summary tab, the various City funds are described in great detail.

Basis for Assumptions for Key Revenue Estimates

The City’s General Fund main revenue sources are:

| Type | FY 18/19 Estimate | % of Total Revenues |
|-------------------|-------------------|---------------------|
| Sales Tax | \$4,223,000 | 16.8% |
| Utility Users Tax | \$3,800,000 | 15.1% |
| Mining Tax | \$3,212,000 | 12.8% |
| Local Tax | \$2,465,000 | 9.8% |

Sales Tax – Sales tax is imposed on retailers for the privilege of selling tangible personal property in California. One percent is collected by the State Board of Equalization and then allocated back to cities and counties based on a point-of-sale formula. The City is provided quarterly reports on Sales Tax results to evaluate and project future revenues.

Utility User Tax – The utility user tax is imposed on customers of electricity, gas, telephone services, cable television, and sewer services. The City tracks the trends of these revenues on a monthly basis.

Mining Tax – As mentioned in the Community Profile section, mining is a significant component of industry in the City of Irwindale. Mining causes severe impact to the City, which includes deterioration of streets and other public infrastructure facilities; degradation of air quality; public health and safety hazards; etc. In 1997, a ballot measure was passed which authorized the City to levy general and special mining, excavation and processing taxes due to the severe impacts to the City. The City tracks the trends of these revenues on a quarterly basis,

GUIDE TO THE BUDGET

as well as, obtains future mining tonnage estimates from the active mining companies.

Local Tax – Includes mainly business license tax imposed on all entities conducting business within the City; and franchise fees which are imposed on utility companies and other businesses for the privilege of using the City’s rights-of-way. Other smaller taxes are collected relating to admissions tax at the Toyota Speedway of Irwindale; property transfer taxes and dump fee tax.

The City is starting to benefit from the slowly recovering economy, and revenues for FY 2018-19 have been projected at a slightly increased level for all main tax revenue sources.

Continued/Carryover Appropriations

As part of the budget adoption process, the City Council will authorize that at the close of the fiscal year, unexpended appropriations in the operating budget will be encumbered as necessary to underwrite the expense of outstanding purchase commitments. Unexpended appropriations for authorized but uncompleted projects in the capital budget as approved by the City Council may be carried forward to the next succeeding budget upon approval by the City Manager.

Proposition 4 (Gann) Appropriation Limit

Article 13-B of the California Constitution was added by the November 1979 passage of the Gann Initiative. This legislation mandated that California Cities must compute an appropriation limit, which places a ceiling on the total amount of tax revenues that the City can appropriate annually. The legislation also provides that the governing body shall annually establish its appropriations limit by resolution.

The appropriations limit is calculated by determining appropriations financed by proceeds of taxes in the 1978/79 base year and adjusting the limit each subsequent year for changes in the cost of living and population. This Appropriation Limit is the maximum limit of proceeds from taxes the City may collect or spend each year. Budgeted appropriations are limited to actual revenues if they are lower than the limit. The Appropriations Limit may be amended at any time during the fiscal year to reflect new data.

The City’s Appropriation Limit for FY 2018/19 is calculated as follows:

| | |
|---|------------------------------|
| Change in local assessment roll due to nonresidential construction factor | 29.9300% |
| Population change % over prior year (county) | .5100% |
| Calculation of adjustment factor | 1.2993 X 1.0051 = 1.30592643 |
| Appropriations Limit FY 2017-18 | \$5,157,267,874 |
| Adjustment factor | 1.30592643 |
| Appropriations Limit FY 2018-19 | 6,735,012,424 |

The City’s proposed proceeds from taxes are well below the appropriations limit for FY 2018/19.

Fund Balance Policy

In June 2012, the City adopted a Fund Balance Policy that complies with Governmental Accounting Standards Board (GASB) Statement No. 54. The policy outlines provisions for identifying and classifying fund balances. Specific policies to the City include that the City Council may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purposes unless the City Council removes or changes the specified use through formal action. Currently, the City does not have any amounts designated as Committed Fund Balance.

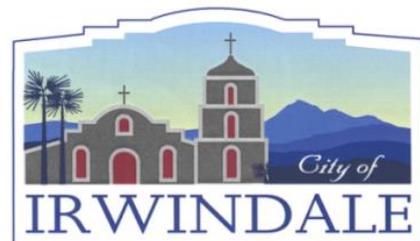
The City Council designates the authority to assign fund balance to the City Manager, for specific intended purposes. Current assignments include: General Fund Economic Contingency Reserve (which requires a minimum of \$5 million balance); continuing appropriations; capital asset/infrastructure replacement; retirement plan stabilization; compensated absences; post retirement benefits; capital improvement projects and debt service.

Unassigned fund balances are the residual positive new resources in the General Fund in excess of what can be classified in one of the other categories. Any surplus may be appropriated for use to fund a non-recurring purpose as outlined in the policy. Any deficit must be restored by a reduction in assigned fund or committed fund balance levels or a transfer from unassigned fund balance from

GUIDE TO THE BUDGET

other related funds. Currently, the City does not have any amounts designated as Unassigned Fund Balance.

BUDGET SUMMARY



BUDGET SUMMARY

The accounts of the City are organized on the basis of fund accounting. The following schedule summarizes the Final FY 2018/19 budget by groups of major funds. Fund accounting is central to governmental budgeting, with each fund representing a self-balancing set of revenue, expenditure, and transfer accounts. Certain funds have varying restrictions, imposed either by legal requirements or policy choices. As such, it can be helpful to see a broad overview of the City's finances showing summaries of different funds.

The fund groups shown include six basic types:

- General
- Special Revenue
- Capital Projects
- Debt Service
- Fiduciary

The first three fund types listed above comprise the majority of day-to-day operating activities of the City. The remaining fund types are more specialized funds, and typically account for one-time and/or specific activities rather than ongoing and recurring services. Brief descriptions of each fund type follow:

General Fund (G)

The General Fund is the primary revenue source and operating fund for most services cities typically offer. These include public safety (police and fire), street maintenance, parks and recreation, senior center and library services, etc. In addition, the City Council, City Manager's Office, Finance, Human Resources and City Attorney budgets are predominantly funded by the General Fund. These activities are financed through general tax dollars from sales and property taxes, utility users' tax, special mining tax and by revenues generated from permits, fees and investment earnings.

Special Revenue Funds (SR)

Special revenue funds account for activities funded by special purpose revenues, that is, revenues that are legally restricted to expenditures for a specific purpose. The most significant fund of this nature is the City's Special Mining Fund which accounts for the excavation and processing taxes received from the various mining companies in the City. In addition, many of these funds have grant-based revenues. Most of the federal, state and

county grants the City administers are included in this category.

Capital Projects Funds (CP)

Capital project funds are used to account for the costs associated with the acquisition, relocation, demolition, and sale of property and the construction of projects in the City's various redevelopment project areas.

Debt Service Funds (DS)

Debt service funds are used to track revenues and expenditures relating to repayment of principal and interest costs associated with borrowing money for long-term obligations.

Fiduciary Funds (F)

Agency funds account for assets held by the City in a purely custodial capacity. Agency funds involve only the receipt, temporary investment and remittance of fiduciary resources to individuals, private organizations or other governments.

Schedules included in this section are as follows:

Operating Budget Summary by Fund

The Operating Budget Summary provides a city-wide summary of revenues, expenditures, transfers and ending surplus (deficit) for each of the City's funds.

Fund Balance Summary by Fund

The Fund Balance Summary provides a citywide summary of beginning and projected year-end balances for each of the City's funds.

Revenue Summary by Fund

The Revenue Summary provides a citywide summary of projected and historical revenues.

Expenditure Summary by Fund and Department

The Expenditure Summary provides a citywide summary of projected and historical expenditures.

Capital Improvement Projects

This schedule is a listing of all planned capital improvement projects for FY 2018/19 by fund.

BUDGET SUMMARY

FY 2018-2019 Operating & Capital Budget Summary by Fund

| Fund | Fund Type | Revenues | Expenditures | FY 2018/19 Surplus (Deficit) |
|--|-----------|----------------------|------------------------|------------------------------------|
| GENERAL FUND | | | | |
| General Fund - Operating Budget | G | \$ 20,428,890 | \$ (19,800,620) | \$ 628,270 |
| General Fund - Capital Budget | G | \$ 1,320,000 | \$ (489,700) | \$ 830,300 |
| TOTAL GENERAL FUND | | \$ 21,748,890 | \$ (20,290,320) | \$ 1,458,570 |
| IRWINDALE JOINT POWERS AUTHORITY | DS | \$ 557,200 | \$ (557,200) | \$ - |
| IRWINDALE HOUSING AUTHORITY | | | | |
| Housing Fund | SR | \$ 4,000 | \$ (6,180) | \$ (2,180) |
| Housing Authority-Low/Mod Asset Fund | SR | 60,000 | (3,907,810) | (3,847,810) |
| TOTAL IRWINDALE HOUSING AUTHORITY | | \$ 64,000 | \$ (3,913,990) | \$ (3,849,990) |
| SPECIAL MINING FUND | SR | \$ 3,754,000 | \$ (3,972,280) | \$ (218,280) |
| IRWINDALE RECLAMATION AUTHORITY | | | | |
| Reclamation Fund | SR | \$ 751,000 | \$ (48,260) | \$ 702,740 |
| Olive Pit Royalty Fund | SR | 3,250,000 | (2,513,790) | 736,210 |
| TOTAL IRWINDALE RECLAMATION AUTHORITY | | \$ 4,001,000 | (2,562,050) | \$ 1,438,950 |
| SPECIAL REVENUE FUNDS | | | | |
| AB939 Recycling Fund | SR | \$ 194,000 | \$ (134,420) | 59,580 |
| State Gas Tax Fund | SR | 41,480 | \$ (41,000) | 480 |
| Air Quality Improvement Fund | SR | 1,700 | \$ (1,700) | - |
| Proposition A Fund | SR | 27,900 | \$ (27,900) | - |
| Proposition C Fund | SR | 23,100 | \$ (23,100) | - |
| Measure R Fund | SR | 17,320 | \$ (17,320) | - |
| TDA Article 3 Fund | SR | 5,000 | \$ (5,000) | - |
| Measure M Fund | SR | 19,630 | \$ (19,630) | - |
| Community Development Block Grant Fund | SR | 31,990 | \$ (31,990) | - |
| TOTAL SPECIAL REVENUE FUNDS | | \$ 362,120 | \$ (302,060) | \$ 60,060 |
| ASSESSMENT DISTRICT FUNDS | | | | |
| CFD #1 Community Facilities District Fund | F | \$ 1,064,040 | \$ (1,064,040) | \$ - |
| Live Oak Sewer Assmt District Fund | F | 88,900 | (88,900) | - |
| Street Light Assmt District-IBC Fund | F | 11,480 | (11,480) | - |
| Sewer Maintenance Assmt District-IBC Fund | F | 137,680 | (125,150) | 12,530 |
| TOTAL ASSESSMENT DISTRICT FUNDS | | \$ 1,302,100 | \$ (1,289,570) | \$ 12,530 |
| TOTAL ALL FUNDS | | \$ 31,789,310 | \$ (32,887,470) | \$ (1,098,160) |

BUDGET SUMMARY

Fund Balance Summary by Fund

| Fund | (A) Estimated Available Fund Balance 7/01/2018 | FY 2018/19 Planned Surplus/(Deficit) | (A) Estimated Available Fund Balance 6/30/2019 |
|--|---|--------------------------------------|---|
| GENERAL FUND | \$ 29,623,908 | \$ 1,458,570 | \$ 31,082,478 |
| General Fund Balance Assigned: | | | |
| Continuing Appropriations | 1,450,000 | | \$ 1,450,000 |
| Compensated Absences Liability | 1,240,000 | | 1,240,000 |
| Post Retirement Benefits Liability | 21,933,908 | 1,458,570 | 23,392,478 |
| Economic Contingency (Emergency Reserve) | 5,000,000 | | 5,000,000 |
| TOTAL GENERAL FUND | \$ 29,623,908 | \$ 1,458,570 | \$ 31,082,478 |
| IRWINDALE JOINT POWERS AUTHORITY | \$ - | \$ - | \$ - |
| IRWINDALE HOUSING AUTHORITY | | | |
| Housing Fund | \$ 746,726 | \$ (2,180) | \$ 744,546 |
| Housing Authority-Low/Mod Asset Fund | 21,282,361 | (3,847,810) | 17,434,551 |
| TOTAL IRWINDALE HOUSING AUTHORITY | 22,029,087 | (3,849,990) | \$ 18,179,097 |
| SPECIAL MINING FUND | \$ 19,026,156 | \$ (218,280) | \$ 18,807,876 |
| IRWINDALE RECLAMATION AUTHORITY | | | |
| Reclamation Fund | \$ 8,324,645 | 702,740 | \$ 9,027,385 |
| Olive Pit Royalty Fund | 907,186 | 736,210 | 1,643,396 |
| TOTAL IRWINDALE RECLAMATION AUTHORITY | \$ 9,231,831 | \$ 1,438,950 | \$ 10,670,781 |
| SPECIAL REVENUE FUNDS | | | |
| AB939 Recycling Fund | \$ 723,657 | \$ 59,580 | \$ 783,237 |
| State Gas Tax Fund | 178,061 | 480 | 178,541 |
| Air Quality Improvement Fund | 61 | - | 61 |
| Proposition A Fund | 55,615 | - | 55,615 |
| Proposition C Fund | 41 | - | 41 |
| Measure R Fund | 41,464 | - | 41,464 |
| TDA Article 3 Fund | - | - | - |
| Measure M Fund | - | - | - |
| Community Development Block Grant Fund | - | - | - |
| TOTAL SPECIAL REVENUE FUNDS | \$ 998,899 | \$ 60,060 | \$ 1,058,959 |
| TOTAL ALL FUNDS | \$ 80,909,881 | \$ (1,110,690) | \$ 79,799,191 |

(A) Excludes amounts for Nonspendable/Restricted reserve balances, such as Land Held for Resale, Encumbrances, Prepaids, etc.

(B) Per the City's Fund Balance Reserve Policy adopted by City Council on June 22nd 2012, the General Fund Economic Contingency Reserve shall be maintained at a minimum of \$5,000,000.

BUDGET SUMMARY

Revenues Summary by Fund

| Fund / Revenue Type | Actual FY 2015/16 | Actual FY 2016/17 | Est. Actual FY 2017/18 | Budget FY 2018/19 |
|---|-----------------------|----------------------|---------------------------|----------------------|
| GENERAL FUND | | | | |
| Property Tax | \$ 1,989,628 | \$ 2,054,312 | \$ 1,228,730 | \$ 928,730 |
| Sales Tax | 3,838,137 | 3,825,256 | 4,300,000 | 4,223,000 |
| Utility User Tax | 3,755,043 | 3,601,434 | 3,890,000 | 3,800,000 |
| Mining Tax | 3,061,889 | 2,879,733 | 3,060,000 | 3,212,000 |
| Local Tax | 2,469,293 | 2,656,651 | 2,515,000 | 2,465,000 |
| Licenses & Permits | 554,101 | 940,219 | 1,108,000 | 1,408,000 |
| Revenue from other agencies | 25,212 | 79,742 | 11,800 | 11,800 |
| Fees | 619,789 | 1,589,736 | 1,101,200 | 1,559,180 |
| Use of Money & Property | 640,074 | 456,780 | 597,500 | 493,000 |
| Fines & Penalties | 236,220 | 251,753 | 225,000 | 225,000 |
| Miscellaneous | 5,860,651 | 10,013,324 | 7,537,380 | 3,423,180 |
| TOTAL GENERAL FUND | \$ 23,050,037 | \$ 28,348,940 | \$ 25,574,610 | \$ 21,748,890 |
| IRWINDALE JOINT POWERS AUTHORITY | | | | |
| | \$ 564,811 | \$ 561,058 | \$ 561,400 | \$ 557,200 |
| IRWINDALE HOUSING AUTHORITY | | | | |
| Housing Authority | \$ (727,653) | \$ 857 | \$ 4,000 | \$ 4,000 |
| Housing Authority-Low/Mod Asset Fund | (488,228) | 74,445 | 60,000 | 60,000 |
| TOTAL IRWINDALE HOUSING AUTHORITY | \$ (1,215,881) | \$ 75,302 | \$ 64,000 | \$ 64,000 |
| SPECIAL MINING FUND | | | | |
| | \$ 4,208,815 | \$ 10,523,076 | \$ 3,690,000 | \$ 3,754,000 |
| IRWINDALE RECLAMATION AUTHORITY | | | | |
| Reclamation Fund | 763,425 | 673,968 | 751,000 | 751,000 |
| Olive Pit Royalty Fund | 2,513,663 | 2,809,887 | 3,250,000 | 3,250,000 |
| TOTAL IRWINDALE RECLAMATION AUTHOR | \$ 3,277,088 | \$ 3,483,855 | \$ 4,001,000 | \$ 4,001,000 |
| SPECIAL REVENUE FUNDS | | | | |
| AB939 Recycling Fund | \$ 253,304 | \$ 264,597 | \$ 194,000 | \$ 194,000 |
| Gas Tax Fund | 38,417 | 32,660 | 48,860 | 41,480 |
| Air Quality Improvement Fund | 1,766 | 1,807 | 1,700 | 1,700 |
| Proposition A Fund | 26,877 | 26,979 | 26,550 | 27,900 |
| Proposition C Fund | 22,338 | 22,362 | 22,180 | 23,100 |
| Measure R Fund | 16,865 | 16,834 | 16,630 | 17,320 |
| TDA Article 3 Fund | - | 10,000 | 5,000 | 5,000 |
| Measure M Fund | - | - | 16,670 | 19,630 |
| Community Development Block Grant Fund | 25,752 | - | 12,440 | 31,990 |
| TOTAL SPECIAL REVENUE FUNDS | \$ 385,319 | \$ 375,239 | \$ 344,030 | \$ 362,120 |
| ASSESSMENT DISTRICT FUNDS | | | | |
| CFD #1 Community Facilities District Fund | \$ 1,029,027 | \$ 1,138,565 | \$ 1,040,420 | \$ 1,064,040 |
| Live Oak Sewer Assmt District Fund | 95,506 | 88,187 | 91,090 | 88,900 |
| Street Light Assmt District Fund | 13,423 | 13,235 | 13,480 | 11,480 |
| Sewer Maintenance Assmt District Fund | 128,137 | 129,181 | 190,730 | 137,680 |
| TOTAL ASSESSMENT DISTRICT FUNDS | \$ 1,266,093 | \$ 1,369,168 | \$ 1,335,720 | \$ 1,302,100 |
| TOTAL ALL FUNDS | \$ 31,536,282 | \$ 44,736,638 | \$ 35,570,760 | \$ 31,789,310 |

BUDGET SUMMARY

Expenditure Summary By Fund & Department

| Fund / Function | Actual FY 2015/16 | Actual FY 2016/17 | Est. Actual FY 2017/18 | Budget FY 2018/19 |
|---|----------------------|----------------------|---------------------------|----------------------|
| GENERAL FUND | | | | |
| City Council | \$ 338,486 | \$ 320,501 | \$ 371,565 | \$ 388,920 |
| City Administration Office: | | | | |
| City Manager | 145,373 | 177,900 | 188,230 | 192,320 |
| City Clerk | 252,439 | 241,480 | 260,780 | 255,280 |
| Administrative Services | 564,530 | 542,390 | 726,430 | 606,640 |
| Information Technology | 288,772 | 346,829 | 332,171 | 243,280 |
| Resident Vision/Prescriptions | 1,010,307 | 1,130,463 | 466,880 | 469,440 |
| Housing | 105,991 | 101,133 | 288,620 | 501,110 |
| Community Development | 352,785 | 433,582 | 424,860 | 427,350 |
| Finance / Debt Service | 1,298,360 | 1,223,408 | 1,311,270 | 1,385,170 |
| Human Resources / Risk Management | 2,672,699 | 2,789,207 | 2,733,556 | 2,789,820 |
| Legal Services | 274,150 | 691,583 | 384,090 | 277,900 |
| Library | 430,194 | 383,385 | 463,210 | 506,680 |
| Police Department | 5,630,319 | 5,861,951 | 6,189,930 | 6,396,140 |
| Public Works - Engineering / Capital Projects | 895,920 | 1,199,499 | 1,253,019 | 1,777,380 |
| Public Works - Services | 2,240,360 | 2,011,681 | 2,445,390 | 2,360,640 |
| Recreation | 845,015 | 1,238,488 | 989,973 | 1,047,450 |
| Senior Center | 496,169 | 494,862 | 522,526 | 664,800 |
| TOTAL GENERAL FUND | \$ 17,841,869 | \$ 19,188,342 | \$ 19,352,500 | \$ 20,290,320 |
| IRWINDALE JOINT POWERS AUTHORITY | | | | |
| | \$ 1,481,080 | \$ 560,350 | \$ 561,400 | \$ 557,200 |
| IRWINDALE HOUSING AUTHORITY | | | | |
| Housing Fund | \$ 5,073 | \$ 1,747,220 | \$ 6,175 | \$ 6,180 |
| Housing Authority-Low/Mod Asset Fund | 1,236,045 | 1,635,184 | 4,216,749 | 3,907,810 |
| TOTAL IRWINDALE HOUSING AUTHORITY | \$ 1,241,118 | \$ 3,382,404 | \$ 4,222,924 | \$ 3,913,990 |
| SPECIAL MINING FUND | | | | |
| | \$ 2,509,371 | \$ 9,021,719 | \$ 4,999,380 | \$ 3,972,280 |
| IRWINDALE RECLAMATION AUTHORITY | | | | |
| Reclamation Fund | \$ 21,353 | \$ 2,538,637 | \$ 18,261 | \$ 48,260 |
| Olive Pit Royalty Fund | 1,833,400 | 2,330,767 | 2,789,145 | 2,513,790 |
| TOTAL IRWINDALE RECLAMATION AUTHORITY | \$ 1,854,753 | \$ 4,869,404 | \$ 2,807,406 | \$ 2,562,050 |
| SPECIAL REVENUE FUNDS | | | | |
| AB939 Recycling Fund | \$ 95,300 | \$ 151,229 | \$ 139,580 | \$ 134,420 |
| State Gas Tax Fund | 1,850 | 6,557 | 32,400 | 41,000 |
| Air Quality Improvement Fund | 1,750 | 3,523 | 1,700 | 1,700 |
| Proposition A Fund | 16,800 | 16,800 | 56,800 | 27,900 |
| Proposition C Fund | 21,958 | 41,000 | 30,000 | 23,100 |
| Measure R Fund | - | 16,500 | 16,500 | 17,320 |
| TDA Article 3 Fund | - | 15,000 | 5,000 | 5,000 |
| Measure M Fund | - | - | 16,670 | 19,630 |
| Community Development Block Grant Fund | 25,752 | - | 21,678 | 31,990 |
| TOTAL SPECIAL REVENUE FUNDS | \$ 163,410 | \$ 250,609 | \$ 320,328 | \$ 302,060 |
| ASSESSMENT DISTRICT FUNDS | | | | |
| CFD #1 Community Facilities District Fund | \$ 1,001,918 | \$ 1,022,368 | \$ 1,040,420 | \$ 1,064,040 |
| Live Oak Sewer Assmt District Fund | 100,824 | 9,241 | 91,090 | 88,900 |
| Street Light Assmt District-IBC Fund | 13,053 | 12,056 | 13,480 | 11,480 |
| Sewer Maintenance Assmt District-IBC Fund | 144,125 | 42,444 | 115,730 | 125,150 |
| TOTAL ASSESSMENT DISTRICT FUNDS | \$ 1,259,920 | \$ 1,086,109 | \$ 1,260,720 | \$ 1,289,570 |
| TOTAL ALL FUNDS | \$ 26,351,521 | \$ 38,358,937 | \$ 33,524,658 | \$ 32,887,470 |

BUDGET SUMMARY

Capital Improvement Projects (CIP)

| Project | General Fund | Special Mining Fund | Other Funds | Total CIP Budget |
|--|---------------------|---------------------|-------------------|---------------------|
| <u>FY 2017-18 CONTINUING CAPITAL PROJECT BUDGETS (ESTIMATED):</u> | | | | |
| Facilities Improvements CJPIA | \$ 290,612 | \$ - | \$ - | \$ 290,612 |
| Roof Repairs - PD/Chambers/City Hall | 258,712 | - | - | 258,712 |
| HVAC Replacement Project | 124,855 | - | - | 124,855 |
| Senior Center Restroom Improvement | 30,000 | - | - | 30,000 |
| Council Chambers Improvements | 87,500 | - | - | 87,500 |
| Rock Church Improvements | 41,650 | - | - | 41,650 |
| Playground Equipment Replacement | 58,324 | - | - | 58,324 |
| Senior/Comm Center Repainting | 75,000 | - | - | 75,000 |
| Goldline | 82,751 | - | - | 82,751 |
| Left Turn Phasing - Arrow & Vincent | 87,750 | - | - | 87,750 |
| Traffic Control System Project | 80,061 | - | - | 80,061 |
| 605 Fwy Improvements @ Live Oak | - | 3,234,838 | - | 3,234,838 |
| 2017/18 Resurfacing Project | - | 87,073 | - | 87,073 |
| 605 Fwy@Ramona Blvd N&S OffRamp | - | 312,649 | - | 312,649 |
| Citywide Concrete Intersection Project | - | 60,000 | - | 60,000 |
| Citywide Bridge Retrofitting | - | 70,800 | - | 70,800 |
| Los Angeles St Bridge Widening | - | 224,081 | - | 224,081 |
| Foothill Blvd Bridge | - | 150,000 | - | 150,000 |
| Arrow Hwy Bridge Improvements | - | 150,000 | - | 150,000 |
| Olive Pit Traffic Signal-Los Angeles/Olive | - | - | 18,000 | 18,000 |
| Bus Shelter Improvement Project | - | - | 39,178 | 39,178 |
| Public Works Maintenance Yard Imp | 70,000 | 230,000 | - | 300,000 |
| Pavement Management Study | 15,611 | 30,216 | 15,800 | 61,627 |
| Arrow/Live Oak Capacity Enhancement | - | 97,390 | 24,677 | 122,067 |
| Highway Bridge Maintenance Program | - | 428,000 | 90,152 | 518,152 |
| Highway Bridge Preventative Program | 89,790 | 90,210 | 20,000 | 200,000 |
| Storm Drain Improvements-Master Study | 10,000 | 50,000 | - | 60,000 |
| Storm Drain Full Capture Basin | 51,501 | 20,203 | - | 71,704 |
| Total Carry Forward Budgets: | \$ 1,454,117 | \$ 5,235,460 | \$ 207,807 | \$ 6,897,384 |
| <u>FY 2018-19 NEW CAPITAL PROJECT BUDGETS:</u> | | | | |
| Facilities Improvement-CJPIA | \$ 75,000 | \$ - | \$ - | \$ 75,000 |
| HVAC Replacement Project | 60,000 | - | - | 60,000 |
| Recreation Bldg Roof Screening | 150,000 | - | - | 150,000 |
| Traffic Control System-Inwindale Ave/Arrow Hwy | 53,900 | - | - | 53,900 |
| Traffic Control System-Arrow Hwy/4th Street | 52,800 | - | - | 52,800 |
| Storm Drain Imp-Kincaid Pit | - | 20,000 | - | 20,000 |
| Sidewalk Improvements - ADA Ramp Project | - | - | 31,990 | 31,990 |
| Highway Bridge Preventative Program | 15,000 | 35,000 | - | 50,000 |
| Median Improvements - Irrigation | 12,000 | 18,000 | - | 30,000 |
| Median Improvements - Lighting | 24,000 | 36,000 | - | 60,000 |
| Bus Shelter Improvement Project | 5,000 | - | 10,250 | 15,250 |
| FY 2018-19 Resurfacing Program | - | 350,000 | 105,250 | 455,250 |
| Total New Project Budgets: | \$ 447,700 | \$ 459,000 | \$ 147,490 | \$ 1,054,190 |
| TOTAL CIP BUDGET: | \$ 1,901,817 | \$ 5,694,460 | \$ 355,297 | \$ 7,951,574 |

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CITY COUNCIL

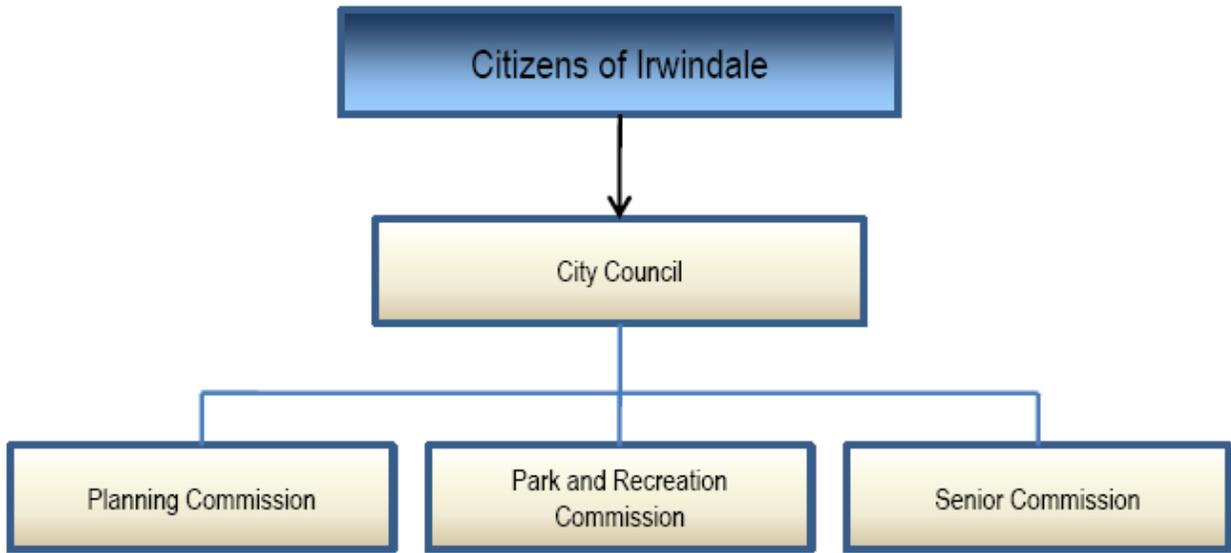
STATEMENT OF PURPOSE

To provide proactive community leadership in the formulation of public policy in order to promote the economic interests of the City, a high quality of life, and a safe and attractive environment for the residents and business community.



CITY COUNCIL

CITY COUNCIL DEPARTMENT ORGANIZATIONAL CHART



CITY COUNCIL

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

The City Council does not have Department Objectives, as the policy outlined by the City Council is implemented by the City's other departments.

CITY COUNCIL

FISCALYEAR 2018/19 DEPARTMENT OBJECTIVES

The City Council does not have Department Objectives, as the policy outlined by the City Council is implemented by the City's other departments.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: City Council & Commissioners
01-11*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 87,027 | 87,652 | 109,380 | 109,850 |
| Fringe Benefits | 221,142 | 202,748 | 202,230 | 215,210 |
| Total Salaries & Benefits: | 308,169 | 290,400 | 311,610 | 325,060 |
| Operating Expenditures | 30,317 | 30,101 | 59,955 | 63,860 |
| Capital Outlay | - | - | - | - |
| Total: | 338,486 | 320,501 | 371,565 | 388,920 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: City Council

Division: City Council

Account: 01-11-110

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 63,427 | 62,852 | 83,880 | 84,350 |
| | Fringe Benefits | 67,672 | 68,862 | 72,040 | 74,970 |
| | Total Salaries & Benefits: | 131,099 | 131,714 | 155,920 | 159,320 |
| 42110 | Training | 6,834 | 11,578 | 22,500 | 22,500 |
| 42115 | Meeting Expenses - Local | 65 | 25 | 575 | - |
| 42130 | Memberships & Subscriptions | 15,330 | 10,720 | 12,200 | 12,200 |
| 42200 | Operating Supplies | 2,072 | 824 | 2,560 | 5,060 |
| 42230 | Uniforms | - | 16 | 100 | 580 |
| 42300 | Contractual Services | 788 | - | - | - |
| | Total Operating Expenditures: | 25,088 | 23,164 | 37,935 | 40,340 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 156,187 | 154,878 | 193,855 | 199,660 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: City Council

Division: Planning Commission

Account: 01-11-112

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 11,200 | 11,600 | 12,000 | 12,000 |
| | Fringe Benefits | 100,275 | 76,867 | 69,440 | 74,900 |
| | Total Salaries & Benefits: | 111,475 | 132,453 | 81,440 | 86,900 |
| 42110 | Training | 3,040 | 4,801 | 13,720 | 13,720 |
| 42230 | Uniforms Expense & Safety Equipment | - | - | - | 500 |
| | Total Operating Expenditures: | 3,040 | 4,801 | 13,720 | 14,220 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 114,515 | 137,254 | 95,160 | 101,120 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: *City Council*

Division: *Parks & Recreation Commission*

Account: *01-11-113*

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 9,450 | 10,500 | 10,500 | 10,500 |
| | Fringe Benefits | 53,152 | 56,980 | 60,700 | 65,300 |
| | Total Salaries & Benefits: | 62,602 | 67,480 | 71,200 | 75,800 |
| 42110 | Training | 2,190 | 2,136 | 8,300 | 8,300 |
| 42230 | Uniforms Expense & Safety Equipment | - | - | - | 500 |
| | Total Operating Expenditures: | 2,190 | 2,136 | 8,300 | 8,800 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 64,791 | 69,616 | 79,500 | 84,600 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: *City Council*

Division: *Senior Commission*

Account: *01-11-114*

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 2,950 | 2,700 | 3,000 | 3,000 |
| | Fringe Benefits | 43 | 39 | 50 | 40 |
| | Total Salaries & Benefits: | 2,993 | 2,739 | 3,050 | 3,040 |
| 42230 | Uniforms Expense & Safety Equipment | - | - | - | 500 |
| | Total Operating Expenditures: | - | - | - | 500 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 2,993 | 2,739 | 3,050 | 3,540 |

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CITY ADMINISTRATION OFFICE

STATEMENT OF PURPOSE

CITY MANAGER – To provide leadership, direction and support to City departments in implementing City Council goals and directives and to promote a City organization that is customer and results-focused in providing City services. The City Manager also acts as the City Clerk and Personnel Director for the City and Executive Director for the City of Irwindale Successor Agency to the Irwindale Community Redevelopment Agency and Housing Authority.

CITY CLERK – To provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they be guaranteed fair and impartial elections and open access to information and the legislative process.

ADMINISTRATIVE SERVICES – To provide timely, quality, and efficient services to all City departments in support of their departmental outcomes through the purchasing function for all goods and services, management of administrative contracts with outside agencies and other miscellaneous administrative support.

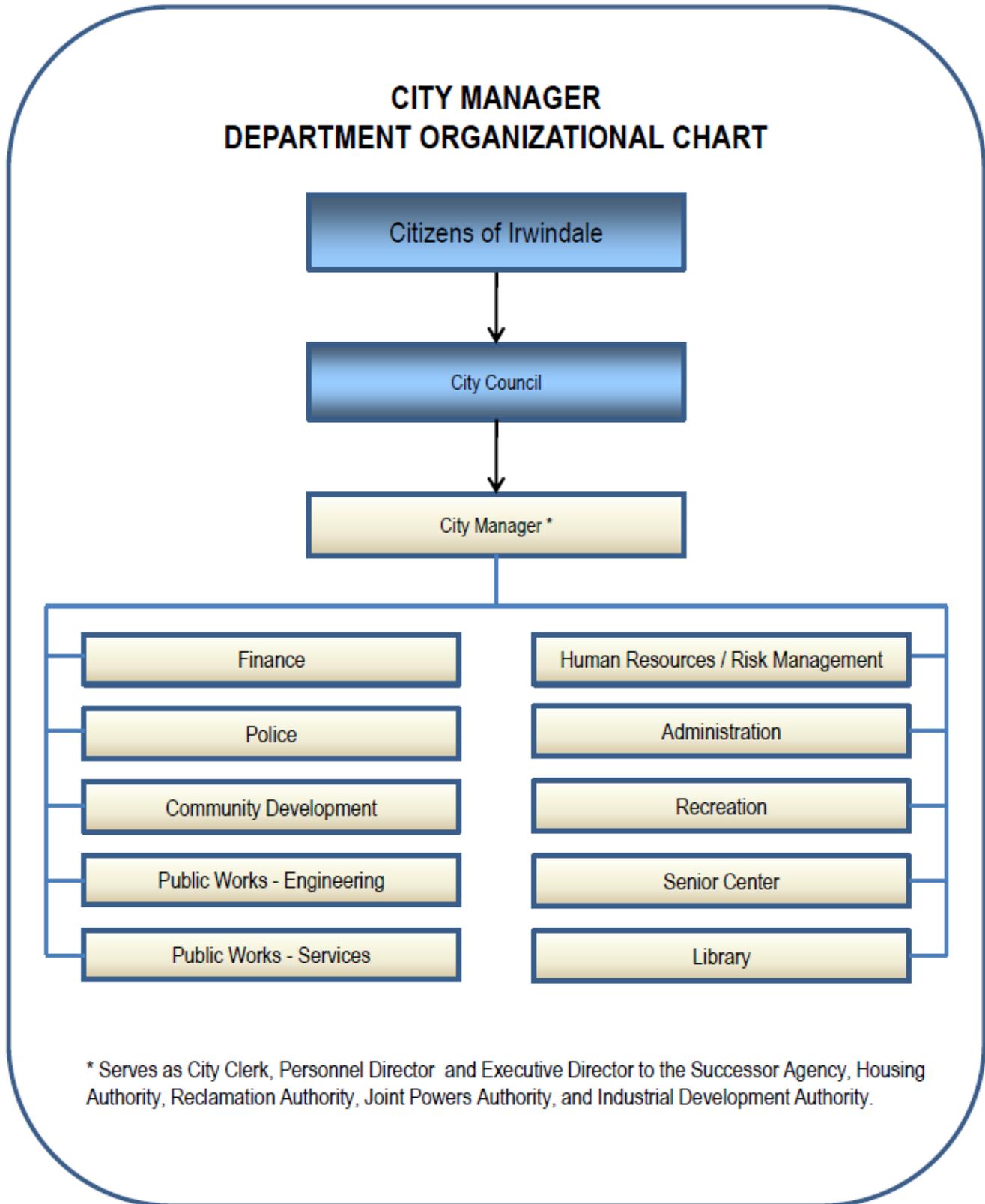
INFORMATION TECHNOLOGY – To provide the technology to enhance the delivery of City government services and increase the access to and quality of vital government data which facilitates commerce and enhances quality of life in our community.

RESIDENT BENEFITS PROGRAM – To provide residents with high-quality, cost-effective prescription and vision services that satisfy the unique and diverse needs of the community.

HOUSING PROGRAM – To administer City housing programs to increase, preserve and improve housing that is affordable and livable for our residents.

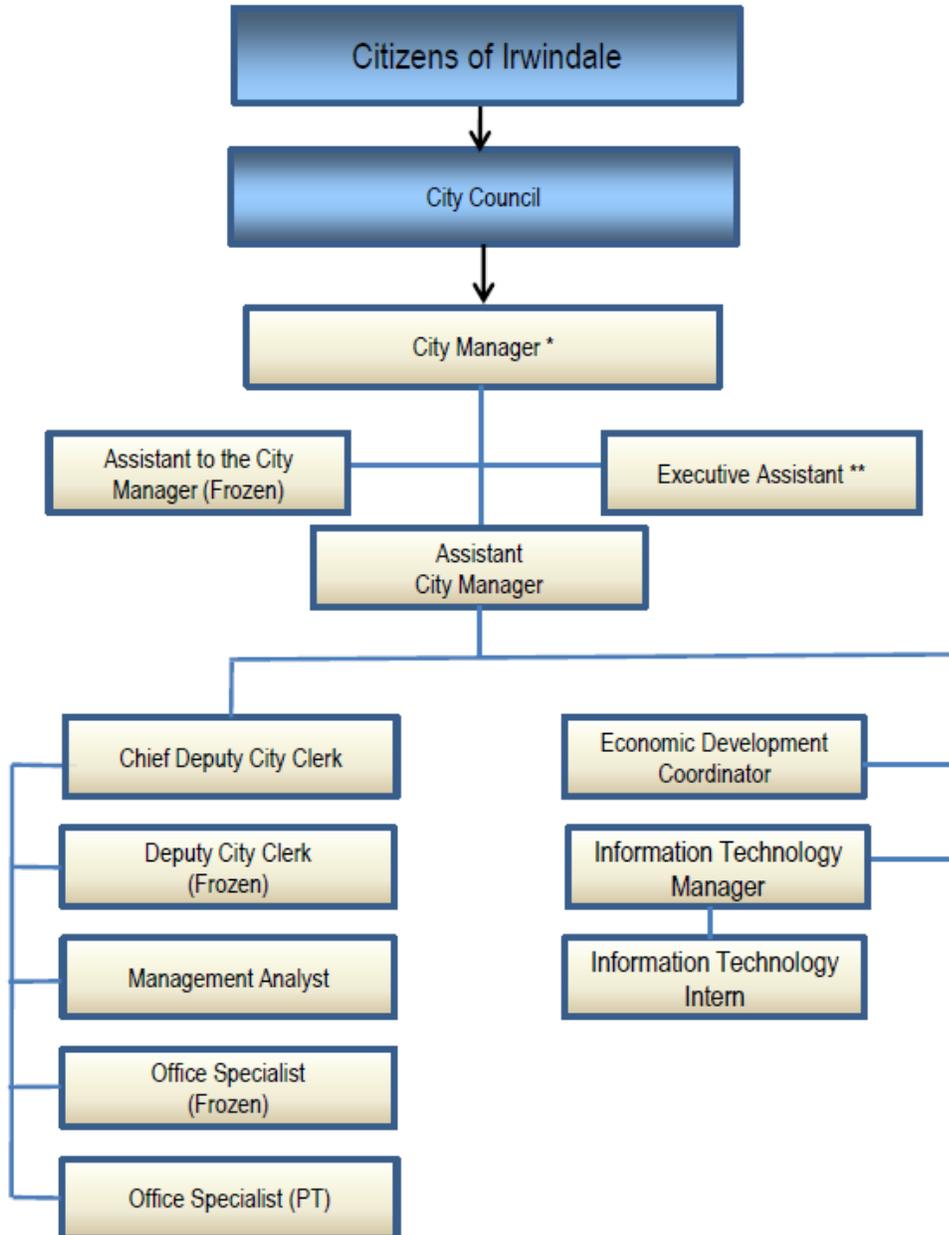


CITY ADMINISTRATION OFFICE



CITY ADMINISTRATION OFFICE

CITY ADMINISTRATION OFFICE DEPARTMENT ORGANIZATIONAL CHART



* Serves as City Clerk, Personnel Director and Executive Director to the Successor Agency, Housing Authority, Reclamation Authority, Joint Powers Authority, and Industrial Development Authority

** Executive Assistant position to be transferred to Public Works–Engineering during the fiscal year.

CITY ADMINISTRATION OFFICE

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

CITY ADMINISTRATION OFFICE

OBJECTIVE #1:

CITY CLERK - Become a Passport Acceptance Facility. A Passport Acceptance Facility is a public sector office that is designated to accept passport applications on behalf of the Department of State. Passport Acceptance Facilities complete the verification required for applicants applying for a passport.

FALLS UNDER WHICH CITY GOAL? Community Services, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will be in contact with the Department of State to begin the process of becoming a Passport Acceptance Facility. Once all requirements are met and if the Department of State accepts the City of Irwindale as a Passport Acceptance Facility, staff can begin to offer this service to the residents of Irwindale and the surrounding area, and generate additional revenue from the Passport Execution Fee.

In July 2017, the City of Irwindale was designated as a Passport Acceptance Facility and began processing passport applications for the public. Staff received training and are now Passport Acceptance Agents who review, process and execute passport applications. As of February 27, 2018, the City Clerk's Department has processed 61 passport applications and has assisted several customers with passport renewals, photos and other related questions.

OBJECTIVE #2:

CITY CLERK - Implement a new electronic document imaging system and creating a public portal on the City's website.

FALLS UNDER WHICH CITY GOAL? Technology, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will conduct an RFP process to gain proposals from the most well qualified providers. Once those are reviewed and a recommendation can be made to City Council for approval, implementation can begin. Existing documents will be migrated into a new software program and a public portal will be created that will provide access, on the city's website, to a vast array of public documents such as contracts, minutes, agendas, and ordinances.

In March 2017, the City Council authorized staff to solicit Requests for Proposals for a new Electronic Content Management System. In July 2017, the City Council awarded a contract to Complete Paperless Solutions and BrealT staff migrated to the documents on the old software system onto the new Laserfiche system; and created a portal where public records, such as Agendas, Minutes, Resolutions, and Ordinances are available for viewing. The link to these records is now available on the City Clerk's section of the City's website.

CITY ADMINISTRATION OFFICE

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES (CONTINUED)

OBJECTIVE #3:

INFORMATION TECHNOLOGY - The City's telephone equipment is 17 years old and in need of replacement. Should the Council approve the budget request to purchase a new telephone system, then the IT Department will prepare a RFP and solicit bids for new telephone equipment.

FALLS UNDER WHICH CITY GOAL? Technology and Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Once the RFP is released, bids will be evaluated and a service provided will be recommended to the Council for consideration. A schedule of performance for the implementation of this project will be prepared and included with the contract.

Staff is working on the RFP for this project and anticipates that the RFP will be released in April 2018.

OBJECTIVE #4:

RESIDENT BENEFITS PROGRAM - As costs for this program continue to rise, staff will evaluate other cost saving measures for this program.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility and Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

All cost saving measures will be presented to Council for consideration. Based on the Council's direction, staff will proceed to implement any cost saving measures approved by Council.

No additional cost saving measures were implemented during this fiscal year.

OBJECTIVE #5:

HOUSING - During Fiscal Year 2017/2018, the Housing Department will continue to work with IMD Development, LLC to develop the remaining housing units. Staff and IMD will also negotiate the addition of the properties purchased by the Housing Authority in FY 2016/2017, 5130 Irwindale Avenue and 2428 Mountain Avenue

FALLS UNDER WHICH CITY GOAL? Housing and Community Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The project consists of 17 new housing units to be completed in Fiscal Year 2017/2018. Should the Housing Authority and IMD Development successfully negotiate the development of the additional sites acquired in Fiscal Year 2017/2018, a construction schedule will be prepared to track the progress of the construction and provide a construction completion date.

In Fiscal Year 2017/2018 IMD Development completed 11 housing units in the first quarter and the remaining six (6) homes are currently under construction. These units will be completed in April/May 2018. The Housing Authority successfully acquired the property located at 2428 Mountain Avenue, 5130 Irwindale Avenue, and 4826 Baca Avenue. The Housing Authority and IMD Development are currently negotiating the development of these sites and anticipates an amendment to the DDA to add these sites to the project. It is anticipated that thirteen (13) new housing units may be developed on these sites.

CITY ADMINISTRATION OFFICE

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

CITY ADMINISTRATION OFFICE

OBJECTIVE #1:

CITY CLERK - Consolidate and update the current Records Retention Schedules so that they can be utilized by staff for the proper and legal retention and disposition of city records; incorporate the new schedule with the city's Laserfiche software for more efficient retention, disposition and tracking of records

FALLS UNDER WHICH CITY GOAL? Technology

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The goal of consolidating and updating the current Records Retention Schedules will be accomplished by engaging a qualified consultant to work directly with City staff to identify specific records in each department, then developing a new schedule for use by staff. This objective will be measured and tracked by the progress of the consultant and the timely presentation of a completed schedule for City Council approval and implementation.

OBJECTIVE #2:

CITY CLERK - Implementation of Laserfiche Forms for routine processes such as Public Records Requests and Service Requests

FALLS UNDER WHICH CITY GOAL? Technology, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will work with BreaIT and Complete Paperless Solutions (Laserfiche Value Added Reseller (VAR) to create customized templates for more efficient submission, routing and completion of processes such as Public Records Requests and Service Requests. Once templates are created, staff will test them for accuracy and implement the new forms for use.

OBJECTIVE #3:

INFORMATION TECHNOLOGY - In Fiscal Year 2017/18, the IT Department released a RFP for the Unified Communications, VoIP Phone System and Installation. Upon the selection of a contractor and award of contract, the IT Department will work closely with the selected service provider to ensure that this project is completed on time and within budget.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility, Technology, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The RFP solicitation for the city's new telephone system will be completed in FY 2017/2018. This project will be completed in FY 2018/2019 and will require the installation of new cabling in some city buildings, in addition to the installation of new equipment and staff training.

CITY ADMINISTRATION OFFICE

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES (CONTINUED)

OBJECTIVE #4:

RESIDENT BENEFIT PROGRAM – The City implemented some changes in the resident benefit prescription program in Fiscal Year 2018. This program allows participants to utilize a mail in service, which staff will explore in the upcoming fiscal year.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility and Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

In FY 2017/2018 the city contracted directly with OptumRx to provide services for the resident benefit prescription program; resulting in an annual savings of approximately \$100,000. The program offered through OptumRx includes the option for participants to receive their prescriptions through the mail, which may result in additional savings for the City. Staff will work with OptumRx to find out how the participants may enroll in the mail-in order process. This information will then be shared with the participants through flyers and workshops.

OBJECTIVE #5:

HOUSING - The Housing Department will continue to work with IMD Development, LLC to develop the next phase of the Mayans Housing Project. This will require staff and IMD to negotiate the addition of several properties acquired by the Housing Authority for inclusion in the housing project, including Baca Avenue and Mountain Avenue.

FALLS UNDER WHICH CITY GOAL? Housing and Community Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The original housing project with IMD Enterprises, LLC included the development of 16 new housing units and four rehabilitated housing units. There have been two addendums, which have resulted in the development of 19 new single family units and 4 rehabilitated housing units. It is estimated that with the addition of the Baca Avenue and Mountain Avenue, the Mayans Housing Project project may realize a total of 34 housing units (30 new single family housing units and 4 rehabilitated units).

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Administration

Division: City Manager

Account: 01-13-130

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 78,926 | 93,045 | 97,830 | 87,360 |
| | Fringe Benefits | 34,110 | 42,469 | 35,170 | 45,530 |
| | Total Salaries & Benefits: | 113,036 | 135,514 | 133,000 | 132,890 |
| 42110-0000 | Training - CM | - | - | - | 1,100 |
| 42110-1010 | Training - Asst CM | - | - | - | 2,700 |
| 42115 | Meeting Expenses - Local | - | 400 | 200 | 500 |
| 42130 | Memberships & Subscriptions | 924 | 1,034 | 1,650 | 1,750 |
| 42200 | Operating Supplies | 98 | 7 | 1,680 | 1,680 |
| 42220 | Fuel | 1,312 | 1,318 | 3,500 | 3,500 |
| 42221 | Vehicle Maintenance & Repairs | 241 | 2,488 | 4,000 | 4,000 |
| 42300 | Contract Services | 29,761 | 37,140 | 44,200 | 44,200 |
| | Total Operating Expenditures: | 32,337 | 42,387 | 55,230 | 59,430 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 145,373 | 177,900 | 188,230 | 192,320 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Administration

Division: City Clerk

Account: 01-16-160

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 147,454 | 146,048 | 146,050 | 144,640 |
| | Overtime | 874 | 649 | - | - |
| | Fringe Benefits | 71,716 | 78,142 | 80,140 | 76,160 |
| | Total Salaries & Benefits: | 220,043 | 224,839 | 226,190 | 220,800 |
| 42110 | Training | 1,863 | 4,725 | - | 4,510 |
| 42116 | Mileage Reimbursement | 355 | 23 | 100 | 100 |
| 42130 | Memberships & Subscriptions | 975 | 1,057 | 410 | 410 |
| 42131 | Public Notices | - | 236 | 200 | 200 |
| 42200 | Operating Supplies | 305 | 653 | 350 | 350 |
| 42210 | Office Equipment Mtnce & Supplies | 1,899 | 6,696 | 6,975 | 9,080 |
| 42240 | Program Supplies | - | - | 500 | 500 |
| 42240-1200 | Program Supplies-Elections | 20,080 | 2,443 | 650 | 7,050 |
| 42300 | Contractual Services | 6,919 | 808 | 2,525 | 12,280 |
| | Total Operating Expenditures: | 32,395 | 16,641 | 11,710 | 34,480 |
| 44300 | Computer System | - | - | 22,880 | - |
| | Total Capital Outlay: | - | - | 22,880 | - |
| Total: | | 252,439 | 241,480 | 260,780 | 255,280 |

**City of Irwindale
FY 2018-19 Departmental Budget**

Dept: Administration

Division: Administrative Services

Account: 01-18-180

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|--|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 67,860 | 68,723 | 70,540 | 42,730 |
| | Overtime | 374 | 278 | - | - |
| | Fringe Benefits | 47,101 | 50,104 | 59,260 | 14,580 |
| | Total Salaries & Benefits: | 115,335 | 119,104 | 129,800 | 57,310 |
| 42130 | Memberships & Subscriptions | 110 | 110 | 120 | 120 |
| 42140 | Chamber of Commerce Assistance | 55,000 | 55,000 | 55,000 | 55,000 |
| 42200 | Operating Supplies | 10,076 | 7,342 | 9,140 | 9,940 |
| 42210 | Office Equipment Mtnce & Supplies | 20,375 | 23,829 | 24,420 | 24,420 |
| 42212 | Postage | 16,857 | 14,931 | 17,000 | 17,000 |
| 42213 | Telephone | 59,443 | 52,446 | 84,300 | 89,300 |
| 42214 | Water | 84,587 | 86,655 | 90,000 | 147,000 |
| 42215 | Gas | 6,071 | 4,645 | 5,100 | 5,450 |
| 42216 | Electricity - General | 186,052 | 160,243 | 175,000 | 190,000 |
| 42241 | Special Events | 6,490 | 5,623 | 7,100 | 9,100 |
| 42241-1115 | Special Events-Goldline Celebration | 4,134 | - | - | - |
| 42300 | Contractual Services | - | 1,946 | 1,950 | 2,000 |
| | Total Operating Expenditures: | 449,195 | 412,769 | 469,130 | 549,330 |
| 44100 | Office Equipment, Furniture & Fixtures | - | 1,112 | 127,500 | - |
| 44500 | Large Tools & Equipment | - | 9,403 | - | - |
| | Total Capital Outlay: | - | 10,516 | 127,500 | - |
| | Total: | 564,530 | 542,390 | 726,430 | 606,640 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Administration

Division: Information Technology (IT)

Account: 01-20-200

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 26,345 | 26,094 | 26,090 | 106,840 |
| | Fringe Benefits | 15,158 | 16,315 | 18,930 | 46,680 |
| | Total Salaries & Benefits: | 41,502 | 42,409 | 45,020 | 153,520 |
| 42116 | Mileage Reimbursement | - | - | 100 | 100 |
| 42210 | Office Equipment Mtnce & Supplies | 17,647 | 14,134 | 69,511 | 13,000 |
| 42300 | Contractual Services | 192,170 | 196,955 | 211,540 | 64,260 |
| | Total Operating Expenditures: | 209,817 | 211,089 | 281,151 | 77,360 |
| 44300 | Computer System | 37,454 | 93,332 | 6,000 | 12,400 |
| | Total Capital Outlay: | 37,454 | 93,332 | 6,000 | 12,400 |
| | Total: | 288,772 | 346,829 | 332,171 | 243,280 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Administration

Division: Resident Vision/Prescriptions

Account: 01-25-250

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 24,068 | 23,795 | 20,550 | 23,100 |
| | Fringe Benefits | 12,756 | 13,725 | 13,130 | 13,140 |
| | Total Salaries & Benefits: | 36,824 | 37,521 | 33,680 | 36,240 |
| 42200 | Operating Supplies | - | 2,317 | 1,000 | 1,000 |
| 42300 | Contractual Services | - | 5,000 | - | - |
| 42330 | Prescription Benefits | 923,190 | 1,040,098 | 381,200 | 381,200 |
| 42331 | Resident Vision | 50,293 | 45,528 | 51,000 | 51,000 |
| | Total Operating Expenditures: | 973,483 | 1,092,943 | 433,200 | 433,200 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 1,010,307 | 1,130,463 | 466,880 | 469,440 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Administration

Division: Housing

Account: 01-23-230

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 67,976 | 62,936 | 244,910 | 330,550 |
| | Fringe Benefits | 38,014 | 38,197 | 43,710 | 170,560 |
| | Total Salaries & Benefits: | 105,991 | 101,133 | 288,620 | 501,110 |
| | Total Operating Expenditures: | - | - | - | - |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 105,991 | 101,133 | 288,620 | 501,110 |

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COMMUNITY DEVELOPMENT

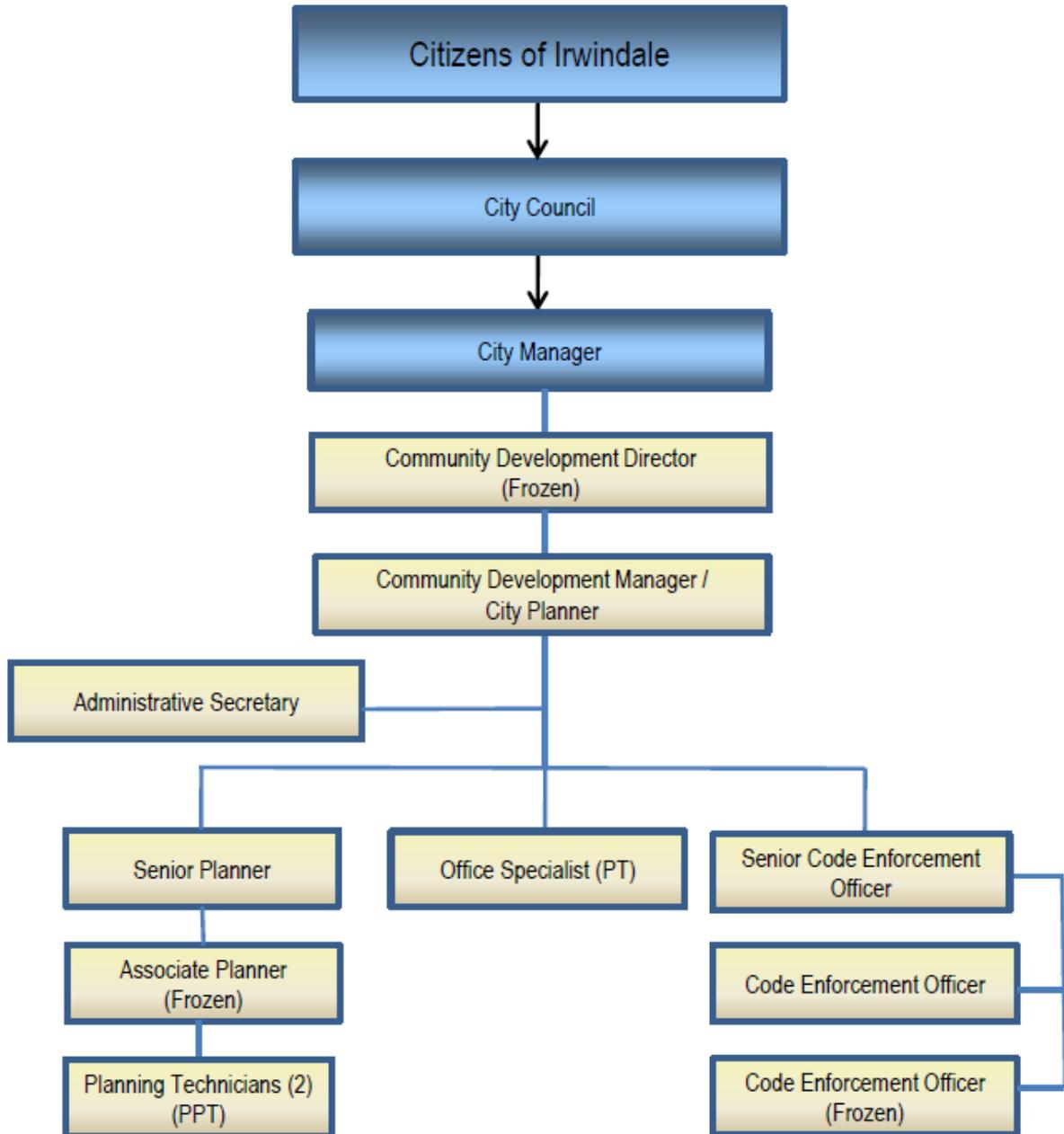
STATEMENT OF PURPOSE

To protect and enhance the City of Irwindale's physical environment, its economic base, and its neighborhoods by providing its residents, business community and visitors with responsible, timely and accurate urban planning, code enforcement, and economic development services in the most effective and efficient manner.



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



COMMUNITY DEVELOPMENT

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

COMMUNITY DEVELOPMENT

OBJECTIVE #1:

Complete the Zoning Ordinance Update and up to 50% of the Gold Line Station Transit Oriented Development (TOD) Specific Plan.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Economic Development, Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff has been having regular internal meetings twice a month for 3-hour increments to expedite the review of the Zoning Code Update since November of 2016. Staff is about 75% through the document and will continue this practice until the draft is ready to for public review. Staff anticipates having the first public hearing before the Planning Commission in July 2017 and City Council in August 2017. As for the TOD Specific Plan, a consultant has been approved and the Ad Hoc Committee has been created. The kick-off meeting is scheduled for March 30, 2017. Completion of the Specific Plan is anticipated by early 2019. As such, it should be at the 50% mark by the end of Fiscal Year 2017-2018.

Staff review of the draft Zoning Code update is complete. The Assistant City Attorney will be reviewing the draft to determine the appropriate CEQA review and/or document for the update.
Work on the TOD Specific Plan has been inactivated per Metro's review of changes to the Specific Plan boundary.

OBJECTIVE #2:

Establish Monitoring Program to review and ensure compliance of past Development Agreements and Conditional Use Permits, including Alpha Street Auto Dismantling CUPs, with City Municipal Code and land use entitlement approvals.

FALLS UNDER WHICH CITY GOAL? Economic Development, Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

With the hiring of the new Code Enforcement Administrative Assistant, the Code Enforcement Officer now has the ability to delegate office tasks to the new Assistant in order to catch up on monitoring activities that have had less priority than the day-to-day code enforcement response needs. The new Assistant, with input from other Department staff, will create a new tickler file in order to flag important upcoming deadlines, including annual reviews.

2017-2018 Accomplishments:

1. Tickler file and inspection folders were set-up for yearly inspection and review for past Development Agreements and CUPs including Alpha Street and the mining pits.
2. Development Agreement and CUP compliance monitoring conducted on Alpha Street and mining pits.
3. Special Event Permit oversight and applicant support. SEP brochure completed.
4. Provided Code Enforcement Department daily administrative assistance and support.

COMMUNITY DEVELOPMENT

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES (Continued)

OBJECTIVE #3:

Complete the sale and development, where applicable, of all former ICRA sites and continue monitoring the development of sold former ICRA sites to ensure compliance with PSA conditions of sale and land use entitlement conditions of approval.

FALLS UNDER WHICH CITY GOAL? Economic Development, Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

As with prior completed sales and entitlements, staff will complete the processing of the current PSAs for Sites 1 (Athens MRF) and 11 (242 Live Oak) by following through with the current PSA timelines and ensuring compliance with PSA conditions of sale and land use entitlement conditions of approval. Staff will complete the entitlements for Sites 12 (Powers Lumber) and 13 (Buena Vista) following action on the PSAs and start of escrow, which is anticipated to commence at the start of April 2017. Staff will also complete the sale of the Gore Point property (Site 4), which has a current offer for consideration, as well as take into account the sale of the two ICRA leases. Further, staff will follow-up on sold properties to ensure compliance with PSA conditions of sale and land use entitlement conditions of approval.

Entitlements for the Athens MRF and 242 Live Oak Avenue have been approved. Construction plans for 242 Live Oak Avenue were reviewed and approved by Planning in February 2018. Site 12 (Powers Lumber) was a transfer of ownership due to Public Use for the future Public Works yard. Preliminary review comments for Site 13 (Buena Vista) were provided to the applicant in February 2018. The sale of the Gore Point property (Site 4) is complete and is included in The Park @ Live Oak Specific Plan project.

OBJECTIVE #4:

Increase and improve the City's relationship with the newspaper and social media.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Reach out to various media editorial boards by requesting face-to-face meetings in an effort to address concerns regarding incomplete and biased articles, failure to print press releases, and negative perceptions of local government.

Send regular announcements pertaining to City activities, accomplishments, complex development projects, and other newsworthy information to a variety of media outlets.

Establish standing quarterly meetings with media outlets to provide clarity about City actions, processes, and responsibilities.

The larger, complex development projects have been posted to the City's website. Two Community Development staff members are participants in the recently organized Irwindale social media campaign. Department staff will work with Administration to support City objectives.

COMMUNITY DEVELOPMENT

**FISCAL YEAR 2017/18
STATUS OF OBJECTIVES
(Continued)**

OBJECTIVE #5:

Commence and complete the “Strategic Economic Development Plan Update” based on the rolled-over budget and complete it before the end of the fiscal year.

FALLS UNDER WHICH CITY GOAL? Economic Development, Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Enter into an agreement with RSG to complete the Strategic Economic Development Plan Update as budgeted two years ago; prepare timeline for completion; schedule standing meetings to ensure completion before the end of the fiscal year.

| |
|---|
| RSG is preparing the Strategic Economic Development Plan Update. Anticipated completion is Spring 2018. |
|---|

COMMUNITY DEVELOPMENT

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

COMMUNITY DEVELOPMENT

OBJECTIVE #1:

Complete and process the City of Hope Specific Plan (COH) and Environmental Impact Report for the master plan development of the COH campus. Process the entitlement and development of the new COH administrative medical office building (AMOB) and associated service utilities.

FALLS UNDER WHICH CITY GOAL? Economic Development, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The project is scheduled for public hearing in March & April 2018. In support of the project, staff will process the building entitlements in support of construction. The anticipated timing for commencement of construction is late 2018.

OBJECTIVE #2:

Process environmental documents and land use entitlements for the development of several mining pits, including: North Kinkaid Pit, Manning Pit, and JH Pit. This includes the Specific Plan and Environmental Impact Report (SP & EIR) for The Park @ Live Oak industrial/commercial development at the JH Pit site; CEQA analysis and determination for the Manning Pit and the North Kincaid Pit.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Economic Development

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

- Staff is reviewing all documents submitted by T&B Planning, the project environmental consultant for The Park @ Live Oak project, beginning with the Initial Study. Staff will create a timeline & milestone schedule with deadlines to keep the project moving forward. Staff will schedule biweekly coordination calls with environmental consultant. Completion of the SP & EIR is anticipated in early 2019.
- Staff will coordinate environmental review of the North Kincaid Pit with HCG, the environmental consultant selected to process the Initial Study and Mitigated Negative Declaration for the site. Anticipated Planning Commission and City Council public hearing dates will be mid-2018.
- Staff will select and coordinate environmental review for the Manning Pit project. Anticipated completion date is January 2019.

OBJECTIVE #3:

Complete the Citywide Non-Motorized Active Transportation Plan & Design Guidelines.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Kick-off meeting is scheduled for March 13, 2018. Completion of the planning document is anticipated by late 2018, early 2019. Staff will hold biweekly meetings with the consultant; participate in stakeholder interviews and community outreach programs to begin Fall 2018.

COMMUNITY DEVELOPMENT

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES (CONTINUED)

OBJECTIVE #4:

Fine-tune and improve the Code Enforcement program.

FALLS UNDER WHICH CITY GOAL? Safety, Public Infrastructure, Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

- 1) Establish a proactive Code Enforcement program pertaining to mining, to include monitoring air quality, dust control, and noise abatement. Monitor all requirements in the Mitigation Monitoring Reporting Program for mining sites.
- 2) Development of a checklist for compliance with project conditions of approval and mining monitoring.
- 3) Monitor Development Agreement compliance. Create checklist for quality control.
- 4) Obtain certification from South Coast Air Quality Management District (SCAQMD) for Dust Control measures relating to mining site reclamation and development

OBJECTIVE #5:

Launch Economic Development and Business Support Services Division. This new division of Community Development will coordinate business attraction, retention, expansion and assistance activities.

FALLS UNDER WHICH CITY GOAL? Economic Development

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Business attraction proactive efforts and marketing programs, materials, and brochures will solidify establishment of this division. The success of this division will be measured by the successes of our business community. Overall success will be realized by establishing meaningful relationships with our business community and working with them to ensure their needs, as well as the needs of the City.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Community Development
01-51*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|------------------------------|------------------------------|--------------------------------------|------------------------------|
| Salaries & Wages | 204,927 | 247,483 | 262,890 | 265,300 |
| Overtime | 507 | 3,069 | 5,400 | 3,000 |
| Fringe Benefits | 96,940 | 134,537 | 117,760 | 113,840 |
| Total Salaries & Benefits: | 302,374 | 385,090 | 386,050 | 382,140 |
| Total Operating Expenditures: | 50,410 | 48,492 | 38,810 | 45,210 |
| Total Capital Outlay: | - | - | - | - |
| Total: | 352,785 | 433,582 | 424,860 | 427,350 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Community Development
Account: 01-51-510*

Division: Planning & Administration

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 139,705 | 169,946 | 178,260 | 134,350 |
| | Overtime | 447 | 2,581 | 4,800.00 | 2,400 |
| | Fringe Benefits | 72,332 | 93,288 | 87,240 | 58,710 |
| | Total Salaries & Benefits: | 212,484 | 342,260 | 270,300 | 195,460 |
| 42110 | Training | 164 | - | - | - |
| 42116 | Mileage Reimbursement | - | 31 | 100 | 100 |
| 42130 | Memberships & Subscriptions | 886 | 952 | 1,825 | 1,830 |
| 42131 | Public Notices | 3,402 | 10,047 | 4,000 | 5,000 |
| 42200 | Operating Supplies | 1,193 | 1,895 | 1,500 | 1,750 |
| 42210 | Office Equipment Mtnc & Supplies | 2,451 | 1,923 | 2,500 | 4,500 |
| 42212 | Postage | 122 | 9 | 200 | 200 |
| 42220 | Fuel | 49 | 218 | 200 | 100 |
| 42230 | Uniform Expenses & Safety Equipment | - | - | 150 | 150 |
| 42251 | Small Tools & Minor Equipment | - | 590 | 350 | 350 |
| 42300 | Contractual Services | 26,668 | 9,512 | 9,270 | - |
| | Total Operating Expenditures: | 34,935 | 25,177 | 20,095 | 13,980 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 247,419 | 367,438 | 290,395 | 209,440 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: *Community Development*
Account: *01-51-511*

Division: *Economic Development*

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Revised Budget | FY 2017-18 Budget | FY 2018-19 Budget |
|---------|---------------------------------------|----------------------|------------------------------|----------------------|----------------------|
| | Salaries & Wages | 40,556 | 39,413 | 40,170 | 65,700 |
| | Fringe Benefits | 13,248 | 23,547 | 13,380 | 24,540 |
| | Total Salaries & Benefits: | 53,805 | 62,960 | 53,550 | 90,240 |
| 42110 | Training | - | 763 | 1,500 | 2,910 |
| 42130 | Memberships & Subscriptions | 5,125 | 5,125 | 5,150 | 5,590 |
| 42200 | Operating Supplies | - | 99 | 100 | 1,650 |
| 42300 | Contractual Services | 4,445 | 10,781 | 3,870 | 16,550 |
| | Total Operating Expenditures: | 9,570 | 16,769 | 10,620 | 26,700 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 63,375 | 79,729 | 64,170 | 116,940 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Community Development
Account: 01-51-512*

Division: Code Enforcement

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 24,666 | 38,124 | 44,460 | 65,250 |
| | Overtime | 60 | 488 | 600 | 600 |
| | Fringe Benefits | 11,360 | 17,703 | 17,140 | 30,590 |
| | Total Salaries & Benefits: | 36,086 | 56,315 | 62,200 | 96,440 |
| 42110 | Training | - | 150 | 500 | 500 |
| 42130 | Memberships & Subscriptions | 42 | 75 | 75 | 80 |
| 42200 | Operating Supplies | 68 | 311 | 100 | 100 |
| 42210 | Office Equipment Mtnce & Supplies | 1,151 | 900 | 1,200 | 1,700 |
| 42220 | Fuel | 294 | 212 | 700 | 500 |
| 42221 | Vehicle Maintenance & Repairs | 383 | 796 | 1,000 | 1,000 |
| 42230 | Uniform Expenses & Safety Equipment | 78 | 141 | 550 | 550 |
| 42251 | Small Tools & Minor Equipment | 200 | 91 | 100 | 100 |
| 42300 | Contractual Services | 3,688 | 3,870 | 3,870 | - |
| | Total Operating Expenditures: | 5,905 | 6,546 | 8,095 | 4,530 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 41,991 | 62,861 | 70,295 | 100,970 |

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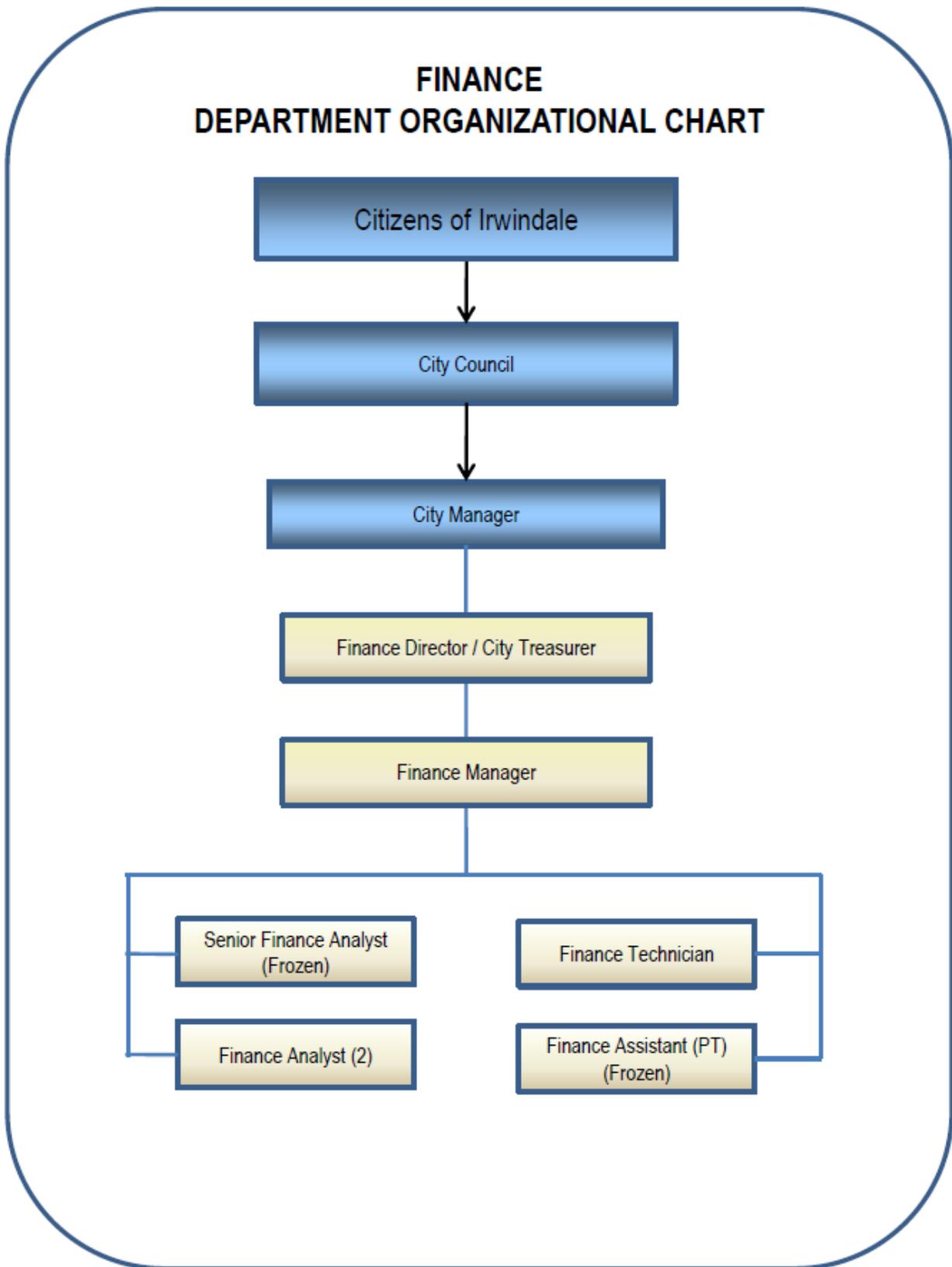
FINANCE

STATEMENT OF PURPOSE

To provide fiduciary control of the City's assets, perform budgetary and fiscally related services, and provide accurate, timely, and useful financial information to support the efficient and effective delivery of municipal services to the City organization and the public.



FINANCE



FINANCE

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

FINANCE

OBJECTIVE #1:

The Finance Department will work on the City's User Fee and Cost Allocation Plan studies. The City contracted with Willdan Financial Services to conduct the Development Impact Fee (DIF), User Fee, and Cost Allocation Fee Studies. The DIF study was the first to be worked on, and slated to be completed by the end of FY 2016-17.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The Finance Department staff will continue to work collaboratively with the Consultant, City Manager, Department Heads and City staff to finalize the remaining User Fee and Cost Allocation studies. Finance staff is targeting to complete both studies during FY 2017-18. Once completed, results will be presented to the City Council for approval and implementation.

The Development Impact Fee Study is in the final review stages, and is expected to be adopted by the City Council in July 2018. The Cost Allocation Fee and User Fee Studies have been underway, and completion is anticipated in August 2018.

OBJECTIVE #2:

The Government Accounting Standards Board has mandated that all government agencies implement GASB 74 & 75. These new GASB's require "Financial Reporting of Postemployment Benefit Plans other than Pension Plans". In Irwindale's case, this means reporting the City's financial liability for its retiree medical program.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The Finance Department will work with the actuary consultant to prepare the required actuary valuation reports and analysis required for implementation of GASB 75. Finance will also work with the City Auditors to ensure proper compliance with the financial reporting requirements in the City's Comprehensive Annual Financial Report (CAFR). GASB 74 & 75 will be implemented in the City's next CAFR to be completed in December 2017.

Finance Staff has contracted with Total Compensation Systems, Inc. to prepare the necessary actuarial valuation report of its retiree health/OPEB liability as required for implementation of GASB 75. The City is on track to meet the comply with GASB 75's requirement of including it's OPEB liability amounts in the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018.

FINANCE

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES (CONTINUED)

OBJECTIVE #3:

Implement recommendations made as part of the State Audit Report, which include a Long-Term Financial Plan, Fraud Policy, Debt Management Policy, and updates to the Expense Reimbursement Policy.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The Finance Department will prepare a Long-Term Financial Plan as part of the FY 2017-18 budget process, and is targeting to complete this in early FY 2017-18. Finance will work on the remaining recommendations during the fiscal year. All policy updates will be completed by June 30, 2018.

Finance Staff has contracted with RSG, Inc. for consultation assistance in preparing the Long-Term Financial Plan. This is in its final stages, and will be presented to the City Council in June 2018. The Fraud Policy was approved and adopted in July 2017. The Debt Management Policy has been completed and is being reviewed for presentation to the City Council in June 2018. The Expense Reimbursement Policy will also be updated and presented to the City Council in June 2018.

FINANCE

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

FINANCE

OBJECTIVE #1:

In FY 2019-2020, GASB will be requiring the implementation of GASB 84 which related to all Fiduciary Accounts. In preparation for this, as well as due to the turnover of Finance Staff, the process for handling and monitoring all deposits will be evaluated and revamped to better account for deposits entrusted to the City.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility and Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

From July through September 2018, Finance staff will review the past two year history of deposits, and reconcile all deposits on hand with its accounting records. New procedures for recording handling all deposits, as well as new user friendly worksheets will be created. Additionally, training will be provided to the new Finance Staff members handling this function. A reconciliation of all deposit accounts will be required at least quarterly, if not more often.

OBJECTIVE #2:

Provide training and development opportunities for the Finance Staff personnel, both newly hired members, as well as existing staff. This will allow career growth and succession planning in all finance and accounting functions in the Finance Department. This will also provide for greater customer service to other city departments.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility and Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The FY 2018-2019 Budget includes increased budgets for training and conference opportunities scheduled throughout the fiscal year. Finance will also take advantage of low or no-cost webinars available. With the addition of another staff member last year, Finance Management will be able to train and delegate functions to the Finance Staff.

OBJECTIVE #3:

One of the primary functions of the Finance Department is to safeguard all City Assets. Currently the department maintains a log of all fixed assets and infrastructure. The Finance Department wishes to enhance its asset records to better account for their location and depreciation valuations by implementation a Fixed Asset Module that works with the current financial system.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Finance staff will first conduct an in depth physical inventory of all fixed assets currently on record throughout the entire City. This is done annually, but with recent turnover of staff, this will be a more comprehensive inventory. Worksheets for accurately recording all asset details will be prepared, which will also be used to import the information into the new Fixed Asset Module. Finance staff will work with customer support and reconcile all records to ensure they are uploaded correctly.

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Finance
01-14

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 314,171 | 277,444 | 307,700 | 339,760 |
| Overtime | 1,930 | 4,062 | 5,000 | 5,700 |
| Fringe Benefits | 180,743 | 169,604 | 212,890 | 185,010 |
| Total Salaries & Benefits: | 496,844 | 451,110 | 525,590 | 530,470 |
| Operating Expenditures | 237,518 | 211,948 | 224,280 | 297,500 |
| Capital Outlay | - | - | - | - |
| Total: | 734,362 | 663,058 | 749,870 | 827,970 |
| Transfers Out | 563,998 | 560,350 | 561,400 | 557,200 |
| Total Expenditures: | 1,298,360 | 1,223,408 | 1,311,270 | 1,385,170 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Finance

Division: Finance Operations

Account: 01-14-140

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 314,171 | 277,444 | 307,700 | 339,240 |
| | Overtime | 1,930 | 4,062 | 5,000 | 5,700 |
| | Fringe Benefits | 180,743 | 169,604 | 212,890 | 230,700 |
| | Total Salaries & Benefits: | 496,844 | 451,110 | 525,590 | 575,640 |
| 42110 | Training | 3,487 | 1,116 | 5,290 | 11,250 |
| 42130 | Memberships & Subscriptions | 905 | 870 | 1,170 | 1,170 |
| 42131 | Public Notices | 290 | 209 | 600 | 600 |
| 42132 | Bank & Finance Fees | 10,045 | 13,255 | 15,370 | 17,670 |
| 42200 | Operating Supplies | 6,812 | 8,251 | 10,000 | 10,000 |
| 42210 | Office Equipment Mtnce & Supplies | 4,936 | 946 | 1,000 | 1,000 |
| 42212 | Postage | 116 | 152 | 200 | 200 |
| 42300 | Contractual Services | 71,524 | 45,663 | 59,300 | 69,800 |
| 42311 | Audit Fees | 42,518 | 35,465 | 42,310 | 44,410 |
| | Total Operating Expenditures: | 140,633 | 105,928 | 135,240 | 156,100 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 637,478 | 557,038 | 660,830 | 731,740 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Finance

Division: Gov't Contracts / Debt Service

Account: 01-14-142

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42312 | Trustee Services & Fees | 4,450 | 3,950 | 6,800 | 6,800 |
| 42314 | State Contracts & Fees | 42,062 | 47,588 | 50,000 | 50,000 |
| 42315 | LA County Auditor/Controller Admin Fees | 2,922 | 2,944 | 20,000 | 20,000 |
| 42318 | Pumping Rights Assessment | 3,760 | 3,760 | 4,000 | 4,000 |
| 42420 | Loan Interest Expense-Olive Pit | 27,556 | 39,958 | - | 52,360 |
| 42432 | Parcel Levy | 16,134 | 7,820 | 8,240 | 8,240 |
| Total Operating Expenditures: | | 96,884 | 106,020 | 89,040 | 141,400 |
| Total Capital Outlay: | | - | - | - | - |
| 49100 | Transfers Out | 563,998 | 560,350 | 561,400 | 557,200 |
| Total Transfers Out: | | 563,998 | 560,350 | 561,400 | 557,200 |
| Total: | | 660,883 | 666,370 | 650,440 | 698,600 |

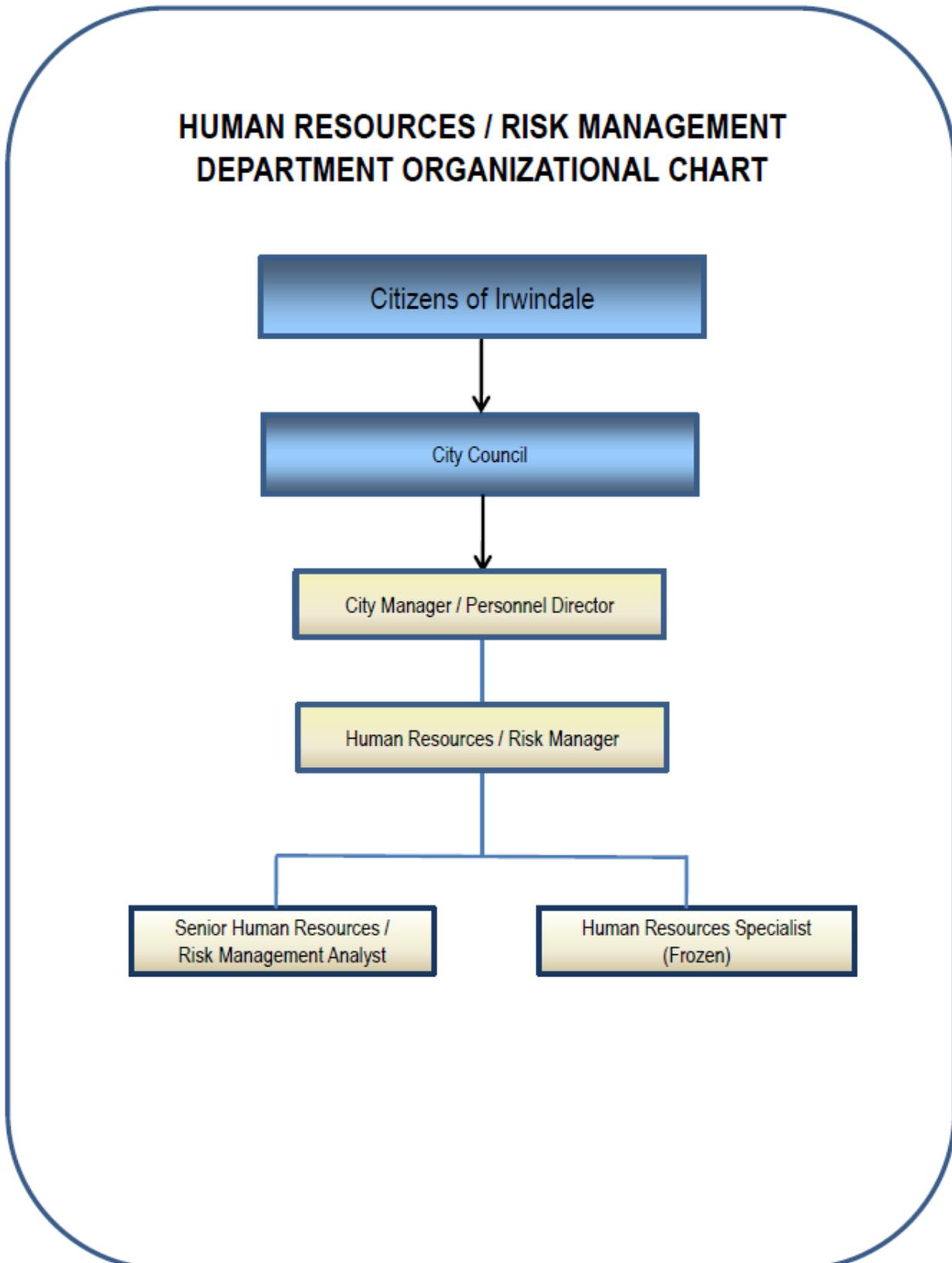
HUMAN RESOURCES

STATEMENT OF PURPOSE

To provide assistance and guidance for all City departments in the areas of employee relations, recruitment, benefits, training, compensation, safety, risk management, and workers' compensation with the highest degree of professionalism and integrity while developing and retaining an outstanding work force committed to quality public service.



HUMAN RESOURCES



**FISCAL YEAR 2017/18
STATUS OF OBJECTIVES**

HUMAN RESOURCES

OBJECTIVE #1:

Complete the review and update of City Personnel Rules.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will complete the revision of City Personnel Rules with input from legal counsel to ensure compliance with current regulations. Staff will meet and confer with employee bargaining units to obtain feedback on policy changes. The final document will be presented to the City Council for approval. Once adopted, the revised City Personnel Rules will be distributed to all employees and implemented.

The project is ongoing and expected to be completed by the end of fiscal year 2018-19.

OBJECTIVE #2:

Enhance the Human Resources webpage to include job descriptions for each City position.

FALLS UNDER WHICH CITY GOAL? Customer Service, Technology

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will post the job description for each City position on the Human Resources webpage. This will make the position descriptions readily available to the public, thereby promoting transparency and providing future job applicants with a better understanding of the qualifications and requirements for each position.

Job descriptions were developed and approved as part of the completed Total Classification and Compensation Study. All job descriptions have been placed on Human Resources webpage and will be updated as needed.

HUMAN RESOURCES

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

HUMAN RESOURCES

OBJECTIVE #1:

Complete the review and update of City Personnel Rules.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will complete the revision of City Personnel Rules with input from legal counsel to ensure compliance with current regulations. Staff will meet and confer with employee bargaining units to obtain feedback on policy changes. The final document will be presented to the City Council for approval. Once adopted, the revised City Personnel Rules will be distributed to all employees and implemented.

OBJECTIVE #2:

Maximize HR efficiency by securely creating and maintaining digitized employee personnel data and records utilizing our current Laserfiche system.

FALLS UNDER WHICH CITY GOAL? Technology and Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will coordinate with the City Clerk's Office and the Information Technology Department to utilize the current Laserfiche system to import employee personnel data and records in to a central repository. Files will be archived as non-editable files and retained according to approved retention schedule. Authorized staff will have the ability to instantly access employee documents thereby improving efficiency and customer service.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Human Resources
01-15*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|------------------------------|------------------------------|--------------------------------------|------------------------------|
| Salaries & Wages | 221,517 | 184,226 | 201,621 | 232,050 |
| Overtime | - | - | - | - |
| Fringe Benefits | 88,222 | 89,715 | 104,476 | 98,760 |
| Total Salaries & Benefits: | 309,739 | 273,942 | 306,097 | 330,810 |
| Operating Expenditures | 2,362,960 | 2,515,265 | 2,427,459 | 2,459,010 |
| Capital Outlay | - | - | - | - |
| Total: | 2,672,699 | 2,789,207 | 2,733,556 | 2,789,820 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Human Resources
Account: 01-15-150*

Division: Human Resources Administration

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 203,188 | 167,812 | 175,500 | 149,210 |
| | Fringe Benefits | 86,948 | 85,812 | 100,160 | 69,910 |
| | Total Salaries & Benefits: | 290,135 | 253,624 | 275,660 | 219,120 |
| 42110 | Training | 3,748 | 4,720 | 7,050 | 7,050 |
| 42115 | Meeting Expenses-Local | 362 | 252 | 600 | 600 |
| 42116 | Mileage Reimbursement | 120 | 155 | 300 | 300 |
| 42121 | Services Awards/Employee Recognition | 4,350 | 5,100 | 6,550 | 6,350 |
| 42122-0000 | Tuition Reimbursement - ICEA/IMEA | 15,000 | 15,000 | 15,000 | 15,000 |
| 42122-1035 | Tuition Reimbursement - IPOA | - | - | - | 15,000 |
| 42122-1036 | Tuition Reimbursement - UCMgmt | - | - | - | 15,000 |
| 42130 | Memberships & Subscriptions | 2,147 | 2,165 | 2,924 | 2,930 |
| 42200 | Operating Supplies | 923 | 2,654 | 1,300 | 1,300 |
| 42210 | Office Equipment Mtnce & Supplies | 469 | - | - | - |
| 42300 | Contractual Services | 14,736 | 71,837 | 20,704 | 18,310 |
| | Total Operating Expenditures: | 41,854 | 101,883 | 54,428 | 81,840 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 331,990 | 355,506 | 330,088 | 300,960 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Human Resources

Division: Summer Youth

Account: 01-15-151

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 18,329 | 16,415 | 26,121 | 32,870 |
| | Fringe Benefits | 1,275 | 3,903 | 4,316 | 4,780 |
| | Total Salaries & Benefits: | 19,604 | 24,838 | 30,437 | 37,650 |
| 42200 | Operating Supplies | 117 | 109 | 400 | 400 |
| 42230 | Uniforms | 262 | 105 | 500 | 500 |
| 42300 | Contract Services | 659 | 339 | 2,630 | 2,630 |
| | Total Operating Expenditures: | 1,038 | 552 | 3,530 | 3,530 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 20,641 | 25,391 | 33,967 | 41,180 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Human Resources

Division: Risk Management / Retiree Benefits

Account: 01-15-152

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|--|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | - | - | - | 49,970 |
| | Fringe Benefits | - | - | - | 24,070 |
| | Total Salaries & Benefits: | - | - | - | 74,040 |
| 42320 | Benefits Administrative Fees | 34,354 | 39,402 | 32,450 | 32,450 |
| 42321 | State Unemployment Insurance | 226 | 17,162 | 15,000 | 15,000 |
| 42322 | Workers' Comp Insurance | 452,912 | 543,189 | 580,963 | 605,090 |
| 42324 | General Liability Insurance | 863,260 | 811,570 | 762,488 | 722,500 |
| 42325 | Retiree Medical Benefits | 817,935 | 877,377 | 946,600 | 946,600 |
| 42325-1210 | Retiree Medical Benefits/OPEB | 149,687 | 123,163 | 30,000 | 50,000 |
| 42327 | Certificate of Insurance-City Sp. Events | 1,695 | 967 | 2,000 | 2,000 |
| | Total Operating Expenditures: | 2,320,068 | 2,412,830 | 2,369,501 | 2,373,640 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 2,320,068 | 2,412,830 | 2,369,501 | 2,447,680 |

LEGAL

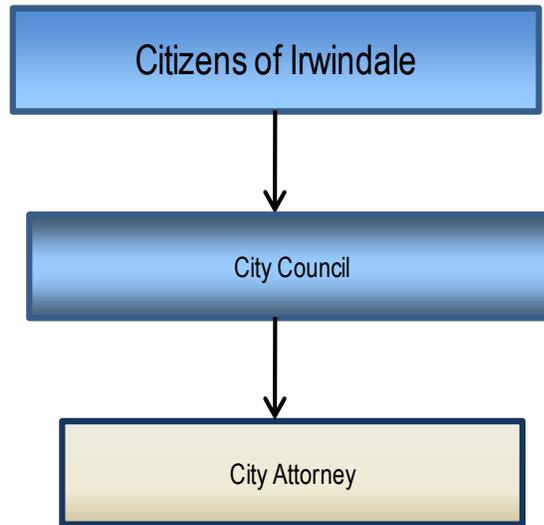
STATEMENT OF PURPOSE

To provide excellent and ethical legal advice, effective legal representation, and other quality legal services for the City Council, City officers, and City employees in order that they may lawfully attain the City Council's goals and other department program outcomes without undue risk to the City.



LEGAL

LEGAL DEPARTMENT ORGANIZATIONAL CHART



LEGAL**FISCAL YEAR 2017/18
STATUS OF OBJECTIVES****LEGAL SERVICES****OBJECTIVE #1:**

Work with City staff to aggressively litigate matters initiated by the City per the Council's directives and defend actions filed against the City. Our office has and will continue to prosecute the legal action against a private party for payment of back-due and future installments of in-lieu tax payments required under an agreement between the City and the private party.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Pursue the legal process through court as aggressively as possible and seek to recoup the City's legal costs. We will also try to persuade the private party to pay the amounts owed through an out-of-court settlement, without having to expend further time and legal costs.

Our office has continued to aggressively litigate the action against the private company for payment of back-due and future installments of in-lieu tax payments. We have also kept the City Council informed of opportunities to resolve the matter and continue to carry out the Council's directives in this case.

OBJECTIVE #2:

Work with City staff and developers to convert the former Irwindale Partners, NuWay and Reliance II Pits into successful development.

FALLS UNDER WHICH CITY GOAL? Economic Development and Community Services

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Negotiate development agreements, work with environmental consultants and utilize all legal options available to fast track development approvals, while minimizing the risk of CEQA or other challenges.

Our office successfully worked with the City and property owner in the initiative to adopt the Reliance II Specific Plan. This was an expedited process and yielded quick approvals, with a document that ensures future development adheres to the appropriate development standards in the specific plan. The NuWay pit continues to be a challenge, given the lack of appropriate filling operations by USA Waste. Our office is nevertheless enforcing the City rules and secured a settlement agreement to limit uses not approved under the City's codes and full reimbursement to the City for costs and impacts. Finally, the Irwindale Partners is proceeding expeditiously, with our office having drafted the development agreement to assure the project is approved to City standards and without delay.

LEGAL

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES (CONTINUED)

OBJECTIVE #3:

Complete the sale of former redevelopment properties to best uphold the Council's development goals. This should be done before the local Oversight Board is replaced with a regional board in July 2018, to avoid loss of local control.

FALLS UNDER WHICH CITY GOAL? Economic Development

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Through solicitation of successful development meeting the Council's goals. Also, existing land sales will be monitored to assure the sales are closed and development proceeds per contractual obligations, including schedules of performance imposed on developers.

Our office has worked with City staff and developers to dispose of all properties held by the Successor Agency. The disposition of properties is expected to be complete by June so as to have all properties repositioned before the local Oversight Board is disbanded.

OBJECTIVE #4:

Work on opportunities to save City funds in the cost of liability coverage, while increasing opportunities for full cost recovery.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Analyze the cost of the City's liability risk pool and compare against other providers. Also, work to have staff and the City's consultant conclude the draft development impact fee study so that the City may impose appropriate fees on future development.

Our office worked with City Staff to have other insurance pool options presented to the Council. Our office presented our current insurance pool with the appropriate termination letter to allow the City to evaluate other options and not face a delay with the termination of our current pool. We also worked with staff to present the Council with the best options for a replacement insurance pool mechanism, which is scheduled to be presented to Council in May.

LEGAL

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

LEGAL SERVICES

OBJECTIVE #1:

Continue to work on minimizing legal exposure to the City from litigation and aggressively pursue litigation matters initiated by the City.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Continue to insist on using contract forms that our office prepares and reviews so as to include the most protective legal provisions for the City as possible. We will also continue to pursue the legal process through court as aggressively as possible and seek to recoup the City's legal costs. We will also try to persuade the private party to pay the amounts owed through an out-of-court settlement, without having to expend further time and legal costs.

OBJECTIVE #2:

Work with City staff and developers to pursue high quality development in the City.

FALLS UNDER WHICH CITY GOAL? Economic Development and Community Services

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Negotiate development agreements, work with environmental consultants and utilize all legal options available to fast track development approvals during this active economic cycle so as to capture as many revenue producing users as possible, while minimizing the risk of CEQA or other challenges.

OBJECTIVE #3:

Continue to work on repositioning former redevelopment properties sold to private parties so as to yield the highest and best uses for the City.

FALLS UNDER WHICH CITY GOAL? Economic Development and Community Services

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Work with staff and developers to set up terms of development that best limit environmental impacts, while yielding potential revenue generating opportunities for the City. By way of example, the development agreement with Irwindale Partners requires payment in lieu of tax to the City unless sales tax generating uses locate on the site. Also, provisions limiting traffic and negative environmental impacts will be implemented when feasible.

LEGAL

**FISCAL YEAR 2018/19
DEPARTMENT OF OBJECTIVES
(CONTINUED)**

OBJECTIVE #4:

Continue to work with City and Housing Authority Staff to implement appropriate uses of Housing Authority funds and analyze opportunities to avoid losses of such funds.

FALLS UNDER WHICH CITY GOAL? Fiscal Responsibility, Housing and Community Development

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Work with City and Housing staff to avoid impacts of accessory housing unit legislation imposed by the State, while maximizing opportunities to provide housing for those of limited incomes. Also, we will work with staff to avoid any potential for housing funds to be in jeopardy for failing to expend them on time or for uses complying with the constantly changing housing regulatory requirements.

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Legal

Division: Legal Services

Account: 01-12-120

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42309-0000 | Legal Services - Case Settlements | - | 180,000 | 10,000 | 10,000 |
| 42310-0000 | Legal Services - General | 106,750 | 228,444 | 83,500 | 87,000 |
| 42310-2000 | Legal Services - Case Litigations | 12,274 | 93,878 | 110,000 | 31,400 |
| 42310-2010 | Legal Services - Finance | 6,681 | 3,451 | 7,500 | 8,000 |
| 42310-2020 | Legal Services - Human Resources-General | 67,590 | 52,857 | 30,000 | 31,600 |
| 42310-2021 | Legal Services - Human Resources-Other | 2,945 | - | 38,590 | - |
| 42310-2022 | Legal Services - Labor Negotiations | - | 25,503 | - | - |
| 42310-2030 | Legal Services - Public Safety General | 6,138 | 10,901 | 7,500 | 8,000 |
| 42310-2031 | Legal Services - Public Safety Other | 18,436 | 695 | - | - |
| 42310-2040 | Legal Services - Planning | 24,374 | 28,889 | 35,000 | 36,800 |
| 42310-2050 | Legal Services - Code Enforcement | 2,993 | 59,332 | 50,000 | 52,500 |
| 42310-2060 | Legal Services - Public Works | 24,868 | 5,091 | 10,000 | 10,500 |
| 42310-2070 | Legal Services - Speedway | 1,103 | 2,543 | 2,000 | 2,100 |
| Total Operating Expenditures: | | 274,150 | 691,583 | 384,090 | 277,900 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 274,150 | 691,583 | 384,090 | 277,900 |

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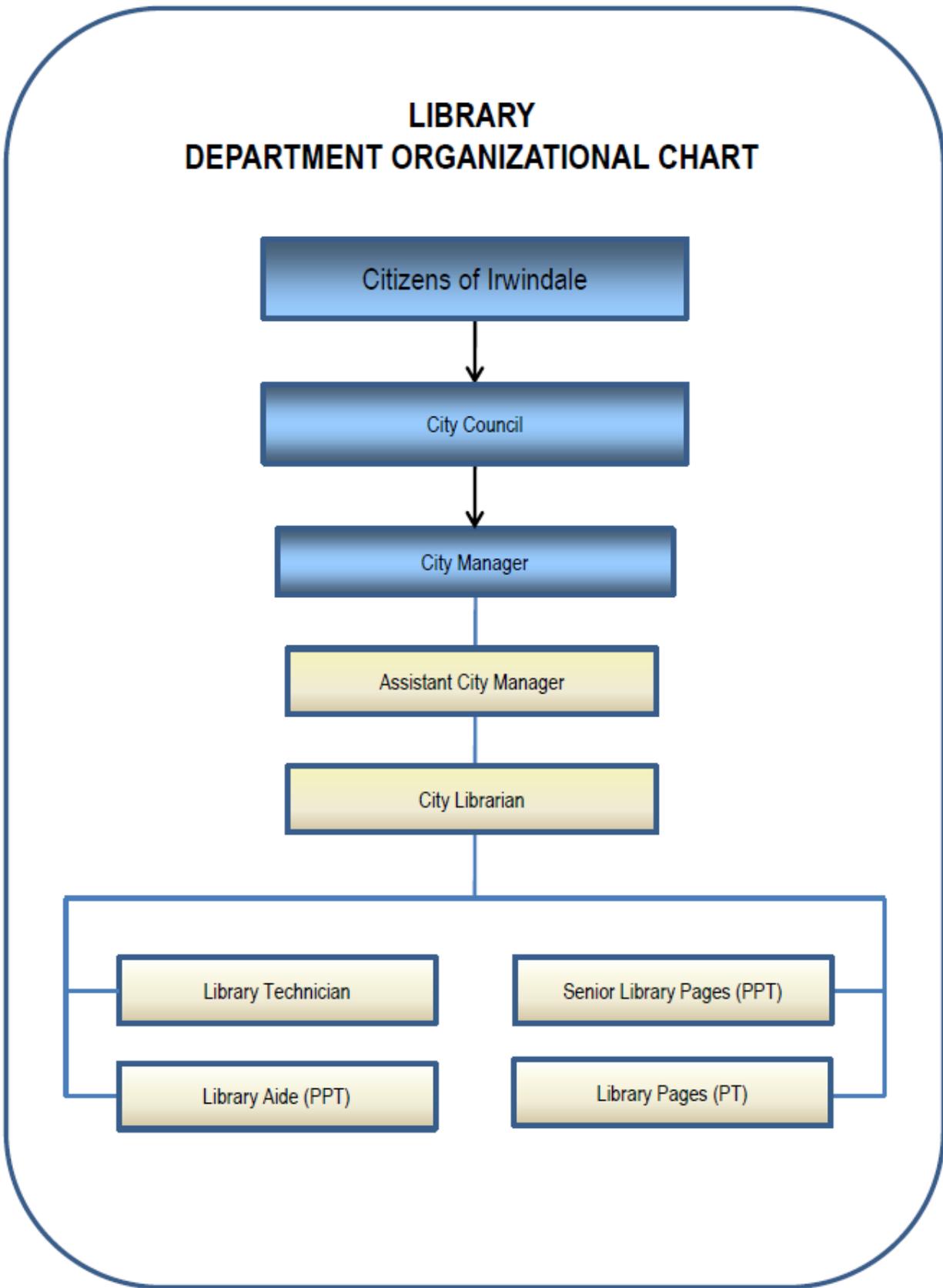
LIBRARY

STATEMENT OF PURPOSE

To provide access to ideas, knowledge and intellectual resources in various formats that satisfy the educational and recreational needs of the community; to develop and provide services for the community with an awareness of the differing needs of different people and to be a lifelong learning center for all citizens.



LIBRARY



LIBRARY

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

LIBRARY

OBJECTIVE #1:

Staff will focus on emerging technologies and programming pertaining to library systems and services by participating in at least three Infopeople webinars or free workshops throughout the coming year.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Each staff member will be given an opportunity to participate in at least three webinars or free workshops. Staff will complete corresponding webinar or workshop summary sheets highlighting key components of learning.

All staff participated in webinars and workshops focused on emerging technologies and programming pertaining to library systems and service. Topics included Graphic Design for Library Staff, Protecting your Online Privacy: Risks and Strategies, Basic Cataloging and Classification, Active Shooter Procedures for Libraries, New Twists on Storytime and Understanding and Supporting Patrons with Autism Spectrum Disorder. All learning strengthened staffs ability to meet and exceed patron's needs and provide quality customer service.

OBJECTIVE #2:

Engage adult learners with technology by implementing one-on-one device/computer help sessions. Instruction will be based on an individual's learning style, needs, and abilities. Staff will highlight the Library's electronic resources during sessions to bring awareness of various offerings and encourage usage, while providing opportunities for continuous learning and entertainment.

FALLS UNDER WHICH CITY GOAL? Technology, Customer Service, Community Services

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Participants will be requested to complete survey forms to evaluate learning effectiveness.

Beginner level one-to-one Computer and Device Workshops were implemented in September 2017. Each 30-minute workshop is tailored to meet individual needs and abilities. Topics include Computer Basics, Intro to Internet, Using Email, Advice for Your Device and Using Social Media. Participants may also suggest their own workshop topic. Classes are ongoing.

LIBRARY

FISCAL YEAR 2017/18 STATUS OBJECTIVES (CONTINUED)

OBJECTIVE #3:

Expand programming and outreach by collaborating with local schools to share resources and heighten awareness of the Library and the City's community spirit and pride.

FALLS UNDER WHICH CITY GOAL? Community Services

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will participate in a minimum of three outreach events at local schools to promote library usage and lifelong learning. Staff will utilize our integrated library system to deliver library services at school sites and measure increased usage based on new account activity.

Staff attended Merwin Elementary's Back to School Night and Trunk or Treat Events as well as Las Palmas Middle School's Showcase Night to promote library usage and share available resources with students and their families. Staff also hosted an Open House for Options for Youth Public Charter School, located in Irwindale, to highlight the Library's resources and invite students to obtain Library cards to enhance their learning opportunities. In an ongoing effort to promote usage and encourage lifelong learning, staff has also made promotional materials available at our area elementary, middle and high schools to call attention to the library's programs and services.

LIBRARY

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

LIBRARY

OBJECTIVE #1:

In an effort to fill an information and services gap, the Library will create a Community Resource Guide to connect patrons with critical social programs that improve the well-being of individuals, families, and our community.

FALLS UNDER WHICH CITY GOAL? Community Services, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Staff will create a Community Resource Guide binder and distribute to various City departments to serve as a point of reference for inquiring individuals. Surveys will be distributed to departments to measure effectiveness of Community Resource Guide.

OBJECTIVE #2:

Staff will focus on emerging technologies and programming pertaining to library systems and services by participating in at least three Infopeople webinars or free workshops throughout the coming year.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Each staff member will be given an opportunity to participate in at least three webinars or free workshops. Staff will complete corresponding webinar or workshop summary sheets highlighting key components of learning.

OBJECTIVE #3:

To meet a growing demand and provide better service delivery, the Library will expand and broaden its collection of digital content for use by patrons.

FALLS UNDER WHICH CITY GOAL? Technology, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Utilizing our integrated library system (ILS), the Library will provide access to new forms of digital media to meet the diverse needs and wants of the community. Statistics will be tracked to measure usage and overall customer satisfaction.

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: *Library*
01-44

Division: *All Divisions*

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 210,118 | 229,328 | 297,620 | 320,450 |
| Overtime | - | - | - | - |
| Fringe Benefits | 98,613 | 62,431 | 67,390 | 68,830 |
| Total Salaries & Benefits: | 308,731 | 291,759 | 365,010 | 389,280 |
| Operating Expenditures | 107,308 | 84,358 | 98,200 | 117,400 |
| Capital Outlay | 14,156 | 7,268 | - | - |
| Total: | 430,194 | 383,385 | 463,210 | 506,680 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Library
Account: 01-44-440

Division: Library Operations

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------|---|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 210,118 | 229,328 | 297,620 | 320,450 |
| | Fringe Benefits | 98,613 | 62,431 | 67,390 | 74,480 |
| | Total Salaries & Benefits: | 308,731 | 291,759 | 365,010 | 394,930 |
| 42110 | Training | 1,208 | 1,095 | 1,300 | 1,800 |
| 42116 | Mileage Reimbursement | 348 | 65 | 300 | 300 |
| 42130 | Memberships & Subscriptions | 2,371 | 2,219 | 2,600 | 2,600 |
| 42200 | Operating Supplies | 9,977 | 4,783 | 6,000 | 6,000 |
| 42200-1040 | Operating Supplies-Preservation | - | - | 500 | 500 |
| 42210 | Office Equipment Mtnce & Supplies | 4,979 | 3,884 | 4,000 | 4,000 |
| 42211 | Internet/Network | - | - | - | 20,400 |
| 42240-1710 | Program Supplies-Summer Reading Program | 3,967 | 3,761 | 5,000 | 5,000 |
| 42240-1720 | Program Supplies-Library Donations/Grants | 9 | - | - | - |
| 42240-1740 | Program Supplies-Evening Program | 2,725 | 2,576 | 5,500 | 5,000 |
| 42240-1750 | Program Supplies-Computer Software | 13,468 | 4,084 | 5,000 | 5,000 |
| 42244-1041 | Books & Reference Materials-Books | 18,836 | 22,083 | 21,000 | 20,000 |
| 42244-1042 | Books & Reference Materials-Electronic | 3,175 | 4,537 | 5,100 | 7,100 |
| 42244-1043 | Books & Reference Materials-Serials | 3,057 | 2,942 | 3,500 | 3,500 |
| 42244-1044 | Books & Reference Materials-Media | 5,978 | 5,766 | 8,000 | 7,000 |
| 42251 | Small Tools & Minor Equipment | 46 | 141 | 500 | 500 |
| 42300 | Contractual Services | 3,906 | 1,000 | 5,000 | 3,800 |
| 42300-1720 | Contractual Services-Library Donations | 7,000 | - | - | - |
| | Total Operating Expenditures: | 81,050 | 58,935 | 73,300 | 92,500 |
| 44300 | Computer System | 2,176 | 7,268 | - | - |
| 44300-1720 | Computer System-Library Donations | 11,979 | - | - | - |
| | Total Capital Outlay: | 14,156 | 7,268 | - | - |
| Total: | | 403,937 | 357,962 | 438,310 | 487,430 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Library

Division: Tutorial

Account: 01-44-441

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Revised Budget | FY 2017-18 Budget | FY 2018-19 Budget |
|---------------------------------------|------------------------|----------------------|------------------------------|----------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42200 | Operating Supplies | 1,760 | 539 | 1,000 | 900 |
| 42300 | Contractual Services | 288 | 5,008 | 5,000 | 3,000 |
| 42335 | Contracted Instructors | 24,210 | 19,876 | 18,900 | 21,000 |
| Total Operating Expenditures: | | 26,258 | 25,423 | 24,900 | 24,900 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 26,258 | 25,423 | 24,900 | 24,900 |

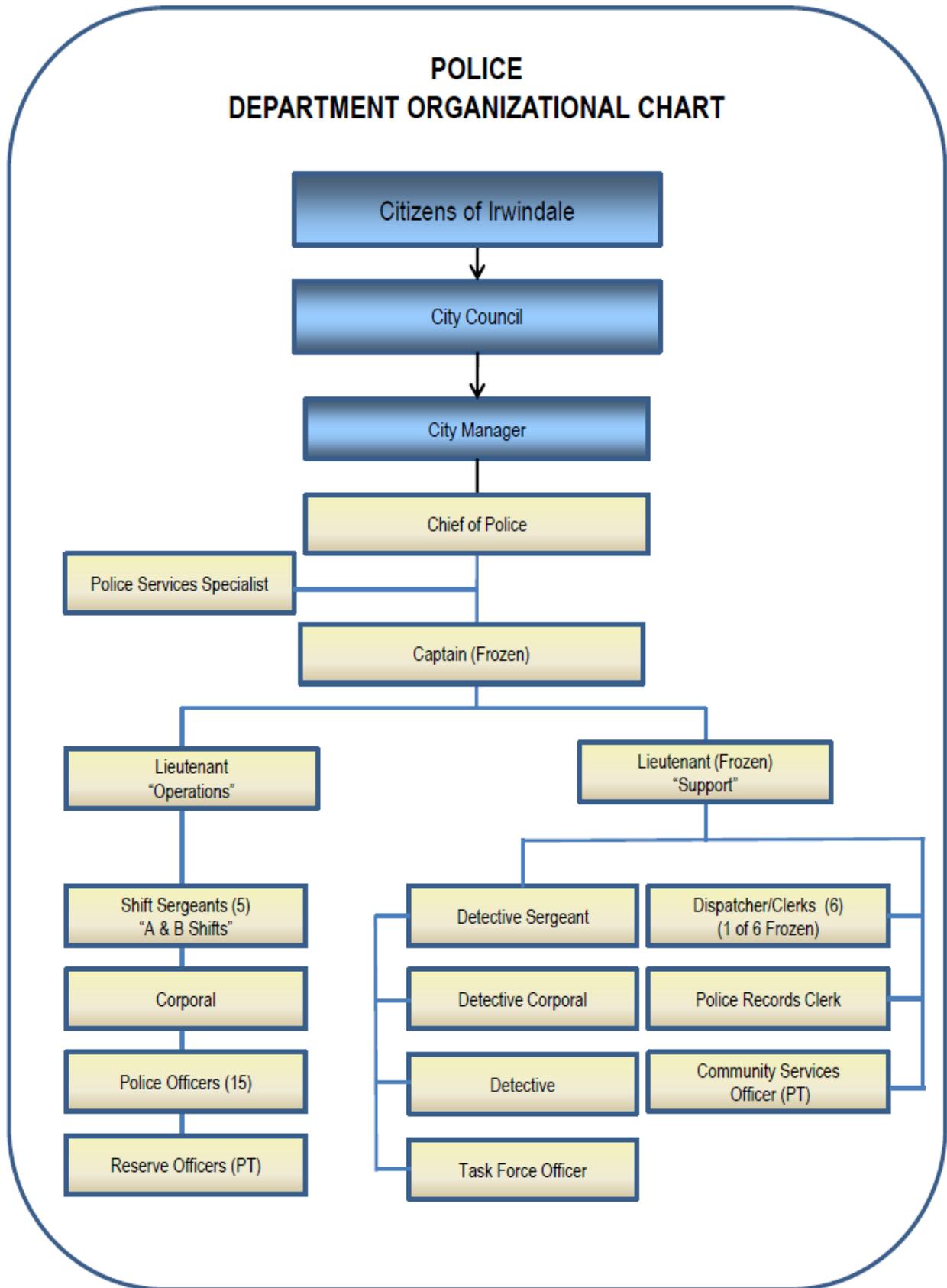
POLICE

STATEMENT OF PURPOSE

The Irwindale Police Department is responsible for the safety and welfare of the residents and business community of the City of Irwindale by ensuring and maintaining effective law enforcement systems, such as crime prevention, traffic enforcement, patrol, criminal investigations, vice and narcotic enforcement, and community relations within the best practices of Community Oriented Policing philosophy.



POLICE



POLICE**FISCAL YEAR 2017/18
STATUS OF OBJECTIVES****POLICE DEPARTMENT****OBJECTIVE #1:**

Third and final phase of retrofitting our existing travel trailer to meet the cities needs for a mobile emergency operations center (EOC).

FALLS UNDER WHICH CITY GOAL? Public Infrastructure

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

This final phase will include docking stations for computers; removing decals and remove the oxidation. Weatherproof and reseal the roof and replace tires.

The existing travel trailer remains a work in progress. Decals have been removed on one side and we are continuing the laborious process of removing the other decals. The roof was sealed and the tires have been replaced. Computer docking stations are available of installation.

OBJECTIVE #2:

Hold a Community Emergency Response Team (CERT) training class, which will provide residents with the tools needed to be prepared in case of a natural or human induced disaster and/or emergency. Residents may initially be on their own and their actions can make a difference.

FALLS UNDER WHICH CITY GOAL? Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Host a Los Angeles County Community Emergency Response Team (CERT) training class. This objective will be measured by the number of participants who receive certificates upon completion of the course.

The Irwindale CERT class was met with an overwhelming appreciation. The initial class was filled to capacity and a waiting list had to be established. This program graduated many participants and was very successful. We will be looking for additional CERT training opportunities moving forward due to the success of this CERT class.

OBJECTIVE #3:

Reduce traffic collisions by 10 percent in fiscal year 2017/2018.

FALLS UNDER WHICH CITY GOAL? Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

In fiscal year 2016/2017, we had approximately 720 traffic collisions. We are striving to reduce traffic collisions to approximately 648 accidents in FY 2017/2018. We will track and measure this objective by monthly auditing of traffic collisions in the city. Our goal is to see a downward trend, in the best-case scenario we would see lower than 10 percent.

The Police Department is proud to report that traffic collisions in Irwindale dropped by 31% or to 492 traffic collisions in 2017/2018. This is directly attributed, in part, by our Motor Officer and our Traffic Program.

POLICE

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

POLICE DEPARTMENT

OBJECTIVE #1:

Install and replace the obsolete Vision-Air Computer Aided Dispatch (CAD) and Records Management System (RMS) in the Police Department.

FALLS UNDER WHICH CITY GOAL? Technology

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The Police Department will purchase and contract with a qualified vendor to upgrade the CAD/RMS systems in the Police Department. The current system has become obsolete and is no longer supported. The new systems will integrate technology that will improve and enhance the Police Departments safety operations. This project will be measured and tracked during the implementation process until the systems are fully functional.

OBJECTIVE #2:

Unfreeze one Police Lieutenant position to assist in the overall administrative function of the Police Department.

FALLS UNDER WHICH CITY GOAL? Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Unfreezing one Police Lieutenant position will allow the city to test internal candidates who meet the qualifications. The Lieutenant will assist the Chief of Police with administrative functions and provide direct oversight to patrol operations. The Lieutenant will fill in during the Chief's absence. The initial unfreezing of this position is part of the long-term succession plan for the Police Departments leadership.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Police
01-35*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|------------------------------|------------------------------|--------------------------------------|------------------------------|
| Salaries & Wages | 2,985,122 | 3,063,418 | 3,160,990 | 3,744,920 |
| Overtime | 643,245 | 624,464 | 362,600 | 440,700 |
| Fringe Benefits | 1,647,590 | 1,826,061 | 2,120,130 | 1,749,070 |
| Total Salaries & Benefits: | 5,275,957 | 5,513,943 | 5,643,720 | 5,934,690 |
| Total Operating Expenditures: | 310,699 | 290,985 | 436,210 | 461,450 |
| Total Capital Outlay: | 43,663 | 57,023 | 110,000 | - |
| Total: | 5,630,319 | 5,861,951 | 6,189,930 | 6,396,140 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Police

Division: Police Administration

Account: 01-35-350

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 282,080 | 327,077 | 205,140 | 302,420 |
| | Overtime | 624 | 578 | - | - |
| | Fringe Benefits | 120,722 | 107,721 | 123,880 | 147,100 |
| | Total Salaries & Benefits: | 403,426 | 435,376 | 329,020 | 449,520 |
| 42130 | Memberships & Subscriptions | 9,188 | 9,216 | 9,046 | 9,050 |
| 42200 | Operating Supplies | 2,273 | 5,202 | 5,700 | 5,700 |
| 42300 | Contractual Services | 13,094 | 7,821 | 17,878 | 17,890 |
| | Total Operating Expenditures: | 24,555 | 22,238 | 32,624 | 32,640 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 427,981 | 457,614 | 361,644 | 482,160 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Police

Division: Records

Account: 01-35-351

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 460,166 | 422,132 | 429,250 | 440,430 |
| | Overtime | 40,756 | 42,242 | 42,000 | 42,000 |
| | Fringe Benefits | 245,615 | 236,634 | 374,470 | 215,000 |
| | Total Salaries & Benefits: | 746,537 | 701,008 | 845,720 | 697,430 |
| 42200 | Operating Supplies | 4,646 | 4,718 | 5,050 | 5,050 |
| 42210 | Office Equipment Mtnce & Supplies | 45,116 | 45,992 | 54,311 | 79,520 |
| 42211 | Internet/Network | - | - | 11,000 | 11,000 |
| 42230 | Uniform Expenses & Safety Equipment | 110 | 140 | 300 | 300 |
| | Total Operating Expenditures: | 49,872 | 50,850 | 70,661 | 95,870 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 796,408 | 751,859 | 916,381 | 793,300 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Police

Division: Investigations

Account: 01-35-352

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 343,955 | 341,437 | 328,390 | 405,540 |
| | Overtime | 34,899 | 40,781 | 36,000 | 41,400 |
| | Fringe Benefits | 192,029 | 213,061 | 249,590 | 194,380 |
| | Total Salaries & Benefits: | 570,884 | 615,332 | 613,980 | 641,320 |
| 42200 | Operating Supplies | 2,500 | 1,949 | 3,000 | 3,000 |
| | Total Operating Expenditures: | 2,500 | 1,949 | 3,000 | 3,000 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 573,384 | 617,281 | 616,980 | 644,320 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Police

Division: Patrol

Account: 01-35-353

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 1,898,921 | 1,885,979 | 2,099,380 | 2,484,980 |
| | Overtime | 540,284 | 497,542 | 247,800 | 285,000 |
| | Fringe Benefits | 1,089,194 | 1,231,152 | 1,309,180 | 1,152,060 |
| | Total Salaries & Benefits: | 3,528,400 | 3,614,673 | 3,656,360 | 3,922,040 |
| 42110 | Training | 801 | 6,297 | 8,330 | 8,330 |
| 42111 | Training - POST | 21,432 | 3,125 | 7,830 | 7,830 |
| 42200 | Operating Supplies | 24,881 | 23,860 | 27,530 | 27,530 |
| 42220 | Fuel | 59,114 | 57,962 | 85,000 | 85,000 |
| 42221 | Vehicle Maintenance & Repairs | 52,421 | 47,262 | 66,000 | 66,000 |
| 42230 | Uniform Expenses & Safety Equipment | 4,670 | 9,232 | 6,900 | 6,900 |
| 42251 | Small Tools & Minor Equipment | 3,566 | 1,286 | 6,024 | 6,030 |
| 42332 | Jail Service | 36,966 | 25,923 | 65,200 | 65,200 |
| 42333 | Helicopter Services | 13,950 | 10,200 | 15,000 | 15,000 |
| | Total Operating Expenditures: | 217,801 | 185,148 | 287,814 | 287,820 |
| 44400 | Police Vehicles | 41,013 | 30,000 | 60,000 | - |
| 44410 | Police Vehicles-Special Equipment | 815 | 27,023 | 50,000 | - |
| 44500 | Large Tools & Equipment | 1,835 | - | - | - |
| | Total Capital Outlay: | 43,663 | 57,023 | 110,000 | - |
| | Total: | 3,789,863 | 3,856,843 | 4,054,174 | 4,209,860 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Police

Division: Special Events

Account: 01-35-357

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | - | - | - | - |
| | Overtime | 26,682 | 26,381 | 36,800 | 42,300 |
| | Fringe Benefits | 30 | - | - | - |
| | Total Salaries & Benefits: | 26,711 | 26,381 | 36,800 | 42,300 |
| 42300 | Contractual Services | 553 | - | 3,965 | 3,970 |
| | Total Operating Expenditures: | 553 | - | 3,965 | 3,970 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 27,264 | 26,381 | 40,765 | 46,270 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Police

Division: TRAP

Account: 01-35-360

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | - | 86,793 | 98,830 | 111,550 |
| | Overtime | - | 16,940 | - | 30,000 |
| | Fringe Benefits | - | 37,492 | 63,010 | 40,530 |
| | Total Salaries & Benefits: | - | 141,225 | 161,840 | 182,080 |
| | Total Operating Expenditures: | - | - | - | - |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | - | 141,225 | 161,840 | 182,080 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Emergency Management

Division: Emergency Management

Account: 01-35-365

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42110 | Training | - | - | 2,500 | 2,500 |
| 42130 | Memberships & Subscriptions | 1,740 | 1,586 | 2,346 | 2,350 |
| 42200 | Operating Supplies | 13,625 | 3,447 | 30,050 | 30,050 |
| 42213 | Telephone | - | 8,967 | - | - |
| 42230 | Uniform Exp & Safety Equipment | - | 12,946 | - | - |
| 42300 | Contractual Services | 54 | 54 | 3,250 | 3,250 |
| 44500 | Large Tools & Equipment | - | 3,799 | - | - |
| Total Operating Expenditures: | | 15,419 | 30,799 | 38,146 | 38,150 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 15,419 | 30,799 | 38,146 | 38,150 |

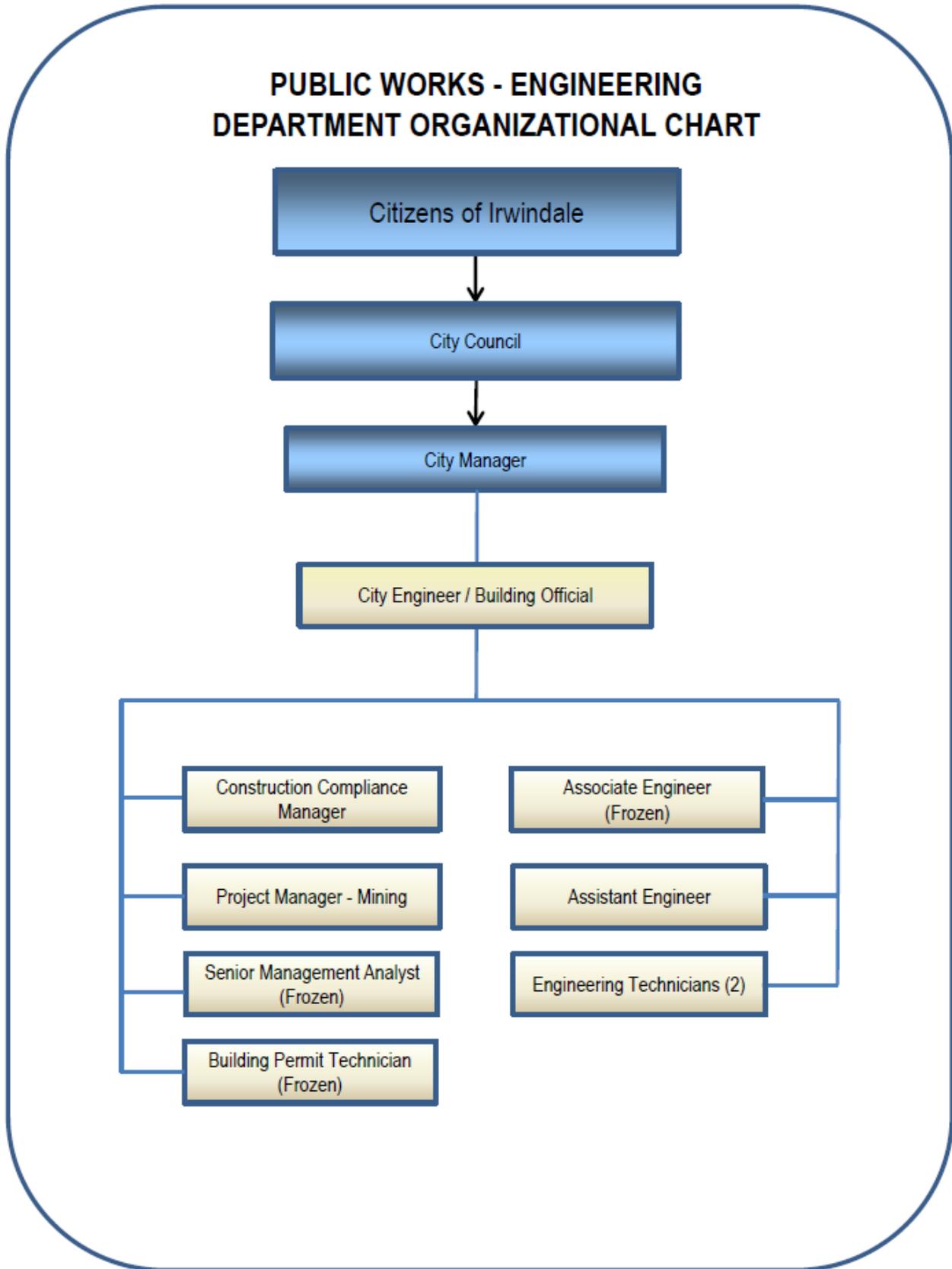
PUBLIC WORKS - ENGINEERING

STATEMENT OF PURPOSE

To provide excellence in the delivery, planning and management of the design, construction, operation and maintenance of Irwindale's infrastructure and mining industry, today and for the future, ensuring a safe and clean environment for our residents, businesses and customers in the most cost-effective manner.



PUBLIC WORKS - ENGINEERING



PUBLIC WORKS - ENGINEERING

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

PUBLIC WORKS - ENGINEERING

OBJECTIVE #1:

To continue working on the implementation of Phase IA Construction of the Americans with Disabilities Act (ADA) compliance upgrades per the City's ADA Transition Plan.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The completion of Phase IA Construction of the ADA compliance upgrades to some of the City facilities will ensure the City is meeting the State of California Title 24 Building Code and the Federal ADA Accessibility Laws. In doing so, the City will provide its residents, patrons, and business community with the safest and most up-to-date facilities and parks.

On February 14, 2018, City Council approved the plans and specifications for the Police Department Public Counter Replacement Project. The project is set to begin construction in April 2018 and completed in early June 2018.

OBJECTIVE #2:

To continue to update the conditions of the streets and roads, especially high traffic roads, by utilizing financial resources from the Special Mining, Gas Tax, and other miscellaneous funds that will enable us to offset the strain on our general fund while still maintaining the City's infrastructure.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Fiscal Responsibility, and Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Utilizing special funds instead of general funds for the design and construction of Irwindale Avenue from Cypress Street to Gladstone Street, Adelante Street, East 1st Street, Martin Road, Ayala Avenue and Longden Avenue will prove this objective accomplished.

On March 14, 2018, City Council accepted the completion of the Public Works Construction Contract for the 2016/2017 Resurfacing Project, which included Irwindale Avenue from Gladstone Street to Arrow Highway within city limits and First Street from Irwindale Avenue to Martin Road in the cities of Irwindale and Azusa. The 2017/2018 Resurfacing Project, which includes Irwindale Avenue from Arrow Highway to Cypress Street began construction in April 2018 and is expected to be completed by June 2018.

PUBLIC WORKS - ENGINEERING

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES (CONTINUED)

OBJECTIVE #3:

To procure and utilize an updated electronic document system that will house and allow staff to immediately locate mining, private development, housing, street improvement, sewer, storm drain, permits and plans.

FALLS UNDER WHICH CITY GOAL? Technology, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The selection and installation of an electronic document system that is user friendly will show progress in meeting this objective. The transfer and scanning of all existing permits and plans will also need to be completed. Once all plans and permits have been uploaded and indexed this project will be considered complete. From there on, staff will need to continue updating records by scanning and indexing any new plans and permits that are approved and issued.

| |
|--|
| <p>On July 12, 2017, City Council approved the Award of Contract to Complete Paperless Solutions for Electronic Content Management System, Software Support and Implementation Services. Public Works continues to work on transferring and scanning all existing permits and plans, including indexing.</p> |
|--|

PUBLIC WORKS - ENGINEERING

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

PUBLIC WORKS - ENGINEERING

OBJECTIVE #1:

To begin implementation of Phase IB Construction of the Americans with Disabilities Act (ADA) compliance upgrades per the City's ADA Transition Plan.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The partial completion of Phase IB Construction of the ADA compliance upgrades to some of the City facilities will ensure the City is meeting the State of California Title 24 Building Code and the Federal ADA Accessibility Laws. In doing so, the City will provide its residents, patrons, and business community with the safest and most up-to-date facilities and parks.

OBJECTIVE #2:

To continue to update the conditions of the streets and roads, especially high traffic roads, by utilizing financial resources from the Special Mining, Gas Tax, and other miscellaneous funds that will enable us to offset the strain on our general fund while still maintaining the City's infrastructure.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Fiscal Responsibility, and Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Utilizing special funds to supplement the general funds for the design and construction of Adelante Street, Santos Diaz, Irwindale Road, Longden Avenue, and Rivergrade Road between Stewart and Arrow Highway will prove this objective accomplished.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Public Works - Engineering
01-52*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 200,507 | 311,373 | 358,430 | 450,050 |
| Overtime | 3,060 | 3,871 | - | - |
| Fringe Benefits | 109,343 | 159,781 | 189,130 | 179,630 |
| Total Salaries & Benefits: | 312,910 | 475,025 | 547,560 | 629,680 |
| Operating Expenditures | 583,011 | 724,473 | 705,459 | 700,000 |
| Capital Outlay | - | - | - | 447,700 |
| Total: | 895,920 | 1,199,499 | 1,253,019 | 1,777,380 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: *Public Works - Engineering* Division: *Building & Safety*
Account: *01-52-520*

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 81,251 | 72,735 | 83,880 | 176,220 |
| 41200 | Overtime | 710 | 771 | - | - |
| | Fringe Benefits | 42,803 | 38,417 | 46,590 | 61,150 |
| | Total Salaries & Benefits: | 124,765 | 111,923 | 130,470 | 237,370 |
| 42110 | Training | 110 | 874 | 1,160 | 750 |
| 42130 | Memberships & Subscriptions | 230 | 1,830 | 1,405 | 1,320 |
| 42200 | Operating Supplies | 3,211 | 3,598 | 3,550 | 2,000 |
| 42210 | Office Equipment Mtnc & Supplies | 1,550 | 1,701 | 2,000 | 2,000 |
| 42300 | Contractual Services | 25,915 | 17,734 | 53,320 | 44,900 |
| 42340 | Plan Check Inspections | 273,482 | 429,656 | 250,000 | 250,000 |
| 42341 | Building Inspections | 200,431 | 167,457 | 250,000 | 250,000 |
| 42342 | Industrial Waste Services | 11,087 | 22,536 | 30,000 | 30,000 |
| 42343 | Geotechnical Plan Check Services | 14,045 | 22,656 | 30,000 | 30,000 |
| | Total Operating Expenditures: | 530,060 | 668,043 | 621,435 | 610,970 |
| 44500 | Large Tools & Equipment | 2,700 | - | - | - |
| | Total Capital Outlay: | 2,700 | - | - | - |
| Total: | | 657,525 | 779,966 | 751,905 | 848,340 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Public Works - Engineering
Account: 01-52-522*

Division: Engineering Operations

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 119,256 | 238,639 | 274,550 | 123,280 |
| | Overtime | 2,350 | 3,100 | - | - |
| | Fringe Benefits | 66,539 | 121,363 | 142,540 | 42,670 |
| | Total Salaries & Benefits: | 188,145 | 391,384 | 417,090 | 165,950 |
| 42110 | Training | 836 | 2,323 | 1,000 | 3,000 |
| 42130 | Memberships & Subscriptions | 3,511 | 2,204 | 1,824 | 1,830 |
| 42131 | Public Notices | 600 | 6,045 | 2,300 | 2,300 |
| 42200 | Operating Supplies | 6,619 | 5,756 | 6,300 | 5,300 |
| 42210 | Office Equipment Mtnce & Supplies | 9,152 | 2,755 | 3,200 | 7,200 |
| 42220 | Fuel | 1,285 | 497 | 2,000 | 2,000 |
| 42221 | Vehicle Maintenance & Repairs | 135 | 3,846 | 4,000 | 4,000 |
| 42230 | Uniform Expenses & Safety Equipment | - | - | 400 | 400 |
| 42300 | Contractual Services | 2,387 | 4,300 | 8,000 | 8,000 |
| 42345 | Surveying Services | 8,246 | 9,175 | 30,000 | 30,000 |
| 42346 | Traffic Engineering Services | 20,179 | 19,529 | 25,000 | 25,000 |
| | Total Operating Expenditures: | 52,950 | 56,431 | 84,024 | 89,030 |
| 44500 | Large Tools & Equipment | 2,135 | - | - | - |
| | Total Capital Outlay: | 2,135 | - | - | - |
| | Total: | 243,230 | 447,815 | 501,114 | 254,980 |

City of Irwindale
FY 2018-2019 Departmental Budget

Dept: Public Works - Engineering Division: Olive Pit Personnel
Account: 01-52-533

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | - | - | - | 150,550 |
| | Fringe Benefits | - | - | - | 75,810 |
| | Total Salaries & Benefits: | - | - | - | 226,360 |
| <hr/> | | | | | |
| | Total Operating Expenditures: | - | - | - | - |
| <hr/> | | | | | |
| | Total Capital Outlay: | - | - | - | - |
| <hr/> | | | | | |
| | Total: | - | - | - | 226,360 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Construction - Engineering

Division: Construction (CIP)

Account: 01-52-800

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 44500-0000 | Large Tools & Equipment | - | 11,274 | - | - |
| 45200-8203 | City Park Imprvmts-Gazebo/Plaza Area | 31,008 | - | - | - |
| 45200-8206 | Facilities Improvement - CJPIA Compliance | 66,707 | - | 120,000 | 75,000 |
| 45200-8208 | Roof Repairs - PD/Chambers/City Hall | - | 11,846 | - | - |
| 45200-8211 | Swimming Pool Chemical Room Imp | - | 1,590 | 23,200 | - |
| 45200-8214 | AC Replacement Project | - | - | 60,000 | 60,000 |
| 45200-8215 | Public Works Maintenance Yard Imprvmt | - | - | 70,000 | - |
| 45200-8216 | Senior Center Restroom Improvement | - | - | 30,000 | - |
| 45200-8217 | Bus Shelter Improvement Project | - | - | - | 5,000 |
| 45200-8218 | Council Chambers Improvements | - | - | 22,500 | - |
| 45200-8219 | Rock Church Improvements | - | - | 45,000 | - |
| 45200-8221 | Playground Equipment Replacement Program | - | - | 716,483 | - |
| 45200-8224 | Recreation Bldg Roof Screening | - | - | - | 150,000 |
| 45300-8300 | Gold Line | 195,579 | 41,470 | - | - |
| 45300-8310 | Pavement Management Study | 189 | 4,200 | - | - |
| 45300-8311 | St & Traffic Imprvmts-Traffic Control Sys | - | 41,843 | - | - |
| 45300-8324 | Irwindale Ave. Resurfacing Proj | - | 26,461 | - | - |
| 45300-8333 | Traffic Control System on Irwindale Ave & Arrow Hwy | - | - | - | 53,900 |
| 45300-8334 | Traffic Control System on Arrow Hwy & 4th Street | - | - | - | 52,800 |
| 45300-8336 | Median Improvements - Irrigation | - | - | - | 12,000 |
| 45300-8337 | Median Improvements - Lighting | - | - | - | 24,000 |
| 45300-8506 | Highway Bridge Preventative Maintenance Program | - | - | - | 15,000 |
| 45600-8703 | Installation of Storm Drain Catch Basin | - | 37,827 | - | - |
| 45600-8705 | Storm Drain Full Capture Catch Basin | - | - | 60,000 | - |
| Total Capital Outlay: | | 293,483 | 176,510 | 1,147,183 | 447,700 |

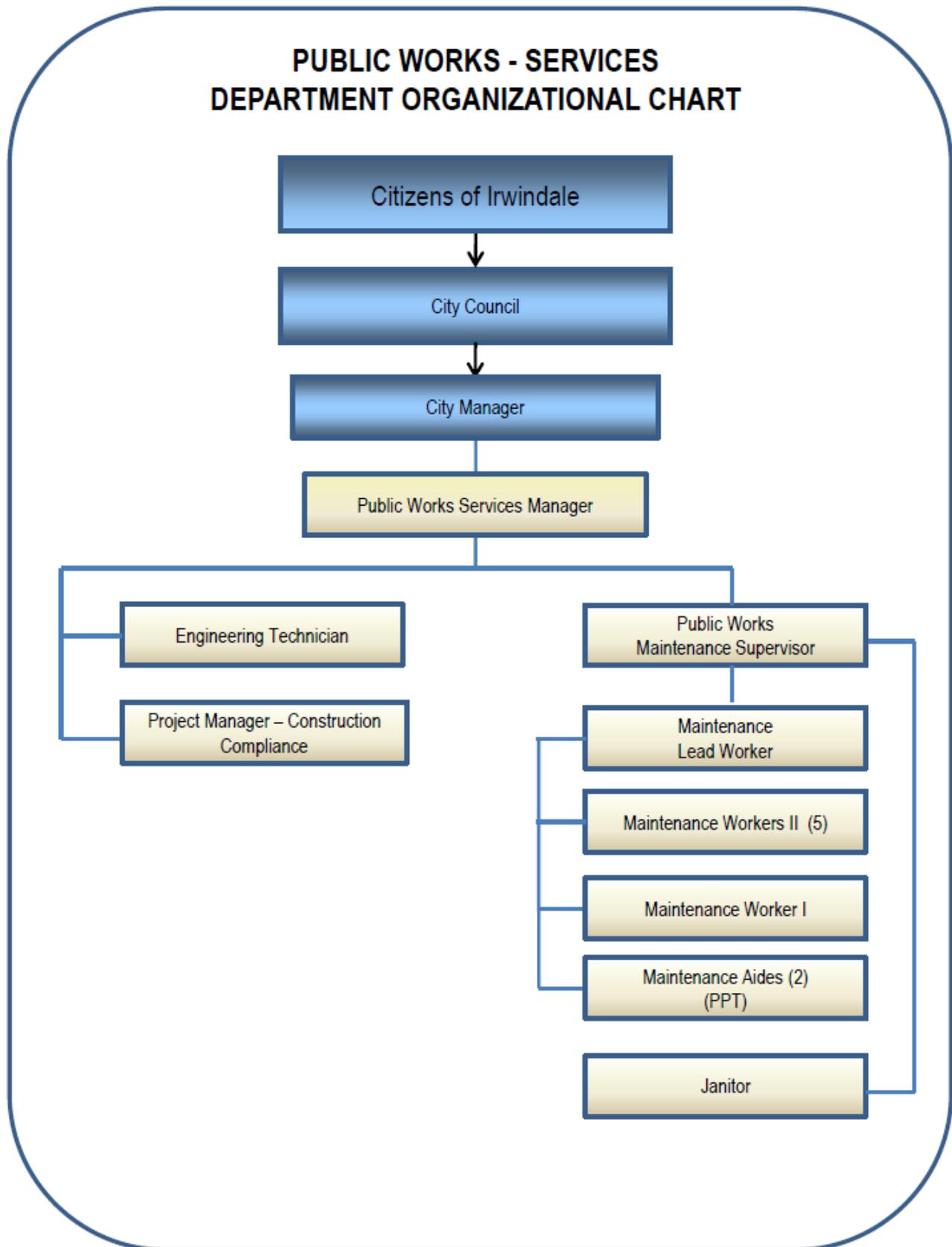
PUBLIC WORKS - SERVICES

STATEMENT OF PURPOSE

To enhance the quality of life for City residents and businesses by operating and maintaining the City's street, trees, parks, landscape and public facilities in the most effective, efficient, and responsible manner.



PUBLIC WORKS - SERVICES



PUBLIC WORKS - SERVICES

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

PUBLIC WORKS – SERVICES

OBJECTIVE #1:

To identify and secure additional space for the street maintenance yard equipment, materials, and limited volume transfer station.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Securing the property at the Northwest corner of Azusa Canyon Road and Los Angeles Street, stationing street maintenance equipment and material at this location and setting up a limited volume transfer station will prove this objective accomplished.

The City purchased the property at the Northwest corner of Azusa Canyon Road and Los Angeles Street for the Public Works Street Maintenance Division Equipment Storage and Limited Volume Transfer Station. As of April 2018, staff began drafting the grading and drainage plans and specifications for this project. It is anticipated that these plans and specifications will go before City Council in June 2018 for approval. Award of Contract is schedule for July 2018 and construction is set to begin in August 2018.

PUBLIC WORKS - SERVICES

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

PUBLIC WORKS - SERVICES

OBJECTIVE #1:

To renovate the Public Works Maintenance Facility and resurface the parking lot to ensure a safe working environment for our maintenance crew and reorganize the facility for increased productivity and improved organization.

FALLS UNDER WHICH CITY GOAL? Public Infrastructure, Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The completion of the facility renovation and parking lot resurfacing will prove this objective accomplished

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Public Works - Services
01-57*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 561,977 | 534,989 | 445,150 | 451,490 |
| Overtime | 9,847 | 7,808 | 12,200 | 12,200 |
| Fringe Benefits | 321,094 | 317,440 | 277,190 | 248,550 |
| Total Salaries & Benefits: | 892,918 | 860,237 | 734,540 | 712,240 |
| Operating Expenditures | 1,277,670 | 1,151,444 | 1,573,850 | 1,606,400 |
| Capital Outlay | 69,772 | - | 137,000 | 42,000 |
| Total: | 2,240,360 | 2,011,681 | 2,445,390 | 2,360,640 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Public Works - Services

Division: Public Works Contracts

Account: 01-57-570

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42217 | Electricity - Street Lights | 201,434 | 183,494 | 185,000 | 185,000 |
| 42250 | Building Repairs & Maintenance | 35,834 | 32,672 | 26,000 | 26,000 |
| 42300 | Contractual Services | 75,754 | 70,228 | 80,000 | 80,000 |
| 42350 | Residential Waste | 164,385 | 166,099 | 199,080 | 199,080 |
| 42353 | Animal Control | 24,709 | 18,815 | 31,000 | 35,000 |
| 42354 | Pest Control | 5,579 | 4,078 | 9,000 | 9,000 |
| 42360 | Street Repair-Minor | 38,813 | 6,485 | 78,000 | 78,000 |
| 42371 | Traffic Signal Mtnce-Routine | 28,328 | 36,811 | 53,000 | 53,000 |
| 42372 | Traffic Signal Mtnce-Extraordinary | 90,054 | 125,252 | 65,000 | 65,000 |
| 42381 | Storm Drain Maintenance | 44,693 | 21,874 | 36,500 | 36,500 |
| Total Operating Expenditures: | | 709,582 | 665,809 | 762,580 | 766,580 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 709,582 | 665,809 | 762,580 | 766,580 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Public Works - Services
Account: 01-57-571

Division: Environmental Mandates

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------------------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| 41200 | Salaries & Wages | 41,582 | 41,552 | 48,700 | 57,410 |
| | Overtime | 541 | 416 | - | - |
| | Fringe Benefits | 21,853 | 22,334 | 26,990 | 25,770 |
| | Total Salaries & Benefits: | 63,976 | 64,302 | 75,690 | 83,180 |
| 42110 | Training | 977 | 25 | 1,500 | 1,500 |
| 42300 | Contractual Services | 22,434 | 33,123 | 47,650 | 47,650 |
| 42336 | Used Oil Recycling Grant Program | 4,526 | 5,286 | 5,000 | 5,000 |
| 42337 | Beverage Container Recycling Grant P | 4,895 | 4,047 | 5,000 | 5,000 |
| 42381 | Storm Drain / NPDES | 142,457 | 87,094 | 231,500 | 231,500 |
| | Total Operating Expenditures: | 175,289 | 129,575 | 290,650 | 290,650 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 239,265 | 193,877 | 366,340 | 373,830 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Public Works - Services

Division: General Maintenance

Account: 01-57-572

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| 41200 | Salaries & Wages | 120,772 | 120,405 | 142,290 | 149,170 |
| | Overtime | 776 | 1,381 | 2,000 | 2,000 |
| | Fringe Benefits | 68,526 | 66,765 | 91,800 | 84,590 |
| | Total Salaries & Benefits: | 190,075 | 188,551 | 236,090 | 235,760 |
| 42200 | Operating Supplies | 747 | 120 | 800 | 800 |
| 42220 | Fuel | 3,668 | 812 | 1,200 | 1,200 |
| 42221 | Vehicle Maintenance & Repairs | 1,733 | 1,450 | 1,900 | 1,900 |
| 42230 | Uniform Expense & Safety Equipment | 998 | 1,144 | 1,000 | 1,000 |
| 42240 | Program Supplies | 7,543 | 9,365 | 10,000 | 10,000 |
| 42250 | Building Repairs & Maintenance | 73,316 | 67,432 | 103,100 | 103,100 |
| 42251 | Small Tools & Minor Equipment | 3,849 | 1,974 | 3,800 | 3,800 |
| 42252 | General Maintenance Supplies | 20 | 475 | 2,000 | 2,000 |
| 42300 | Contractual Services | 99,895 | 91,915 | 103,200 | 114,200 |
| | Total Operating Expenditures: | 191,768 | 174,685 | 227,000 | 238,000 |
| 44500 | Large Tools & Equipment | 56 | - | - | - |
| | Total Capital Outlay: | 56 | - | - | - |
| Total: | | 381,899 | 363,235 | 463,090 | 473,760 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Public Works - Services

Division: Park Maintenance

Account: 01-57-573

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| 41200 | Salaries & Wages | 234,850 | 217,469 | 185,820 | 191,110 |
| | Overtime | 4,574 | 3,815 | 1,000 | 1,000 |
| | Fringe Benefits | 145,590 | 142,817 | 115,700 | 108,280 |
| | Total Salaries & Benefits: | 385,013 | 364,102 | 302,520 | 300,390 |
| 42220 | Fuel | 4,362 | 3,852 | 5,000 | 5,000 |
| 42221 | Vehicle Maintenance & Repairs | 3,409 | 4,439 | 3,350 | 3,350 |
| 42230 | Uniform Expense & Safety Equipment | 3,108 | 3,579 | 3,200 | 3,200 |
| 42251 | Small Tools & Minor Equipment | 7,492 | 5,881 | 7,500 | 7,500 |
| 42252 | General Maintenance Supplies | 3,225 | 3,338 | 9,600 | 9,600 |
| 42260 | Trees & Landscaping | - | 674 | 2,000 | 2,000 |
| 42261 | Ground Maintenance Supplies | 456 | 252 | 1,000 | 1,000 |
| 42262 | Sprinklers & Irrigation Supplies | 2,235 | 6,358 | 3,500 | 3,500 |
| 42272 | Street Safety Supplies | 1,155 | 1,213 | 2,000 | 2,000 |
| 42357 | Playground Equipment Maintenance | 1,418 | 9,355 | 10,000 | 10,000 |
| | Total Operating Expenditures: | 26,858 | 38,941 | 47,150 | 47,150 |
| 44400 | Vehicles | - | - | 120,000 | - |
| 44500 | Large Tools & Equipment | 4,510 | - | 17,000 | 17,000 |
| | Total Capital Outlay: | 4,510 | - | 137,000 | 17,000 |
| | Total: | 416,381 | 403,044 | 486,670 | 364,540 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: *Public Works - Services*

Division: *Street Maintenance*

Account: *01-57-574*

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| 41200 | Salaries & Wages | 79,557 | 76,491 | 32,350 | 37,510 |
| | Overtime | 2,118 | 1,262 | 3,000 | 3,000 |
| | Fringe Benefits | 39,608 | 42,827 | 20,480 | 22,070 |
| | Total Salaries & Benefits: | 121,283 | 120,580 | 55,830 | 62,580 |
| 42200 | Operating Supplies | 4,941 | 986 | 3,000 | 4,500 |
| 42214 | Water - Mobile Meter | 659 | 628 | - | - |
| 42220 | Fuel | 317 | 426 | 850 | 850 |
| 42221 | Vehicle Maintenance & Repairs | 671 | 815 | 650 | 650 |
| 42252 | General Maintenance Supplies | 1,121 | 3,109 | 6,000 | 4,500 |
| 42261 | Grounds Maintenance Supplies | 1,873 | 693 | 3,000 | 3,000 |
| 42262 | Sprinklers & Irrigation Supplies | 364 | 1,941 | 3,000 | 3,500 |
| 42270 | Street Marking Supplies | 1,476 | 3,316 | 7,000 | 6,500 |
| 42271 | Street Signage Supplies | 8,899 | 6,239 | 8,400 | 8,400 |
| 42300 | Contractual Services | 37,654 | 40,926 | 40,000 | 43,000 |
| | Total Operating Expenditures: | 57,974 | 59,078 | 71,900 | 74,900 |
| 44400 | Vehicles | 65,206 | - | - | - |
| | Total Capital Outlay: | 65,206 | - | - | - |
| Total: | | 244,463 | 179,658 | 127,730 | 137,480 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Public Works - Services

Division: Public Works Operations

Account: 01-57-575

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| 41200 | Salaries & Wages | 85,216 | 79,071 | 35,990 | 16,290 |
| | Overtime | 1,838 | 934 | 6,200 | 6,200 |
| | Fringe Benefits | 45,517 | 42,698 | 22,220 | 7,840 |
| | Total Salaries & Benefits: | 132,571 | 122,703 | 64,410 | 30,330 |
| 42110 | Training | 306 | 507 | 300 | 2,850 |
| 42200 | Operating Supplies | 1,767 | 2,812 | 1,620 | 3,200 |
| 42210 | Office Equipment Mtnce & Supplies | 574 | 375 | 2,000 | 1,250 |
| 42220 | Fuel | 7,250 | 6,835 | 7,000 | 7,000 |
| 42221 | Vehicle Maintenance & Repairs | 9,068 | 9,844 | 10,000 | 10,000 |
| 42230 | Uniform Expense & Safety Equipment | 1,966 | 2,269 | 4,800 | 4,800 |
| 42241 | Special Events | 8,042 | 533 | 2,000 | 2,000 |
| 42251 | Small Tools & Minor Equipment | 2,500 | 342 | 2,500 | 2,500 |
| 42252 | General Maintenance Supplies | 161 | 1,059 | 9,500 | 9,670 |
| 42260 | Landscaping Supplies | 243 | 2,557 | 8,500 | 8,500 |
| 42272 | Street Safety Supplies | - | - | 3,000 | 3,000 |
| 42273 | Sidewalk Repair/Replcmt Materials | 1,805 | 453 | 8,500 | 8,500 |
| 42344 | Public Works Inspections | 13,480 | 8,500 | 19,000 | 30,000 |
| 42360 | Street Repairs - Minor | 16,404 | 2,292 | 15,850 | 15,850 |
| 42370 | Traffic Signing & Striping | 3,553 | - | 20,000 | 20,000 |
| 42382 | Sanitation Sewer Maintenance | 49,081 | 44,976 | 60,000 | 60,000 |
| | Total Operating Expenditures: | 116,199 | 83,354 | 174,570 | 189,120 |
| 44510 | Special Event Purchases | - | - | - | 25,000 |
| | Total Capital Outlay: | - | - | - | 25,000 |
| Total: | | 248,770 | 206,057 | 238,980 | 244,450 |

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RECREATION

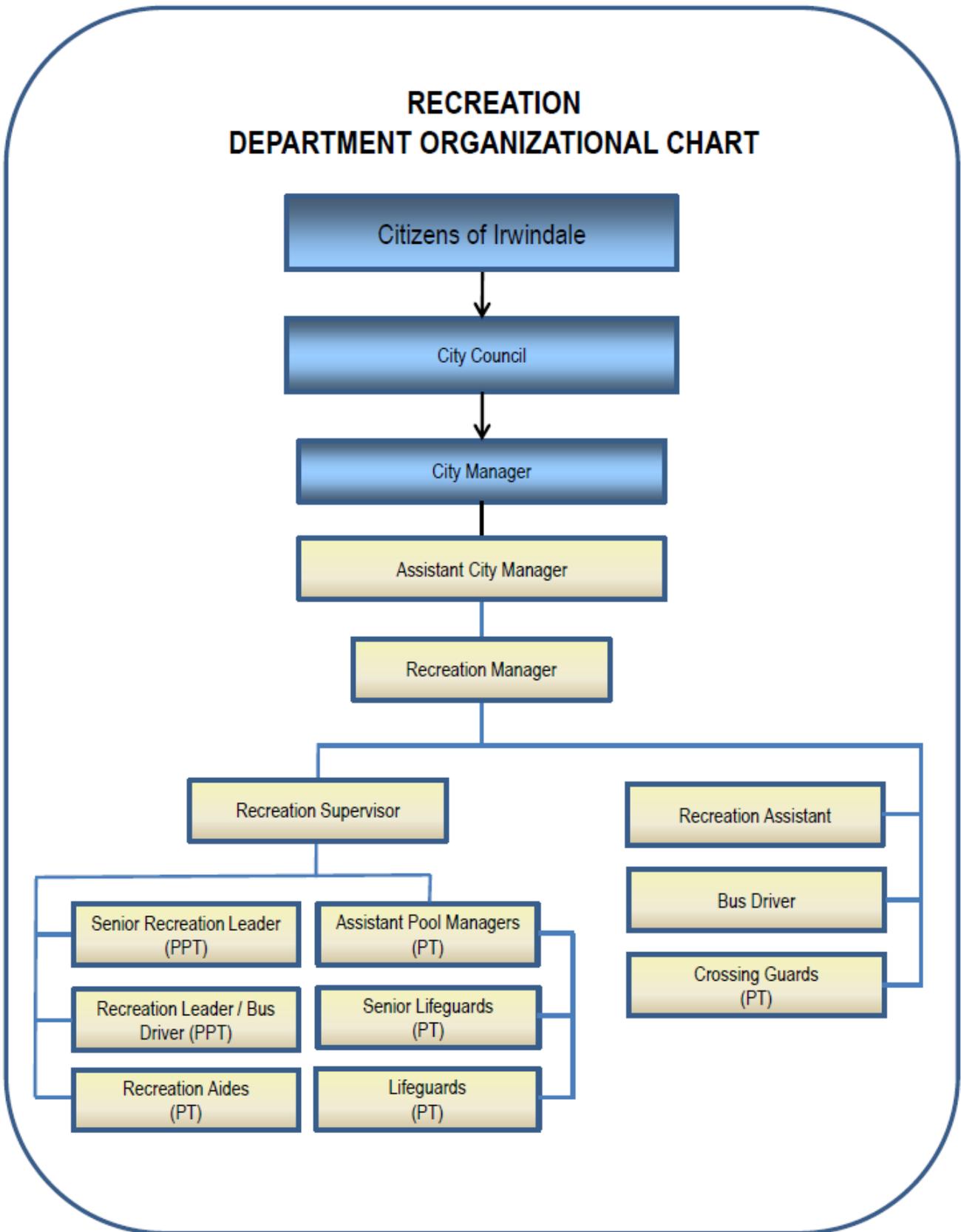
STATEMENT OF PURPOSE

To actively encourage, provide, promote and protect quality leisure, recreation and cultural opportunities, facilities and environments that are essential for the enhancement of the lives of our citizens.



RECREATION

RECREATION DEPARTMENT ORGANIZATIONAL CHART



RECREATION

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

RECREATION

OBJECTIVE #1:

Develop a "Youth First" campaign encouraging and fostering partnerships with other City Departments, our Business Community and Non Profit groups within the City with the overall intent of revitalizing youth participation in the various programs, trips, events, and classes that are offered.

FALLS UNDER WHICH CITY GOAL? Community Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

A "Youth First" logo will be created and included on promotional material for youth focused programs, trips, classes, and events. Recreation Supervisor will begin developing partnerships within the Business Community by attending Chamber events, as well as reaching out to local Non Profit organizations and Departments within the City. We will be able to measure the success of the "Youth First" campaign by the participation levels in the various programs, trips, and classes that are offered to youth.

Due to the many changes happening in the Recreation Department this past year, this objective will be carried over to 2018/19 objectives. The "Youth First" Logo has been created and will be included on all promotional materials for youth focused programs, trips, classes and events. The logo will be offered to other City Departments for their use as well.

OBJECTIVE #2:

Maintain and improve quality Recreation activities to provide optimum satisfaction to our patrons seeking leisure and recreation based activities while increasing public awareness and knowledge of such.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

In an attempt to increase community involvement, we hope to increase public awareness by utilizing an additional form of social media with the inclusion of Instagram; a photography based social media presence. We are also looking at collaborating with Bright Stars Academy to offer a variety of dance, karate, learning, and music classes. Objectives can be measured based on enrollment numbers and social media followers.

Due to the use of social media outlets such as Facebook and Instagram, we have seen an increase in attendance of our special events. We have begun advertising our programs, trips and classes on these sites and look to see continued growth in attendance in the coming year. We are currently in discussion with Bright Stars Academy as well as other contractors to add a variety of new classes. One such class is Junior Chef Academy. We also are utilizing our own staff to offer new classes for our youth. A Recreation Aide is teaching a cupcake decorating class called Cupcake Cuties.

RECREATION

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES (CONTINUED)

OBJECTIVE #3:

Promote training opportunities for all employees in order to foster success and career development for both customer service needs and future endeavors.

FALLS UNDER WHICH CITY GOAL? Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Increase Recreation membership in the California Parks and Recreation Society by including Recreation Assistant. The membership will enable access to online training materials and possible inclusion in future conferences. In addition, we will continue to look for in house training topics for our Part Time staff to help increase customer service satisfaction as well as provide cross training for our current Recreation Aides to enable scheduling across the broad spectrum of Recreation needs.

The Recreation Clerk's membership in the California Parks and Recreation Society was renewed and she will be attending the California Parks and Recreation Society Conference March 13th-16th. In January 2018, a Recreation Aide, accompanied Recreation Supervisor, and the Recreation Asssistant attended a one day CPRS training dealing with the inclusion of all individuals regardless of disabilities into our programs. Staff has also had the opportunity to participate in webinar/conference call trainings on a variety of topics including Teen Programming, Sports Programming, Adult Classes, Customer Service and more. During the quarterly staff meetings, staff will be provided with training on the topics we learned at the 2018 California Parks and Recreation Society Conference.

RECREATION

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

RECREATION

OBJECTIVE #1:

Carry Over - Develop a "Youth First" campaign encouraging and fostering partnerships with other City Departments, our Business Community and Non Profit groups within the city with the overall intent of revitalizing youth participation in the various programs, trips, events, and classes.

FALLS UNDER WHICH CITY GOAL? Community Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

A "Youth First" logo has been created and will be included on promotional material for youth focused programs, trips, classes and events. Recreation staff will begin developing partnerships within the Business Community by attending chamber events, as well as reaching out to local Non Profit Organizations and Departments within the City to help sponsor or promote our "Youth First" campaign. Success will be measured by tracking participation levels in the various programs, trips, classes and events that are offered to youth as well as recognition of our "Youth First" logo.

OBJECTIVE #2:

Maintain and improve quality Recreation activities to provide optimum satisfaction to our patrons seeking leisure and recreation based activities while increasing public awareness and knowledge of such.

FALLS UNDER WHICH CITY GOAL? Community Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Collaborating with programs such as Bright Stars Academy, we will be able to offer a variety of dance, karate, learning and music classes for our youth. In addition, we can partner with Mt. Sac to offer additional adult classes/programs and sponsor a Spring Aquafitness class. All our classes, programs and events will be advertised on the City website, social media platforms, as well as in print form. Objectives can be measured based on enrollment numbers.

OBJECTIVE #3:

Promote Health, Wellness and Safety in our community as well as enhance the City's public infrastructure by working with Gametime to replace existing playgrounds throughout the city with new state of the art playground structures and exercise equipment.

FALLS UNDER WHICH CITY GOAL? Community Service, Safety, Public Infrastructure

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Ensure that our playground designs offer active recreation opportunities for play and exercise within our community parks. Staff will apply for the designation of being a National Demonstration Site for both Outdoor Play Space and Adult Fitness.

RECREATION

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES (CONTINUED)

OBJECTIVE #4:

Focus on developing and training Recreation Staff on how to better deal with emergency situations while focusing on providing the upmost safety and security of customers, patrons, and children who are enrolled in classes or programs and/or those who utilize our facility.

FALLS UNDER WHICH CITY GOAL? Safety

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Partnering with other Departments within the city, we will provide training to staff that focuses on what to do during natural disasters and/or crisis situations that ensure the overall safety of our customers, patrons and children who use our facility. We will measure and track the success of this objective by having practice drills throughout the year to gauge employee performance.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Recreation
01-40*

Division: All Division

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 449,564 | 476,109 | 492,450 | 561,090 |
| Overtime | 322 | 1,521 | - | - |
| Fringe Benefits | 199,729 | 218,840 | 220,370 | 212,430 |
| Total Salaries & Benefits: | 649,615 | 696,470 | 712,820 | 773,520 |
| Operating Expenditures | 195,400 | 173,303 | 261,720 | 273,930 |
| Capital Outlay | - | 368,715 | 15,433 | - |
| Total: | 845,015 | 1,238,488 | 989,973 | 1,047,450 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Recreation
Account: 01-40-400

Division: Administration

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------|--|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 329,323 | 354,869 | 384,140 | 414,380 |
| | Overtime | 115 | 234 | - | - |
| | Fringe Benefits | 149,178 | 145,547 | 175,080 | 166,780 |
| | Total Salaries & Benefits: | 478,616 | 500,650 | 559,220 | 581,160 |
| 42110 | Training | 1,881 | 2,824 | 3,500 | 3,500 |
| 42130 | Memberships & Subscriptions | 1,353 | 1,519 | 1,650 | 3,000 |
| 42200 | Operating Supplies | 3,126 | 3,002 | 4,700 | 4,700 |
| 42210 | Office Equipment Mtnc & Supplies | 11,048 | 8,121 | 14,650 | 13,680 |
| 42230 | Uniforms Expense & Safety Equipment | 1,607 | 1,403 | 1,500 | 1,500 |
| 42250 | Building Repairs & Maintenance | 8,467 | 18,082 | 48,000 | 48,000 |
| 42251 | Small Tool & Minor Equipment | 1,149 | - | - | - |
| 42358 | Fields Maintenance | 1,545 | 2,236 | 7,000 | 7,000 |
| | Total Operating Expenditures: | 30,177 | 37,186 | 81,000 | 81,380 |
| 44100 | Office Equipment, Furniture & Fixtures | - | 14,017 | 15,433 | - |
| | Total Capital Outlay: | - | 14,017 | 15,433 | - |
| | Total: | 508,793 | 551,853 | 655,653 | 662,540 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Recreation

Division: Special Events

Account: 01-40-401

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42130 | Memberships & Subscriptions | - | - | 50 | 50 |
| 42200 | Operating Supplies | - | - | 500 | 500 |
| 42241 | Special Events-Other | 6,649 | 10,051 | 9,600 | 13,200 |
| 42241-1610 | Special Events-Fourth of July | 30,729 | 31,507 | 31,500 | 32,250 |
| 42241-1620 | Special Events-Fiesta | - | - | 1,920 | 2,300 |
| 42241-1630 | Special Events-Halloween | 2,089 | 1,760 | 2,100 | 2,100 |
| 42241-1650 | Special Events-Christmas Party | 2,777 | 3,180 | 2,700 | 2,700 |
| 42241-1660 | Special Events-Easter | 1,689 | 1,587 | 1,800 | 1,800 |
| Total Operating Expenditures: | | 43,932 | 48,086 | 50,170 | 54,900 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 43,932 | 48,086 | 50,170 | 54,900 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Recreation

Division: Pool

Account: 01-40-402

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 51,775 | 57,366 | 79,640 | 71,500 |
| | Overtime | 207 | 340 | - | - |
| | Fringe Benefits | 3,994 | 4,893 | 6,880 | 1,750 |
| | Total Salaries & Benefits: | 55,976 | 62,599 | 86,520 | 73,250 |
| 42130 | Membership & Subscriptions | - | 300 | 500 | 500 |
| 42200 | Operating Supplies | 10,626 | 15,701 | 14,500 | 14,500 |
| 42230 | Uniforms Expense & Safety Equipment | 266 | 346 | 400 | 400 |
| 42250 | Building Repairs & Maintenance | 21,136 | 14,997 | 20,500 | 20,500 |
| 42300 | Contractual Services | - | 785 | 800 | 800 |
| 42335 | Contracted Instructors & Officials | - | 653 | 1,000 | 3,600 |
| | Total Operating Expenditures: | 32,028 | 32,782 | 37,700 | 40,300 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 88,003 | 95,381 | 124,220 | 113,550 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Recreation
Account: 01-40-406*

Division: Programs & Activities

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|-------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42200 | Operating Supplies | 1,227 | 2,378 | 3,650 | 3,650 |
| 42230 | Uniforms Expense & Safety Equipment | 786 | 580 | 1,900 | 2,200 |
| 42240 | Program Supplies | 6,026 | 3,533 | 6,000 | 6,700 |
| 42240-1510 | Program Supplies - Awards | - | 541 | 2,500 | 2,500 |
| 42240-1520 | Program Supplies - Sports Equipment | 842 | 466 | 1,200 | 1,200 |
| 42240-1530 | Program Supplies - Meals | 3,991 | 3,708 | 6,500 | 6,500 |
| 42242-1567 | Field Trips - Tiny Tots | 190 | 227 | 1,600 | 1,600 |
| 42242-1568 | Field Trips - Teens | 2,316 | 4,045 | 4,000 | 4,000 |
| 42242-1569 | Field Trips - Day Camps | 7,767 | 8,584 | 9,800 | 13,300 |
| 42242-1570 | Field Trips - Adult/Family Trips | 3,827 | 6,362 | 7,000 | 7,000 |
| 42335 | Contracted Instructors & Officials | 4,440 | 10,801 | 11,400 | 11,400 |
| Total Operating Expenditures: | | 31,412 | 41,226 | 55,550 | 60,050 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 31,412 | 41,226 | 55,550 | 60,050 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Recreation

Division: Transportation

Account: 01-40-408

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 68,466 | 63,874 | 68,400 | 75,210 |
| | Overtime | - | 947 | - | - |
| | Fringe Benefits | 46,557 | 46,981 | 68,410 | 43,900 |
| | Total Salaries & Benefits: | 115,023 | 111,802 | 136,810 | 119,110 |
| 42220 | Fuel | 8,087 | 7,343 | 12,800 | 12,800 |
| 42221 | Vehicle Maintenance & Repairs | 49,764 | 6,624 | 21,600 | 21,600 |
| 42230 | Uniforms Expense & Safety Equipment | - | - | 400 | 400 |
| 42300 | Contractual Services | - | 57 | 2,500 | 2,500 |
| | Total Operating Expenditures: | 57,851 | 14,023 | 37,300 | 37,300 |
| 44400 | Vehicles | - | 354,698 | - | - |
| | Total Capital Outlay: | - | 354,698 | - | - |
| | Total: | 172,874 | 480,523 | 174,110 | 156,410 |

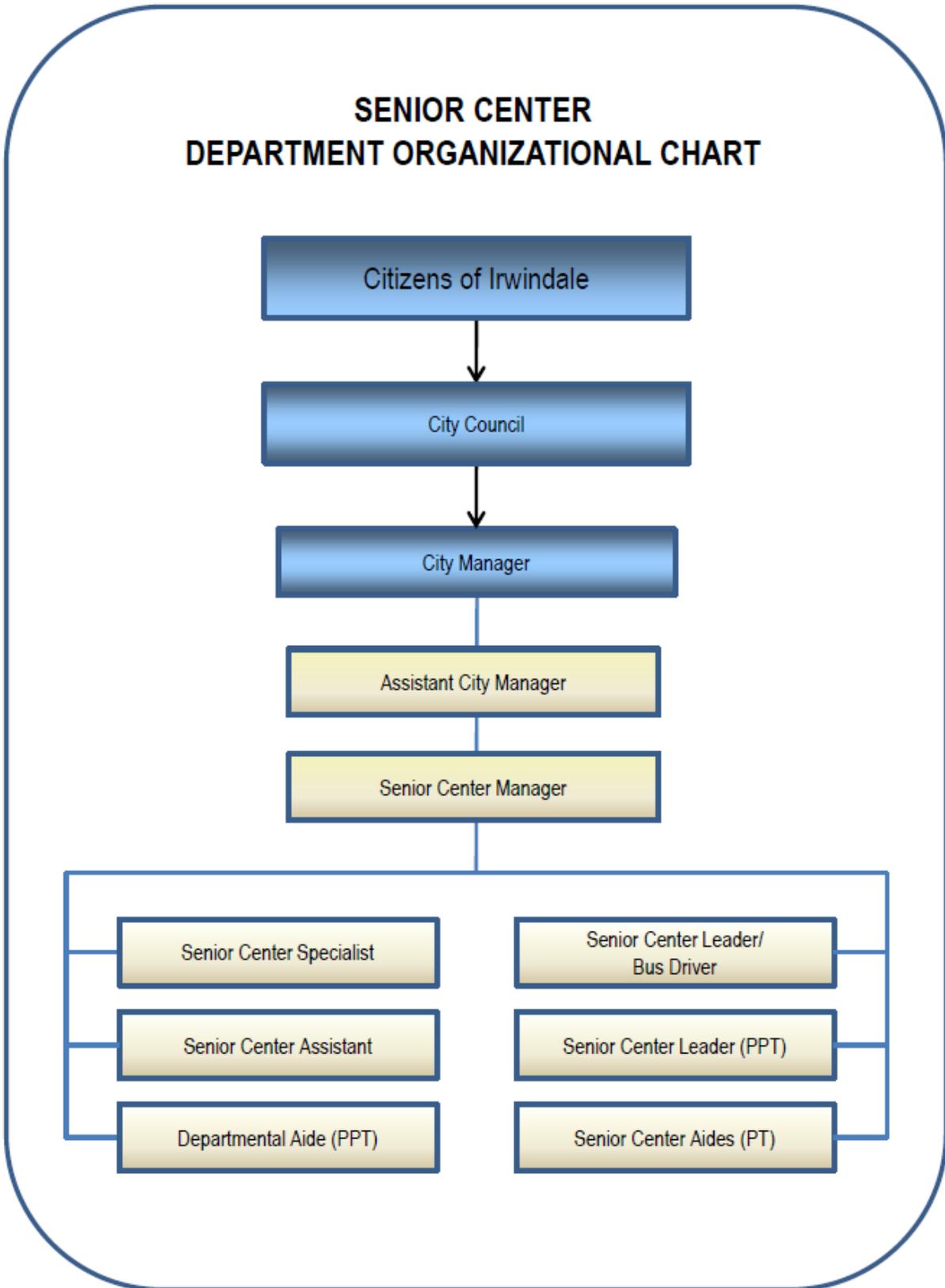
SENIOR CENTER

STATEMENT OF PURPOSE

To provide services designed to improve the quality of life of elders by assisting them to remain as physically active and mentally alert as possible.



SENIOR CENTER



SENIOR CENTER

FISCAL YEAR 2017/18 STATUS OF OBJECTIVES

SENIOR CENTER

OBJECTIVE #1:

Provide a free income tax services for Older Adults.

FALLS UNDER WHICH CITY GOAL? Community Services, Customer Service, Technology

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The Senior Center will seek assistance from AARP to train Older Adult volunteers. The trained volunteers will assist Older Adults to complete their income taxes. Informational flyers will be sent to the community, surrounding Senior Centers, and uploaded on social media, and webpages.

Seeking information for program to take affect by next tax year season.

OBJECTIVE #2:

Provide free computer and smartphone classes.

FALLS UNDER WHICH CITY GOAL? Technology & Community Services

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Irwindale Senior Center Staff will teach basic computer and smartphone classes quarterly. Computer classes will consist of six lessons and smartphone classes will consist of four lessons per session. Informational flyers will be sent to the community, surrounding Senior Centers, and uploaded on social media, and webpages.

This goal will be completed by June 2018; staff will be conducting a ½-hour drop in with questions. In addition, we are currently providing a basic computer class.

SENIOR CENTER

FISCAL YEAR 2018/19 DEPARTMENT OBJECTIVES

SENIOR CENTER

OBJECTIVE #1:

Provide a free income tax service for older adults.

FALLS UNDER WHICH CITY GOAL? Community Services, Customer Services, Technology

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

Senior Center is seeking information from AARP. In addition, we will be looking for volunteers starting in June 2018. Information will be uploaded on social media, and webpage.

OBJECTIVE #2:

Continue building partnerships with local business while developing Older Adult health awareness and life style workshops.

FALLS UNDER WHICH CITY GOAL? Community Services, Customer Service

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

The Senior Center will continue to collaborate with Regal Medical, Kaiser Permanente, Care1st and other medical field agencies for health awareness workshops.

OBJECTIVE #3:

To enhance our technology services that are currently in place.

FALLS UNDER WHICH CITY GOAL? Community Services, Technology

HOW WILL THIS OBJECTIVE BE ACCOMPLISHED, MEASURED AND TRACKED?

By purchasing a Laptop and a new projector, it will enhance our current services such as Wii, movies, Computer class, and workshops.

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Senior Center
01-42*

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 233,388 | 211,715 | 223,130 | 324,450 |
| Overtime | 6,055 | 2,983 | - | - |
| Fringe Benefits | 160,819 | 134,913 | 161,450 | 181,760 |
| Total Salaries & Benefits: | 400,262 | 349,610 | 384,580 | 506,210 |
| Operating Expenditures | 93,942 | 114,376 | 137,946 | 156,590 |
| Capital Outlay | 1,965 | 30,876 | - | 2,000 |
| Total: | 496,169 | 494,862 | 522,526 | 664,800 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Senior Center
Account: 01-42-420

Division: Administration

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------|--|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 163,920 | 163,757 | 177,200 | 277,970 |
| | Overtime | 3,993 | 1,908 | - | - |
| | Fringe Benefits | 128,554 | 116,452 | 141,900 | 165,380 |
| | Total Salaries & Benefits: | 296,467 | 282,117 | 319,100 | 443,350 |
| 42110 | Training | - | 2,517 | 3,400 | 3,400 |
| 42130 | Memberships & Subscriptions | 208 | 547 | 1,190 | 1,190 |
| 42200 | Operating Supplies | 11,099 | 8,375 | 6,950 | 6,950 |
| 42210 | Office Equipment Mtnce & Supplies | 2,840 | 5,044 | 5,150 | 6,030 |
| 42250 | Building Repairs & Maintenance | 4,333 | 3,650 | 4,700 | 3,500 |
| | Total Operating Expenditures: | 18,479 | 20,134 | 21,390 | 21,070 |
| 44100 | Office Equipment, Furniture & Fixtures | - | 30,876 | - | - |
| 44300 | Computer Systems | 1,965 | - | - | 2,000 |
| | Total Capital Outlay: | 1,965 | 30,876 | - | 2,000 |
| | Total: | 316,911 | 333,126 | 340,490 | 466,420 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Senior Center
Account: 01-42-421

Division: Programs & Activities

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 53,355 | 35,593 | 33,070 | 21,730 |
| | Overtime | 771 | 388 | - | - |
| | Fringe Benefits | 18,684 | 9,901 | 10,490 | 1,230 |
| | Total Salaries & Benefits: | 72,810 | 76,060 | 43,560 | 22,960 |
| 42130 | Memberships & Subscriptions | 644 | 755 | 754 | 754 |
| 42200 | Operating Supplies | 8,257 | 9,956 | 10,572 | 10,572 |
| 42241-0000 | Special Events-Other | - | 3,035 | 2,764 | 3,864 |
| 42241-1540 | Special Events-Dances | 5,387 | 3,609 | 900 | 900 |
| 42241-1580 | Special Events-Prom | - | - | 3,200 | 3,600 |
| 42241-1640 | Special Events-Thanksgiving | 2,520 | 2,930 | 3,400 | 3,800 |
| 42241-1650 | Special Events-Christmas Party | 3,104 | 4,115 | 3,800 | 5,100 |
| 42242 | Field Trips | 4,061 | 6,018 | 8,000 | 8,350 |
| 42300 | Contractual Services | 36,714 | 42,230 | 53,036 | 70,100 |
| 42335 | Contracted Instructor & Official | 10,667 | 15,887 | 20,100 | 18,450 |
| | Total Operating Expenditures: | 71,355 | 88,535 | 106,526 | 125,490 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 144,165 | 164,595 | 150,086 | 148,450 |

City of Irwindale
FY 2018-2019 Departmental Budget

Dept: Senior Center

Division: Senior Transportation

Account: 01-42-425

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 16,113 | 12,394 | 12,860 | 24,750 |
| | Overtime | 1,290 | 686 | - | - |
| | Fringe Benefits | 13,581 | 8,560 | 9,060 | 15,150 |
| | Total Salaries & Benefits: | 30,984 | 21,641 | 21,920 | 39,900 |
| 42220 | Fuel | 3,059 | 2,827 | 4,900 | 4,900 |
| 42221 | Vehicle Maintenance & Repairs | 1,049 | 2,880 | 5,130 | 5,130 |
| | Total Operating Expenditures: | 4,108 | 5,708 | 10,030 | 10,030 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 35,092 | 27,348 | 31,950 | 49,930 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Housing Authority
Fund 11& 12*

Division: Irwindale Housing Authority

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | - | - | - | - |
| Fund 11 Housing Authority | 5,073 | 1,747,220 | 6,175 | 6,180 |
| Fund 12 Low/Mod Hsg Asset | 1,236,405 | 1,635,184 | 4,210,574 | 3,907,810 |
| Operating Expenditures | 1,241,477 | 3,382,404 | 4,216,749 | 3,913,990 |
| Fund 11 Housing Authority | - | - | - | - |
| Fund 12 Low/Mod Hsg Asset | - | - | - | - |
| Capital Outlay | - | - | - | - |
| Fund 12 Low/Mod Hsg Asset | - | - | - | - |
| Transfers Out | - | - | - | - |
| Total: | 1,241,477 | 3,382,404 | 4,216,749 | 3,913,990 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Irwindale Housing Authority Division: Irwindale Housing Authority
Account: 11-23-231

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42120 | Agency/Authority Mtg Stipend Reimb | 5,073 | 4,870 | 6,175 | 6,180 |
| 43150 | Loss on Sale of Property | - | 1,742,350 | - | - |
| Total Operating Expenditures: | | 5,073 | 1,747,220 | 6,175 | 6,180 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 5,073 | 1,747,220 | 6,175 | 6,180 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Irwindale Housing Authority
Account: 12-23-232

Division: Low/Mod Housing Asset Fund

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42110 | Training | - | - | 1,200 | - |
| 42116 | Mileage Reimbursement | - | - | 100 | 100 |
| 42131 | Public Notices | - | - | 1,000 | 1,000 |
| 42141 | Housing/Rental Subsidy | 92,515 | 71,451 | 61,500 | 69,000 |
| 42145 | Home Improvement Program | - | - | 1,000,000 | 1,000,000 |
| 42147 | First Time Homebuyers | 992,311 | 277,676 | - | - |
| 42200 | Operating Supplies | 382 | 152 | 1,000 | 1,000 |
| 42212 | Postage | 89 | 76 | - | 1,000 |
| 42300 | Contractual Services-Single Family Hsg | 39,452 | 192,369 | 175,000 | 235,000 |
| 42310 | Legal Services | 57,047 | 26,875 | 35,000 | 36,800 |
| 42311 | Audit Services | 4,500 | 4,635 | 4,774 | 4,800 |
| 42410 | Admin/Personnel Reimbursement | - | 299,000 | 875,000 | 501,110 |
| 42441 | Environmental Site Assessment | 19,683 | 4,900 | 30,000 | 30,000 |
| 42443 | Escrow & Appraisal Fees | 21,563 | 10,218 | 16,000 | 16,000 |
| 42450 | Acquisition Costs | - | - | 2,000,000 | 2,000,000 |
| 42451 | Relocation Cost | - | 54,932 | - | - |
| 42462 | Property Maintenance Costs | 8,863 | 9,405 | 10,000 | 12,000 |
| 43150 | Loss of Sale of Property | - | 683,494 | - | - |
| Total Operating Expenditures: | | 1,236,405 | 1,635,184 | 4,210,574 | 3,907,810 |
| Total Capital Outlay: | | - | - | - | - |
| Total Transfers Out: | | - | - | - | - |
| Total: | | 1,236,405 | 1,635,184 | 4,210,574 | 3,907,810 |

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City of Irwindale
FY 2018-2019 Departmental Budget

Dept: Special Mining
Fund 13

Division: All Divisions

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Salaries & Wages | 637,709 | 766,913 | 1,076,986 | 979,490 |
| Overtime | 2,888 | 6,681 | 8,600 | 8,200 |
| Fringe Benefits | 300,354 | 380,589 | 494,410 | 465,160 |
| Total Salaries & Benefits: | 940,951 | 1,154,183 | 1,579,996 | 1,452,850 |
| Total Operating Expenditures: | 638,385 | 6,503,170 | 1,312,180 | 1,349,430 |
| Total Capital Outlay: | 279,709 | 710,998 | 1,511,360 | 459,000 |
| Total Transfers Out: | 650,326 | 653,369 | 661,000 | 711,000 |
| Total: | 2,509,371 | 9,021,720 | 5,064,536 | 3,972,280 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Special Mining
Account: 13-52-530

Division: Administration

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|----------|--|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 637,709 | 766,913 | 1,076,986 | 979,490 |
| | Overtime | 2,888 | 6,681 | 8,600 | 8,200 |
| | Fringe Benefits | 300,354 | 380,589 | 494,410 | 465,160 |
| | Total Salaries & Benefits: | 940,951 | 1,154,183 | 1,579,996 | 1,452,850 |
| 12-42309 | Case Settlements | - | 5,500,000 | - | - |
| 12-42310 | Legal Services | 239,980 | 510,988 | 65,000 | 68,400 |
| 42110 | Training | 1,796 | 6,471 | 17,750 | 18,000 |
| 42130 | Memberships & Subscriptions | - | - | 200 | 200 |
| 42131 | Public Notices | - | 68 | 1,000 | 1,000 |
| 42200 | Operating Supplies | 1,789 | 1,097 | 1,500 | 1,500 |
| 42210 | Office Equipment Mtnce & Supplies | 15,051 | 10,457 | 37,950 | 39,000 |
| 42212 | Postage | 7 | - | 2,000 | 2,000 |
| 42213 | Telephone | 14,758 | 16,052 | 19,000 | 21,000 |
| 42214 | Water | 21,325 | 28,119 | 30,000 | 49,000 |
| 42215 | Gas | 1,518 | 1,480 | 1,700 | 2,000 |
| 42216 | Electricity - General | 46,512 | 51,283 | 58,500 | 63,500 |
| 42220 | Fuel | 1,733 | 2,346 | 2,000 | 4,000 |
| 42221 | Vehicle Maintenance & Repairs | 153 | 1,128 | 2,000 | 2,000 |
| 42230 | Uniform Expenses & Safety Equipment | - | - | - | 1,500 |
| 42251 | Small Tools & Minor Equipment | 1,389 | 263 | 1,500 | 1,000 |
| 42300 | Contractual Services | 213,179 | 327,142 | 415,690 | 418,940 |
| 42310 | Legal Services | - | 17,835 | - | - |
| 42311 | Audit Services | 9,289 | 8,116 | 7,230 | 7,230 |
| 42330 | Prescription Benefits | - | - | 571,800 | 571,800 |
| 42345 | Surveying Services | 3,821 | 10,805 | 45,000 | 45,000 |
| 42360 | Street Repairs-Minor | 50,000 | - | - | - |
| 42432 | Parcel Tax | - | (5,479) | 12,360 | 12,360 |
| 42443 | Appraisal Valuation Services | - | 15,000 | - | - |
| 42462 | Property Maintenance Costs | 16,087 | - | 20,000 | 20,000 |
| | Total Operating Expenditures: | 638,385 | 6,503,170 | 1,312,180 | 1,349,430 |
| 44100 | Office Equipment, Furniture & Fixtures | 19,531 | - | 47,500 | - |
| 44300 | Computer System | - | 4,668 | 7,560 | - |
| 44400 | Vehicles | - | - | 102,100 | - |
| 44500 | Large Tools & Equipment | 2,700 | - | 4,200 | - |
| | Total Capital Outlay: | 22,231 | 4,668 | 161,360 | - |
| 49100 | Transfers out | 650,326 | 653,369 | 661,000 | 711,000 |
| | Total Transfers Out: | 650,326 | 653,369 | 661,000 | 711,000 |
| | Total: | 2,251,893 | 8,315,390 | 3,714,536 | 3,513,280 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Special Mining

Division: Construction

Account: 13-52-800

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 45200-8215 | Public Works Maintenance Yard Improvement | - | - | 230,000 | - |
| 45300-8301 | 605 Fwy @ Live Oak Northbound Off-ramp | 164,747 | 43,369 | - | - |
| 45300-8310 | Pavement Mgmt Study | - | 9,784 | - | - |
| 45300-8317 | Traffic Signal Imp-Peck Rd & Longden | 2,087 | - | - | - |
| 45300-8318 | Left Turn Phasing Peck/Longden Constn | 85,441 | 174,644 | - | - |
| 45300-8324 | Irwindale Avenue Resurfacing Project | 5,203 | 472,533 | - | - |
| 45300-8326 | Traffic Signal Imp-Arrow Hwy & Azusa Cnyn | - | - | 60,000 | - |
| 45300-8327 | 2016/17 Resurfacing Program | - | 201 | - | - |
| 45300-8328 | 2017/18 Resurfacing Program | - | - | 350,000 | - |
| 45300-8329 | 605 Fwy @ Ramona Blvd North&South Off-ramp | - | - | 320,000 | - |
| 45300-8330 | Arrow Hwy/Live Oak Capacity Enhancement | - | - | 60,000 | - |
| 45300-8331 | Citywide Concrete Intersection Program | - | - | 60,000 | - |
| 45300-8335 | 2018/19 Resurfacing Program | - | - | - | 350,000 |
| 45300-8336 | Median Improvements - Irrigation | - | - | - | 18,000 |
| 45300-8337 | Median Improvements - Lighting | - | - | - | 36,000 |
| 45300-8503 | Foothill Boulevard Bridge Imprv-PSR | - | - | 90,000 | - |
| 45300-8504 | Arrow Highway Bridge Imprv-PSR | - | - | 90,000 | - |
| 45300-8506 | Highway Bridge Preventative Program | - | - | - | 35,000 |
| 45600-8702 | Storm Drain Imp-Kincaid Pit #3 | - | 5,800 | - | 20,000 |
| 45600-8705 | Storm Drain Full Capture Catch Basin | - | - | 90,000 | - |
| Total Capital Outlay: | | 257,478 | 706,330 | 1,350,000 | 459,000 |
| Total Transfers Out: | | - | - | - | - |
| Total: | | 257,478 | 706,330 | 1,350,000 | 459,000 |

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City of Irwindale
FY 2018-2019 Departmental Budget

Dept: Reclamation Authority Division: All Divisions
Fund 14 & 19

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|-------------------------|-------------------------|------------------------------|-------------------------|
| Total Salaries & Benefits: | - | - | - | - |
| Fund 14 Reclamation Fund | 21,353 | 38,637 | 18,261 | 48,260 |
| Fund 19 OPRF | 55,795 | 633,462 | 747,045 | 328,790 |
| Operating Expenditures | <u>77,148</u> | <u>672,098</u> | <u>765,306</u> | <u>377,050</u> |
| Fund 14 Reclamation Fund | - | - | - | - |
| Fund 19 OPRF | - | 19,305 | 319,500 | 85,000 |
| Capital Outlay | <u>-</u> | <u>19,305</u> | <u>319,500</u> | <u>85,000</u> |
| Fund 14 Reclamation Fund | - | 2,500,000 | - | - |
| Fund 19 OPRF | 1,777,605 | 1,678,000 | 1,723,000 | 2,100,000 |
| Transfers Out | <u>1,777,605</u> | <u>4,178,000</u> | <u>1,723,000</u> | <u>2,100,000</u> |
| Total: | <u><u>1,854,753</u></u> | <u><u>4,869,403</u></u> | <u><u>2,807,806</u></u> | <u><u>2,562,050</u></u> |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Reclamation Authority

Division: Reclamation Fund

Account: 14-52-531

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 12-531-42310 | Legal Services | 13,744 | 27,984 | - | 30,000 |
| 42120 | Agency/Authority Meeting Stipend Reimbursement | 7,609 | 10,652 | 18,261 | 18,260 |
| Total Operating Expenditures: | | 21,353 | 38,637 | 18,261 | 48,260 |
| Total Capital Outlay: | | - | - | - | - |
| 49100 | Transfers Out | - | 2,500,000 | - | - |
| Total Transfers Out: | | - | 2,500,000 | - | - |
| Total: | | 21,353 | 2,538,637 | 18,261 | 48,260 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Reclamation Authority

Division: Olive Pit Royalty Fund

Account: 19-52-533

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42110 | Training | - | 84 | 400 | 400 |
| 42116 | Mileage Reimbursement | - | 134 | - | - |
| 42200 | Operating Supplies | - | 314 | 500 | 500 |
| 42210 | Office Equipment Maint & Supplies | - | 2,723 | 5,200 | 5,200 |
| 42214 | Water | - | - | - | 2,000 |
| 42220 | Fuel | - | - | - | 3,800 |
| 42221 | Vehicle Maintenance & Repair | - | 1,042 | 500 | 500 |
| 42230 | Uniform Expense & Safety Equipment | - | 174 | 600 | 600 |
| 42300 | Contractual Services | - | 33,787 | 23,000 | 23,000 |
| 42309 | Legal Settlements | - | 366,400 | 366,400 | - |
| 42310 | Legal Services | 4,005 | 5,535 | 55,000 | 30,000 |
| 42311 | Audit Fees | - | - | 5,000 | 5,000 |
| 42344 | Public Works Inspections | - | - | 10,000 | 10,000 |
| 42371 | Traffic Signal Maintenance | - | - | - | 3,000 |
| 42410 | Admin/Personnel Reimbursement | 51,790 | 223,267 | 260,445 | 226,360 |
| 42462 | Property Maintenance Costs | - | - | 20,000 | 18,430 |
| Total Operating Expenditures: | | 55,795 | 633,462 | 747,045 | 328,790 |
| 44300 | Computer Systems | - | 8,453 | - | - |
| 44400 | Vehicles | - | - | 37,000 | - |
| 45200 | Olive Pit-Block Wall Construction | - | 10,851 | 282,500 | - |
| 45200 | Irrigation Renovation-Azusa Canyon Road | - | - | - | 15,000 |
| 45300 | Traffic Signal Construction Support | - | - | - | 70,000 |
| Total Capital Outlay: | | - | 19,305 | 319,500 | 85,000 |
| 49100 | Transfers Out | 1,777,605 | 1,678,000 | 1,723,000 | 2,100,000 |
| Total Transfers Out: | | 1,777,605 | 1,678,000 | 1,723,000 | 2,100,000 |
| Total: | | 1,833,400 | 2,330,767 | 2,789,545 | 2,513,790 |

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**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Joint Powers Authority

Division: Irwindale Joint Powers Authority

Account: 10-14-145

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 47100 | Debt Service Interest Expense | 109,000 | 95,350 | 81,400 | 62,200 |
| 47200 | Debt Service Principal Payment | 455,000 | 465,000 | 480,000 | 495,000 |
| Total Debt Service: | | 564,000 | 560,350 | 561,400 | 557,200 |
| 49100 | Transfer Out | 917,080 | - | - | - |
| Irwin JPA - Transfer Out | | 917,080 | - | - | - |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 1,481,080 | 560,350 | 561,400 | 557,200 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: AB939 & AB341- Recycling

Division: AB939 - Recycling

Account: 15-52-532

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|--------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| | Salaries & Wages | 50,535 | 84,966 | 67,370 | 64,330 |
| | Overtime | 277 | 464 | - | 700 |
| | Fringe Benefits | 27,295 | 48,494 | 40,910 | 30,840 |
| | Total Salaries & Benefits: | 78,107 | 133,924 | 108,280 | 95,870 |
| 12-532-42310 | Legal Services | 10,103 | 4,455 | 5,000 | 5,300 |
| 42110 | Training | 29 | - | 1,000 | 1,000 |
| 42130 | Memberships & Subscriptions | 332 | - | 500 | 500 |
| 42200 | Operating Supplies | 1,000 | 490 | 1,000 | 1,000 |
| 42212 | Postage | - | - | 1,000 | 1,000 |
| 42300 | Contractual Services | 5,729 | 1,250 | 22,750 | 22,750 |
| 42311 | Audit Services | - | 11,110 | 7,000 | 7,000 |
| | Total Operating Expenditures: | 17,193 | 17,305 | 38,250 | 38,550 |
| | Total Capital Outlay: | - | - | - | - |
| | Total: | 95,300 | 151,229 | 146,530 | 134,420 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: State Gas Tax

Division: State Gas Tax

Account: 21-52-540

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42314 | State Contracts & Fees | 1,850 | 2,357 | 2,400 | 2,500 |
| Total Operating Expenditures: | | 1,850 | 2,357 | 2,400 | 2,500 |
| 800-45300-8310 | Pavement Management Study | - | 4,200 | - | - |
| 800-45300-8326 | Traffic Signal-Arrow Hwy & Azusa Cyn Rd | - | - | 10,000 | - |
| 800-45300-8330 | Arrow Hwy/Live Oak Capacity Enhancemt | - | - | 20,000 | - |
| 800-45300-8335 | 2018/19 Resurfacing Program | - | - | - | 38,500 |
| Total Capital Outlay: | | - | 4,200 | 30,000 | 38,500 |
| Total Transfers Out: | | - | - | - | - |
| Total: | | 1,850 | 6,557 | 32,400 | 41,000 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: AB2766 Air Quality
Account: 22-52-541

Division: AB2766 Air Quality Improvement

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 800-45300-8318 | Left Turn Phasing Peck/Longden Constn | 1,750 | 3,523 | - | - |
| 800-45300-8328 | 2017/18 Resurfacing Project | - | - | 1,700 | - |
| 800-45300-8335 | 2018/19 Resurfacing Project | - | - | - | 1,700 |
| Total Capital Outlay: | | 1,750 | 3,523 | 1,700 | 1,700 |
| Total: | | 1,750 | 3,523 | 1,700 | 1,700 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: MTA - Proposition A
Account: 25-52-550*

Division: MTA - Proposition A

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42352 | Contractual Services-Bus Shelter Mtnce | 16,800 | 16,800 | 17,622 | 17,650 |
| Total Operating Expenditures: | | 16,800 | 16,800 | 17,622 | 17,650 |
| 800-45200-8217 | Bus Shelter Improvement Project | - | - | 39,178 | 10,250 |
| Total Capital Outlay: | | - | - | 39,178 | 10,250 |
| Total: | | 16,800 | 16,800 | 56,800 | 27,900 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: MTA - Proposition C

Division: MTA - Proposition C

Account: 26-52-551

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 800-45300-8318 | Left Turn Phasing Peck/Longden Constr | 21,958 | 21,000 | - | - |
| 800-45300-8324 | Irwindale Ave. Resurfacing Program | - | 20,000 | - | - |
| 800-45300-8328 | 2017/18 Resurfacing Program | - | - | 30,000 | - |
| 800-45300-8335 | 2018/19 Resurfacing Program | - | - | - | 23,100 |
| Total Capital Outlay: | | 21,958 | 41,000 | 30,000 | 23,100 |
| 49100 | Transfers out | - | - | - | - |
| Total Transfers Out: | | - | - | - | - |
| Total: | | 21,958 | 41,000 | 30,000 | 23,100 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Measure R
Account: 27-52-552*

Division: Measure R

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 800-45300-8324 | Irwindale Avenue Resurfacing Project | - | 16,500 | - | - |
| 800-45300-8328 | FY 2017/18 Resurfacing Program | - | - | 16,500 | - |
| 800-45300-8335 | FY 2018/19 Resurfacing Program | - | - | - | 17,320 |
| Total Capital Outlay: | | - | 16,500 | 16,500 | 17,320 |
| Total Transfers Out: | | - | - | - | - |
| Total: | | - | 16,500 | 16,500 | 17,320 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: TDA Article 3

Division: TDA Article 3

Account: 28-52-553

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 800-45300-8324 | Irwindale Avenue Resurfacing Project | - | 15,000 | - | - |
| 800-45300-8328 | 2017/18 Resurfacing Program | - | - | 5,000 | - |
| 800-45300-8335 | 2018/19 Resurfacing Program | - | - | - | 5,000 |
| Total Capital Outlay: | | - | 15,000 | 5,000 | 5,000 |
| Total: | | - | 15,000 | 5,000 | 5,000 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Measure M
Account: 29-52-554*

Division: Measure M

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 800-45300-8328 | FY 2017/18 Resurfacing Program | - | - | 16,670 | - |
| 800-45300-8335 | 2018/19 Resurfacing Program | - | - | - | 19,630 |
| Total Capital Outlay: | | - | - | 16,670 | 19,630 |
| Total Transfers Out: | | - | - | - | - |
| Total: | | - | - | 16,670 | 19,630 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Comm Dev Block Grant

Division: Comm Dev Block Grant-CDBG

Account: 32-52-560

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|--------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| Total Operating Expenditures: | | - | - | - | - |
| 800- 45100-8102 | Sidewalk Improvements-ADA Ramp Proj. | 25,752 | - | 21,678 | 31,990 |
| Total Capital Outlay: | | 25,752 | - | 21,678 | 31,990 |
| Total: | | 25,752 | - | 21,678 | 31,990 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Assessment Districts
Funds 42, 43, 44, 45*

Division: All Districts

| Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | - | - | - | - |
| Fund 42 CFD #1 | 1,001,918 | 1,022,368 | 1,040,420 | 1,064,040 |
| Fund 43 Live Oak Sewer Assessment | 100,824 | 95,241 | 91,090 | 88,900 |
| Fund 44 Street Light Business Center | 13,053 | 12,056 | 13,480 | 11,480 |
| Fund 45 Sewer Business Center | 41,083 | 42,444 | 115,730 | 125,150 |
| Total Operating Expenditures: | 1,156,878 | 1,172,109 | 1,260,720 | 1,289,570 |
| Fund 42 CFD #1 | - | - | - | - |
| Fund 43 Live Oak Sewer Assessment | - | - | - | - |
| Fund 44 Street Light Business Center | - | - | - | - |
| Fund 45 Sewer Business Center | 103,042 | - | - | - |
| Total Capital Outlay: | 103,042 | - | - | - |
| Total: | 1,259,920 | 1,172,109 | 1,260,720 | 1,289,570 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Assessment Districts

Division: CFD #1

Account: 42-14-143

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42317 | Assessment District Admin Costs | 13,743 | 11,918 | 12,080 | 12,710 |
| 47100 | Debt Service Interest Expense | 223,175 | 190,450 | 153,340 | 111,330 |
| 47200 | Debt Service Principal Payment | 765,000 | 820,000 | 875,000 | 940,000 |
| Total Operating Expenditures: | | 1,001,918 | 1,022,368 | 1,040,420 | 1,064,040 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 1,001,918 | 1,022,368 | 1,040,420 | 1,064,040 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Assessment Districts
Account: 43-14-143*

Division: Live Oak Sewer Assessment District

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42317 | Assessment District Admin Costs | 9,418 | 8,522 | 9,050 | 9,210 |
| 47100 | Debt Service Interest Expense | 16,406 | 11,719 | 7,040 | 4,690 |
| 47200 | Debt Service Principal Payment | 75,000 | 75,000 | 75,000 | 75,000 |
| Total Operating Expenditures: | | 100,824 | 95,241 | 91,090 | 88,900 |
| Total Capital Outlay: | | - | - | - | - |
| Total: | | 100,824 | 95,241 | 91,090 | 88,900 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

*Dept: Assessment Districts
Account: 44-14-143*

Division: Street Light Business Center

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|---------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42310 | Legal Fees | 90 | - | - | - |
| 42217 | Electricity - Street Lights | 5,560 | 5,730 | 5,750 | 3,000 |
| 42317 | Assessment District Admin Costs | 7,403 | 6,326 | 7,730 | 8,480 |
| Total Operating Expenditures: | | 13,053 | 12,056 | 13,480 | 11,480 |
| Total Capital Outlay: | | - | - | - | - |
| Total Transfer Outs: | | - | - | - | - |
| Total: | | 13,053 | 12,056 | 13,480 | 11,480 |

**City of Irwindale
FY 2018-2019 Departmental Budget**

Dept: Assessment Districts

Division: Sewer Business Center

Account: 45-14-143

| Acct No | Account Description | FY 2015-16 Actual | FY 2016-17 Actual | FY 2017-18 Revised Budget | FY 2018-19 Budget |
|---------------------------------------|-----------------------------------|----------------------|----------------------|------------------------------|----------------------|
| Total Salaries & Benefits: | | - | - | - | - |
| 42310 | Legal Fees | 90 | - | - | - |
| 42317 | Assessment District Admin Costs | 18,388 | 17,612 | 20,230 | 20,650 |
| 42382 | Sanitation Sewer Maintenance | 13,954 | 19,120 | 13,000 | 22,000 |
| 42420 | Loan Interest Expense | 8,651 | 5,712 | 7,500 | 7,500 |
| 42421 | Loan Repayment | - | - | 75,000 | 75,000 |
| Total Operating Expenditures: | | 41,083 | 42,444 | 115,730 | 125,150 |
| 800-45700-8802 | IBC Sewer Urgent Pipe Replacement | 103,042 | - | - | - |
| Total Capital Outlay: | | 103,042 | - | - | - |
| Total Transfer Outs: | | - | - | - | - |
| Total: | | 144,125 | 42,444 | 115,730 | 125,150 |

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PERSONNEL DETAIL



PERSONNEL DETAIL

The Personnel Detail serves as the central point of position control for tracking authorized positions throughout the City. A citywide summary is provided on the following pages.

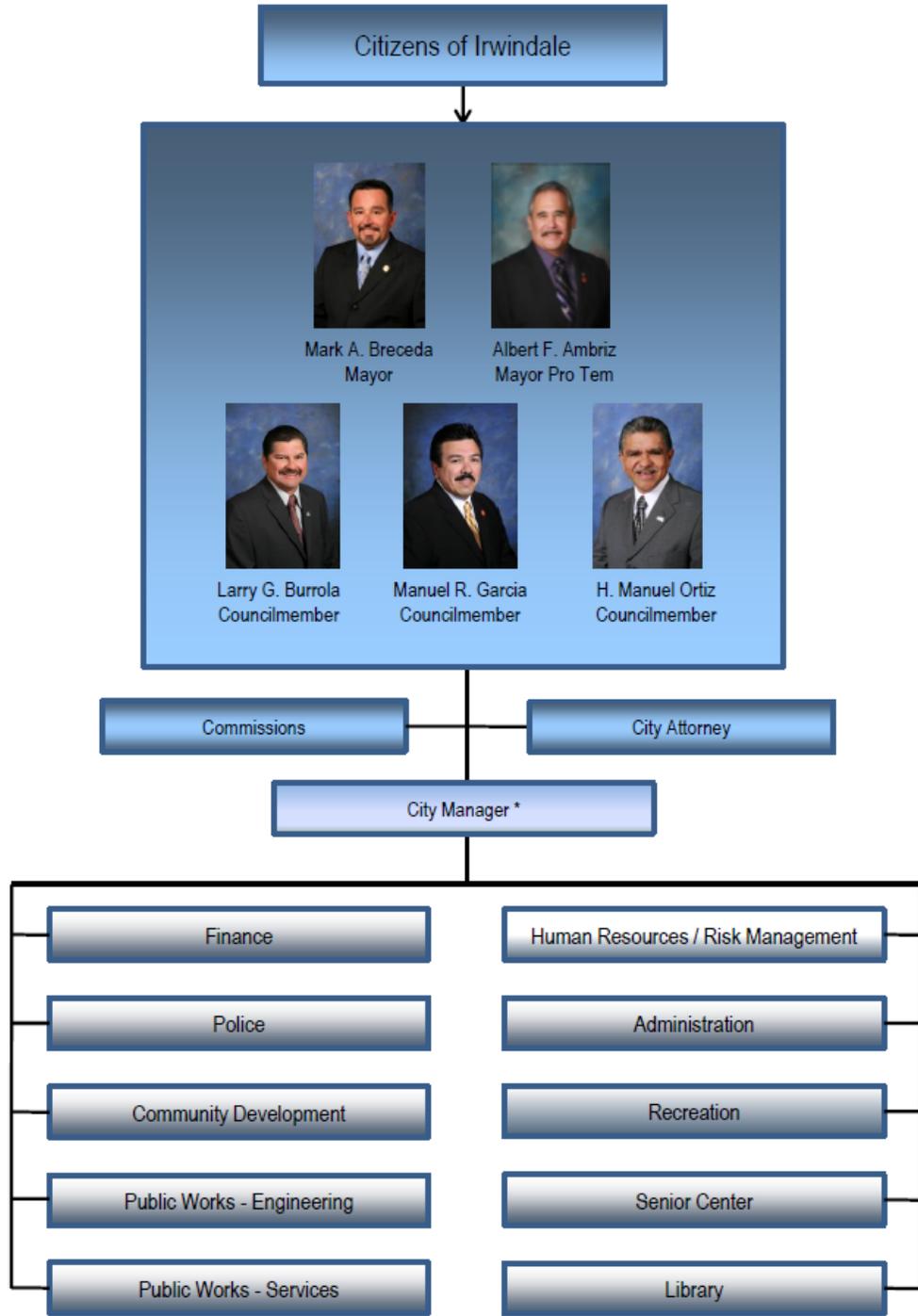
All positions both full-time. Permanent part-time (PPT) and part-time (PT) positions are shown in Full-Time Equivalents (FTE's). The difference between a permanent part-time and part-time position is that the permanent part-time is eligible for certain fringe benefits that a regular part-time position is not. A Full-Time Equivalent (FTE) is defined as a position that works 2080 hours per fiscal year. For example, a full-time employee who works 2080 hours per year would equal 1.00 FTE. A part-time employee who works 1040 hours per fiscal year would equal .50 FTE.

The Personnel Detail is updated to reflect City Council actions that have taken place since the previous year's Annual Budget was adopted, as well as any changes proposed by the City Manager through the current fiscal year budget development process that was approved with adoption of the Budget by the City Council.

The difference between Authorized Positions and Budgeted Positions are those positions that are frozen for FY 2018/19.

PERSONNEL DETAIL

CITYWIDE ORGANIZATIONAL CHART



* Serves as City Clerk, Personnel Director and Executive Director to the Successor Agency, Housing Authority, Reclamation Authority, Joint Powers Authority, and Industrial Development Authority.

CITY OF IRWINDALE PERSONNEL LISTING

| | Authorized 2015-16 | Authorized 2016-17 | Authorized 2017-18 | Authorized 2018-19 | * Budgeted 2018-19 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| <u>ADMINISTRATION</u> | | | | | |
| City Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Assistant City Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Construction Compliance Mgr-Housing | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽⁷⁾ |
| Assistant to the City Manager | 0.0 | 0.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Executive Assistant | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Chief Deputy City Clerk | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Deputy City Clerk | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽³⁾ |
| Management Analyst | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 ⁽¹⁰⁾ |
| Office Specialist | 0.0 | 0.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Human Resources Manager | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Human Resources/Risk Manager | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Housing Coordinator | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Records Technician | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Human Resources Specialist | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 |
| Senior HR Analyst/Risk Management Analyst | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| IT Manager | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| Receptionist Clerk | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Departmental Aide (PPT) | 0.0 | 0.0 | 0.5 | 0.0 | 0.0 ⁽³⁾ |
| IT Intern (PT) | 0.0 | 0.0 | 0.0 | 1.0 | 0.5 |
| Office Specialist (PT) | 0.0 | 0.0 | 0.5 | 0.0 | 0.5 ⁽⁷⁾ |
| Total Administration | <u>9.0</u> | <u>9.0</u> | <u>11.0</u> | <u>14.0</u> | <u>10.0</u> |
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |
| Director of Community Development | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽⁴⁾ |
| Community Development Manager/City Planner | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽⁷⁾ |
| Principal Planner | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽⁷⁾ |
| Senior Planner | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽¹⁾ |
| Economic Development Coordinator | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽⁷⁾ |
| Associate Planner | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 |
| Administrative Secretary | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Sr Code Enforcement Officer | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| Code Enforcement Officer | 2.0 | 2.0 | 2.0 | 2.0 | 1.0 ⁽²⁾ |
| Planning Technician (PPT) | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| Office Specialist (PT) | 0.0 | 0.0 | 0.5 | 0.5 | 0.5 ⁽⁷⁾ |
| Administrative Assistant (PT) | 0.0 | 0.5 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Total Community Development - Planning/Code | <u>6.0</u> | <u>7.5</u> | <u>7.5</u> | <u>9.5</u> | <u>7.5</u> |
| <u>FINANCE</u> | | | | | |
| Director of Finance | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Director of Finance/City Treasurer | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Finance Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Finance Analyst | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Finance Analyst | 1.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Finance Technician | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Finance Assistant (PT) | 0.0 | 0.5 | 0.5 | 0.5 | 0.0 ⁽¹⁾ |
| Total Finance | <u>5.0</u> | <u>6.5</u> | <u>6.5</u> | <u>6.5</u> | <u>5.0</u> |
| <u>LIBRARY</u> | | | | | |
| City Librarian | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Library Technician | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Library Aide (PPT) | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| Senior Library Page (PT) | 0.5 | 1.0 | 1.0 | 1.0 | 1.0 ⁽⁵⁾⁽⁹⁾ |
| Library Page (PT) | 1.5 | 4.5 | 4.5 | 4.5 | 4.0 ⁽⁵⁾⁽⁹⁾ |
| Total Library | <u>4.5</u> | <u>8.0</u> | <u>8.0</u> | <u>8.0</u> | <u>7.5</u> |
| <u>POLICE</u> | | | | | |
| Chief of Police | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Captain | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Lieutenant | 2.0 | 2.0 | 2.0 | 2.0 | 1.0 ⁽¹⁾ |
| Comm & Records Coordinator | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Police Services Specialist | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Police Records Clerk | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Sergeant | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 |
| Corporal | 4.0 | 4.0 | 4.0 | 4.0 | 2.0 ⁽⁸⁾ |
| Officer | 17.0 | 17.0 | 17.0 | 17.0 | 17.0 ⁽⁸⁾ |
| Dispatcher/Clerk | 6.0 | 6.0 | 6.0 | 6.0 | 5.0 ⁽¹⁾⁽³⁾ |
| Reserve I (PT) | 4.0 | 4.0 | 4.0 | 4.0 | 2.5 |
| Reserve II (PT) | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Cadet I (PT) | 1.5 | 1.5 | 1.5 | 1.5 | 0.0 ⁽¹⁾ |
| Cadet II (PT) | 0.5 | 0.5 | 0.5 | 0.5 | 0.0 ⁽¹⁾ |
| Community Services Officer (PT) | 0.0 | 0.5 | 0.5 | 0.5 | 0.5 |
| Total Police | <u>47.0</u> | <u>47.5</u> | <u>47.5</u> | <u>47.5</u> | <u>37.0</u> |

CITY OF IRWINDALE PERSONNEL LISTING

| | Authorized 2015-16 | Authorized 2016-17 | Authorized 2017-18 | Authorized 2018-19 | * Budgeted 2018-19 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>PUBLIC WORKS - ENGINEERING</u> | | | | | |
| Director of Public Works/City Engineer | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽³⁾ |
| Development Services Director/City Engineer | 0.0 | 0.0 | 1.0 | 1.0 | 0.0 ⁽⁴⁾ |
| City Engineer/Building Official | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽⁷⁾ |
| Project Manager - Mining | 0.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Construction Compliance Manager | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽⁷⁾ |
| Senior Management Analyst | 0.0 | 0.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Management Analyst | 1.0 | 1.0 | 1.0 | 0.0 | 0.0 ⁽¹⁰⁾ |
| Associate Engineer | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾⁽³⁾ |
| Assistant Engineer | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Engineering Technician | 1.0 | 1.0 | 1.0 | 3.0 | 3.0 |
| Building Permit Technician | 1.0 | 1.0 | 1.0 | 1.0 | 0.0 ⁽¹⁾ |
| Business License Clerk | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 ⁽⁷⁾ |
| Civil Engineering Technician (PPT) | 1.5 | 1.5 | 1.5 | 1.5 | 0.0 |
| Total Public Works | <u>9.5</u> | <u>10.5</u> | <u>10.5</u> | <u>11.5</u> | <u>6.0</u> |
| <u>PUBLIC WORKS - SERVICES</u> | | | | | |
| Public Works Services Manager | 0.0 | 0.0 | 1.0 | 1.0 | 1.0 ⁽⁷⁾ |
| Project Manager - Construction Compliance | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Public Works Maintenance Supervisor | 0.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽⁶⁾ |
| Maintenance Lead Worker | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Maintenance Worker II | 2.0 | 2.0 | 3.0 | 3.0 | 3.0 |
| Maintenance Worker I | 4.0 | 4.0 | 3.0 | 3.0 | 3.0 |
| Janitor | 0.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽⁶⁾ |
| Janitor (PPT) | 0.5 | 0.0 | 0.0 | 0.0 | 0.0 ⁽⁶⁾ |
| Maintenance Aide (PPT) | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Total Public Works | <u>9.5</u> | <u>11.0</u> | <u>12.0</u> | <u>12.0</u> | <u>12.0</u> |
| <u>RECREATION</u> | | | | | |
| Recreation Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Recreation Supervisor | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Bus Driver | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Recreation Assistant | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Senior Recreation Leader (PPT) | 1.0 | 1.0 | 0.5 | 0.5 | 0.5 |
| Recreation Aide/Bus Driver (PPT) | 0.0 | 0.0 | 0.0 | 0.5 | 0.5 |
| Assistant Pool Manager (PT) | 1.5 | 1.5 | 1.0 | 1.0 | 1.0 ⁽⁹⁾ |
| Senior Lifeguard (PT) | 3.0 | 3.0 | 2.0 | 2.0 | 2.0 ⁽⁹⁾ |
| Lifeguard (PT) | 5.5 | 5.5 | 5.5 | 6.0 | 6.0 ⁽⁹⁾ |
| Recreation Aide (PT) | 4.5 | 8.5 | 8.5 | 9.0 | 7.5 ⁽⁹⁾ |
| Crossing Guard (PT) | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽¹⁾⁽⁹⁾ |
| Total Recreation | <u>20.5</u> | <u>24.5</u> | <u>22.5</u> | <u>24.0</u> | <u>22.5</u> |
| <u>SENIOR CENTER</u> | | | | | |
| Senior Center Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Center Specialist | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Sr. Center Leader/Bus Driver | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Center Assistant | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽³⁾ |
| Senior Center Leader (PPT) | 0.0 | 0.0 | 0.0 | 0.5 | 0.5 |
| Departmental Aide (PPT) | 0.0 | 0.0 | 0.0 | 0.5 | 0.5 |
| Sr. Center Aide (PT) | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 ⁽³⁾⁽⁹⁾ |
| Total Senior Center | <u>5.0</u> | <u>5.0</u> | <u>5.0</u> | <u>6.0</u> | <u>6.0</u> |
| TOTAL - CITY | <u>116.0</u> | <u>129.5</u> | <u>130.5</u> | <u>139.0</u> | <u>113.5</u> |
| <u>SUMMARY TOTALS:</u> | | | | | |
| Full-Time | 85.0 | 90.0 | 91.0 | 96.0 | 81.0 |
| Permanent Part-Time | 3.0 | 2.5 | 2.5 | 2.0 | 4.5 |
| Part-Time | 25.5 | 34.5 | 33.0 | 34.0 | 28.0 |
| TOTAL - CITY | <u>113.5</u> | <u>127.0</u> | <u>126.5</u> | <u>132.0</u> | <u>113.5</u> |

* Authorized positions is not necessary what is budgeted

(1) For budgeting purposes, FT & PT positions are currently frozen.

(2) 1 FT Code Enforcement position currently budgeted & 1 position currently frozen.

(3) June 2017 meeting, the City Council approved several job title changes.

(4) FY 17/18 Contract approved for Development Services Director/City Engineer. Council Mtg of March 9, 2018 Item 2A position frozen due to the creation of City

(5) FY 16/17 Budget Workshop Meeting of May 17, 2016: Library now opened Fri & Sat. 1 more Senior Library Page & 4 more Library Pages to fill in extra days.

(6) Created Public Works Supervisor, change Janitor from Permanent Part-Time to Full-Time.

(7) FY 17/18 Reorganization of Development Services Department and staffing changes in the City Administration Office. Council Mtg of March 19, 2018 Item 2A.

(8) As of FY 12/13; 2 FTE Corporal positions have been underfilled by 2 Officer positions.

(9) Part Time positions are budgeted based on part-time hours; actual number of PT employees may vary, so long as total wages stay within the part time budget.

(10) FY 18/19 Management Analyst position transferred from Public Works to Administration.

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GLOSSARY OF TERMS



GLOSSARY OF TERMS

Actual

Represents the actual costs from the results of operations.

Air Quality Improvement

This fund accounts for the City's share of revenue received under AB2766 to be used to reduce air pollution from motor vehicles pursuant to the California Clean Air Act of 1988.

Appropriation

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation

A dollar value placed on real estate or other property by Riverside County as a basis for levying property taxes.

Assessment District

Defines an area of land that is benefited by the acquisition, construction, or maintenance of a public improvement. An assessment is levied and collected in the regular property tax bill to fund the improvements.

Audit

Scrutiny of the City's accounts by an independent auditing firm that determines whether the City's financial statements are fairly presented in conformity with generally accepted accounting principles. An independent audit is performed annually.

Balanced Budget

A budget in which planned expenditures do not exceed planned revenues.

Basis of Accounting

All government funds are accounted for on a modified accrual basis, i.e. Expenditures are recorded when the liability is incurred, except for compensated absences not payable within one year and principal and interest for long-term debt which is recorded when due. The City does not have any Enterprise funds that would be accounted for under the full-accrual method of accounting.

Basis of Budgeting

Basis of budgeting refers to the method used for recognizing revenues and expenditures in the budget. Generally the City uses the modified accrual basis for budgeting all governmental funds.

Beginning/Ending Fund Balance

Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenses.

Bond

A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

Budget

An annual financial plan that identifies revenues, types and levels of services to be provided, and the amount of funds that can be spent. The City of Irwindale's budget encompasses one fiscal year.

Budget Adjustment

A legal procedure to revise a budget appropriation. City staff has the prerogative to move expenditures within or between department programs. Increases to the budget or movement of budget between funds must be approved by the City Council.

Budget Calendar

The schedule of key dates or milestones, which the city follows in the preparation and adoption of the budget.

Budget Document

The instrument used by the City Manager and staff to present a comprehensive financial program to the City Council.

Budget Message

A general discussion of the adopted budget presented in writing as part of, or supplement to, the budget document. Explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

Capital Expenditures

Expenditures resulting in the acquisition or addition to the government's general fixed assets having a unit cost greater than \$5,000 and a useful life of more than three years.

Capital Improvement Projects (CIP)

Infrastructure improvements with a cost of \$100,000 or more and a useful life of three years or more. Examples include a new park, street improvements, building modifications, etc.

GLOSSARY OF TERMS

Capital Outlay

A category of expenditures that captures purchases of capital equipment, such as furniture, vehicles, large machinery, and other items.

Community Development Block Grants (CDBG)

Funds established to account for revenues from the federal government and expenditures as prescribed under the Community Development Block Grant program.

Community Facilities District (CFD#1)

This fund accounts for the payment of debt service for bonds which were used for community facility improvements.

Comprehensive Annual Financial Report (CAFR)

Financial report organized by fund, which provides a balance sheet that compares assets with liabilities and fund balance. The CAFR is also an operating statement that compares revenues with expenditures.

Contingency

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

Council-Manager Form of Government

An organizational structure in which the Mayor and City Council appoint an independent City Manager to be the chief operating officer of a local government. In practice, a City Council sets policies and the city manager is responsible for implementing those policies effectively and efficiently.

Carryovers

Funding approved in the current budget but not expended during a particular fiscal year. These appropriations are carried forward into the next fiscal year for their original intended purpose.

Debt Service

The payment of principal and interest on borrowed funds, such as bonds.

Deficit

An excess of expenditures over revenues (resources).

Department

An organizational unit comprised of programs or divisions. Examples include the Police Department, Library, and Human Resources Department.

Encumbrance

A legal obligation to expend funds for an expenditure that has not yet occurred.

Estimate

Represents the most recent estimate for current year revenue and expenditures. Estimates are based upon several months of actual expenditure and revenue experience and consider the impact of unanticipated price or other economic factors.

Expenditure

The actual spending of funds set aside by appropriation for identified goods and services.

Fee

A general term used for any charge levied by government for providing a service or performing an activity.

Fines, Forfeitures, and Penalties

Revenue category that contains monies resulting from violations of various City and state laws, and from damage to City property.

Fiscal Year (FY)

A twelve-month period of time designated as the budget year. The City of Riverside's fiscal year is July 1 to June 30.

Full-Time Equivalent (FTE)

A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time Typist Clerk working 20 hours per week would be equivalent to one-half of a full-time position, or 0.50 FTE.

Fund

An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance

The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

GLOSSARY OF TERMS

GANN Limit (Proposition 4)

Under this article of the California Constitution, the City must compute an annual appropriation limit that states a ceiling on the total amount of tax revenues the City can appropriate annually.

Generally Accepted Accounting Principles (GAAP)

Uniform minimum standards used by state and local governments for financial recording and reporting that have been established by the accounting profession through the Governmental Accounting Standards Board (GASB).

General Fund

The primary fund used by the City for which revenues and expenditures are not legally restricted for use. Examples of departments operating within the General Fund include Police, Library and City Manager.

Governmental Accounting Standards Board (GASB)

The Governmental Accounting Standards Board (GASB) was organized in 1984 by the Financial Accounting Foundation (FAF) to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.

Grant

Contributions of cash or other assets from another governmental agency or other organization to be used or expended for a specific purpose, activity or facility.

Housing Authority

The Irwindale Housing Authority was established for the development of low and moderate income housing in the City.

Irwindale Community Redevelopment Agency (ICRA)

Established in 1975, pursuant to the State of California Health and Safety Code, Section 33000. Its purpose is to prepare and carry out plans for the improvement, rehabilitation and development of blighted areas within territorial limits of the City.

Infrastructure

Facilities that support the daily life and growth of the City, for example, roads, water lines, and sewers.

Interfund Transfers

A transfer of funds between departments/ funds for specific purposes as approved by the appropriate authority.

Levy

To impose taxes, special assessments, or charges for the support of city activities.

Licenses and Permits

Revenue category that accounts for recovering costs associated with regulating business activity.

Live Oak Sewer Assessment District

This fund accounts for the payment of debt service for bonds which were used for sewer improvements on Live Oak Avenue.

Measure R

This fund accounts for the City's share of the half cent sales tax approved by Los Angeles County voters, effective July 1, 2009. Measure R funds are distributed on a per capita basis, and are to be used specifically for transportation purposes.

Measure M

This fund accounts for the City's share of the half cent sales tax approved by Los Angeles County voters, effective July 1, 2017. Measure M funds are distributed on a per capita basis, and is for Traffic Improvement.

Mission Statement

A broad statement that describes the reason for existence of an organization or organizational unit, such as a department.

Objective

Describes an outcome to be accomplished in specific well defined and measurable terms and is achievable within a specific timeframe. Generally, departmental programs have objectives.

Ordinance

A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, an Ordinance has the full force and effect of law within the boundaries of the municipality to which it applies.

GLOSSARY OF TERMS

Operating Budget

The annual appropriation of funds for on-going program costs, which include salaries, benefits, maintenance, operation, and capital outlay items.

Operating Expenditures

Expenditures related to professional services and supplies.

Personnel Expenses

An expenditure category that captures expenses related to employee compensation, such as salaries and fringe benefits. Personnel expenses include salaries, pensions, retirement, special pay, and insurance for full-time and part-time employees of the City.

Preliminary Budget

A balanced budget presented to the City Council by the City Manager. Any City Council changes to the preliminary Budget are incorporated into the final adopted budget.

Program

Represents major areas or support functions; defined as a service provided to citizens, other departments, or other agencies.

Proposition A

This fund accounts for the City's share of the half cent sales tax levied in Los Angeles County effective July 1982, which provides for local transit related expenditures.

Proposition C

This fund accounts for the City's share of the half cent sales tax levied in Los Angeles County effective November 1990, which provides for local transit related expenditures.

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.

Revenues Funds received from the collection of taxes, fees, permits, licenses, interest, and grants during the fiscal year.

Schedule

A summary of expenditures, revenues, positions, or other data that reflects funding sources and spending plans of the budget and capital improvement programs.

Sewer Maintenance Assessment District

This fund accounts for special assessments levied for sewer system maintenance for the Irwindale Business Center.

Special Revenue Funds

Revenues received that have specific purposes for which they are earmarked.

State Gas Tax Fund

This fund accounts for revenues apportioned to the City by the State, pursuant to the Streets and Highways Code of the State of California. The Gasoline Tax is an 18-cent per gallon tax on fuel. The use of these revenues is restricted to street maintenance and improvements. The basic means of distribution to cities is population.

Street Light Assessment District

This fund accounts for special assessments levied by the City for the operation and maintenance of street lights in the Irwindale Business Center.

Successor Agency

On June 29, 2011, Governor Jerry Brown passed ABX1-26, the "Dissolution Act", and ABX1-27, the "Continuation Act", as a part of the California State budget. As part of this dissolution, Redevelopment agencies were required to establish a Successor Agency, which would be charged with handling any outstanding debts and winding down the activities of the former redevelopment agency, under the direction of the Oversight Board. The City of Irwindale has been established as the Successor Agency to the ICRA. In addition, the Irwindale Housing Authority has been established as the Successor Agency to the Housing Assets and Functions of the ICRA.

TDA Article 3

This fund accounted for funds received under SB821 regarding State Bikeway monies for the development of facilities for the exclusive use of bicycles and pedestrians.

Transfers

Authorized exchanges of money, positions, or other resources between organizational units or funds.

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