MEETING AGENDA

CITY OF MONTEBELLO CITY COUNCIL/SUCCESSOR AGENCY
CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA[1] [1[2]]
WEDNESDAY, JUNE 13, 2018

5:00 P.M.

MONTEBELLO CITY COUNCIL

VANESSA DELGADO
MAYOR

JACK HADJINIAN
MAYOR PRO TEM

ART BARAJAS
COUNCILMEMBER

WILLIAM M. MOLINARI
COUNCILMEMBER

VIVIAN ROMERO
COUNCILMEMBER

CITY CLERK
IRMA BARAJAS

CITY TREASURER
ASHOD MOORADIAN

CITY STAFF

ACTING CITY MANAGER
Andrew G. Pasmant

CITY ATTORNEY
Arnold M. Alvarez-Glasman

DEPARTMENT HEADS

Assistant City Manager	**Danilo Batson**
Fire Chief	**Fernando Pelaez**
Police Chief	**Brad Keller**
Finance Administrator	**Craig Koehler**
Director of Recreation and Community Services	**David Sosnowski**
Director of Transportation	**Tom Barrio**

OPENING CEREMONIES

1. **CALL MEETING TO ORDER:** **Mayor Delgado**

2. **ROLL CALL:** **City Clerk I. Barajas**

IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE, ALL CELL PHONES AND PAGERS.

---

[1] *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Building Official at 323/887-1497. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II1203+)*

[2[2]] *Please note that the information contained in this agenda is a summary of the staff report prepared for each item. Complete copies of each staff report are available in the Office of the City Clerk.*

THANK YOU FOR YOUR COOPERATION.

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS: Members of the public interested in addressing the City Council on Closed Session items must fill out a form provided at the door, and turn it in to the City Clerk prior to the announcement of Closed Session items.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE,
ALL CELL PHONES AND PAGERS.
THANK YOU FOR YOUR COOPERATION.

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

CLOSED SESSION

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Cases: T. Connors v. City of Montebello

5. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Cases: T. Mitsuuchi v. City of Montebello

6. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Cases: C. Keister v. City of Montebello

7. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code No. 54956.9(a)
Name of Cases Pending on Appeal: Torres v. City of Montebello et. al. (2nd Dist. Civ. Case No. B246515 – LASC Case No. BS120272); Arakelian Enterprises, Inc. v. City of Montebello, et. al. (2nd Dist. Case No. B246526 – LASC Case No. BS138950)

8. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(Government Code Section 54956.9(d)(2))
One Matter

9. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS
(Government Code Section 54956.8
Property: Union and Chaplain Rd
Agency Negotiator - Executive Director
Negotiating Parties: Various
Under Negotiation: price and terms of sale

10. CONFERENCE WITH LABOR NEGOTIATORS
Government Code section 54957.6
Agency designated representative: Andrew G. Pasmant, Acting City Manager
Employee organization: Smart TD UTU, Montebello City Employees Association, Unrepresented Employees, Montebello Supervisor's Association, Montebello Mid-Management Association, Montebello Police Officers Association, Montebello Police Management Association, Montebello Firefighters Association, Montebello Fire Management Association.

11. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code Section 54957(b)(1)
Title: Director of Planning and Community Development
Title: Associate Planner

12. PUBLIC EMPLOYEE DISMISSAL/DISCIPLINE/RELEASE
Government Code Section 54957(b)(1)

13. PUBLIC EMPLOYMENT
Government Code Section 54957
Position: Acting City Manager

REGULAR SESSION

14. INVOCATION

PLEDGE OF ALLEGIANCE

15. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: Members of the public interested in addressing the City Council on any agenda item or topic must fill out a form provided at the door, and turn it in to the City Clerk prior to the beginning Oral communications. A form does not need to be submitted for public hearing items.

Speakers wishing to address the City Council on an item that is not on the agenda will be called upon in the order that their speaker card was received. Those persons not accommodated during this thirty (30) minute period will have an opportunity to speak under "Oral Communications – Continued" after all scheduled matters have been considered.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

16. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

17. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

18. CORRECTIONS TO THE AGENDA – CITY MANAGER

19. APPROVAL OF AGENDA: Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion with the exception **Item No. 20, 21, 22** and any items upon which a member of the public or a member of the City Council has requested to speak. Such approval will also waive the reading of any ordinance.

SCHEDULED MATTERS

20. PUBLIC HEARING TO CONSIDER THE ADOPTION OF CITYWIDE USER FEES

COMMENT: The City Council will receive the Citywide Cost of Services (User Fee) Study as prepared by Matrix Consulting and consider the adoption of the Citywide Schedule of Fees and Charges for Various Services.

Adoption and implementation of the proposed User Fees, as recommended by Staff, would bring in an estimated additional $836,718 in fee revenue, resulting in an indirect benefit of an equal amount to the City's general fund.

RECOMMENDATION: That the City Council receives the Citywide Cost of Services (User Fee) Study ("Fee Study"), as prepared by Matrix Consulting ("Matrix"), and considers adoption of the Citywide Schedule of Fees and Charges for Various Services as recommended by the Fee Study.

21. RESOLUTIONS OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO ADOPTING THE ANNUAL BUDGET, COMPENSATION PLAN AND TABLE OF ORGANIZATION, AND GANN LIMIT FOR FISCAL YEAR COMMENCING, JULY 1, 2018 AND ENDING JUNE 30, 2019

COMMENT: The Acting City Manager, in conjunction with Finance staff, has duly prepared the City's proposed budget for the 2018-2019 Fiscal Year (the "Budget"). Each year, staff prepares various resolutions associated with the adoption of the annual budget for City Council consideration and approval.

All appropriations and for both salaries, wages, benefits and operations is reflected in the propose draft budget for fiscal year 2018-2019. General Fund appropriations for FY2018-2019 are $54,456,837 pursuant to the draft budget. The Citywide total appropriation from all funds is $118,811,659.

RECOMMENDATION: Staff recommends that: (1) The City Council adopt the Annual Budget Resolution, Compensation Plan and Table of Organization Resolution, and the Gann Limit Resolution, which are resolutions for the adoption of the City's annual budget for Fiscal Year 2018-2019; or (2) In the event that the Council does not adopt the Annual Budget at the June 13, 2018 meeting, discussion and adoption will be carried over to the June 27, 2018.

22. UPDATE ON CITY OF MONTEBELLO AD HOC CITIZENS BUDGET ADVISORY COMMITTEE

COMMENT: The City Council will consider the formation, staffing, and purpose of an Ad Hoc Citizens Budget Advisory Committee. Staff is seeking further direction and clarification on open items pertaining to the CBAC.

There is no direct impact to the General Fund associated with this action. However, administrative and staff expenses will incurred in connection with preparing for, managing, operating, and staffing Committee meetings.

RECOMMENDATION: That each City Councilmember appoints one or more individuals to the Ad Hoc Citizens Budget Advisory Committee (CBAC).

CONSENT MATTERS

23. COST ALLOCATION PLAN

COMMENT: The City Council will consider for approval the Cost Allocation Plan (CAP) prepared by Willdan Financial Services to develop an overhead cost allocation model that establishes a full cost allocation methodology for administrative overhead costs. The cost allocation plan will

properly reimburse the City's General Fund and prepare an intergovernmental cost recovery plan that is in compliance with the Full or non OMB compliant plan.

This study will result in an economic benefit to the General Fund and potential recovery of $2,106,117 from other funds. The fee of $11,885 to complete the Cost Allocation Plan is budgeted in the Fiscal Year 2017/2018 budget, and will be allocated among the City's General Fund, Successor Agency Fund, Transit Fund, and other relevant special revenue funds.

RECOMMENDATION: The City Council will consider for approval the Cost Allocation Plan (CAP) prepared by Willdan Financial Services to develop an overhead cost allocation model that establishes a full cost allocation methodology for administrative overhead costs. The cost allocation plan will properly reimburse the City's General Fund and prepare an intergovernmental cost recovery plan that is in compliance with the new Uniform Guidance 2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (previously OMB Circular A-87).

24. AWARD CITY WIDE HVAC MAINTENANCE AND REPAIRS, REQUEST FOR PROPOSALS NO. 18-44

COMMENT: On April 5, 2018, the City issued Request for Proposal (RFP) No. 18-44 for City Wide HVAC Maintenance and Repairs. There were five (5) respondents to the RFP. The City Council will consider awarding a contract for HVAC maintenance and repairs services and authorizing the Acting City Manager to execute the contract on behalf of the City.

The annual cost of the HVAC services for the various City Departments will be $29,405.00. This amount will be charged amongst the Public Works, Fire and Parks Departments.

RECOMMENDATION: It is recommended that City Council: (1) Award a three-year contract for $29,405 per year to Johnson Controls, Inc. for HVAC Maintenance for all City facilities with the exception of the Police Department; and (2) Authorize the Acting City Manager to execute the Contract Agreement on behalf of the City.

25. CONSIDERATION OF A RESOLUTION INITIATING PROCEEDINGS FOR THE FY 2018-2019 LEVY OF ANNUAL ASSESSMENTS FOR LANDSCAPE MAINTENANCE FOR THE PROPERTIES LOCATED ALONG NATASHA LANE; AND ORDERING THE CITY ENGINEER TO PREPARE AND FILE A PRELIMINARY ENGINEER'S REPORT

COMMENT: The City Council will consider approval of a resolution establishing the City's intention to levy an assessment for landscape maintenance installed as part of the Natasha Lane housing development fronting the south side of Whittier Boulevard and order the preparation and filing of a Preliminary Engineer's Report for the assessment district.

The properties benefiting from these improvements were assessed in FY 2017-2018. Continued assessment of the properties benefiting from these improvements is necessary to offset the cost of maintenance and replacement.

Landscape maintenance costs will be funded with the annual assessments from the assessment district. No general funds are used for this item.

RECOMMENDATION: It is recommended that the City Council adopt resolution establishing the City's intention for the F.Y. 2018-2019 levy of annual assessments for landscape maintenance for the properties located along Natasha Lane and ordering the City Engineer to prepare and file a Preliminary Engineer's Report.

26. NATASHA LANE SEWER/STORM DRAIN DISTRICT

COMMENT: The City Council will consider approval of a resolution establishing the City's intention to levy an assessment the operation and maintenance of the sewer and storm drain

pump stations servicing the twenty-unit housing development on Natasha Lane and order the preparation of an Engineer's Report for the assessment district. The properties benefiting from these improvements were assessed in FY 2017-2018. Continued assessment of the properties benefiting from these improvements is necessary to offset the cost of maintenance.

Sewer Pump Station and Storm Water Pump Station Operation and Maintenance costs will be funded with the annual assessments from the assessment district. No general funds will be used for this project.

RECOMMENDATION: It is recommended that the City Council adopt the resolution establishing the City's intention for the FY 2018-2019 levy of annual assessments for operation and maintenance of the sewer pump station and storm water pump station for the properties located along Natasha Lane and ordering the preparation and filing of a Preliminary Engineer's Report for the assessment district.

27. APPROVAL OF FINAL PARCEL MAP NO. 72524 FOR PROPERTIES LOCATED AT 924 CAROB WAY, (MONTEBELLO HOUSING DEVELOPMENT CORPORATION) MHDC

COMMENT: The City Council will consider approval of the Final Parcel Map No. 72524 for properties located at 924 Carob Way.

There is no impact on the City's General Fund.

RECOMMENDATION: It is recommended that City Council: (1) Approve Final Parcel Map No. 72524; and (2) Authorize the City Clerk, City Treasurer, and the City Engineer to execute the certificate on the map showing the City's approval of Final Parcel Map No. 72524.

28. SALE OF VACANT LOT AT SOUTHWEST CORNER OF UNION STREET / CHAPIN ROAD IN THE CITY OF MONTEBELLO, APN # 6354-030-901

COMMENT: The Successor Agency will consider approving the sale of a real property asset located at the southwest corner of Union and Chapin Road (APN # 6354-030-901) to Arsen Sarkisian $30,000, authorize the Agency Counsel to finalize a Purchase and Sale Agreement ("Agreement") for the transaction, and the Executive Director to execute the Agreement on the Successor Agency's behalf.

Proceeds of the Property's sale will be remitted to the Los Angeles County Auditor-Controller for subsequent allocation to area taxing entities, as required by the Dissolution Law. Staff anticipates the City receiving approximately $3,500.00 of said proceeds.

RECOMMENDATION: It is recommended that the Successor Agency adopt a Resolution approving the sale of Successor Agency property located at the southwest corner of Union and Chapin Road (APN # 6354-030-901) to Arsen Sarkisian for Thirty Thousand Dollars ($30,000); authorizing Agency Counsel to finalize a Purchase and Sale Agreement on these terms; and authorizing the Executive Director to execute the Agreement on the Successor Agency's behalf.

29. APPROVE THE FIRE DEPARTMENT'S STANDARD OPERATING PROCEDURE GUIDELINE NUMBER 203.00.00 (MAY 2018 VERSION)

COMMENT: That the City Council approves the May 2018 version of the Fire Department's Standard Operating Procedure, Guideline Number 203.00.00, identified as the Daily Work Schedule, and allow for the expenditure of $730.69, related to the changing of the start time.

Funding for this Procedure change can be absorbed in the FY 2017/18 City Budget, within the Fire Department's Suppression Divisions' Budget. The actual cost will not exceed $730.69, and could be less, depending on the actual personnel that are on duty on the date of transition.

RECOMMENDATION: That the City Council approves the May 2018 version of the Fire Department's Standard Operating Procedure, Guideline Number 203.00.00, identified as the Daily Work Schedule for employees, and allow for the expenditure of $730.69 related to the changing of the start time.

30. GENERAL MUNICIPAL ELECTION – NOVEMBER 6, 2018

COMMENT: With the approval and adoption of the items presented with this report, the City satisfies Election Code requirements.

The estimated cost of this General Municipal Election is expected to be approximately $160,000.00 according to the Los Angeles County Registrar-Recorder/County Clerk's Office.

RECOMMENDATION: (1) Adopt a resolution calling for the holding of a General Municipal Election to be held on Tuesday, November 6, 2018, for the election of certain officers as required by the provisions of the laws of the State of California relating to General Law Cities; (2) Adopt a resolution requesting the Los Angeles County Board of Supervisors to render specified services to the City relating to the conduct of a General Municipal Election to be held on Tuesday, November 6, 2018; (3) Adopt a resolution requesting the Los Angeles County Board of Supervisors to consolidate a General Municipal Election to be held on Tuesday, November 6, 2018, with the Montebello Unified School District election to be held on the same date pursuant to Elections Code Section 10403; (4) Adopt a resolution adopting regulations for candidates for elective office pertaining to candidate statements submitted to the voters at an election to be held on Tuesday, November 6, 2018; and (5) Adopt a resolution providing for a procedure for determining by lot a tie among candidates at the November 6, 2018 consolidated General Municipal Election in accordance with Elections Code Section 15651 and rescinding Resolution 15-41.

31. FIFTH AMENDMENT TO WATER SYSTEMS OPERATIONS AGREEMENT

COMMENT: The City Council will consider approval of the Fifth Amendment for the Water Systems Operations Agreement between the City of Montebello and San Gabriel Valley Water for the operations and maintenance of the City's Water Systems. The Fifth Amendment will be at the current price/fee of $39,422.25 per month, or $473,067 for one (1) year, and will be effective from July 1, 2018 to June 30, 2019, as San Gabriel Valley Water Company is willing to operate the City's Water Systems for an additional one (1) year at the original price, with no increases.

RECOMMENDED ACTION: It is recommended that the City Council approve the Fifth Amendment to the Water Systems Operations Agreement with San Gabriel Valley Water, and authorize the Acting City Manager to execute the Fifth Amendment on behalf of the City.

32. SECOND READING: ORDINANCES APPROVING A ZONING CODE AMENDMENT ESTABLISHING A SENSITIVE USE BUFFER BETWEEN RESIDENTIAL ZONES AND COMMERCIAL CANNABIS ACTIVITIES; ADDING DISTRIBUTION AND RETAIL DELIVERY CANNABIS BUSINESSES AS CONDITIONALLY PERMITTED USES IN M-1 (LIGHT MANUFACTURING) AND M-2 (HEAVING MANUFACTURING) ZONING DISTRICTS; AND AMENDMENT TO CHAPTER 5.90 OF THE MONTEBELLO MUNICIPAL CODE

COMMENT: The City Council will consider the Second Reading of Ordinances approving a zoning code amendment and code amendment to Chapter 5.90 of the Municipal Code relating to cannabis distribution and delivery-only establishments and imposing a sensitive use buffer from specified land uses.

RECOMMENDATION: It is recommended that the City Council conducts a Second Reading of ordinances approving a zoning code amendment and a code amendment to Chapter 5.90 of the

Municipal Code, relating to cannabis distribution and delivery-only establishments, and imposing a sensitive use buffer from residential zones

33. CLAIMS AGAINST THE CITY

RECOMMENDED ACTION: Move to ***DENY*** the following claims: Patricia Hills in the amount of $35,000.00.

34. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED JUNE 13, 2018

RECOMMENDED ACTION: Adopt the proposed resolution approving the Warrant Register dated June 13, 2018.

35. APPROVAL OF MINUTES: REGULAR SESSIONS OF MARCH 14 AND 28, APRIL 11 AND 25, MAY 9, AND SPECIAL SESSION OF APRIL 12, 2018.

RECOMMENDED ACTION: Move to approve the minutes as written.

36. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

COUNCIL ORALS

37. COUNCILMEMBER BARAJAS

None.

38. MAYOR PRO TEM HADJINIAN

None.

39. COUNCILMEMBER ROMERO

a. Fiscal, personnel, community and regulatory challenges now that we will be licensing cultivation and retail.

b. Role of the Planning Commission

40. COUNCILMEMBER MOLINARI

None.

41. MAYOR DELGADO

None.

ADJOURNMENT

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: David Sosnowski, Director of Recreation & Community Services

SUBJECT: Public Hearing to consider the Adoption of Citywide User Fees

DATE: June 13, 2018

RECOMMENDATION

That the City Council receives the Citywide Cost of Services (User Fee) Study ("Fee Study"), as prepared by Matrix Consulting ("Matrix"), and considers adoption of the Citywide Schedule of Fees and Charges for Various Services as recommended by the Fee Study.

BACKGROUND

The City has the authority to impose fees, charges and rates pursuant to its police power (Article XI, Section 7 of the California Constitution), and Government Code Section 66016 *et seq*. In addition to providing authority for imposing fees, California law requires that any fees imposed not exceed the estimated reasonable cost of providing the service for which the fee is charged; excessive fees are considered a "tax" that requires voter approval.

"User fees" are those fees that the City charges for special services that the City provides to individuals upon their request. Since these services are optional or voluntary," the City is authorized to receive up to 100% cost recovery.

Over the years, the City has updated its Citywide Use Fee Schedule on various occasions, with the last update approved in June 2011. Each update has been supported by studies completed by independent consultants, in order to demonstrate the reasonableness of the fees. Because the City's costs of providing services rise with inflation, many communities update their fee schedules on a regular basis.

At the City Council meeting held on November 8, 2017, the City Council approved a contract with Matrix Consulting to conduct a Comprehensive User Fee study, which included analysis of the operation, staffing, facility depreciation, and direct overhead costs incurred by the City in providing each fee-related service. This comprehensive

study prepared by Matrix (the “Fee Study”) was completed over the course of three (3) months (January – April 2018). Matrix met with each Department’s key staff to review time estimates for the personnel involved with providing the specified services. With this data, Matrix was able to determine the “actual cost” of providing each service, and compare that cost to the City’s current fee. This analysis allows the City to determine whether any such service is being subsidized by the General Fund.

Additionally, Matrix met with City Staff to discuss options for the imposition of new fees. Staff reviewed typical cost recovery rates, comparative jurisdictions’ charges for similar services, and the actual cost of providing the services. Through this process, each Department was able to make informed decisions about recommendations for new user fees.

ANALYSIS

If the fees recommended in the Fee Study are adopted by the City Council, and thereafter implemented based on existing service volumes, the City anticipates receiving an additional $836,718 in fee-related revenue. Put differently, if the City Council does not adopt the recommended fees, the General Fund will subsidize these services in the amount of $836,718 annually.

FISCAL IMPACT

Adoption and implementation of the proposed User Fees, as recommended by Staff, would bring in an estimated additional $836,718 in fee revenue, resulting in an indirect benefit of an equal amount to the City’s general fund.

SUMMARY

The City Council will receive the Citywide Cost of Services (User Fee) Study as prepared by Matrix Consulting and consider the adoption of the Citywide Schedule of Fees and Charges for Various Services.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO ESTABLISHING CERTAIN FEES AND INCREASING CERTAIN EXISTING FEES FOR VARIOUS CITY SERVICES PROVIDED BY THE CITY OF MONTEBELLO

WHEREAS, pursuant to the police power granted by Article XI, Section 7 of the California Constitution, cities may impose fees, charges and rates for certain municipal services; and

WHEREAS, in addition to the authority granted by the California Constitution, Government Code section 66016 et *seq.* provides that a city may establish or increase fees for certain public services by resolution; and

WHEREAS, the City collects fees for certain services for which there is a reasonable relationship between the cost of service provided and the fee charged; and

WHEREAS, it is a routine and standard practice to increase or adjust fees to reflect the changing cost of providing those services because of inflation, staffing reorganization, and other variables which affect the cost of delivering these services; and

WHEREAS, the City Council of the City of Montebello has determined that, in order to continue providing effective service to the community, the City must establish and increase fees for certain municipal services which accurately reflect the City's true costs in providing such services; and

WHEREAS, the City last adopted an update to its fee schedule in June 2011, and has recently caused a fee study to be prepared and conducted which concluded that many of the City's existing fees no longer reflect the City's true costs of providing the fee-related services, as a result the additional costs are being borne by the City's General Fund;

WHEREAS, the City Council has reviewed the Fee Study as presented herewith this Resolution, and such other matters as were presented during the public hearing on this matter, and all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

ITEM#

SECTION 1. Based upon staff presentations, reports, public comment, and other matters presented during the public hearing on this matter, the City Council finds and declares that the foregoing recitals are true and correct, and are therefore incorporates the same herein as substantive findings.

SECTION 2. Based upon the matters set forth above the City Council finds and declares as follows:

(a) Notice of the public meeting and public hearing at which this Resolution and the proposed fees set forth in Exhibit “A” hereto were considered was properly given as required by law, and all oral and written presentations made to and heard by the City Council were properly considered pursuant to Government Code sections 66016 and 66018.

(b) The cost estimates produced by City staff and considered by the City Council in establishing the fees pursuant to this Resolution are reasonable cost estimates for the provision of the City services to which the fees pertain, and a report of such costs and the proposed fees were made available to the pubic pursuant to Government Code section 66016.

(c) There is a reasonable relationship between the fees set forth in Exhibit A to be collected and the City's costs in providing those services listed, as identified in the data made available to the public and set forth in the Fee Study, as each of the fees are estimated to generate revenues substantially equal to the City’s cost of providing each fee-related service. .

(d) The new fees and fee increases set forth in Exhibit “A,” which is attached hereto and incorporated herein by reference, do not exceed the actual or estimated costs to the City of providing the services to which the fees relate.

(e) Each of the fees set forth in Exhibit A, and the relative fee amounts, are necessary to enable the City to provide the service(s) to which they relate.

(f) The fees, fines and penalties set forth in Exhibit "A" are hereby approved and adopted and approved by the City Council as the official fees, fines and penalties of the City of Montebello for the public services and violations referenced in Exhibit "A".

SECTION 3. The fines and penalties set forth in Exhibit “A” are shall take effect sixty (60) days from the date this Resolution was adopted, and this Resolution and Exhibit “A” shall superseded and take precedence over any previous fees adopted for the same service or subject matter, to the extent they actually conflict with this Resolution.

SECTION 4. This Resolution is exempt from the California Environmental Quality Act, as the adoption of the fees, fines, and penalties herein is not a “project” within the

meaning of CEQA, as there is no foreseeable possibility of a negative environmental impact resulting therefrom

SECTION 5. The City Clerk shall certify to the adoption of this Resolution, and shall file it in the City's Official Book of Resolutions.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2018.

_____
Vanessa Delgado, Mayor

_____
ATTEST:
Irma Barajas, City Clerk

_____
APPROVED AS TO FORM:
Arnold Alvarez-Glasman, City Attorney

ITEM#

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
General Administration					
	Montebello Municipal Code (MMC):				
1	Complete with Binder	$180	$180	$180	
2	Changes and Additions - per year	$60	$60	$60	
3	Filing Fee (Initiative Petitions)	$200	$200	$200	
4	Transcription of Verbatim Copies of Minutes + Admin Overhead	$22	Actual Cost	Actual Cost	
	Mailed Copies of City Council Agendas:				
5	Per Meeting	$3	$1	$1	
6	Per year	$60	$26	$26	
7	Digital Copy of City Council / Commission Meetings	$5	$14	$14	
8	City Clerk Certification (per request)	$11	$8	$8	
9	Retrieval Fee, Reports and Statements, Five or More Years Old	$5	$5	$5	
10	Copies - per page	$0.10	$0.10	$0.10	
Finance					
11	Copies of Budget or Financial Reports	$50	$14	$14	
12	Annual Financial Report	$50	$14	$14	
13	Copies - per page	$0.10	$0.10	$0.10	
	Returned Check:				
14	First Check	$25	$25	$25	
15	Subsequent Check	$35	$35	$35	
16	Sent to Collection Agency	Acutal Cost	Actual Cost	Actual Cost	
17	Delinquent Accounts sent to Collection Agency	Actual Cost	Actual Cost	Actual Cost	
18	Administrative Fees / Loss of Use / Damages to City Property	Actual Cost	Actual Cost	Actual Cost	
19	Taxicab Renewal of Permit per MMC 5.688.270	$250	$33	$33	
20	Dog Licenses and Tag, Regular - per year, pro-rated	$50	$104	$60	
21	Dog Licenses and Tag, Regular, Spayed or Neutered, per year, pro-rated	$25	$104	$30	
22	Dog Licenses and Tag, Senior Citizens, Age 62+	$25	$104	$30	
23	Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed or Neutered	$10	$104	$20	
24	Dog Tag Replacement Fee	$3	$10	$10	
25	Business License Printout / List - per page	$5	$21	$21	
26	Business License Application / Processing Fee	$97	$80	$80	
27	Business License Renewal Processing Fee	$25	$31	$31	
28	All other changes to Business Licenses	$25	$20	$20	
29	Business Address Location Change	$25	$14	$14	
30	Business License Certificate Replacement	$12	$10	$10	
31	Credit Card Transaction Fee - % of Transaction Amount		4%	3%	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Police					
32	Copies of Police Reports	$9	$48	$10	
33	Copies of Police Reports (more than 4 pages) - per page	$0.10	$1.07	$0.10	
34	Stored Vehicle Release (except recovered vehicles)	$181	$223	$223	
35	Impounded Vehicle Release (min 30 days)	$181	$223	$223	
36	DUI Impound Vehicle Release	$437	$223	$223	
37	Clearance Letter	$39	$32	$32	
38	Digital Reproduction of Photos	$22	$51	$51	
39	Video Reproductions	$66	$412	$165	
41	Request for arrestee info for pofit (per individual)	$19	$48	$19	
42	Citation Sign-Off	$14	$40	$15	
43	Bicycle Registration	$2	$5	$5	
44	Disturbance Call Backs	$117	$285	$117	
	Emeregency Response for:				
45	DUI No Injury Accident	$758	$606	$606	
46	DUI Injury Major Accident	$1,454	$957	$957	
47	Minor Curfew, Loitering or Welfare Misconduct - Cost Recovery	$145	$279	$150	
48	Alarm Permits - Initial	$113	$75	$75	
49	Annual Renewal fee for Alarm Permits	$54	$50	$54	
	Burglary / Robbery Alarm Activations - within 365 day period:				
50	1st False Alarm	$0	Free	Free	
51	2nd False Alarm	$0	Free	Free	
52	3rd False Alarm	$173	$304	$304	
53	4th False Alarm	$173	$304	$304	
54	5th False Alarm	$196	$304	$304	
55	6th False Alarm	$248	$304	$304	
56	7th False Alarm	$248	$304	$304	
57	Crime Analysis Service Fee - minimum - time and materials	$73	$62	$62	
58	Light Trailer - per hour	$43	Actual Cost	Actual Cost	
59	Live Scan Fingerprinting	$28	$32	$28	
60	Surrender of Firearms	$133	Actual Cost	Actual Cost	
61	Civil Action Subpeona for Officers	$150	$137	$137	
62	Preferential Parking - Application - per household	$30	$48	$30	
63	Preferential Parking - Renewal	$30	$48	$30	
64	False AlarmRenewal Permit - Senior	$25	$32	$25	
65	Renewal Permit - Uitlity Hardship Program	$0	$32	$13	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Fire					
	Fire Administration:				
66	Emergency Medical Service Fee Pass Through:	$357	$726	$581	
67	Copies of Fire CAD and MICU Reports	$45	$44	$44	
68	Copies of Other Reports & Items	$45	$44	$44	
	Fire Prevention Fees:				
	Fire Sprinkler Systems (Commercial)				
69	Per Riser	$232	$396	$317	
70	Inspections	$465	$449	$449	
	Fire Sprinkler Systems (Residential)				
71	Per Riser	$232	$396	$317	
72	Inspections	$232	$224	$224	
	Fire Alarm / Monitoring Systems				
73	Per Panel	$232	$396	$317	
74	Inspections	$232	$224	$224	
75	Hood / Fixed / Other Suppression Systems - per system	$232	$310	$248	
76	Standpipe / Hose Systems - per system	$232	$310	$248	
77	Fire Pump Systems - per pump	$465	$310	$310	
78	Underground Hydrant Systems - per system	$349	$466	$372	
	Rack / High-Piled Storage Systems:				
79	Plans 60,000 sq. ft. and smaller	$232	$310	$248	
80	Plans 60,000 sq. ft. and larger	$465	$621	$497	
81	Spraying / Dipping / Coating Operations / Booth - per operation / booth	$232	$310	$248	
82	Dust Collection Systems - per system	$232	$310	$248	
83	Medical Gas Systems - per system	$232	$310	$248	
84	Pressure Vessels and / or Piping Systems - per vessel or system	$232	$310	$248	
85	Underground Pipelines - per occurrence	$232	$310	$248	
86	Vapor Recovery / Removal System	$232	$310	$248	
87	Industrial Baking / Drying	$349	$466	$372	
88	Hazardous Materials System - per system	$232	$310	$248	
89	Tank and / or Piping Installation / Removal / Abandonment / Modification	$232	$310	$248	
90	Special Events - per submittal	$465	$621	$497	
91	Fireworks Booth / Pumpkin Patches / Christmas Tree Lots - per booth /	$232	$310	$248	
92	Expedited Plan Check - per submittal (after hours - 4 hr min)	$444	$792	$634	
93	Miscellaneous Reviews - per submittal	$465	$792	$634	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Inspection Fees:				
94	High Rise Inspections - per hour	$116	$112	$112	
95	Requested Inspections - per hour	$116	$112	$112	
96	Annual Inspections - per hour	$116	$112	$112	
97	Reinspection with non-compliance	$232	$112	$112	
98	After hours inspection (incl. 4 hrs)	$465	$449	$449	
	Annual Permit Fees:				
99	Fire Code Permits (see Fire Code for List)	$232	$224	$224	
100	Fire Alarm Permit	$232	$310	$248	
101	Filming Operations - per location per shoot	$465	$621	$497	
102	Permits not previously identified in the schedule per Fire Code	$232	$310	$248	
103	Cost Recovery for Damage	Actual Cost	Actual Cost	Actual Cost	
	Other Costs / Fees:				
104	Records Research Request - per hourly	$45	$198	$158	
105	Subpeonas for records - per record	$15	$22	$18	
106	Civil Action subpeonas for firefighters	$150	$195	$156	
107	Building, Planning, and Engineering Plan Reviews - per hr		$198	$198	
108	Miscellaneous Inspections - per hour		$112	$112	
109	Business License Inspection		$112	$112	
Building Fees					
	BUILDING FLAT FEES				
110	Inspection outside of normal business hours (2 hr min)	$97	$177	$177	
111	Re-inspection Fee	$97	$177	$177	
112	Inspection	$97	$177	$177	
113	Additional Plan Review - per hr	$116	$212	$212	
114	Investigation Fee for clearance	$196	$354	$354	
115	Inspection for resale of SFD	$122	$230	$230	
116	Demolition of Building	$134	$248	$248	
	Plumbing Permit:				
117	Issuance	$24	$35	$35	
118	Plumbing Fixture or Trap or Set of Fixtures on One Trap	$24	$35	$35	
119	Site Sewer	$48	$88	$88	
120	Connection to Sewer	$48	$88	$88	
121	Rainwater Systems - per drain	$48	$88	$88	
122	Water Heater and / or Vent	$48	$88	$88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Gas Piping Systems:				
123	1-4 outlets	$48	$88	$88	
124	5+ more outlets	$73	$142	$142	
125	Industrial Waste Pretreatment Interceptor, including its trap and vent, functioning as fixture traps	$97	$177	$177	
126	Swimming Pool and / or Spa	$97	$177	$177	
127	Installation, Alteration, or Repair of Water Piping	$48	$88	$88	
128	Repair or Alteration of drainage or vent piing	$48	$88	$88	
129	lawn sprinkler system - per backflow device	$48	$88	$88	
130	Vacuum Breakers or Backflow protective	$48	$88	$88	
	Devices on tanks, vats, or for installation on unprotected plumbing fixtures:				
131	1-4 fixtures	$48	$88	$88	
132	5+	$10	$18	$18	
133	Lawn Sprinkler	$48	$88	$88	
	Electrical Permits:				
134	Permit Issuance:	$24	$35	$35	
	Branch Circuits:				
135	1-10 circuits	$48	$88	$88	
136	Each Additional Circuits	$29	$53	$53	
	For appliance branch circuits				
137	1-10 outlets	$24	$35	$35	
138	Each additional outlet over 10	$48	$88	$88	
	Appliances, Motors or other equipment:				
139	Less than 3,	$0	$0		
140	3-5 HP, KW or KVA	$48	$88	$88	
141	5-20 HP, KW, or KVA	$48	$88	$88	
142	20-50 HP, KW, or KVA	$48	$88	$88	
143	50-100 HP, KW, or KVA	$48	$88	$88	
144	100+ HP, KW, or KVA	$48	$88	$88	
145	Air Conditioning Uints	$48	$88	$88	
	Service Installations less than 600V:				
146	0-200 Amps	$73	$142	$142	
147	201-600 Amps	$97	$177	$177	
148	601-1,200 Amps	$122	$230	$230	
149	1,200+ Amps	$12	$18	$18	
150	Service Installations over 600V:	$195	$354	$354	
151	Temporary Power Service - Pole	$97	$177	$177	
152	Each additional pole	$20	$35	$35	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
153	Busways	$25	$53	$53	
	Signs, outline lighting and marquees:				
154	Systems on one branch circuit	$29	$53	$53	
155	Each additional branch circuit	$23	$35	$35	
156	Flashers, Timers, or motors	$18	$35	$35	
157	Swimming Pools	$122	$230	$230	
158	Spa	$97	$177	$177	
	Mechanical Permits:				
159	Permit Issuance:	$24	$35	$35	
160	Furnace - up to 100,000 BTU / hr	$97	$177	$177	
161	Furnace - over 100,000 BTU / hr	$97	$177	$177	
162	Floor Furnace	$97	$177	$177	
163	Supsended Heater, Wall Heater, or Floor Mounted Heater	$97	$177	$177	
164	Installation, relocatio, or replacement of appliance vent	$97	$177	$177	
165	Repair, alteration, or addition to heating appliance, refrigeration unit, coolin	$97	$177	$177	
166	Boiler or Compressor - 3HP and up to 100,000 BTU / hr	$97	$177	$177	
167	Boiler or Compressor - 3-15HP and 100,000-500,000 BTU / hr	$97	$177	$177	
168	Boiler or Compressor - 15-20 HP or 500,000-1,000,000 BTU / hr	$97	$177	$177	
169	Boiler or Compressor - 30-50 HP or 1,000,000-1,750,000 BTU / hr	$122	$230	$230	
170	Boiler or Compressor - 50+ HP or 1,750,000+ BTU / hr	$146	$265	$265	
171	Air Handling Unit - up to 10,000 CFM	$146	$265	$265	
172	Air Handling Unit - over 10,000 CFM	$97	$177	$177	
173	Evaporative Cooler - other than potable	$97	$177	$177	
174	Ventilation Fan	$97	$177	$177	
175	Hood / duct	$146	$265	$265	
176	Domestic Incinerator	$97	$177	$177	
177	Commercial Incinerator	$122	$230	$230	
178	Any other item not classified	$122	$230	$230	
179	Fire Dampers	$48	$88	$88	
180	Installation of duct to existing system	$24	$35	$35	
181	Building Plan Check Fees - Percentage of Building Permit Fees	70%	54%	54%	
182	Expedited Plan Check - per submittal	125% of Plan Check Fee	125% of Plan Check Fee	125% of Plan Check Fee	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Building Permit / Inspection Fees				
183	Project Valuation - $1.00 to $500.00	$34.00	$263.11	$263.11	
	Project Valuation - $500.00 to $2,000				
184	First $500	$34.00	$263.11	$263.11	
185	Each Additional $100 or fraction thereof	$11.00	$5.85	$5.85	
	Project Valuation - $2,001 to $25,000				
186	First $2,000	$184.00	$350.81	$350.81	
187	Each Additional $1,000 or fraction thereof	$24.00	$41.94	$41.94	
	Project Valuation - $25,001 to $50,000				
188	First $25,000	$719.00	$1,315.54	$1,315.54	
189	Each Additional $1,000 or fraction thereof	$20.00	$35.08	$35.08	
	Project Valuation $50,001 to $100,000				
190	First $50,000	$1,204.00	$2,192.56	$2,192.56	
191	Each Additional $1,000 or fraction thereof	$18.00	$31.57	$31.57	
	Project Valuation $100,001 to $500,000				
192	First $100,000	$2,090.00	$3,771.21	$3,771.21	
193	Each Additional $1,000 or fraction thereof	$17.00	$10.31	$10.31	
	Project Valuation $500,001 to $1,000,000				
194	First $500,000	$8,890.00	$7,893.23	$7,893.23	
195	Each Additional $1,000 or fraction thereof	$17.00	$1.75	$1.75	
	Project Valuation $1,000,001 to $5,000,000				
196	First $1,000,000	$17,390.00	$8,770.26	$8,770.26	
197	Each Additional $1,000 or fraction thereof	$17.00	$2.19	$2.19	
	Project Valuation $5,000,001 to $10,000,000				
198	First $5,000,000	$85,390.00	$17,540.52	$17,540.52	
199	Each Additional $1,000 or fraction thereof	$17.00	$1.96	$1.96	
	Project Valuation $10,000,001 to $25,000,000				
200	First $10,000,000	$170,390.00	$27,363.21	$27,363.21	
201	Each Additional $1,000 or fraction thereof	$17.00	$2.56	$2.56	
	Project Valuation $25,000,001 to $50,000,000				
202	First $25,000,000	$425,390.00	$65,776.94	$65,776.94	
203	Each Additional $1,000 or fraction thereof	$17.00	$0.18	$0.18	
	Project Valuation $50,000,001 to $100,000,000				
204	First $50,000,000	$850,390.00	$70,162.07	$70,162.07	
205	Each Additional $1,000 or fraction thereof	$17.00	$1.75	$1.75	
	Project Valuation - $100,000,001 and over				
206	First $100,000,000	$1,700,390.00	$157,868.18	$157,868.18	
207	Each Additional $1,000 or fraction thereof	$17.00	$0.88	$0.88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Planning & Code Enforcement Fees					
	Zoning Maps:				
208	Small - each - 11 x 17	$15	Actual Cost	Actual Cost	
209	Large - each - 24 x 36	$17	Actual Cost	Actual Cost	
210	Base Maps - Sheet	$15	Actual Cost	Actual Cost	
211	Aerial Photos - Sheet	$17	Actual Cost	Actual Cost	
212	General Plan plus Publication and Postage	$39	Actual Cost	Actual Cost	
213	Montebello Municipal Code (MMC) plus Publication and Postage	$26	Actual Cost	Actual Cost	
214	Appeal of Administrative Decision or Planning Commission Action	$794	Original Application Fee	Original Application Fee	
215	Zoning Verification Letter	$65	$195	$98	
216	General Plan Amendment	$3,408	$4,883	$3,408	
217	Density Overlay - minimum deposit	$0	$10,000	$10,000	
218	Text Code Amendment	$0	$5,860	$2,930	
219	Zone Change	$3,751	$6,837	$3,751	
220	Site Plan Review	$1,481	$4,883	$2,442	
221	Civic Center Review - minimum deposit	$2,447	$10,000	$5,000	
222	Conditional Use Permit - Minor	$1,734	$5,469	$2,735	
223	Conditional Use Permit - Major	$1,734	$11,720	$5,860	
224	Conditional Use Permit - Cannabis - Minimum Deposit	$1,734	$10,000	$5,000	
225	Variance - Minor	$1,734	$5,469	$2,735	
226	Variance - Major - Minimum Deposit	$1,734	$10,000	$5,000	
227	Sign Program - Minimum Deposit	$1,734	$10,000	$5,000	
228	Adult Use Permit - Minimum Deposit	$2,146	$10,000	$5,000	
229	Planned Development Districts	$1,831	$19,533	$9,767	
230	Hilliside Plan Review - Minimum Deposit	$1,751	$10,000	$5,000	
231	Parking Management Plan - Minimum Deposit	$1,628	$10,000	$5,000	
232	Mobile Home Review	$1,692	$11,720	$5,860	
233	Tentative Tract / Parcel Maps	$2,076	$9,767	$4,883	
234	Tentative Vesting Tract / Parcel Maps	$1,628	$11,720	$5,860	
235	Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	$1,628	$9,767	$4,883	
	Environmental Fees:				
236	Exemption	$118	$6,837	$3,418	
237	Initial Environmental Study Review - Minimum Deposit	$1,017	$10,000	$10,000	
238	Negative Declaration - Minimum Deposit	$0	$15,000	$15,000	
239	Migitated Negative Declaration - Minimum Deposit	$0	$25,000	$25,000	
240	Environmental Impact Report - Minimum Deposit	$0	$50,000	$50,000	
241	Mitigation Monitoring Fee - Minimum Deposit	$0	$20,000	$20,000	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Code Enforcement / Planning Fees:				
242	Temporary Use Permit	$0	$1,953	$151	
243	Film Permit	$448	$2,930	$1,465	
244	Fireworks Stand / Seasonal Lot Permit	$378	$195	$195	
	Temporary Sign Fees:				
245	Banners	$38	$1,953	$977	
246	All Others	$42	$2,930	$1,465	
	Planning Inspections				
247	Residential		$391	$195	
248	Non-Residential		$781	$391	
249	After Hours Inspections (4 hr min + Travel Time) - per hour		$293	$147	
250	Business License Review	$24	$98	$49	
251	Courtesy Review		$4,883	$2,442	
252	Pre-Application Review		$781	$391	
	Public Hearing Notice:				
253	Preparation		$1,953	$977	
254	Newspaper		Actual Cost	Actual Cost	
255	Mailing		Actual Cost	Actual Cost	
256	After Hours Application Review - hourly		$195	$98	
	Administrative Decision Fee:				
257	Residential		$1,953	$977	
258	Non-Residential		$4,883	$2,442	
	Solar Plan Review Fee:				
259	Residential	$24	$977	$488	
260	Non-Residential	$24	$3,907	$1,953	
261	Development Agreement - Minimum Deposit		$10,000		
	Planning Plan Review & Inspection				
262	Residential	$24	$781	$391	
263	Non-Residential	$24	$2,930	$1,465	
264	Technology Fee - per permit / application		$34	$34	
265	General Plan Maintenance Fee - % of Building Valuation		1.40% of Valuation	1.40% of Valuation	
Public Works / Engineering					
266	Administrative Records Research	$30	$33	$33	
267	Appeal of Decision	$460	$510	$510	
268	Change of Address - per address	$365	$403	$403	
269	Minor Changes / Amendments or Revisions to Plans after submittal	$433	$469	$469	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
270	Major Changes / Amendments or Revisions to Plans after submittal	$433	Original Application Fee	Original Application Fee	
	Copying:				
271	Per 8" x 11"	$1	$1	$1	
272	Parcel or Tract Maps - per sheet	$9	$16	$16	
273	Improvement Plans - per sheet	$9	$16	$16	
274	Curb Drains - Permit & Inspection - per location	$128	$140	$140	
275	Curb or Curb and Gutter - per l.f.	$128	$140	$140	
	Dedication / Vacation:				
276	One Lot	$1,150	$1,259	$1,259	
277	Up to 10,000 SF	$2,160	$2,369	$2,369	
278	10,001+ SF	$4,320	$4,738	$4,738	
	Driveway Approach:				
279	Residential	$286	$313	$313	
280	Commercial	$286	$313	$313	
281	Easement Checking	$720	$790	$790	
282	Encroachment Permit	$720	$790	$790	
283	Engineering Review - hourly	$125	$132	$132	
284	Plan Check - hourly	$90	$99	$99	
285	Fourth Plan Check & Subsequent - each sheet	$360	$395	$395	
	Geotechnical / Geological Report Review:				
286	Plan Review - per report	$365	$403	$403	
287	Report and / or addendum to report - per report	$360	$395	$395	
288	Combination Report - per report	$720	$790	$790	
	Grading Projects:				
	Plan Check:				
289	51-100 CY - Base	$360	$395	$395	
290	Per CY	$0.60	$0.66	$0.66	
291	101-1,000 CY - Base	$540	$592	$592	
292	Per CY	$0.10	$0.11	$0.11	
293	1,001-10,000 CY - Base	$1,350	$1,481	$1,481	
294	Per CY	$0.07	$0.08	$0.08	
295	10,0001-100,000 - Base	$1,800	$1,974	$1,974	
296	Per CY	$0.05	$0.05	$0.05	
297	100,001-500,000 CY	$5,400	$5,922	$5,922	
298	Per CY	$0.01	$0.01	$0.01	
299	500,001+ CY - Base	$10,800	$11,845	$11,845	
300	Per CY	$0.01	$0.01	$0.01	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Permit & Inspeciton:				
301	51-100 CY - Base	$256	$280	$280	
302	Per CY	$0.60	$0.66	$0.66	
303	101-1,000 CY - Base	$384	$420	$420	
304	Per CY	$0.10	$0.11	$0.11	
305	1,001-10,000 CY - Base	$960	$1,053	$1,053	
306	Per CY	$0.07	$0.08	$0.08	
307	10,0001-100,000 - Base	$1,600	$1,752	$1,752	
308	Per CY	$0.05	$0.05	$0.05	
309	100,001-500,000 CY	$5,120	$5,610	$5,610	
310	Per CY	$0.01	$0.01	$0.01	
311	500,001+ CY - Base	$10,240	$11,228	$11,228	
312	Per CY	$0.01	$0.01	$0.01	
	Drainage / Parking Lots:				
313	Plan Check	$540	$592	$592	
314	Permit & Inspection	$256	$280	$280	
315	Hydrology Report Review - per report	$720	$790	$790	
316	Inspection - per hour	$64	$99	$99	
317	Inspection - per hour - after hours (min 4 hrs)	$96	$99	$99	
318	Re-inspection fee - per hour	$96	$99	$99	
	Landscaping:				
	Plan Check:				
319	0-15,000 sf	$420	$461	$461	
320	15,000sf - 1 acre	$600	$658	$658	
321	More than 1 Acre	Actual Cost	Actual Cost	Actual Cost	
	Permit & Inspection Fee:				
322	0-15,000 sf	$256	$395	$395	
323	15,000sf - 1 acre	$512	$790	$790	
324	More than 1 Acre	Actual Cost	Actual Cost	Actual Cost	
325	Lane / Street Closure - per day	$184	$288	$288	
326	Lot Line Adjustment	$1,000	$1,102	$1,102	
	Map Analysis				
	Plan Check:				
327	1-5 Lots / Parcels	$3,880	$4,261	$4,261	
328	6-25 Lots / Parcels	$7,400	$8,119	$8,119	
329	26-100 Lots / Parcels	$10,920	$11,977	$11,977	
330	101-150 Lots / Parcels	$36,300	$39,812	$39,812	
331	151+ Lots - per lot	$50	$49	$49	
332	Each subsequent submittal after three plan checks	$3,380	$3,702	$3,702	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
333	Extension of Time for Final Map	$1,000	$2,270	$2,270	
334	Certficate of Compliance	$1,330	$1,456	$1,456	
335	Certificate of Correction	$1,330	$1,456	$1,456	
336	Covenant and Agreement	$500	$543	$543	
337	Miscellaneous Report Review - min 2 hrs - per hr	$250	$274	$274	
338	NPDES Fee	$500	$543	$543	
339	SWPP Plan Check	$360	$395	$395	
340	SWPP Permit & Inspection	$256	$395	$395	
341	Monitoring Well	$686	$790	$790	
342	Parkway Drain	$466	$518	$518	
343	Paving - Permit & Inspection - Base	$64	$99	$99	
344	Paving - per sq. ft.	$1	$2	$2	
	Sewer:				
345	Plan Check - Base	$360	$395	$395	
346	Plan Check - per l.f.	$1.95	$2.14	$2.14	
347	Permit & Inspection - Base	$192	$296	$296	
348	Permit & Inspection - per l.f.	$0.20	$0.31	$0.31	
349	Sewer Strucuture - Permit & Inspection (min 4 hrs)	$256	$395	$395	
350	Sewer Connection Fee - per l.f.	$35	$49	$49	
351	Sidewalk - Plan Check	$90	$99	$99	
352	Sidewalk - Permit & Inspection - Base	$90	$99	$99	
353	Sidewalk - Permit & Inspection - per sq. ft.	$0.60	$0.66	$0.66	
354	Stockpiling - Plan Check	$165	$181	$181	
355	Stockpiling - Permit & Inspection	$128	$197	$197	
	Storm Drain:				
356	Plan Check - Base	$360	$395	$395	
357	Plan Check - per l.f.	$3.00	$3.29	$3.29	
358	Permit & Inspection - Base	$320	$494	$494	
359	Permit & Inspection - per l.f.	$3.50	$5.40	$5.40	
360	Storm Drain - per drain	$857	$938	$938	
361	Storm Drain Structure - Plan Check (min 2 hrs)	$186	$197	$197	
362	Storm Drain Structure - Permit & Inspection (min 3 hrs)	$192	$296	$296	
	Streets:				
	Plan Check:				
363	1-10,000 SF - base	$360	$395	$395	
364	Per Sq. Ft.	$0.18	$0.20	$0.20	
365	10,001+ SF - Base	$1,435	$1,579	$1,579	
366	Per Sq. Ft.	$0.05	$0.05	$0.05	
367	Permit & Inspection - Base	$256	$395	$395	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
368	Per Sq. Ft.	$0.10	$0.15	$0.15	
369	Street Lighting - Plan Check	$360	$395	$395	
370	Street Lighting - Permit & Inspection	$128	$197	$197	
371	Time Extension	$500	$543	$543	
372	Traffic Control - Plan Check - Initial	$180	$197	$197	
373	Traffic Control Plan Check - subsequent	$90	$99	$99	
	Traffic Study:				
374	Plan Check - 1st submittal	$2,000	$2,196	$2,196	
375	Plan Check - subsequent	$250	$271	$271	
376	Each Letter Report	$250	$271	$271	
377	Traffic & Transportation Issues	$720	$790	$790	
378	Transportation Permit - per trip	$18	$25	$25	
	Utilities:				
379	Plan Check - hourly	$180	$197	$197	
	Permit & Inspection Fee:				
380	0-50 feet	$121	$197	$197	
381	51-250 feet	$171	$197	$197	
382	per l.f.	$0.55	$0.85	$0.85	
383	251-1,000 feet	$227	$427	$427	
384	per l.f.	$0.45	$0.69	$0.69	
385	1,000+ feet	$578	$888	$888	
386	per l.f.	$0.35	$0.54	$0.54	
	Water:				
387	Plan Check	$180	$197	$197	
	Permit & Inspection:				
388	0-50 feet	$85	$131	$131	
389	51-250 feet	$149	$230	$230	
390	per l.f.	$0.55	$0.85	$0.85	
391	251-1,000 feet	$277	$427	$427	
392	per l.f.	$0.45	$0.69	$0.69	
393	1,000+ feet	$533	$822	$822	
394	per l.f.	$0.35	$0.54	$0.54	
395	Commercial Tree Removal	$0	Actual Cost	Actual Cost	
396	Minor / Temporary Encroachment Permit (e.g. Dumpster or Rolloff Trash I	$0	$99	$99	
397	Dumpster Encroachment	$0	Actual Cost	Actual Cost	
398	On Street Blue Curb Application	$0	$197	$197	
399	On Street Blue Curb Installation	$0	Actual Cost	Actual Cost	
400	Speed Hump Application	$0	$296	$296	
401	Over-The Counter Plan Review - per hour	$0	$99	$99	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
402	Preferential Parking Application	$0	$790	$790	
Parks and Recreation Fees					
	Adult Sports:				
403	Softball & Fast Pitch	$290	$1,079	$320	
404	Basketball	$290	$1,009	$320	
405	Football	$290	$1,122	$320	
406	Volleyball	$290	$1,047	$320	
	Youth Sports:				
407	Flag Football	$50	$326	$60	
408	Soccer	$50	$224	$60	
409	Basketball	$50	$300	$60	
410	Cheerleading	$50	$198	$55	
411	Track & Field	$50	$164	$50	
412	T-Ball / Baseball / Softball	$50	$253	$70	
	Summer Aquatics:				
413	Rec Swim	$3	$6	$3	
414	Lap Swim	$3	$2	$3	
415	Lessons	$25	$36	$50	
416	Street Banner Hanging:	$155	$417	$190	
	CAMPS:				
417	Winter Camp	$90	$311	$100	
418	Summer Camp	$90	$269	$100	
419	Spring Camp	$90	$311	$100	
420	Annual Registration Fee	$25	$56	$25	
	EXTENDED CHILD CARE				
421	Full Time Before & Afterschool	$125	$406	$130	
422	Afterschool Only	$105	$314	$110	
423	Annual Registration Fee	$25	$56	$25	
424	Non-Instructional Day Care - per day	$20	$73	$35	
	Montebello Playschool Program				
425	Session Fee	$260	$1,152	$275	
426	Material / Registration Fee	$65	$71	$65	
427	Refund Processing Fee	$25	$56	$25	

Fee Category	Total Cost	Current Fees					Recommended Fees					Council Approved Fees				
		Cat I	Cat II	Cat III	Cat IV	Cat V	Cat I	Cat II	Cat III	Cat IV	Cat V	Cat I	Cat II	Cat III	Cat IV	Cat V
Park Rentals																
Open Space - per hour	$91	$0	$3	$3	$29	$47	$0	$10	$15	$30	$50					
Open Space with Lights - per hour	$100	$0	$4	$5	$43	$63	$0	$20	$25	$40	$60					
Picnic Areas - per day	$293	$0	$20	$30	$57	$83	$0	$40	$60	$80	$95					
Bouncer Permit - per permit	$56	$0	$57	$57	$57	$57	$0	$55	$55	$55	$55					
Bandshells - per hour	$64	$0	$10	$20	$46	$46	$0	$25	$35	$60	$75					
Ballfields - perh our	$179	$0	$3	$5	$29	$47	$0	$9	$18	$36	$51					
Ballfields with Lights - per hour	$189	$0	$4	$5	$43	$63	$0	$10	$20	$50	$67					
Full Field Prep - per field prep	$135						$0	$30	$40	$55	$65					
Basketball Courts - per hour	$49	$0	$3	$5	$35	$35	$0	$9	$15	$35	$40					
Basketball Courts with Lights - per hour	$49	$0	$4	$5	$41	$41	$0	$10	$16	$41	$37					
Tennis Courts - per hour	$49	$0	$5	$10	$35	$35	$0	$9	$15	$24	$36					
Tennis Courts with Lights - per hour	$50	$0	$5	$10	$40	$40	$0	$10	$16	$40	$38					
Monuments - per hour	$147	$0	$83	$83	$83	$83	$0	$83	$83	$83	$83					
Gazebo - per hour	$63	$0	$20	$20	$20	$20	$0	$15	$20	$50	$65					
Skate Park - per hour	$166	$0	$10	$20	$65	$75	$0	$20	$35	$65	$75					
Facility / Community Center Rentals:																
Meeting Rooms - per hour	$106	$0	$5	$25	$47	$75	$0	$10	$15	$60	$85					
Pool Rentals:																
0-50 swimmers - per hour	$295	$0	$90	$110	$118	$138	$0	$80	$90	$100	$150					
51-100 swimmers - per hour	$367	$0	$130	$150	$174	$194	$0	$120	$130	$160	$200					
101-150 swimmers - per hour	$439	$0	$170	$190	$237	$250	$0	$160	$190	$220	$260					
151-200 swimmers - per hour	$511	$0	$210	$230	$287	$322	$0	$200	$230	$270	$330					
201-250 swimmers - per hour	$583	$0	$250	$270	$334	$354	$0	$270	$290	$330	$390					
Hensel Gym Rentals - per hour	$122	$0	$10	$20	$50	$75	$0	$15	$25	$50	$80					
Senior Center:																
Downstairs Hall - per hour	$522	$0	$5	$25	$78	$104	$0	$35	$50	$114	$137					
South Wing Hall - per hour	$390	$0	$5	$25	$88	$119	$0	$35	$50	$130	$162					
Upstairs Hall - per hour	$653	$0	$5	$25	$93	$124	$0	$35	$50	$136	$175					
Patio Activity Area - per day	$193	$0	$50	$80	$233	$311	$0	$100	$150	$250	$322					
Staff Hourly Rate																
Recreation Leader	$66	$0	$15	$15	$15	$15	$0	$16	$16	$16	$16					
Park Ranger	$76	$0	$25	$25	$25	$25	$0	$25	$25	$25	$25					

Report on the Citywide Cost of Services (User Fee) Study

CITY OF MONTEBELLO, CALIFORNIA

matrix consulting group

May 2018

TABLE OF CONTENTS

1. EXECUTIVE SUMMARY 1
2. LEGAL FRAMEWORK AND POLICY CONSIDERATIONS 4
3. USER FEE STUDY METHODOLOGY 7
4. RESULTS OVERVIEW 10
5. ADMINISTRATION / CITY CLERK 11
6. BUILDING 14
7. FINANCE 25
8. FIRE 30
9. PARKS AND RECREATION 36
10. PLANNING 44
11. POLICE 51
12. PUBLIC WORKS 55
13. COMPARATIVE MARKET SURVEY 63
14. COST RECOVERY 66

1. EXECUTIVE SUMMARY

The report, which follows, presents the results of the Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for the City of Montebello.

1 PROJECT BACKGROUND AND SCOPE OF WORK

The Matrix Consulting Group analyzed the cost of service relationships that exist between fees for service activities in the following departments: Administration / City Clerk, Building, Finance, Fire, Parks and Recreation, Planning, Police, and Public Works. The results of this Study provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

2 GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by the Matrix Consulting Group is a widely accepted "bottom up" approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Division. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the "full" cost of providing each service. The following table provides an overview of the cost components used to establish the "full" cost of providing services included in this Study:

Table 1: Cost Components Overview

Cost Component	Description
Direct	Fiscal Year 2017/18 Budgeted salaries, benefits and allowable expenditures.
Indirect	Division and departmental administration / management and clerical support, along with Citywide overhead as calculated through the City's Cost Allocation Plan.

Together, the cost components in the table above comprise the calculation of the total "full" cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Staff Interviews:** The project team interviewed City staff regarding their need for clarification to the structure of existing fee items, or for addition of new fee items.

- **Data Collection:** Data was collected for each permit / service, including time estimates and volume of activity. In addition, all budgeted costs and staffing levels for Fiscal Year 17/18 were entered into the Matrix Consulting Group's analytical software model.

- **Cost Analysis:** The full cost of providing each service included in the analysis was established.

- **Review and Approval of Results with City Staff:** Department and City management have reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

3 CURRENT COST RECOVERY

When comparing FY18 fee-related budgeted expenditures with fee-related revenue generated in Fiscal FY17 the City is under-recovering its costs by approximately $3.3 million and recovering about 52% of its fee-related costs annually. The following table outlines these results on a departmental basis:

Table 2: Departmental Cost Recovery Based on Fee-Related Revenue & Expenditures

Department / Division	Fee-Related Revenue	Fee-Related Cost	Annual Surplus / (Deficit)	Cost Recovery %
Building	$1,183,624	$1,168,679	$14,945	101%
Finance	$222,975	$551,867	($328,892)	40%
Fire	$813,293	$1,621,189	($807,896)	50%
Parks and Recreation	$717,126	$2,517,805	($1,800,679)	28%
Planning	$31,922	$224,577	($192,655)	14%
Police	$320,370	$414,748	($94,378)	77%
Public Works	$274,280	$396,807	($122,527)	69%
TOTAL	**$3,563,590**	**$6,895,672**	**($3,332,082)**	**52%**

The detailed documentation of the Study will show an over-collection for certain fees (on a per unit basis), and an undercharge for others. Overall, the City is providing an annual subsidy to fee payers for fee-related services included in this analysis.

The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Council members and City staff, and do not represent a recommendation for where or how the Council should take action. The setting of the "rate" or "price" for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Council, often with input from City staff and the community.

4 CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, and also to implement a mechanism for the annual update of fees for service.

1 Adopt a Formal Cost Recovery Policy

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each department included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

2 Adopt an Annual Fee Update / Increase Mechanism

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in previous studies, and to account for any major shifts in cost components or organizational structures. The Matrix Consulting Group believes it is a best management practice to perform a complete update of a Fee Assessment every 3 to 5 years.

In between comprehensive updates, the City could utilize published industry economic factors such as CPI or other regional factors to update the cost calculations established in the Study on an annual basis. The City could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. Alternatively, the project team will provide the City with a user fee model, which can be utilized to update time estimates and costs on an annual basis. Utilizing an annual increase mechanism would ensure that the City receives appropriate fee and revenue increases that reflect growth in costs.

2. LEGAL FRAMEWORK AND POLICY CONSIDERATIONS

A "user fee" is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General's Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies "...may not exceed the estimated reasonable cost of providing the service for which the fee is charged".

1 GENERAL PRINCIPLES AND PHILOSPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Table 3: Services in Relation to Benefit Received

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
• Police • Park Maintenance	• Recreation / Community Services • Fire Suppression / Prevention	• Building Permits • Planning and Zoning Approval • Site Plan Review • Engineering Development Review • Facility Rentals

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the "global benefit" section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the "individual / group benefit" section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.

- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term "user fee" no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or the Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction's ability to charge a fee at all. An example includes time spent copying and retrieving public documents.

- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.

- **Affect on demand for a particular service.** Sometimes raising the "price" charged for services might reduce the number of participants in a program. This is largely the case in Recreation programs such as camps or enrichment classes,

where participants often compare the City's fees to surrounding jurisdictions or other options for leisure activities.

- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Recreation programs, Planning Design Review, historical dedications and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services, and assure that the City is in compliance with State law.

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than the full cost amount. The City Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a "grey area". However, with the resulting cost of services information from a User Fee Study, the Council can be assured that the adopted fee for service is reasonable, fair, and legal.

3. USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the "bottom-up" approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The components of a full cost calculation are typically as follows:

Table 4: Full Cost Calculation Components

Cost Component	Description
Direct	Salaries, benefits and direct divisional expenditures.
Departmental Overhead	Division or Departmental administration / management and clerical support.
Citywide Overhead	City costs associated with central services such as payroll, human resources, budgeting, City management, etc. Calculated by the City through a separate study.

The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for each service included in the study;
- Include any actual material costs and equipment rental rates;
- Ensure that not more than 100% of a position's time is allocated between fee & non-fee services.

The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service. The following sections highlight critical points about the use of time estimates and the validity of the analytical model.

1 TIME ESTIMATES ARE A MEASURE OF SERVICE LEVELS REQUIRED TO PERFORM A PARTICULAR SERVICE

One of the key study assumptions utilized in the "bottom up" approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City of Montebello developed these estimates.

The project team worked closely with Departmental staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Estimates for extremely difficult or abnormally simple projects are not factored into this analysis.
- Estimates reflect the time associated with the position or positions that typically perform a service.
- Estimates provided by staff are reviewed and approved by the division / department, and often involve multiple iterations before a Study is finalized.
- Estimates are reviewed by the project team for "reasonableness" against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction's fees for service and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to as billing on a "time and materials" basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Applicants may request assignment of less expensive personnel to their project.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has

recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

2 CROSS CHECKS ENSURE THE VALIDITY OF OUR ANALYTICAL MODEL

In addition to the collection of time estimate data for each fee or service included in the User Fee Study, annual volume of activity data assumptions are also a critical component. By collecting data on the estimated volume of activity for each fee or service, a number of analyses are performed which not only provide useful information regarding allocation of staff resources, but also provide valuable cross checks that ensure the validity of each model. This includes assurance that 100% of staff resources are accounted for and allocated to a fee for service, or "other non-fee" related categories. Since there are no objectives to make a profit in establishing user fees, it is very important to ensure that services are not estimated at a level that exceeds budgeted resource capacity. By accounting for not more than 100% of staff resources, no more than 100% of costs will be allocated through the Study.

4. RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for the City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost of service analysis takes a "snapshot in time", where a fiscal year of adopted budgeted cost information is compared to the same fiscal year of revenue, and workload data available. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each major permit category including the following:

- **Modifications or Issues:** discussions regarding any revisions to the current fee schedule, including elimination or addition of fees.
- **"Per Unit" Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Annualized Results:** utilizing volume of activity estimates annual subsidies and revenue impacts were projected.
- **Jurisdictional Comparison:** a brief comparison of current permits and services with other local jurisdictions.

The full analytical results were provided to Department staff under separate cover from this summary report.

5. ADMINISTRATION / CITY CLERK

The Administration / City Clerk primarily serves to provide support to the City Manager and City Council. The Department also serves as the Records Manager on behalf of the City. The fees examined within this study relate to typical City Clerk services such as provision of municipal code books and records (Paper and Electronic).

1 FEE SCHEDULE MODIFICATIONS

In discussions with staff in the City Clerk Department, there were only a few modifications to the fee schedule. The modifications included removal of General Plan and Zoning Code from the fee schedule as those were services provided by the Planning Division. Additionally, the fees for City Council Meeting DVDs and City Commission Meeting DVDs was combined into one fee titled "Digital Copy of City Council / Commission Meetings". This title of the fee provides staff with the flexibility to provide these copies either as DVDs or flash drives. Implementing these changes will enable the Division to more accurately account for its services.

2 DETAILED RESULTS

The City Clerk Department provides services as it relates to provision of Municipal Code Book, and Digital Records. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the service title / name, current fee, total cost, and surplus or deficit associated with the City Clerk.

Table 5: Total Cost Per Unit Results – City Clerk

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Montebello Municipal Code (MMC)			
Complete with Binder	$180	$180	$0
Changes and Additions – per year	$60	$60	$0
Filing Fee (Initiative Petitions)	$200	$200	$0
Transcription of Verbatim Copies of Minutes	$22	Actual Cost	N / A
Mailed Copies of City Council Agendas			
Per Meeting	$3	$1	$2
Per Year	$60	$26	$34
Digital Copy of City Council / Commission Meetings	$5	$14	($11)
City Clerk Certification (per request)	$11	$8	$3
Retrieval Fee, Reports & Statements	$5	$5	$0
Copies – Per Page	$0.10	$0.10	$0

A majority of the fees relating to City Clerk are set by the state and thus are being charged accordingly. The average per unit recovery for the City Clerk is approximately 134%. The largest over-recovery of $34 per unit is related to the Mailed Copies of City Council Agendas per year. However, based upon discussions with staff this fee is not currently charged by staff.

3 ANNUAL REVENUE IMPACTS

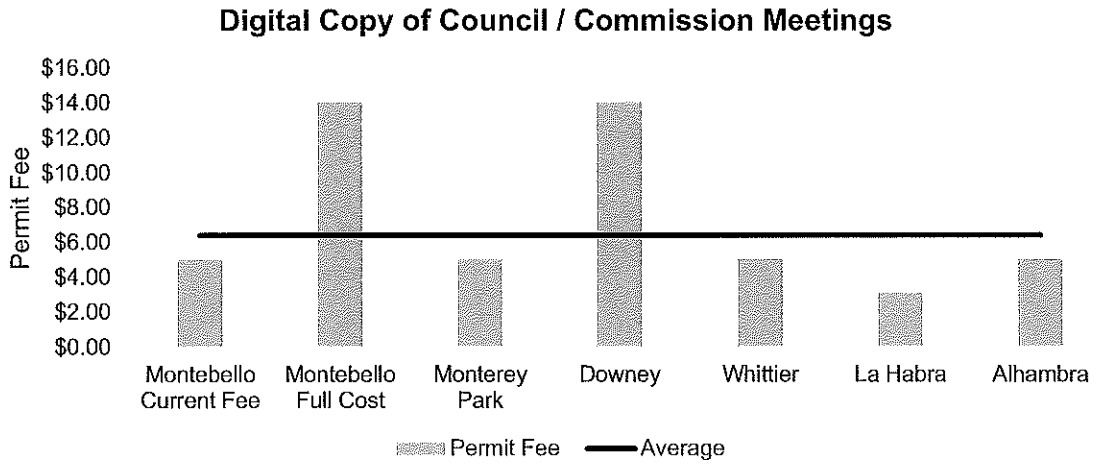
As the City Clerk did not have any workload in FY16-17, there is no annual revenue or impact associated with the changes to the City Clerk fees.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsections provide a comparative look at two of the City Clerk services evaluated.

1 Digital Copy of Council / Commission Meetings

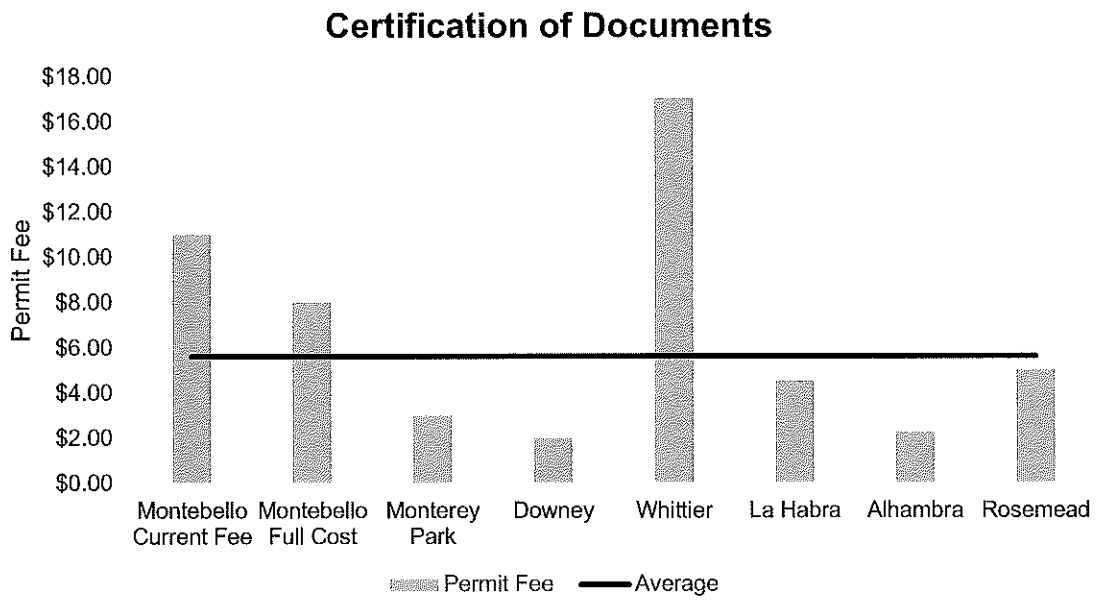
The City is currently charging $5 for Digital Copies (DVD or USBs) for copies of Council or Commission meetings. This study has assessed the full cost of providing those digital copies at $14, resulting in a $9 deficit. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph indicates, the total cost for the City of Montebello is among one of the highest but matches the City of Downey's current fee for DVD copies. It is however, higher than the average of $6.42 charged by other jurisdictions.

2 City Clerk Certification

The City is currently charging $11 for Certification of Documents, while its costing them $8 to provide that service, representing a $3 surplus. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current and full cost fees are higher than the average, but its full cost fee is more in line with the average fees being charged by other surrounding jurisdictions.

6. BUILDING

The Building Division is responsible for conducting inspections of development projects to ensure compliance with local and state building codes. The City of Montebello currently contracts for its building plan check and inspection services. The fees examined within this study relate to Building Plan Check, Inspection, Mechanical, Electrical, Plumbing, and other Miscellaneous Building Permit Fees. The following subsections discuss modifications to the current fee schedule, the total cost per unit results, the annual implications of the results, and a jurisdictional comparison.

1 FEE SCHEDULE MODIFICATIONS

During discussions with Building Division staff, there was only one major modification made to the current fee schedule. The project team worked with the Building Division staff to expand the current valuation table from capping at $100,000 to $100,000,000 to better reflect the current economic nature of development activity within the region.

2 DETAILED RESULTS – MECHANICAL, ELECTRICAL, AND PLUMBING FEES

The Building Division currently assesses a variety of standalone fees for mechanical, electrical, and plumbing permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Mechanical, Electrical, and Plumbing permit.

Table 6: Total Cost Per Unit Results – Mechanical, Electrical, Plumbing, etc.

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
BUILDING FEES			
Inspection outside of normal business hours (2 hr min)	$97	$177	($80)
Re-inspection Fee	$97	$177	($80)
Inspection	$97	$177	($80)
Additional Plan Review - per hr	$116	$212	($96)
Investigation Fee for clearance	$196	$354	($158)
Inspection for resale of SFD	$122	$230	($108)
Demolition of Building	$134	$248	($114)
Plumbing Permit:			
Issuance	$24	$35	($11)
Plumbing Fixture or Trap or Set of Fixtures on One Trap	$24	$35	($11)
Site Sewer	$48	$88	($40)
Connection to Sewer	$48	$88	($40)
Rainwater Systems - per drain	$48	$88	($40)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Water Heater and / or Vent	$48	$88	($40)
Gas Piping Systems:			
1-4 outlets	$48	$88	($40)
5+ more outlets	$73	$142	($69)
Industrial Waste Pretreatment Interceptor, including its trap and vent, functioning as fixture traps	$97	$177	($80)
Swimming Pool and / or Spa	$97	$177	($80)
Installation, Alteration, or Repair of Water Piping	$48	$88	($40)
Repair or Alteration of drainage or vent piing	$48	$88	($40)
lawn sprinkler system - per backflow device	$48	$88	($40)
Vacuum Breakers or Backflow protective	$48	$88	($40)
Devices on tanks, vats, or for installation on unprotected plumbing fixtures:			
1-4 fixtures	$48	$88	($40)
5+	$10	$18	($8)
Lawn Sprinkler	$48	$88	($40)
Electrical Permits:			
Permit Issuance:	$24	$35	($11)
Branch Circuits:			
1-10 circuits	$48	$88	($40)
Each Additional Circuits	$29	$53	($24)
For appliance branch circuits			
1-10 outlets	$24	$35	($11)
Each additional outlet over 10	$48	$88	($40)
Appliances, Motors or other equipment:			
3-5 HP, KW or KVA	$48	$88	($40)
5-20 HP, KW, or KVA	$48	$88	($40)
20-50 HP, KW, or KVA	$48	$88	($40)
50-100 HP, KW, or KVA	$48	$88	($40)
100+ HP, KW, or KVA	$48	$88	($40)
Air Conditioning Units	$48	$88	($40)
Service Installations less than 600V:			
0-200 Amps	$73	$142	($69)
201-600 Amps	$97	$177	($80)
601-1,200 Amps	$122	$230	($108)
1,200+ Amps	$12	$18	($6)
Service Installations over 600V:	$195	$354	($159)
Temporary Power Service - Pole	$97	$177	($80)
Each additional pole	$20	$35	($15)
Busways	$25	$53	($28)
Signs, outline lighting and marquees:			
Systems on one branch circuit	$29	$53	($24)
Each additional branch circuit	$23	$35	($12)
Flashers, Timers, or motors	$18	$35	($17)
Swimming Pools	$122	$230	($108)
Spa	$97	$177	($80)
Mechanical Permits:			
Permit Issuance:	$24	$35	($11)
Furnace - up to 100,000 BTU / hr	$97	$177	($80)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Furnace - over 100,000 BTU / hr	$97	$177	($80)
Floor Furnace	$97	$177	($80)
Suspended Heater, Wall Heater, or Floor Mounted Heater	$97	$177	($80)
Installation, relocation, or replacement of appliance vent	$97	$177	($80)
Repair, alteration, or addition to heating appliance, refrigeration unit, cooling unit, absorption, evaporative cooling system	$97	$177	($80)
Boiler or Compressor - 3HP and up to 100,000 BTU / hr	$97	$177	($80)
Boiler or Compressor - 3-15HP and 100,000-500,000 BTU / hr	$97	$177	($80)
Boiler or Compressor - 15-20 HP or 500,000-1,000,000 BTU / hr	$97	$177	($80)
Boiler or Compressor - 30-50 HP or 1,000,000-1,750,000 BTU / hr	$122	$230	($108)
Boiler or Compressor - 50+ HP or 1,750,000+ BTU / hr	$146	$265	($119)
Air Handling Unit - up to 10,000 CFM	$146	$265	($119)
Air Handling Unit - over 10,000 CFM	$97	$177	($80)
Evaporative Cooler - other than potable	$97	$177	($80)
Ventilation Fan	$97	$177	($80)
Hood / duct	$146	$265	($119)
Domestic Incinerator	$97	$177	($80)
Commercial Incinerator	$122	$230	($108)
Any other item not classified	$122	$230	($108)
Fire Dampers	$48	$88	($40)
Installation of duct to existing system	$24	$35	($11)
Expedited Building Plan Check Fee	125%	125%	$0

As the table above indicates, the Building Division is under-recovering for the majority of its fees as it relates to the Mechanical, Electrical, and Plumbing Fees. The largest source of under-recovery for the Division at $159 is related to the Service Installations over 600V. The average per unit recovery for the Division is 56%.

3 DETAILED RESULTS – PLAN CHECK AND INSPECTION SERVICES

The Building Division currently calculates the majority of its services based off of the valuation of the project. However, during discussions with the Building Division staff and based upon the types of development projects occurring in the City, the project team discussed expanding the current valuation-based fee schedule from $100,000 to $100,000,000. The expansion of these categories will help capture the marginal effort associated with higher valuation projects, without exponentially increasing those costs. Additionally, this will allow the Division to be more in line with the current economic climate of the region.

The City of Montebello currently charges a percentage based plan check fee for Plan Check services, the current Plan Check Fee is 70% of the Building Permit Fee. Through

this study, the project team calculated the plan check fee at 54% of the Building Permit Fee. This represents a 16% surplus for the City.

The following tables show the Inspection fee results calculated for the City of Montebello. Similar to the flat fees, the Total Cost Per unit reflects the direct costs, material costs (where applicable), Departmental, and Citywide overhead costs associated with managing the Inspection Process.

Table 7: Total Cost Per Unit Results – Inspection

Project Value Sliding Scale Category	Current Fee	Total Cost	Surplus / (Deficit)
Project Valuation - $1.00 to $500.00	$34.00	$263.11	($229.11)
Project Valuation - $500.00 to $2,000			
First $500	$34.00	$263.11	($229.11)
Each Additional $100 or fraction thereof	$11.00	$5.85	$5.15
Project Valuation - $2,001 to $25,000			
First $2,000	$184.00	$350.81	($166.81)
Each Additional $1,000 or fraction thereof	$24.00	$41.94	($17.94)
Project Valuation - $25,001 to $50,000			
First $25,000	$719.00	$1,315.54	($596.54)
Each Additional $1,000 or fraction thereof	$20.00	$35.08	($15.08)
Project Valuation $50,001 to $100,000			
First $50,000	$1,204.00	$2,192.56	($988.56)
Each Additional $1,000 or fraction thereof	$18.00	$31.57	($13.57)
Project Valuation $100,001 to $500,000			
First $100,000	$2,090.00	$3,771.21	($1,681.21)
Each Additional $1,000 or fraction thereof	$17.00	$10.31	$6.69
Project Valuation $500,001 to $1,000,000			
First $500,000	$8,890.00	$7,893.23	$996.77
Each Additional $1,000 or fraction thereof	$17.00	$1.75	$15.25
Project Valuation $1,000,001 to $5,000,000			
First $1,000,000	$17,390.00	$8,770.26	$8,619.74
Each Additional $1,000 or fraction thereof	$17.00	$2.19	$14.81
Project Valuation $5,000,001 to $10,000,000			
First $5,000,000	$85,390.00	$17,540.52	$67,849.48
Each Additional $1,000 or fraction thereof	$17.00	$1.96	$15.04
Project Valuation $10,000,001 to $25,000,000			
First $10,000,000	$170,390.00	$27,363.21	$143,026.79
Each Additional $1,000 or fraction thereof	$17.00	$2.56	$14.44
Project Valuation $25,000,001 to $50,000,000			
First $25,000,000	$425,390.00	$65,776.94	$359,613.06
Each Additional $1,000 or fraction thereof	$17.00	$0.18	$16.82
Project Valuation $50,000,001 to $100,000,000			
First $50,000,000	$850,390.00	$70,162.07	$780,227.93
Each Additional $1,000 or fraction thereof	$17.00	$1.75	$15.25
Project Valuation - $100,000,001 and over			
First $100,000,000	$1,700,390.00	$157,868.18	$1,542,521.82
Each Additional $1,000 or fraction thereof	$17.00	$0.88	$16.12

As the tables above indicate, the City of Montebello is under-recovering for Inspection services in its lower valuation ranges, and over-recovering for its higher valuation ranges. On average the per unit cost recovery for Plan Check and Inspection Services is 403%.

The City has the ability to implement the two valuation tables for Plan Check and Inspection services, or it has the option to implement the Inspection Table and charge Plan check at 70% of the current fee, which is consistent with its current methodology.

Expanding the valuation ranges from over $100,000 to $100,000,000 million will help address this over-recovery by capturing the marginal increase in level of effort rather than the exponential increase in effort.

4 ANNUAL REVENUE IMPACTS – MECHANICAL, ELECTRICAL, AND PLUMBING

The Building Division is currently under-recovering its fee-related costs associated with Mechanical, Electrical, and Plumbing by approximately $38,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 8: Annual Results – Mechanical, Electrical, and Plumbing

Fee Name	Annual Volume	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
BUILDING FEES				
Demolition of Building	38.00	$5,092	$9,411	($4,319)
Plumbing Permit:				
Issuance	191.00	$4,584	$6,758	($2,174)
Plumbing Fixture or Trap or Set of Fixtures on One Trap	3.00	$72	$106	($34)
Connection to Sewer	7.00	$336	$619	($283)
Rainwater Systems - per drain	2.00	$96	$177	($81)
Water Heater and / or Vent	50.00	$2,400	$4,423	($2,023)
Gas Piping Systems:				
1-4 outlets	5.00	$240	$442	($202)
5+ more outlets	1.00	$73	$142	($69)
Industrial Waste Pretreatment Interceptor, including trap / vent, functioning as fixture traps	9.00	$873	$1,592	($719)
Swimming Pool and / or Spa	1.00	$97	$177	($80)
Installation, Alteration, or Repair of Water Piping	116.00	$5,568	$10,261	($4,693)
Repair or Alteration of drainage or vent piing	1.00	$48	$88	($40)
lawn sprinkler system - per backflow device	4.00	$192	$354	($162)
Vacuum Breakers or Backflow protective	4.00	$192	$354	($162)
Devices on tanks, vats, or for installation on unprotected plumbing fixtures:				
1-4 fixtures	5.00	$240	$442	($202)
5+	10.00	$100	$177	($77)
Electrical Permits:				

Fee Name	Annual Volume	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Permit Issuance:	124.00	$2,976	$4,387	($1,411)
Branch Circuits:				
1-10 circuits	8.00	$384	$708	($324)
Each Additional Circuits	4.00	$116	$212	($96)
For appliance branch circuits				
1-10 outlets	5.00	$120	$177	($57)
Each additional outlet over 10	7.00	$336	$619	($283)
Service Installations less than 600V:				
0-200 Amps	4.00	$292	$566	($274)
201-600 Amps	25.00	$2,425	$4,423	($1,998)
601-1,200 Amps	43.00	$5,246	$9,889	($4,643)
1,200+ Amps	34.00	$408	$601	($193)
Service Installations over 600V:	9.00	$1,755	$3,184	($1,429)
Temporary Power Service - Pole	9.00	$873	$1,592	($719)
Each additional pole	2.00	$40	$71	($31)
Systems on one branch circuit	5.00	$145	$265	($120)
Each additional branch circuit	31.00	$713	$1,097	($384)
Mechanical Permits:				
Permit Issuance:	97.00	$2,328	$3,432	($1,104)
Furnace - up to 100,000 BTU / hr	89.00	$8,633	$15,745	($7,112)
Installation, relocation, or replacement of appliance vent	1.00	$97	$177	($80)
Boiler or Compressor:				
3HP or up to 100,000 BTU / hr	1.00	$97	$177	($80)
30-50 HP or 1,000,000-1,750,000 BTU / hr	2.00	$244	$460	($216)
50+ HP or 1,750,000+ BTU / hr	6.00	$876	$1,592	($716)
Air Handling Unit - up to 10,000 CFM	5.00	$730	$1,327	($597)
Ventilation Fan	2.00	$194	$354	($160)
Hood / duct	4.00	$584	$1,061	($477)
Any other item not classified	2.00	$244	$460	($216)
Installation of duct to existing system	37.00	$888	$1,309	($421)
	TOTAL	**$50,947**	**$89,408**	**($38,461)**

As the table above and on the previous page indicates, the Building Division is recovering approximately 57% of its flat fee related costs. This under-recovery is fairly evenly split among the Plumbing, Mechanical, and Electrical Permits.

5 ANNUAL RESULTS – PLAN CHECK AND INSPECTION

The project team reviewed the permitting data for residential and commercial projects to calculate the annual revenue impacts associated with the valuation-based fees. The following table shows by valuation range the total number of projects, the average valuation for the project, the annual revenue, the annual total cost, and the associated surplus / (deficit)

Table 9: Annual Results – Plan Check & Inspection

Project Valuation Range	# of Projects	Average Valuation	Annual Revenue	Annual Cost	Annual Surplus / (Deficit)
$1-$500	36.00		$1,224	$9,472	($8,248)
$501-$2,000	32.00	$1,405.11	$4,274	$10,113	($5,839)
$2,001-$25,000	391.00	$9,973.28	$146,756	$267,915	($121,159)
$25,001-$50,000	51.00	$36,138.39	$48,029	$87,019	($38,990)
$50,001-$100,000	27.00	$74,882.96	$44,601	$80,410	($35,810)
$100,001-$500,000	34.00	$223,528.91	$142,459	$171,502	($29,043)
$500,001-$1,000,000	1.00	$900,000.00	$15,690	$8,595	$7,095
$1,000,001-$5,000,000	4.00	$1,662,529.00	$114,612	$40,892	$73,720
$5,000,001-$10,000,000	1.00	$8,750,000.00	$149,140	$24,908	$124,232
Plan Check Fees			$465,892	$378,446	$87,447
		TOTAL	**$1,132,677**	**$1,079,271**	**$53,406**

As the table above indicates, the City of Montebello is recovering approximately 105% of its fee-related costs for plan check and inspection services. The primary source of this over-recovery is 5 projects that were valued over the $500,000 threshold, and the plan check fees, which is currently calculated on an exponential increase from $100,000. Expanding the City's current valuation ranges will help address this over-recovery.

6 ANNUAL RESULTS – OVERALL

Based upon the results presented in the previous sections, as well as the annual analysis comparison conducted for Plan Check and Inspection services, the Building Division is overall under-recovering its costs by approximately $30,000. The following table shows by fee category, the revenue at current fee, the total annual cost, annual surplus / (deficit), and cost recovery percentage.

Table 10: Annual Results – Overall

Category	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)	Cost Recovery %
Flat Fees & MEPs	$50,947	$89,408	($38,461)	57%
Valuation	$1,132,677	$1,079,271	$53,406	105%
TOTAL	**$1,183,624**	**$1,168,679**	**$14,946**	**101%**

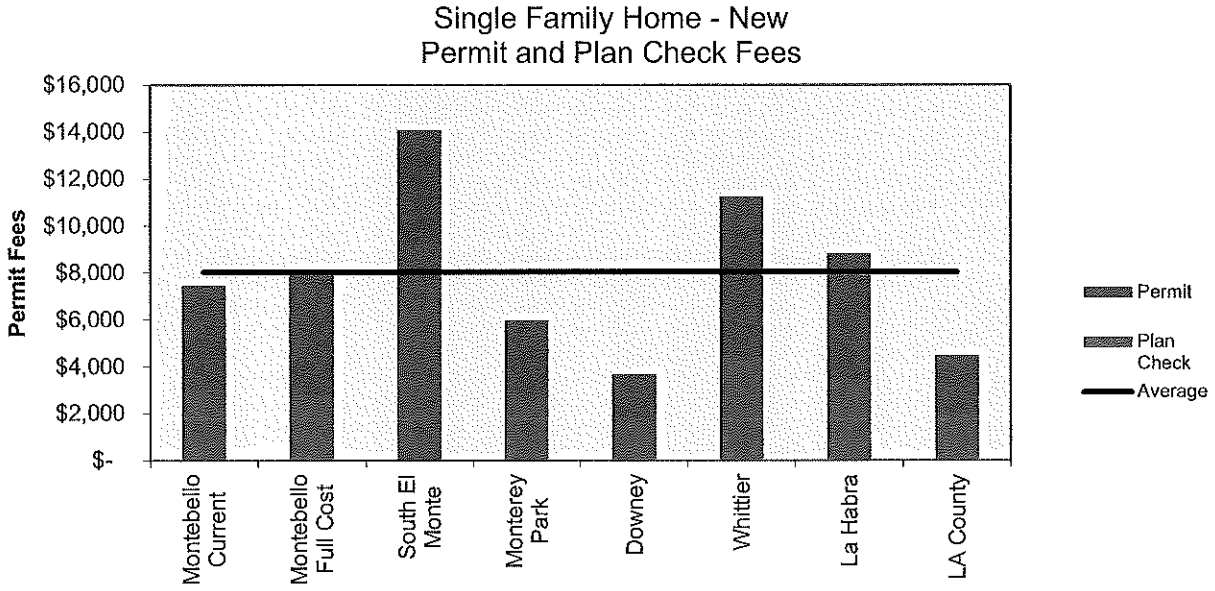
As the table above indicates, the Building Division is recovering approximately 101% of its fee-related costs. The primary source of over-recovery for the Division is valuation-based fees, and expanding the current valuation-based fee schedule will help address this over-recovery.

7 JURISDICTION COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three different scenarios related to Building Plan Check and Inspection as well as two flat fee comparisons.

1 New Single Family Home – 2,132 Sq. Ft., $235,139 Valuation

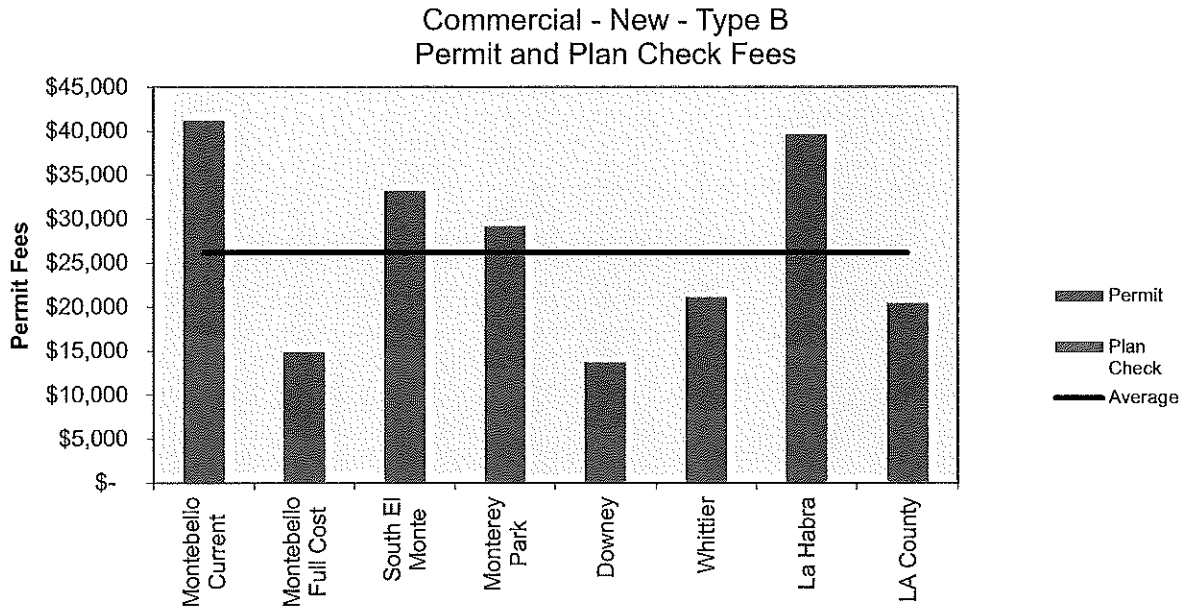
The City of Montebello currently assesses Building Plan Check and Inspection fees associated with a New Single Family Home based upon valuation, which was calculated at $7,458, whereas the study calculated the full cost at $9,370. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the chart above indicates, the City of Montebello's current fee is below the average charged by other jurisdictions, while its full cost at $9,370 is slightly higher than the average of $8,027.

2 New Construction – Business – 10,000 Sq. Ft., $1,400,000 Valuation

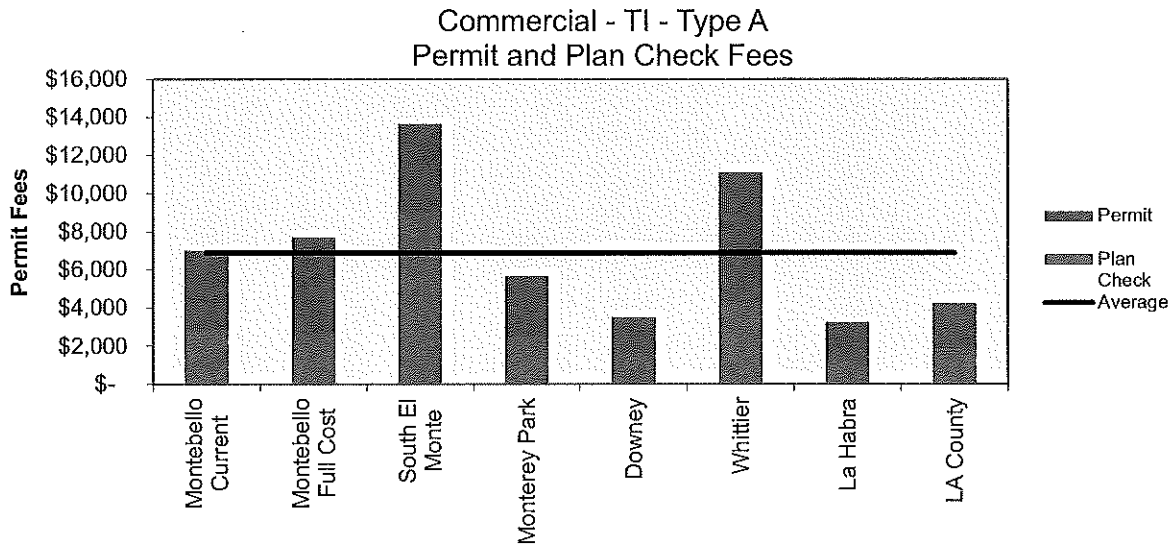
The City currently charges plan check and inspection fees for new construction based on valuation and would charge a new Business valued at $1.4 million $41,123 for Plan Check and Inspection services, the project team calculated the total cost at $17,527. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee is one of the highest fees charged for a similar project by surrounding jurisdictions. However, its full cost fee is calculated to be below the average of $26,175 charged by other surrounding jurisdictions.

3 Tenant Improvement – Restaurant – 5,504 Sq. Ft., $220,160 Valuation

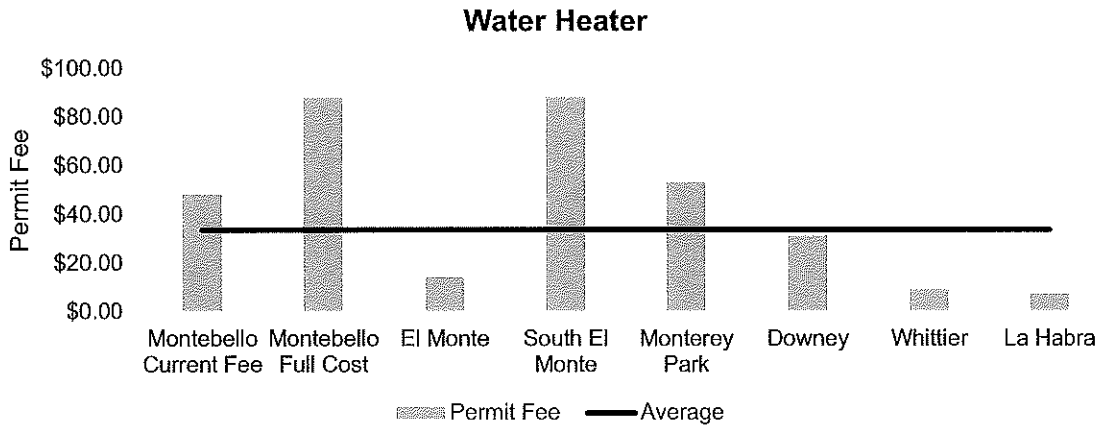
The City currently charges Tenant Improvements based upon their valuation, and charges a Restaurant Tenant Improvement valued at $220,160 a fee of $7,026 for Plan Check and Inspection. The study calculated the full cost of this service to be $9,148. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



The previous chart shows that the current fee of $7,026 is just above the average of $6,994 charged by surrounding jurisdictions, whereas the full cost calculated is higher than the average. However, the full cost fee calculated through the study is still below the fees charged by South El Monte and Whittier for this same type of project.

4 Water Heater

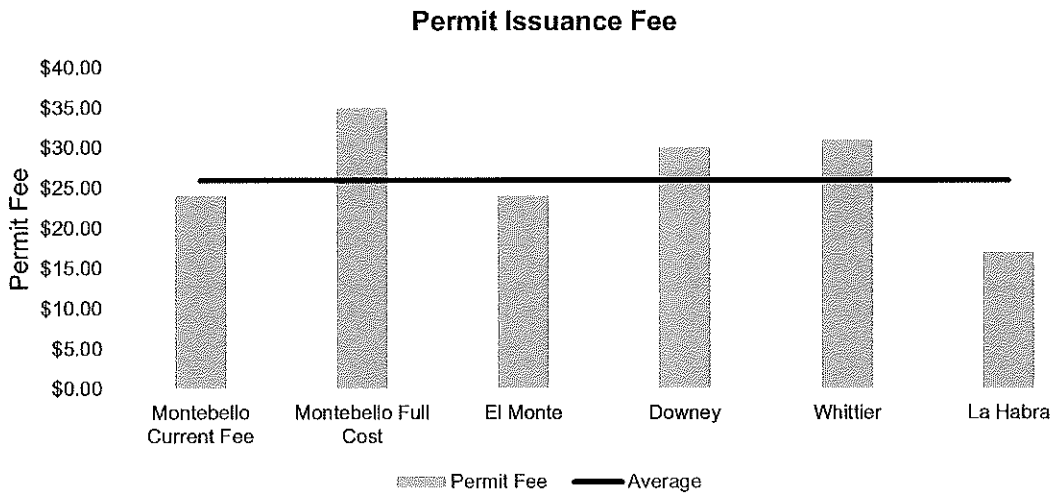
The City of Montebello currently charges a flat fee for a Water heater at $48; however, the study calculated the full cost associated with a Water heater at $88. The graph on the following page shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee and full cost fee for a Water Heater Permit is higher than the average fee of $33 charged by other jurisdictions. However, it is important to note that the full cost calculated through this study is at the same cost as the $88 charged by South El Monte for Water heaters.

5 Permit Issuance Fee

The City of Montebello currently charges a flat fee for Permit Issuance at $24; however, the study calculated the full cost associated with Permit Issuance at $35, representing a $11 per unit deficit. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City's current fee at $24 is below the average charged by other jurisdictions at $26. Additionally, the City's full cost fee at $35 is close to the fees of $30 and $31 assessed by Downey and Whittier.

7. FINANCE

The Finance Department oversees the budget, purchasing, accounting, and utility billing on behalf of the City. Additionally, the Finance Department oversees the Business Licensing Program. The fees examined within this study relate to Returned Checks, Business Licenses, and Dog Licenses.

1 FEE SCHEDULE MODIFICATIONS

The Finance Department did not have significant modifications to their fee schedule. The only modification was to eliminate the Document Replacement Fee, as this service is no longer being provided by the Department.

2 DETAILED RESULTS

The Finance Department collects fees as it relates to Budget Books, Dog Licenses, and Business Licenses. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Finance service.

Table 11: Total Cost Per Unit Results – Finance

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Copies of Budget or Financial Reports	$50	$14	$36
Copies of Annual Financial Reports	$50	$14	$36
Copies – per page	$0.10	$0.10	$0
Returned Check Fees:			
First Check	$25	$25	$0
Subsequent Check	$35	$35	$0
Sent to Collection Agency			
Delinquent Accounts sent to Collection Agency			
Administrative Fees / Loss of Use / Damages to City Property			
Taxicab Renewal of Permit	$250	$33	$217
Dog Licenses & Tag, Regular – per year, pro-rated	$50	$104	($54)
Dog Licenses and Tag, Regular, Spayed or Neutered, per year, pro-rated	$25	$104	($79)
Dog Licenses and Tag, Senior Citizens, Age 62+	$25	$104	($79)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed and Neutered	$10	$104	($94)
Dog Tag Replacement Fee	$3	$10	($7)
Business License Printout / List – per page	$5	$21	($16)
Business License Application / Processing Fee	$97	$80	$17
Business License Renewal Processing Fee	$25	$31	($6)
All other changes to Business Licenses	$25	$20	$5
Business Address Location Change	$25	$14	$11
Business License Certificate Replacement	$12	$10	$2

As demonstrated in the above table, the majority of the fees associated with the Finance Department are over-recovering. The average per unit recovery for the Department is 152%. The largest over-recovery on a per unit basis is related to the Taxicab Renewal Permit. However, it is important to note that the Department has not processed this permit in several years and does not anticipate processing this permit for several years, depending upon changes to the Municipal Code.

3 CREDIT / DEBIT CARD CONVENIENCE FEE

Through this study, the project team evaluated a Credit / Debit Card convenience fee. Currently, the City is assessed a fee from the credit card and debit card companies for any transactions that require the use of credit cards; however, these costs are not built into the fees or charges being assessed to the applicant.

The project team evaluated a year's worth of data regarding credit / debit card surcharges and evaluated two different options for assessing a convenience fee. Based upon the charges to the City, the city has the option to charge it as a percentage of the total transaction amount – 4% of the total amount charged. Alternatively, the City also has the option to charge a flat fee on every credit / debit card transaction, at $3.50 per transaction. The following table shows both these options:

Category	Amount
Option 1	4% of transaction amount
Option 2	$3.50 per transaction

Implementing either one of these options will help the City recover the charges that it is currently being assessed by these agencies. The proposed credit card / debit card convenience fee is a fairly typical fee that is assessed by other similar-sized agencies.

4 ANNUAL REVENUE IMPACTS

The Finance Department is currently under-recovering its fee-related costs by approximately $329,000. The following table shows the annual workload volume for FY 16/17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 12: Annual Results – Finance Fees

Fee Name	Annual Volume	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Returned Check:				
First Check	10	$250	$250	$0
Dog Licenses and Tag, Regular – per year, pro-rated	1,257	$62,850	$130,814	($67,964)
Dog Licenses and Tag, Regular, Spayed or Neutered – per year, pro-rated	499	$12,475	$51,930	($39,455)
Dog Licenses and Tag, Senior Citizens, Age 62+	1,657	$41,425	$172,442	($131,017)
Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed or Neutered	761	$7,610	$79,196	($71,586)
Dog Tag Replacement Fee	93	$279	$968	($689)
Business License Application / Processing Fee	113	$10,961	$9,089	($1,872)
Business License Renewal Processing Fee	3,485	$87,125	$107,119	($19,994)
	TOTAL	**$222,975**	**$551,808**	**($328,833)**

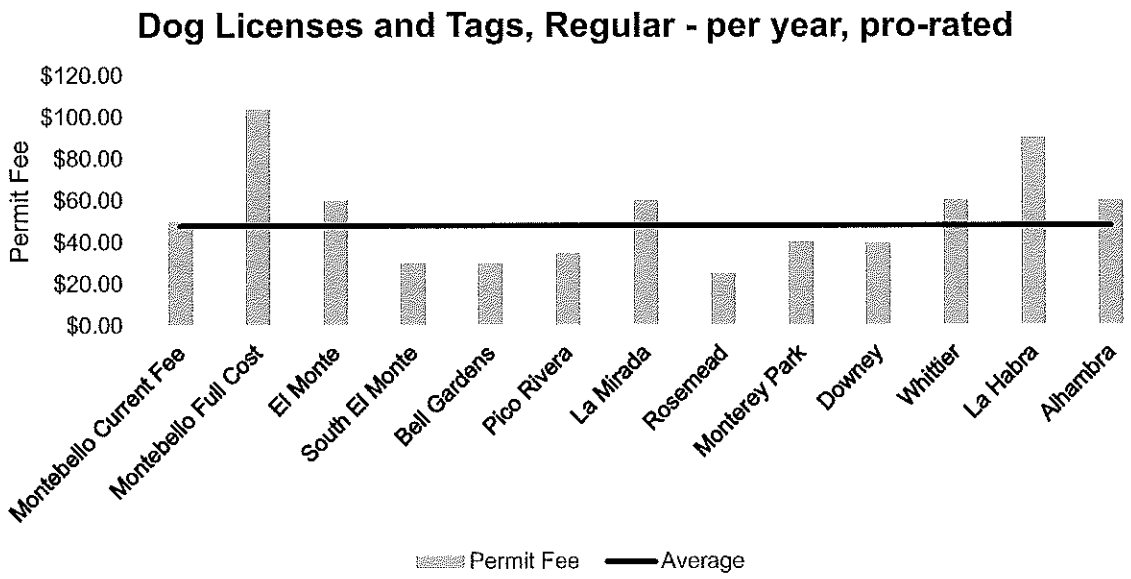
Overall, the Finance Department is recovering approximately 40% of its fee-related costs annually. The largest source of this deficit is Dog Licenses and Tags for Senior Citizens at $131,000, which represents approximately 40% of the overall subsidy.

5 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at two common Finance Services.

1 Dog Licenses and Tag, Regular – per year, pro-rated

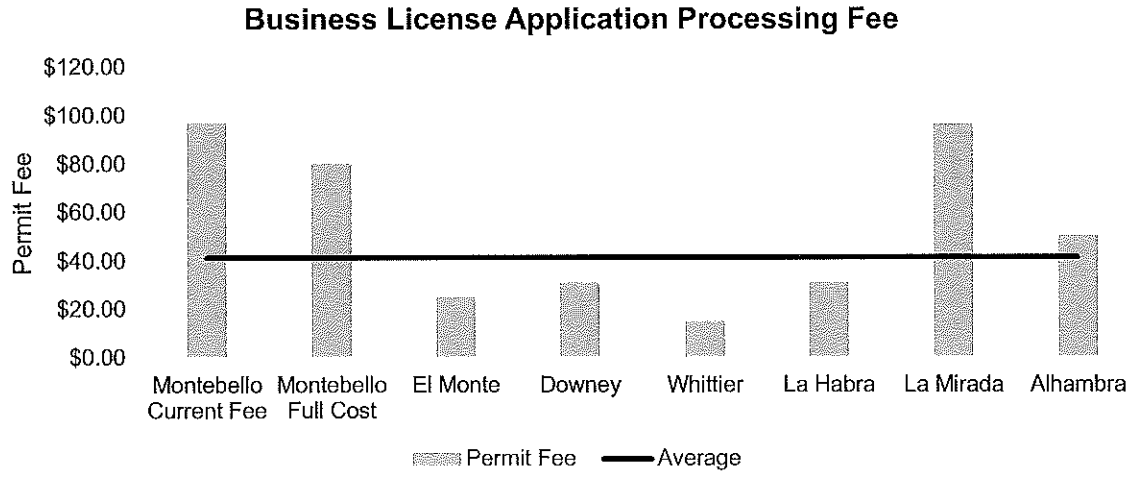
The City is currently charging $50 for regular dog tags and licenses, while the study calculated the total cost at $104, resulting in a per unit deficit of $54. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the current fee being assessed by the City of Montebello is slightly above the average fee of $48 being charged by other jurisdictions for dog licenses. The full cost calculated at $104 is higher than the fees charged by surrounding agencies.

2 Business License Application Processing Fee

The City is currently charging $97 for a new Business License Application. The study calculated that the total cost is $80, resulting in a per unit surplus of $17. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the previous graph indicates, the current fee being assessed by the City of Montebello is significantly higher than other agencies, except for La Mirada who charges $96. The City's current and full cost is higher than the average of $41 assessed by other agencies. It is important to note, that the study only evaluated the business license processing fee and that other cities may choose to supplement the processing fee with business license taxes and therefore does not represent the full cost of operating a business within the City of Montebello.

8. FIRE

The Fire Department is responsible for preventing or minimizing risk of fire and responding to medical emergencies. The Fire Prevention Division is responsible for inspecting facilities for safety and fire risk, providing fire prevention, and facilitating public education programs. The fees examined within this study include Fire Plan Check and Inspection fees for the Fire Code and Fire Construction Permits.

1 FEE SCHEDULE MODIFICATIONS

The project team worked closely with the Fire Department to make several changes to the current fee schedule. The primary purpose of all of these modifications was to streamline the current fee schedule to better reflect current services. The following points outline the modifications to the fee schedule:

- Elimination of Personnel and material costs from the Fire Administration cost, as those costs are already factored into the fees.
- Combination of Resident and Non-Resident fees into a single Emergency Medical Service Fee.
- Elimination of Photographs as a separate line item and renaming the fee to be Copies of Report and other Items.
- Elimination of Fire / Arson / Hazardous Materials Investigation Reports, Cost Recovery for Shared Public Fire Hydrant, and Cost Recovery for Illegal Burning. All of these items are covered through the larger Cost Recovery description.
- Renamed the Public document request not mentioned elsewhere to Records Research Request and converted from flat fee to hourly.
- Identified new fees for services already provided – Building, Planning, and Engineering Plan Reviews, Miscellaneous Inspections, and Business license inspections.

As discussed, identification of these services will not only condense the current fee schedule, but also better represent the services being provided by the Department to the residents of the community.

2 DETAILED RESULTS

The Fire Department collects fees for plan check and inspection services associated with the Fire Code and Fire Construction Permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Fire permit.

Table 13: Total Cost Per Unit Results – Fire

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
FIRE ADMINISTRATION:			
Emergency Medical Service Fee Pass Through:	$357	$726	($369)
Copies of Fire CAD and MICU Reports	$45	$44	$1
Copies of Other Reports & Items	$45	$44	$1
FIRE PREVENTION FEES:			
Fire Sprinkler Systems (Commercial)			
Per Riser	$232	$396	($164)
Inspections	$465	$449	$16
Fire Sprinkler Systems (Residential)			
Per Riser	$232	$396	($164)
Inspections	$232	$224	$8
Fire Alarm / Monitoring Systems			
Per Panel	$232	$396	($164)
Inspections	$232	$224	$8
Hood / Fixed / Other Suppression Systems - per system	$232	$310	($78)
Standpipe / Hose Systems - per system	$232	$310	($78)
Fire Pump Systems - per pump	$465	$310	$155
Underground Hydrant Systems - per system	$349	$466	($117)
Rack / High-Piled Storage Systems:			
Plans 60,000 sq. ft. and smaller	$232	$310	($78)
Plans 60,000 sq. ft. and larger	$465	$621	($156)
Spraying / Dipping / Coating Operations / Booth - per operation / booth	$232	$310	($78)
Dust Collection Systems - per system	$232	$310	($78)
Medical Gas Systems - per system	$232	$310	($78)
Pressure Vessels and / or Piping Systems - per vessel or system	$232	$310	($78)
Underground Pipelines - per occurrence	$232	$310	($78)
Vapor Recovery / Removal System	$232	$310	($78)
Industrial Baking / Drying	$349	$466	($117)
Hazardous Materials System - per system	$232	$310	($78)
Tank and / or Piping Installation / Removal / Abandonment / Modification - per tank or piping system	$232	$310	($78)
Special Events - per submittal	$465	$621	($156)
Fireworks Booth / Pumpkin Patches / Christmas Tree Lots - per booth / patch / lot	$232	$310	($78)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Expedited Plan Check - per submittal (after hours - 4 hr min)	$444	$792	($348)
Miscellaneous Reviews - per submittal	$465	$792	($327)
Inspection Fees:			
High Rise Inspections - per hour	$116	$112	$4
Requested Inspections - per hour	$116	$112	$4
Annual Inspections - per hour	$116	$112	$4
Reinspection with non-compliance	$232	$112	$120
After hours inspection (incl. 4 hrs)	$465	$449	$16
Annual Permit Fees:			
Fire Code Permits (see Fire Code for List)	$232	$224	$8
Fire Alarm Permit	$232	$310	($78)
Filming Operations - per location per shoot	$465	$621	($156)
Permits not previously identified in the schedule per Fire Code	$232	$310	($78)
Cost Recovery:			
Manpower, materials, services	$0	$0	$0
False Alarm Response	$0	$0	$0
Other Costs / Fees:			
Records Research Request - per hourly	$45	$198	($153)
Subpeonas for records - per record	$15	$22	($7)
Civil Action subpeonas for firefighters	$150	$195	($45)
New Fees:			
Building, Planning, and Engineering Plan Reviews - per hr	$0	$198	($198)
Miscellaneous Inspections - per hour	$0	$112	($112)
Business License Inspection	$0	$112	($112)

A majority of the fees relating to the Fire Department are under-recovering, with approximately 74% of the permits showing a subsidy. The average per unit recovery for the Department is 83%.

3 ANNUAL REVENUE IMPACTS

The Fire Department is currently under-recovering its fee-related costs by approximately $807,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 14: Annual Results – Fire

Fee Name	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
FIRE ADMINISTRATION				
Emergency Medical Service Pass Through Fee	2,193	$782,901	$1,591,697	($808,796)
FIRE PREVENTION FEES				
Hood / Fixed / Other Suppression Systems	1	$232	$310	($78)
ANNUAL PERMIT FEES				

Fee Name	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
Fire Code Permits	130	$30,160	$29,182	$978
	TOTAL	**$813,293**	**$1,621,189**	**($807,896)**

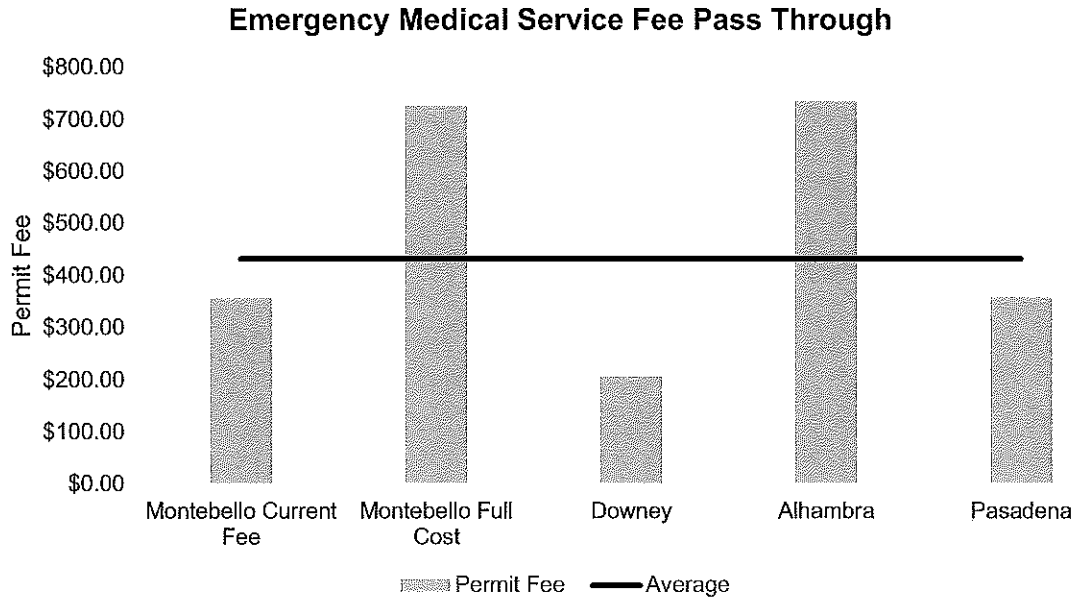
Overall, the Fire Department is recovering approximately 50% of its fee-related costs. The largest source of its annual deficit is the Emergency Medical Services pass through fee. Those fees should be evaluated to see if there is opportunity to diminish the deficit due to the high volume of activity.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Fire Department applications.

1 Emergency Medical Services Pass Through Fee

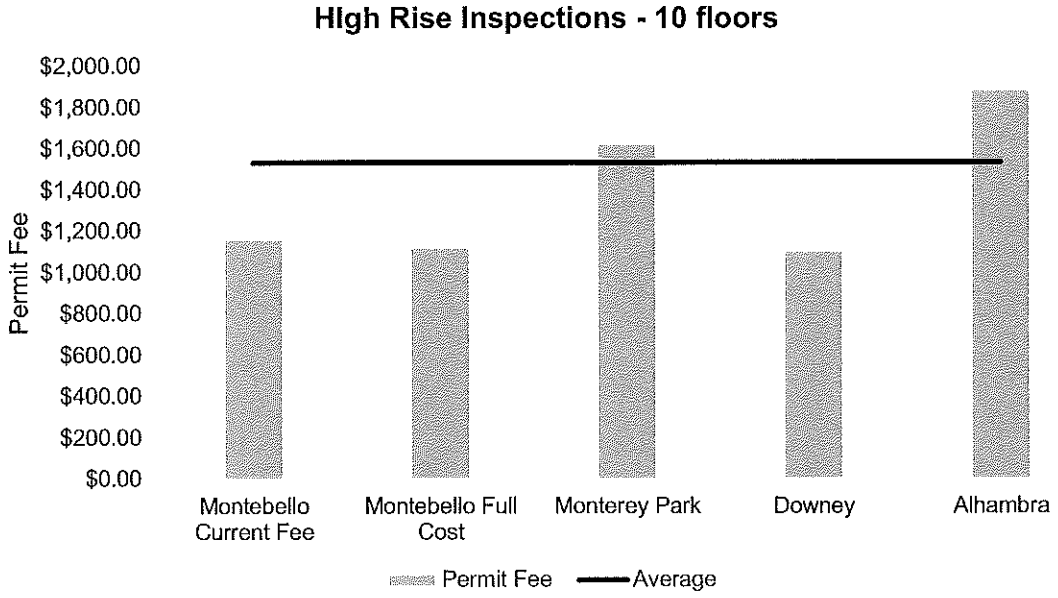
The City is currently charging $357 for Emergency Medical Services Pass Through Fee, which the study calculated at $726. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee is below the average fee of $433 charged by Downey, Alhambra, and Pasadena. However, the full cost fee is higher than the average, but lower than the highest fee charged by Alhambra.

2 High Rise Inspection – 10 floors

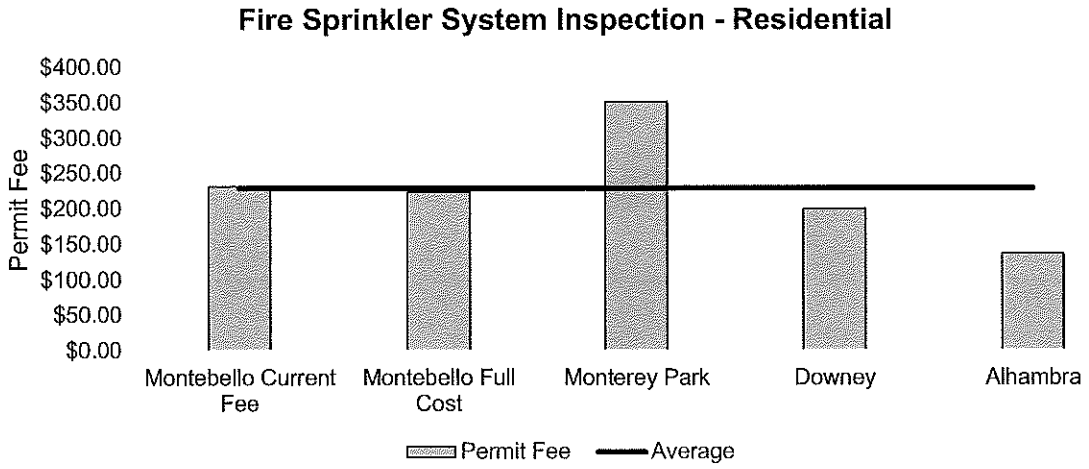
The City of Montebello currently charges High Rise Inspections on an hourly basis, the current fee is $116 per hour and the project team calculated the fee at $112 per hour. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current and full cost fees are below the average fee of $1,533 charged by surrounding jurisdiction.

3 Residential Sprinkler System - Inspection

The City of Montebello charges $232 for a Fire Sprinkler System (Residential) Inspection and the full cost through this study was calculated at $224, representing a surplus of $8. The graph on the following page shows how the Department's current fee and total cost compare to other local jurisdictions.



The chart above shows that the current fee for Montebello is only slightly higher than the average fee at $229 for Residential Sprinkler Inspections, but its full cost at $224 is below average and only slightly higher than the lowest fee charged by Alhambra.

9. PARKS AND RECREATION

The Parks and Recreation Department is responsible for maintaining City parks and open space, providing community programs and managing facility rentals. Community programs offered include recreational swim, swim lessons, and camps. Facility rentals include pool rentals, athletic field rentals, park rentals, and community center rentals. The fees examined within this study relate to Community Programs and Facility Rentals.

1 FEE SCHEDULE MODIFICATIONS

During discussion with staff in the Parks and Recreation Department there were no significant changes made to the fee schedule. The primary change was the identification of all services on a single consolidated schedule. Additionally, material costs, where appropriate were folded into the overall fee, rather than being called out as a separate line item, such as uniform costs.

2 DETAILED RESULTS – PROGRAMS

The Parks and Recreation Department currently charges fees for Adult Sports, Youth Sports, Summer Aquatics, Camps, Extended Child Care, a Playschool Program, and some miscellaneous fees. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Parks and Recreation program.

Table 15: Total Cost Per Unit Results – Parks and Recreation

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Adult Sports:			
Softball & Fast Pitch	$290	$1,079	($789)
Basketball	$290	$1,009	($719)
Football	$290	$1,122	($832)
Volleyball	$290	$1,047	($757)
Youth Sports:			
Flag Football	$50	$326	($276)
Soccer	$50	$224	($174)
Basketball	$50	$300	($250)
Cheerleading	$50	$198	($148)
Track & Field	$50	$164	($114)
T-Ball / Baseball / Softball	$50	$253	($203)
Summer Aquatics:			
Rec Swim	$3.00	$5.99	($3)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Lap Swim	$3.00	$2.12	$1
Lessons	$25	$36	($11)
Camps:			
Winter Camp	$90	$311	($221)
Summer Camp	$90	$269	($179)
Spring Camp	$90	$311	($221)
Annual Registration Fee	$25	$56	($31)
Extended Child Care:			
Full Time Before & Afterschool	$125	$406	($281)
Afterschool Only	$105	$314	($209)
Annual Registration Fee	$25	$56	($31)
Non-Instructional Day Care - per day	$20	$73	($53)
Montebello Playschool Program			
Session Fee	$260	$1,152	($892)
Material / Registration Fee	$65	$71	($6)
Miscellaneous Fees:			
Refund Processing Fee	$25	$56	($31)
Street Banner Hanging	$155	$417	($262)

A majority of the fees relating to Parks and Recreation programs are under-recovering, with roughly 96% of the permits showing a subsidy. The largest deficit ($892) relates to Session Fees for the Playschool Program, while the largest surplus ($1) relates to Lap Swim for the Summer Aquatics Program. The average per unit cost recovery for the Division is 39%.

It is important to note that for Parks and Recreation unlike other services, the current fee should be based upon market factors. The figures represented in the previous table represent staff time and material cost associated with administering these programs, but do not reflect the actual market value of administering these programs. Therefore, staff and City management should review and utilize these results as a guideline for updating the current fees for service related to Recreation programs.

3 DETAILED RESULTS – RENTALS

In addition to the Parks and Recreation programs, the Department also assesses fees associated with Park, Facility, and Pool rentals. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee (Category V Fee charged by the City as that is the highest fee), total cost, and surplus or deficit associated with each type of Facility Rental.

Table 16: Total Cost Per Unit Results – Parks and Recreation Rentals

Fee Category	Current Fee (Cat. V)	Total Cost	Surplus / Deficit
Park Rentals			
Open Space	$47	$91	($44)
Open Space with Lights	$63	$100	($37)
Picnic Areas	$83	$293	($210)
Bouncer Permit	$57	$56	$1
Bandshells	$46	$64	($18)
Ballfields	$47	$179	($132)
Ballfields with Lights	$63	$189	($126)
Full Field Prep		$135	
Basketball Courts	$35	$49	($14)
Basketball Courts with Lights	$41	$49	($8)
Tennis Courts	$35	$49	($14)
Tennis Courts with Lights	$40	$50	($10)
Monuments	$83	$147	($64)
Gazebo	$40	$63	($23)
Skate Park	$75	$166	($91)
Facility / Community Center Rentals:			
Meeting Rooms	$75	$106	($31)
Pool Rentals:			
0-50 swimmers	$138	$295	($157)
51-100 swimmers	$194	$367	($173)
101-150 swimmers	$250	$439	($189)
151-200 swimmers	$322	$511	($189)
201-250 swimmers	$354	$583	($229)
Hensel Gym Rentals	$75	$122	($47)
Senior Center:			
Downstairs Hall	$104	$522	($418)
South Wing Hall	$119	$390	($271)
Upstairs Hall	$124	$653	($529)
Patio Activity Area	$311	$193	$118
Staff Hourly Rate			
Recreation Leader	$15	$66	($51)
Park Ranger	$25	$76	($51)

As the table above and on the previous page indicates, the City of Montebello is under-recovering for the majority of its Facility rentals, with the exception of the Patio Area and the Bouncer Permit. The average cost recovery for Facility rentals, when compared to Category V Fees, is approximately 57%.

It is important to note that similar to the Parks and Recreation Programs, the Facility Rentals' current fee should be based upon market factors. The figures represented in the previous table represent staff time and depreciation cost associated with maintenance and monitoring of these rentals, but do not reflect the actual market value of using such facilities or park space. Therefore, staff and City management should review and utilize

these results as a guideline for updating the current fees for service related to Facility Rentals.

4 ANNUAL REVENUE IMPACTS – PROGRAMS

The Community Services – Parks and Recreation Division is currently under-recovering its Parks and Recreation fee-related costs associated with its programs by approximately $1,343,000. The following table shows the annual workload volume for FY 17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 17: Annual Results – Parks and Recreation Programs

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
Adult Sports:				
Softball & Fast Pitch	36	$10,440	$38,855	($28,415)
Basketball	44	$12,760	$44,410	($31,650)
Football	6	$1,740	$6,735	($4,995)
Volleyball	6	$1,740	$6,285	($4,545)
Youth Sports:				
Flag Football	240	$12,000	$78,344	($66,344)
Soccer	450	$22,500	$100,995	($78,495)
Basketball	350	$17,500	$104,929	($87,429)
Cheerleading	90	$4,500	$17,794	($13,294)
Track & Field	50	$2,500	$8,191	($5,691)
T-Ball / Baseball / Softball	200	$10,000	$50,560	($40,560)
Summer Aquatics:				
Rec Swim	1,800	$5,400	$10,789	($5,389)
Lap Swim	720	$2,160	$1,524	$636
Lessons	750	$18,750	$26,989	($8,239)
Street Banner Hanging:	25	$3,875	$10,414	($6,539)
CAMPS:				
Winter Camp	120	$10,800	$37,334	($26,534)
Summer Camp	770	$69,300	$207,195	($137,895)
Spring Camp	80	$7,200	$24,889	($17,689)
Annual Registration Fee	770	$19,250	$43,503	($24,253)
EXTENDED CHILD CARE				
Full Time Before & Afterschool	750	$93,750	$304,687	($210,937)
Afterschool Only	1,500	$157,500	$471,366	($313,866)
Annual Registration Fee	1,500	$37,500	$84,746	($47,246)
Non-Instructional Day Care - per day	80	$1,600	$5,836	($4,236)
Montebello Playschool Program				
Session Fee	200	$52,000	$230,380	($178,380)
Material / Registration Fee	200	$13,000	$14,300	($1,300)
TOTAL		**$587,765**	**$1,931,049**	**($1,343,284)**

Overall, the Parks and Recreation Division is recovering approximately 30% of its costs related to sports, recreation programs, camps, and aquatics. The project team also broke out the revenue, annual cost, deficit and cost recovery percentage by major program grouping. The following table shows the results of the analysis by major activity group:

Table 18: Annual Results – Programs By Category

Category	Annual Revenue	Annual Cost	Annual Surplus / (Deficit)	Cost Recovery %
Adult Sports	$26,680	$96,285	($69,605)	28%
Youth Sports	$69,000	$360,812	($291,812)	19%
Summer Aquatics	$30,185	$49,716	($19,531)	61%
Camps	$106,550	$312,920	($206,370)	34%
Extended Child Care	$290,350	$866,635	($576,285)	34%
Montebello Playschool Program	$65,000	$244,679	($179,679)	27%
TOTAL	**$587,765**	**$1,931,049**	**($1,343,284)**	**30%**

As the table above indicates, when analyzing the cost recovery by program type it becomes clear that certain programs such as Summer Aquatics are at a higher level of cost recovery compared to other programs such as youth sports, which has the lowest level of cost recovery. However, in terms of dollar value and impact on revenue, the largest sources of the overall deficit are Extended Child care and then Youth Sports.

5 ANNUAL REVENUE IMPACTS – RENTALS

The Parks and Recreation Department is currently under-recovering for its rental-related costs annually by approximately $457,000. The following table shows by fee category, the number of permits / hours rented for each facility, the revenue at current fee (based on Category III fees as not all fees were waived, but not all were charged at the highest level), the annual cost, and the associated surplus / (deficit).

Table 19: Annual Results – Facility Rentals

Fee Category	# of Permits	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Park Rentals				
Open Space	84.00	$3,948	$7,649	($3,701)
Picnic Areas	492.06	$40,841	$144,287	($103,446)
Bandshells	23.00	$1,058	$1,466	($408)
Ballfields	1,284.00	$3,210	$230,414	($227,204)
Basketball Courts	514.00	$1,285	$24,986	($23,701)
Tennis Courts	45.00	$450	$2,187	($1,737)
Monuments	12.00	$996	$1,759	($763)
Facility / Community Center Rentals:				
Meeting Rooms	328.00	$24,600	$34,687	($10,087)

Fee Category	# of Permits	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Pool Rentals:				
0-50 swimmers	70.00	$6,300	$20,674	($14,374)
Hensel Gym Rentals	278.00	$20,850	$33,963	($13,113)
Senior Center:				
South Wing Hall	217.00	$25,823	$84,683	($58,860)
	TOTAL	**$129,361**	**$586,757**	**($457,396)**

As the above table indicates, the City of Montebello is recovering approximately 22% of its costs related to facility rentals. The largest source of this subsidy is related to ballfield rentals.

6 OVERALL ANNUAL REVENUE IMPACTS

Overall, the Parks and Recreation Department is under-recovering for its fee-related services by approximately $1.8 million. The following table shows the breakout and cost recovery percentage by major fee category:

Table 20: Annual Results – Overall Results

Fee Category	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)	Cost Recovery %
Programs	$587,765	$1,931,049	($1,343,284)	30%
Rentals	$129,361	$586,757	($457,396)	22%
TOTAL	**$717,126**	**$2,517,805**	**($1,800,679)**	**28%**

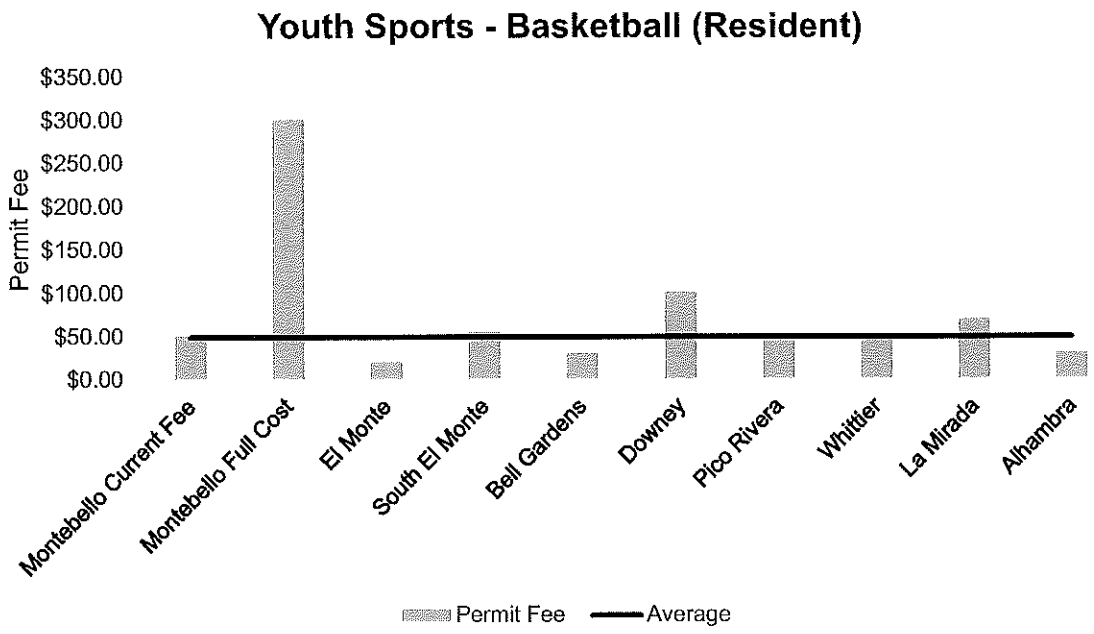
As the table above indicates, the Parks and Recreation Department is recovering 28% of its costs annually. The deficit is primarily due to the program-related activities.

7 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Parks and Recreation services.

1 Youth Sports – Basketball (Resident)

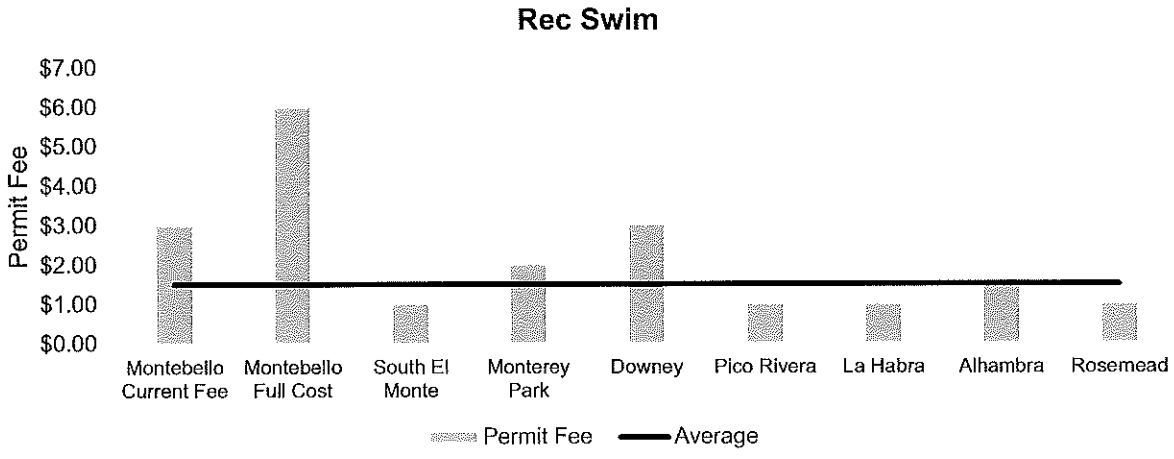
The City of Montebello currently charges fees for Youth Sports Basketball at $50 per participant (including uniform costs), the study calculated the cost at $300 per participant. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee of $50 is just above the average of $49 charged by other jurisdiction. The City of Montebello's full cost at $300 is significantly higher than the next highest of $100 per participant charged by Downey.

2 Recreation Swim

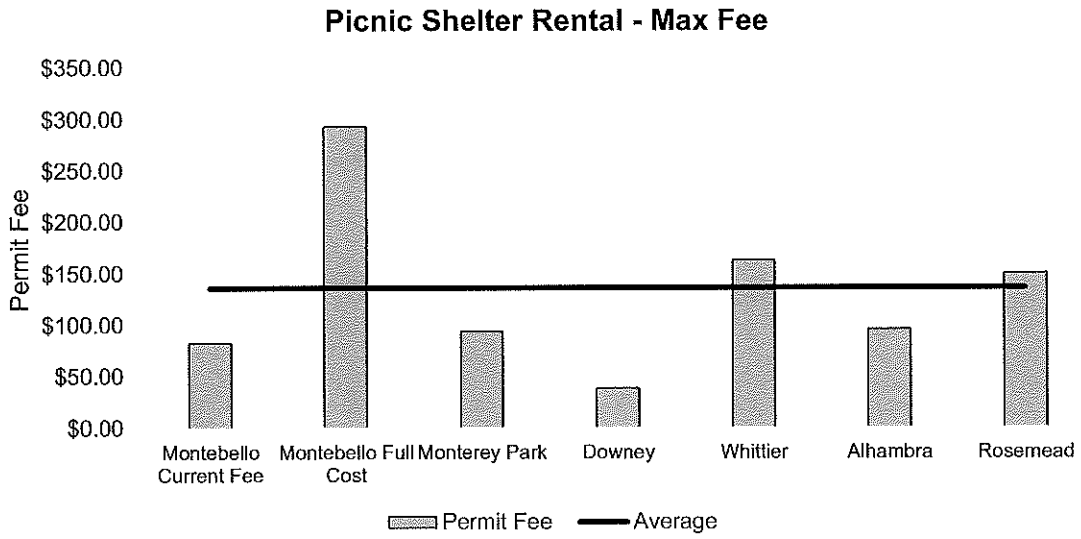
The City is currently charging $3 per swim for Rec Swim and through this study, the full cost for Rec Swim is $5.99 per swim. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph on the previous page indicates, the City of Montebello's current and Full Cost Rec Swim Fee of $3 and $5.99 respectively is higher than the average of $1.50 charged by surrounding jurisdictions.

3 Picnic Shelters

The City is currently charging $83 (Category V) for a Picnic Shelter rental and the study calculated the full cost at $293 for a rental. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current Picnic Shelter maximum fee of $83 is below the average fee of $136 charged by other surrounding jurisdictions. This suggests that the City has some capacity to increase its current maximum fee to bridge the gap closer to the full cost of providing picnic shelter service to residents.

10. PLANNING

The Planning Division of the Community Development Department within the City of Montebello is responsible for administering the City's current planning programs as guided by the City's adopted General Plan and Zoning Code. The fees examined within this study relate to current planning applications such as Conditional Use Permits, Site Plan Reviews, Temporary Use Permits, Tentative Tract and Parcel maps, and Environmental Impact Reports.

1 FEE SCHEDULE MODIFICATIONS

The project team worked with staff in the Planning Division to make significant modifications to the current fee schedule, these modifications included elimination of fees, addition of new fees, and conversion of fees to deposit-based fees. The following points list all of the proposed modifications:

- **Elimination of Fees:** The following fees were eliminated from the Planning Fee Schedule due to those services no longer being provided or being provided through an alternative application:

  - Base Maps -Sheet
  - Preliminary Plan Review
  - Zoning Code Amendment
  - Each Additional lot over 50 / Each additional lots
  - Joint Use / Shared Parking
  - Nonconforming Extension
  - Modifications to Conditions of Approval
  - Modifications to Existing Zoning Entitlements
  - Extension of an unexercised Variance or Conditional Use Permit
  - Multiple Applications – for each additional application
  - Carnivals, Fairs, and Festivals

- **New Fees:** The following fees were added to the Fee schedule to better represent the services provided by the Planning Division:

  - Technology Fee
  - General Plan Maintenance Fee
  - Expedited Plan Review
  - Building Records Research Fee – per hour
  - Planning Plan Review & Inspection – Residential and Non-Residential
  - Business License Review

- Courtesy Review
- Pre-Application Review
- Public Hearing Notice – Preparation and d Mailing
- After Hours Inspections and Plan Review
- Solar Plan Review Fee
- Development Agreement
- Planning Plan Review and Inspection

- **Conversion to Actual Cost:** The following fees were converted from flat fees to Actual Cost on the Fee Schedule:

  - Zoning Maps
  - Aerial Photos
  - Base Maps
  - General Plan plus Publication plus Postage
  - Montebello Municipal Code plus Publication and Postage

- **Conversion to Deposit-based Fees:** The following fees were converted from flat fees to Deposit-based fees on the Fee Schedule:

  - Specific Plan
  - Civic Center Review
  - Conditional Use Permit - Cannabis
  - Variance - Major
  - Sign Program
  - Adult Use Permit
  - Hillside Plan Review
  - Parking Management Plan
  - Initial Environmental Study Review
  - Negative Declaration
  - Mitigated Negative Declaration
  - Environmental Impact Report
  - Mitigation Monitoring Fee
  - Development Agreement

Implementing these proposed changes to the fee schedule will help the Planning Division more transparently and accurately capture its costs associated with Planning services.

2 DETAILED RESULTS – FLAT FEES

The Planning Division collects flat fees for a variety of services such as Zoning Verification Letter, Site Plan Review, Planned Development Districts, Lot Line Adjustments, etc. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the

title / name, current fee, total cost, and surplus or deficit associated with each Planning Division Fee.

Table 21: Total Cost Per Unit Results – Planning

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
PLANNING FEES:			
Zoning Verification Letter	$65	$195	($130)
General Plan Amendment	$3,408	$4,883	($1,475)
Text Code Amendment	$0	$5,860	($5,860)
Zone Change	$3,751	$6,837	($3,086)
Site Plan Review	$1,481	$4,883	($3,402)
Conditional Use Permit - Minor	$1,734	$5,469	($3,735)
Conditional Use Permit - Major	$1,734	$11,720	($9,986)
Variance - Minor	$1,734	$5,469	($3,735)
Planned Development Districts	$1,831	$19,533	($17,702)
Mobile Home Review	$1,692	$11,720	($10,028)
Tentative Tract / Parcel Maps	$2,076	$9,767	($7,691)
Tentative Vesting Tract / Parcel Maps	$1,628	$11,720	($10,092)
Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	$1,628	$9,767	($8,139)
Environmental Fees:			
Exemption	$118	$6,837	($6,719)
Code Enforcement / Planning Fees:			
Temporary Use Permit	$0	$1,953	($1,953)
Film Permit	$448	$2,930	($2,482)
Fireworks Stand / Seasonal Lot Permit	$378	$195	$183
Temporary Sign Fees:			
Banners	$38	$1,953	($1,915)
All Others	$42	$2,930	($2,888)
NEW FEES:			
Planning Inspections			
Residential		$391	
Non-Residential		$781	
After Hours Inspections (4 hr min + Travel Time) - per hour		$293	
Business License Review	$24	$98	($74)
Courtesy Review		$4,883	
Pre-Application Review		$781	
Public Hearing Notice:			
Preparation		$1,953	
After Hours Application Review - hourly		$195	
Administrative Decision Fee:			
Residential		$1,953	
Non-Residential		$4,883	
Solar Plan Review Fee:			
Residential	$24	$977	($953)
Non-Residential	$24	$3,907	($3,883)
Planning Plan Review & Inspection			
Residential	$24	$781	($757)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Non-Residential	$24	$2,930	($2,906)
Technology Fee - per permit / application		$34	
General Plan Amendment		1.4% of Valuation	

As the table indicates, the Planning Division is under-recovering for all of its flat-fee related services. The average per unit cost recovery for the Planning Division is 27%.

3 ANNUAL REVENUE IMPACTS – FLAT FEES

The Planning Division is currently under-recovering its fee-related costs associated with its services by approximately $193,000. The following table shows the annual workload volume for FY 17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 22: Annual Results – Planning

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
PLANNING FEES:				
Zoning Verification Letter	2	$130	$391	($261)
General Plan Amendment	2	$6,816	$9,767	($2,951)
Conditional Use Permit - Minor	10	$17,340	$54,694	($37,354)
Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	1	$1,628	$9,767	($8,139)
Environmental Fees:				
Exemption	2	$236	$13,673	($13,437)
Initial Environmental Study Review	1	$1,017	$1,017	$0
Film Permit	1	$448	$2,930	($2,482)
Temporary Sign Fees:				
All Others	7	$294	$20,510	($20,216)
NEW FEES:				
Business License Review	29	$700	$2,832	($2,133)
Solar Plan Review Fee:				
Residential	6	$145	$5,860	($5,715)
Planning Plan Review & Inspection				
Residential	132	$3,168	$103,137	($99,969)
	TOTAL	**$31,922**	**$224,577**	**($192,655)**

Overall, the Planning Division is recovering approximately 14% of its costs, with the largest source of its subsidy related to Planning Plan Review and Inspection services provided for residential projects in support of Building Permit Applications. Implementing a fee for this service will help reduce the subsidy associated with this service.

4 DEPOSIT-BASED FEES

As discussed in the modifications section, during discussions with Planning Division staff it was determined that certain fees should be converted to deposit-based fees. The purpose of a deposit-based fee is to not only allow for cost recovery, but to also fairly assess the cost of providing service to an applicant, for which the level of service and hours of service can vary greatly. Deposit-based fees are a common practice of many Planning Divisions / Departments throughout the state and the country. The following table lists the deposit-based fees and the proposed minimum deposit amount for each fee category:

Table 23: Deposit-Based Fees

Fee Name	Minimum Deposit
Specific Plan	$10,000
Civic Center Review	$10,000
Conditional Use Permit – Cannabis	$10,000
Variance – Major	$10,000
Sign Program	$10,000
Adult Use Permit	$10,000
Hillside Plan Review	$10,000
Parking Management Plan	$10,000
Initial Environmental Study Review	$10,000
Negative Declaration	$15,000
Mitigated Negative Declaration	$25,000
Environmental Impact Report	$50,000
Mitigation Monitoring Fee	$20,000
Development Agreement	$10,000

As the table above indicates, for the majority of the deposit-based fees, the minimum deposit-being proposed is $10,000. It is typically considered a best management practice to have a standardized deposit for these types of services and that it should reflect the average cost for providing a service, thereby not requiring the need for additional invoices or billing to the applicants for those services.

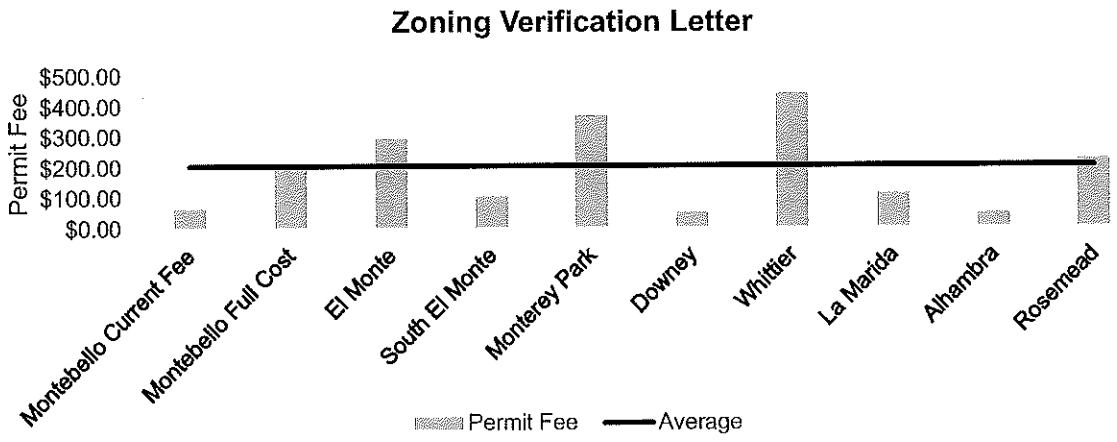
Through this study, the project team will provide staff with fully burdened hourly rates, which should be used when billing against deposits to ensure that the full cost associated with those services is being captured.

5 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Planning Division Services.

1 Zoning Verification Letter

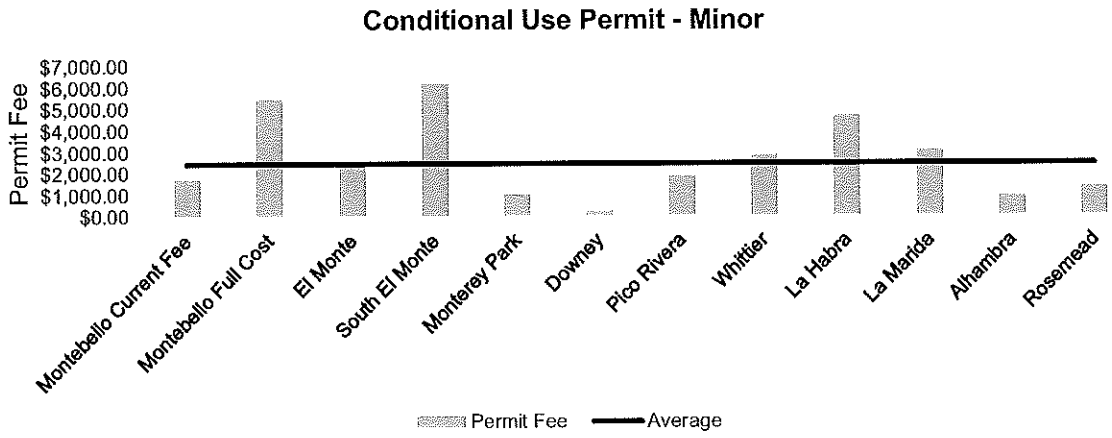
The City is currently charging $65 for a Zoning Verification Letter and the study calculated the total cost at $195 for each letter. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the average fee for a Zoning Verification Letter charged by other jurisdictions ($205) is higher than the current and full cost fee calculated for the City of Montebello.

2 Conditional Use Permit - Minor

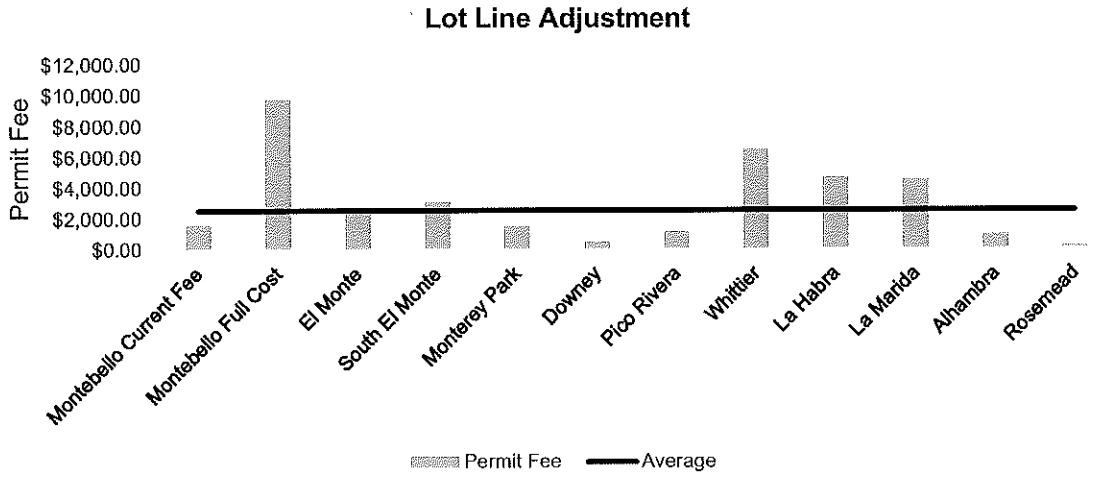
The City of Montebello currently charges approximately $1,734 for a Minor Conditional Use Permit, whereas the study calculated the full cost at $5,469, representing a deficit of $3,735 per unit. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the previous graph indicates, the City of Montebello's current fee is below the average ($2,464) for minor conditional use permits charged by other surrounding agencies. However, the full cost fee is higher than the average, but lower than the highest fee charged by South El Monte ($6,209).

3 Lot Line Adjustments

The City is currently charging $1,628 for Lot Line Adjustments and through this study, the full cost was calculated at $9,767. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee is below the average fee ($2,546) charged by other jurisdictions. However, the fee calculated at full cost is higher than all of the surrounding jurisdictions.

11. POLICE

The Police Department is responsible for providing public safety to the residents of Montebello, this includes Field Services, Investigative Services, and Support Services. The fees examined within this study relate to Clearance Letters, False Alarm permits, Stored Vehicle Releases, and Parking Permits.

1 FEE SCHEDULE MODIFICATIONS

During discussions with staff in the Police Department, there were only a few minor modifications made to the fee schedule. These modifications included elimination of gun permit fees as those permits are no longer allowed by the City, the combination of the Burglary and Robbery Alarm permits into a single consolidated permit, and the addition of new fee categories for alarm permits for seniors and those with financial hardships. These changes will streamline the fee schedule and result it in being more reflective of the services being offered by the Department.

2 DETAILED RESULTS

The Police Department collects fees for Police Reports, Letters, Digital Reproductions, Alarm Permits, and Parking Permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee (flat or average fee based upon valuation), total cost, and surplus or deficit associated with each Police permit.

Table 24: Total Cost Per Unit Results – Police

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Copies of Police Reports	$9	$48	($39)
Copies of Police Reports (more than 4 pages) - per page	$0.10	$1.07	($1)
Stored Vehicle Release (except recovered vehicles)	$181	$223	($42)
Impounded Vehicle Release (min 30 days)	$181	$223	($42)
DUI Impound Vehicle Release	$437	$223	$214
Clearance Letter	$39	$32	$7
Digital Reproduction of Photos	$22	$51	($29)
Video Reproductions	$66	$412	($346)
Request for arrestee info for profit (per individual)	$19	$48	($29)
Citation Sign-Off	$14	$40	($26)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Bicycle Registration	$2	$5	($3)
Disturbance Call Backs	$117	$285	($168)
Emergency Response for:			
DUI No Injury Accident	$758	$606	$152
DUI Injury Major Accident	$1,454	$957	$497
Minor Curfew, Loitering or Welfare Misconduct - Cost Recovery	$145	$279	($134)
Alarm Permits - Initial	$113	$75	$38
Annual Renewal fee for Alarm Permits	$54	$50	$4
Burglary / Robbery Alarm Activations - within 365 day period			
3rd False Alarm	$173	$304	($131)
4th False Alarm	$173	$304	($131)
5th False Alarm	$196	$304	($108)
6th False Alarm	$248	$304	($56)
7th False Alarm	$248	$304	($56)
Crime Analysis Service Fee - minimum - time and materials	$73	$62	$11
Live Scan Fingerprinting	$28	$32	($4)
Civil Action Subpoena for Officers	$150	$137	$13
Preferential Parking - Application - per household	$30	$48	($18)
Preferential Parking - Renewal	$30	$48	($18)
New Fees on Fee Schedule:			
False Alarm Renewal Permit - Senior	$25	$32	($7)
Renewal Permit - Utility Hardship Program	$0	$32	($32)

As the above table indicates, the Police Department is under-recovering for the majority of its fees. The largest source of under-recovery for the Department is Video reproductions at $346, while the largest over-recovery is $497 for an Emergency Response for a DUI Injury Major Accident. On average, the Department has a per unit cost recovery of 77%.

3 ANNUAL REVENUE IMPACTS

The Police Department is currently under-recovering its fee-related costs associated with its services by approximately $94,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 25: Annual Results – Police

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
Copies of Police Reports	1,583	$14,247	$76,479	($62,232)
Stored Vehicle Release (except recovered vehicles)	364	$65,884	$81,251	($15,367)
Impounded Vehicle Release (min 30 days)	250	$45,250	$55,804	($10,554)
DUI Impound Vehicle Release	105	$45,885	$23,438	$22,447
Clearance Letter	37	$1,443	$1,192	$251
Digital Reproduction of Photos	10	$220	$509	($289)
Video Reproductions	6	$396	$2,473	($2,077)
Citation Sign-Off	558	$7,812	$22,361	($14,549)
Emergency Response for:				
DUI Injury Major Accident	10	$14,540	$9,574	$4,966
Alarm Permits - Initial	3	$339	$224	$115
Annual Renewal fee for Alarm Permits	1,372	$74,088	$68,248	$5,840
Burglary / Robbery Alarm Activations - within 365 day period				
3rd False Alarm	67	$11,591	$20,396	($8,805)
4th False Alarm	47	$8,131	$14,308	($6,177)
5th False Alarm	27	$5,292	$8,219	($2,927)
6th False Alarm	55	$13,640	$16,743	($3,103)
7th False Alarm	9	$2,232	$2,740	($508)
Live Scan Fingerprinting	335	$9,380	$10,790	($1,410)
TOTAL		**$320,370**	**$414,748**	**($94,378)**

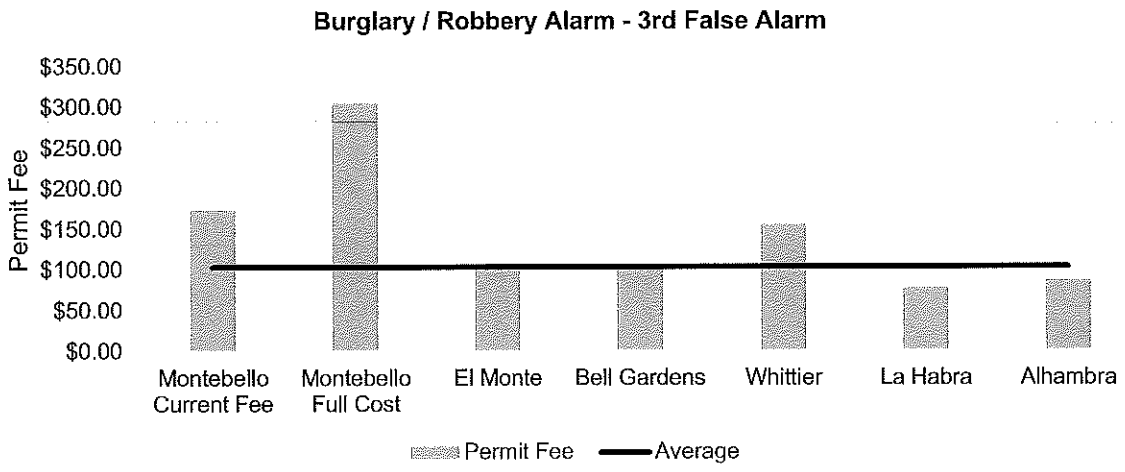
Overall, the Police Department is recovering approximately 77% of its fee-related costs annually. The largest source of this subsidy is related to Copies of Police Reports at $62,000. Therefore, it is the project team's recommendation that these fees be reviewed closely to determine if there is a possibility to bridge the deficit.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at two common Police Department fees and services.

1 False Alarm – 3rd False Alarm

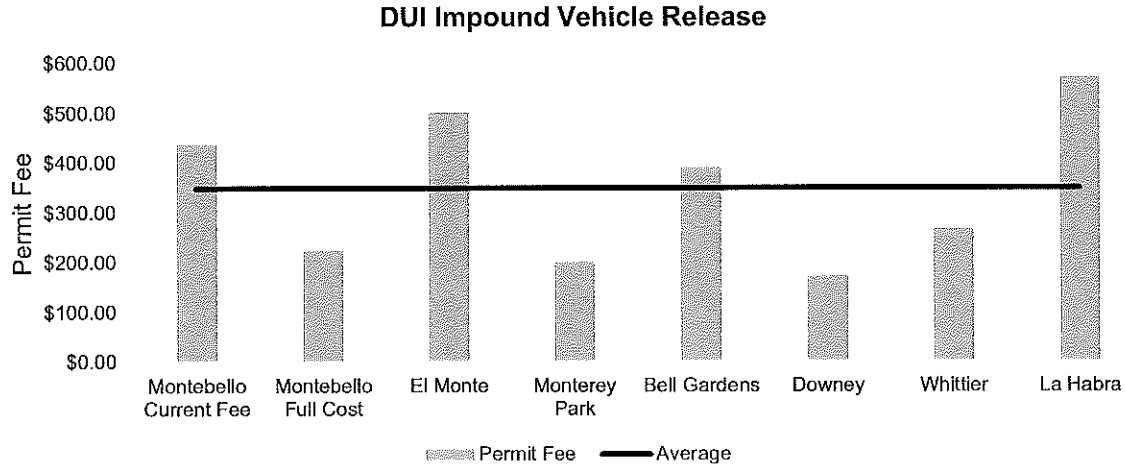
The City is currently charging $173 for the third false alarm, the study calculated the full cost of this response at $304. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above shows, both the current and full cost for 3rd False Alarm for the City of Montebello is higher than the average of $103 charged by surrounding jurisdictions.

2 DUI Impound Vehicle Release

Through this study the project team calculated the full cost of a DUI Impound Vehicle release at $223, which is lower than the current fee of $437 being charged by the City. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph indicates, the City's current fee is higher than the average fee of $349 charged by neighboring jurisdictions, but its full cost is lower than the average, and lower than the majority of other surrounding jurisdictions.

12. PUBLIC WORKS

The Public Works Department provides infrastructure support and development engineering services to the City of Montebello. The infrastructure support relates to maintenance staff and the development engineering functions. The fees examined within this study relate to development engineering activities, such as encroachments, driveway permits, and grading permits.

1 FEE SCHEDULE MODIFICATIONS

During discussions with staff it was determined that there were no significant changes to the fee schedule. However, there were several fees that were identified to be added to the fee schedule such as Minor / Temporary Encroachment Permits, On Street Blue Application and Installation, Speed Hump Application, Over-The-Counter Plan Review – per hour, Preferential Parking Application, and Speed Hump Application.

2 DETAILED RESULTS

The Public Works Department primarily collects fees for development engineering activities such as utility cuts, encroachments, driveway permits, and grading permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title, current fee, total cost, and surplus or deficit associated with each Public Works Department fee.

Table 26: Total Cost Per Unit Results – Public Works

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
ADMINISTRATIVE FEES:			
Administrative Records Research	$30	$33	($3)
Appeal of Decision	$460	$510	($50)
Change of Address - per address	$365	$403	($38)
Minor Changes / Amendments or Revisions to Plans after submittal	$433	$469	($36)
Major Changes / Amendments or Revisions to Plans after submittal	$433	Application Fee	N / A
Copying:			
Per 8" x 11"	$1	$1	($0)
Parcel or Tract Maps - per sheet	$9	$16	($7)
Improvement Plans - per sheet	$9	$16	($7)
Curb Drains - Permit & Inspection - per location	$128	$140	($12)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Curb or Curb and Gutter - per l.f.	$128	$140	($12)
Dedication / Vacation:			
One Lot	$1,150	$1,259	($109)
Up to 10,000 SF	$2,160	$2,369	($209)
10,001+ SF	$4,320	$4,738	($418)
Driveway Approach:			
Residential	$286	$313	($27)
Commercial	$286	$313	($27)
Easement Checking	$720	$790	($70)
Encroachment Permit	$720	$790	($70)
Engineering Review - hourly	$125	$132	($7)
Plan Check - hourly	$90	$99	($9)
Fourth Plan Check & Subsequent - each sheet	$360	$395	($35)
Geotechnical / Geological Report Review:			
Plan Review - per report	$365	$403	($38)
Report and / or addendum to report - per report	$360	$395	($35)
Combination Report - per report	$720	$790	($70)
Grading Projects:			
Plan Check:			
51-100 CY - Base	$360	$395	($35)
Per CY	$0.60	$0.66	($0.06)
101-1,000 CY - Base	$540	$592	($52)
Per CY	$0.10	$0.11	($0.01)
1,001-10,000 CY - Base	$1,350	$1,481	($131)
Per CY	$0.07	$0.08	($0.01)
10,0001-100,000 - Base	$1,800	$1,974	($174)
Per CY	$0.05	$0.05	($0.00)
100,001-500,000 CY	$5,400	$5,922	($522)
Per CY	$0.01	$0.01	($0.00)
500,001+ CY - Base	$10,800	$11,845	($1,045)
Per CY	$0.01	$0.01	($0.00)
Permit & Inspection:			
51-100 CY - Base	$256	$280	($24)
Per CY	$0.60	$0.66	($0.06)
101-1,000 CY - Base	$384	$420	($36)
Per CY	$0.10	$0.11	($0.01)
1,001-10,000 CY - Base	$960	$1,053	($93)
Per CY	$0.07	$0.08	($0.01)
10,0001-100,000 - Base	$1,600	$1,752	($152)
Per CY	$0.05	$0.05	($0.00)
100,001-500,000 CY	$5,120	$5,610	($490)
Per CY	$0.01	$0.01	($0.00)
500,001+ CY - Base	$10,240	$11,228	($988)
Per CY	$0.01	$0.01	($0.00)
Drainage / Parking Lots:			
Plan Check	$540	$592	($52)
Permit & Inspection	$256	$280	($24)
Hydrology Report Review - per report	$720	$790	($70)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Inspection - per hour	$64	$99	($35)
Inspection - per hour - after hours (min 4 hrs)	$96	$99	($3)
Re-inspection fee - per hour	$96	$99	($3)
Landscaping:			
Plan Check:			
0-15,000 sf	$420	$461	($41)
15,000sf - 1 acre	$600	$658	($58)
More than 1 Acre		Actual Cost	
Permit & Inspection Fee:			
0-15,000 sf	$256	$395	($139)
15,000sf - 1 acre	$512	$790	($278)
More than 1 Acre		Actual Cost	
Lane / Street Closure - per day	$184	$288	($104)
Lot Line Adjustment	$1,000	$1,102	($102)
Map Analysis			
Plan Check:			
1-5 Lots / Parcels	$3,880	$4,261	($381)
6-25 Lots / Parcels	$7,400	$8,119	($719)
26-100 Lots / Parcels	$10,920	$11,977	($1,057)
101-150 Lots / Parcels	$36,300	$39,812	($3,512)
151+ Lots - per lot	$50	$49	$1
Each subsequent submittal after three plan checks	$3,380	$3,702	($322)
Extension of Time for Final Map	$1,000	$2,270	($1,270)
Certificate of Compliance	$1,330	$1,456	($126)
Certificate of Correction	$1,330	$1,456	($126)
Covenant and Agreement	$500	$543	($43)
Miscellaneous Report Review - min 2 hrs - per hr	$250	$274	($24)
NPDES Fee	$500	$543	($43)
SWPP Plan Check	$360	$395	($35)
SWPP Permit & Inspection	$256	$395	($139)
Monitoring Well	$686	$790	($104)
Parkway Drain	$466	$518	($52)
Paving - Permit & Inspection - Base	$64	$99	($35)
Paving - per sq. ft.	$1.30	$2.00	($0.70)
Sewer:			
Plan Check - Base	$360	$395	($35)
Plan Check - per l.f.	$1.95	$2	($0.19)
Permit & Inspection - Base	$192	$296	($104)
Permit & Inspection - per l.f.	$0.20	$0.31	($0.11)
Sewer Structure - Permit & Inspection (min 4 hrs)	$256	$395	($139)
Sewer Connection Fee - per l.f.	$35	$49	($14)
Sidewalk - Plan Check	$90	$99	($9)
Sidewalk - Permit & Inspection - Base	$90	$99	($9)
Sidewalk - Permit & Inspection - per sq. ft.	$0.60	$0.66	($0.06)
Stockpiling - Plan Check	$165	$181	($16)
Stockpiling - Permit & Inspection	$128	$197	($69)
Storm Drain:			
Plan Check - Base	$360	$395	($35)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Plan Check - per l.f.	$3	$3	($0)
Permit & Inspection - Base	$320	$494	($174)
Permit & Inspection - per l.f.	$4	$5	($2)
Storm Drain - per drain	$857	$938	($81)
Storm Drain Structure - Plan Check (min 2 hrs)	$186	$197	($11)
Storm Drain Structure - Permit & Inspection (min 3 hrs)	$192	$296	($104)
Streets:			
Plan Check:			
1-10,000 SF - base	$360	$395	($35)
Per Sq. Ft.	$0.18	$0.20	($0.02)
10,001+ SF - Base	$1,435	$1,579	($144)
Per Sq. Ft.	$0.05	$0.05	$0.00
Permit & Inspection - Base	$256	$395	($139)
Per Sq. Ft.	$0.10	$0.15	($0.05)
Street Lighting - Plan Check	$360	$395	($35)
Street Lighting - Permit & Inspection	$128	$197	($69)
Time Extension	$500	$543	($43)
Traffic Control - Plan Check - Initial	$180	$197	($17)
Traffic Control Plan Check - subsequent	$90	$99	($9)
Traffic Study:			
Plan Check - 1st submittal	$2,000	$2,196	($196)
Plan Check - subsequent	$250	$271	($21)
Each Letter Report	$250	$271	($21)
Traffic & Transportation Issues	$720	$790	($70)
Transportation Permit - per trip	$18	$25	($7)
Utilities:			
Plan Check - hourly	$180	$197	($17)
Permit & Inspection Fee:			
0-50 feet	$121	$197	($76)
51-250 feet	$171	$197	($26)
per l.f.	$0.55	$0.85	($0.30)
251-1,000 feet	$227	$427	($200)
per l.f.	$0.45	$0.69	($0.24)
1,000+ feet	$578	$888	($310)
per l.f.	$0.35	$0.54	($0.19)
Water:			
Plan Check	$180	$197	($17)
Permit & Inspection:			
0-50 feet	$85	$131	($46)
51-250 feet	$149	$230	($81)
per l.f.	$0.55	$0.85	($0.30)
251-1,000 feet	$277	$427	($150)
per l.f.	$0.45	$0.69	($0.24)
1,000+ feet	$533	$822	($289)
per l.f.	$0.35	$0.54	($0.19)
New Fees:			
Commercial Tree Removal		Actual Cost	

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Minor / Temporary Encroachment Permit (e.g. Dumpster or Rolloff Trash Bin, etc.) - per day		$99	
On Street Blue Curb Application		$197	
On Street Blue Curb Installation		Actual Cost	
Speed Hump Application		$296	
Over-The Counter Plan Review - per hour		$99	
Preferential Parking Application		$790	
Speed Hump Installation		Actual Cost	

A majority of the fees relating to the Public Works Department are under-recovering. The largest source of under-recovery for the Department is $3,512 for Map Analysis Plan Check for 101-150 Lots/Parcels, and the largest source of over-recovery for the Department is $1 for Map Analysis Plan Check per lot for 151+ Lots. The average per unit cost recovery for the Department is 84%.

3 ANNUAL REVENUE IMPACTS

The Public Works Department is currently under-recovering its fee-related costs associated with its services by approximately $122,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 27: Annual Results – Public Works

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
ADMINISTRATIVE FEES:				
Administrative Records Research	8	$240	$263	($23)
Change of Address - per address	60	$21,900	$24,183	($2,283)
Driveway Approach:				
Residential	1	$286	$313	($27)
Commercial	5	$1,430	$1,563	($133)
Drainage / Parking Lots:				
Permit & Inspection	1	$256	$280	($24)
Inspection - per hour	3,000	$192,000	$296,123	($104,123)
Lane / Street Closure - per day	29	$5,336	$8,349	($3,013)
Map Analysis				
Plan Check:				
1-5 Lots / Parcels	2	$7,760	$8,522	($762)
26-100 Lots / Parcels	1	$10,920	$11,977	($1,057)
Covenant and Agreement	1	$500	$543	($43)
Paving - Permit & Inspection - Base	2	$128	$197	($69)
Sewer Connection Fee - per l.f.	385	$13,598	$19,011	($5,414)
Sidewalk - Plan Check	1	$90	$99	($9)

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
Sidewalk - Permit & Inspection - Base	24	$2,160	$2,369	($209)
Sidewalk - Permit & Inspection - per sq. ft.	4,104	$2,462	$2,701	($238)
Storm Drain:				
Plan Check - Base	1	$360	$395	($35)
Plan Check - per l.f.	2,236	$6,708	$7,357	($649)
Permit & Inspection - Base	1	$320	$494	($174)
Permit & Inspection - per l.f.	2,236	$7,826	$12,070	($4,244)
TOTAL		**$274,280**	**$396,807**	**($122,527)**

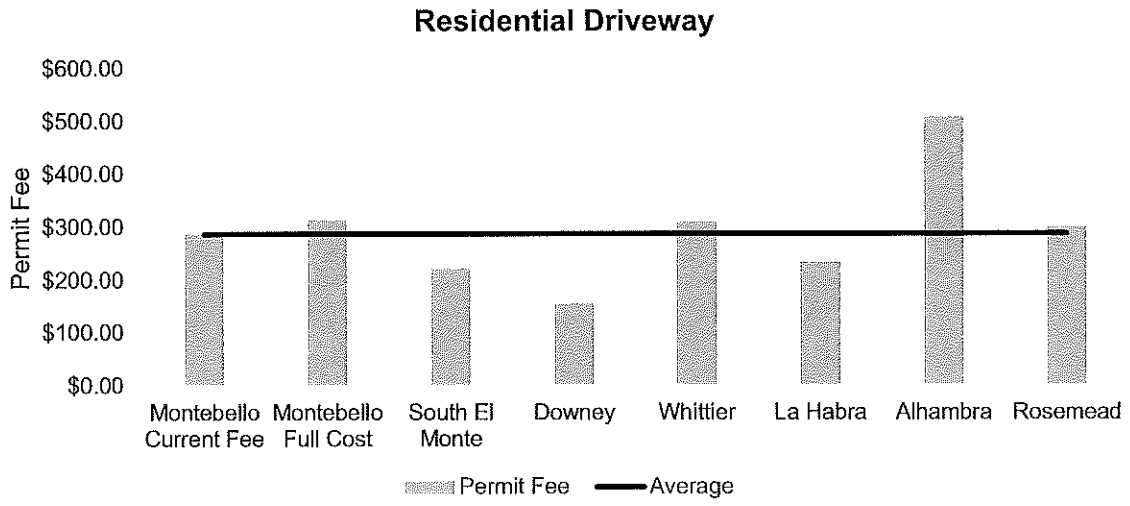
Overall, the Public Works Department is recovering approximately 69% of its fee-related costs annually. The largest source of this deficit is Public Works construction inspections, because the hourly rate is under-recovering by approximately $35 per hour, and the sheer volume of activity in that fee, results in a significant under-recovery for the Department.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Public Works Department fees and services.

1 Residential Driveway

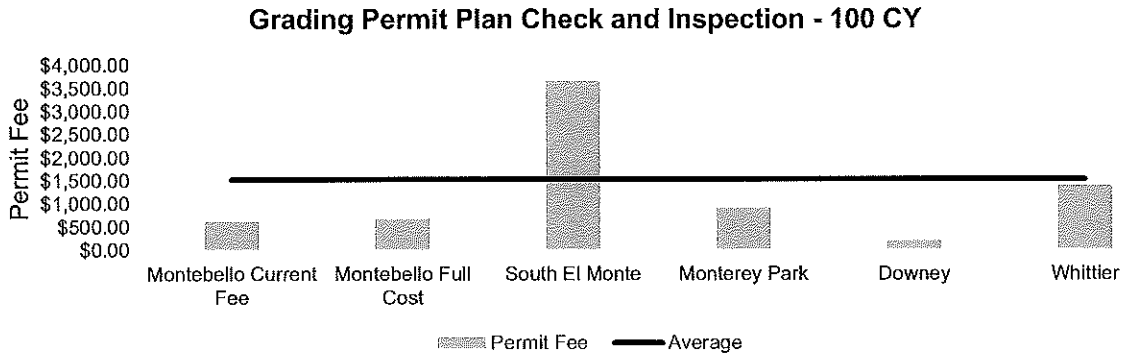
The City is currently charging $286 for a residential driveway and the study calculated the full cost at $313. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph on the previous page indicates, the City of Montebello's current fee of $286 is slightly below the average of $287.50 calculated through the study, while its full cost fee at $313 is only slightly higher than the average. Both the current fee and the full cost are lower than the fees charged by Alhambra.

2 Grading Permit – Plan Check & Inspection (100 Cubic Yards)

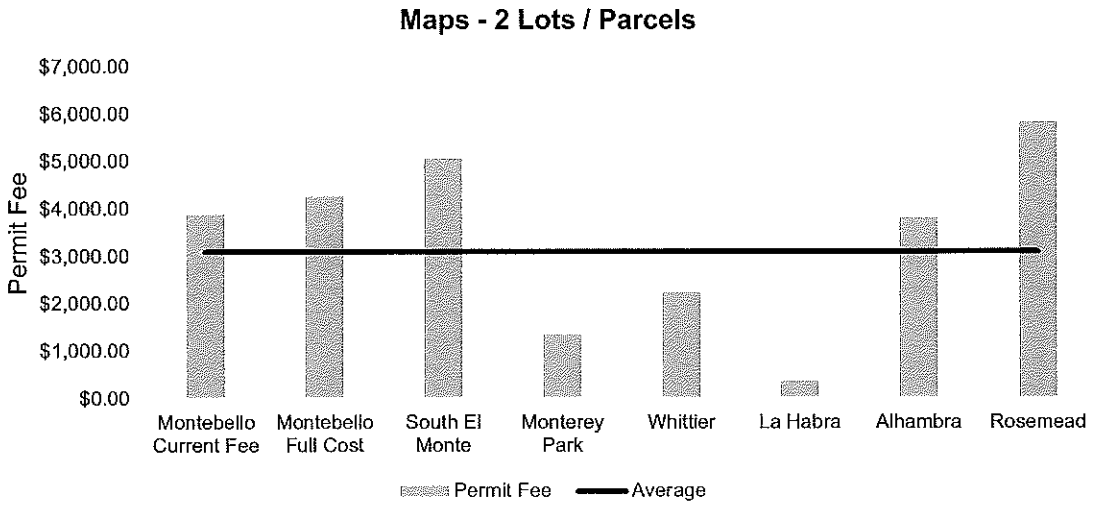
The City of Montebello assesses a separate fee for plan check and inspection for Grading permits, the City charges $360 for plan check and $256 for inspection. The study calculated the cost for plan check and inspection at $395 and $280, respectively. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, Montebello's current and full cost fees are significantly below the average of fee of $1,537 charged by surrounding jurisdictions for Plan Check and Inspection for 100 cubic yards of a grading permit.

3 Maps – 2 Lots / Parcels

The City currently charges a flat fee for 1-5 lots / parcels of $3,880 and the study calculated the cost at $4,261. The graph on the following page shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above shows, the City of Montebello's current and full cost fees are above the average being charged by other jurisdictions of $3,092. However, the current fee and the full cost fees are still below the fees being charged by South El Monte and Rosemead.

13. COMPARATIVE MARKET SURVEY

As part of this Cost of Services (User Fee) Study for the City of Montebello, the Matrix Consulting Group conducted a comparative survey of fees. The City identified eleven jurisdictions to be included in the comparative survey: City of El Monte, City of South El Monte, City of Monterey Park, City of Bell Gardens, City of Downey, City of Pico Rivera, City of Whittier, City of La Habra, City of La Mirada, City of Alhambra, and City of Rosemead.

While this report will provide the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local "market rates" for services as a means for assessing what types of changes in fee levels their community can bear. However, a comparative survey does not provide adequate information regarding the relationship of a jurisdiction's cost to its fees. Three important factors to consider when comparing fees across multiple jurisdictions are: population, operating budget, and workforce size. The following tables provide this information regarding the jurisdictions included in the comparative survey.

Table 28: Ranking of Jurisdictions by Population

Jurisdiction	2016 Census
South El Monte	20,883
Bell Gardens	42,806
La Mirada	49,216
Rosemead	54,500
Monterey Park	61,075
La Habra	61,664
Montebello	**63,335**
Pico Rivera	63,635
Alhambra	85,474
Whittier	86,883
Downey	113,267
El Monte	115,807

Table 29: Ranking of Jurisdictions by Operating Budget

Jurisdiction	FY 17/18 Budget
Whittier	$ 18,585,520.00
South El Monte	$ 23,170,553.00
Rosemead	$ 34,068,800.00
Bell Gardens	$ 53,426,828.00
Monterey Park	$ 94,400,657.00
La Mirada	$ 98,106,824.00
La Habra	$ 105,343,950.00
Pico Rivera	$ 112,102,352.00

Jurisdiction	FY 17/18 Budget
Montebello	**$ 126,093,185.00**
Alhambra	$ 141,081,668.00
El Monte	$ 172,067,499.00
Downey	$ 243,589,881.00

Table 30: Ranking of Jurisdictions by Workforce Size

Jurisdiction	FY 16 / 17 FTE
South El Monte	37.00
Rosemead	55.00
La Mirada	76.00
Whittier	101.54
Bell Gardens	138.00
Pico Rivera	151.00
El Monte	315.00
Monterey Park	363.67
La Habra	376.71
Montebello	**406.00**
Downey	406.00
Alhambra	637.00

Based on the data shown in the above tables, the City of Montebello ranks in the middle in terms of population size, but has a higher FTE count and Budget among the comparative agencies.

While the above comparative information can provide some perspective when paralleling Montebello's fees with other jurisdictions, another key factor to consider is when a comprehensive analysis was last undertaken. The following table outlines when the last fee analysis was conducted by each surveyed jurisdiction.

Table 31: Last Comprehensive Fee Analysis

Jurisdiction	Response
Alhambra	no response
Bell Gardens	no response
Downey	2018
El Monte	Not in last 5 years
La Habra	2017
La Mirada	2016
Monterey Park	2017
Pico Rivera	2013(Updating 2018)
Rosemead	2017
South El Monte	2017
Whittier	2016

We have recently completed fee studies for Downey and South El Monte. The City of Pico Rivera is currently working on an internal fee study but comparative fees for this study were last updated in 2013. The City of El Monte has not used an outside consultant to

assess their fees in over five years. We did not receive a response from the City of Alhambra or the City of Bell Gardens.

Along with keeping these statistics in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on actual cost of providing services.

- The same "fee" with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

In addition to the issues noted above, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than a tool for establishing an acceptable price point for services.

On average, the survey showed that the City's fees are in line with the jurisdictions surveyed, with some fees higher than other jurisdictions and other fees significantly lower. Some of the survey results have been included in this report, and complete survey results have been provided to staff under separate cover.

14. COST RECOVERY

The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

1 FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the City is under and over collecting for its fee-related services. City and Department management will now need to review the results of the study and adjust fees in accordance with Departmental and City philosophies and policies. The following dot points outline the major options the City has in adjusting its fees.

- **Over-Collection**: Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.

- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.

- **Phased Increase:** For fees with significantly low cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period of time.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are fairly straight forward, the following subsections, provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

1 Full Cost Recovery

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often,

these minimal increases can provide necessary revenue to counterbalance fees which are unable to be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

2 Phased Increases

Depending on current cost recovery levels some current fees may need to be increased significantly in order to comply with established or proposed cost recovery policies. Due to the type of permit or review, or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching their cost recovery goals.

As an example, you may have a current fee of $200 with a full cost of $1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by $600, bringing the fee to $800, in order to be in compliance. Assuming this particular service is something the City provides quite often, and affects various members of the community, an instant increase of $600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the City to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the City could increase the fee by $150 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

2 ANNUAL UPDATES

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements.

Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index

(CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms.

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority, but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally speaking these factors are around two or three percent annually.

- **CPI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index. These factors are calculated by the Bureau of Labor Statistics, put out at various intervals within a year, and are specific to states and regions.

The City should review its current options internally (COLA) as well as externally (CPI) to determine which option better reflects the goals of departments and the City. If choosing a CPI factor, the City should outline which particular CPI should be used, including specific region, and adoption date. If choosing an internal factor, again, the City should be sure to specify which factor, if multiple exist.

3 POLICIES AND PROCEDURES

This study has identified the permit areas where the City is under-collecting the cost associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources. Based on the information provided in this report, at a global or per unit level, the City may not have any issues with using non-fee related revenue to account for the current deficit.

Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits associated with developing target cost recovery goals and procedures for achieving and increasing cost recovery.

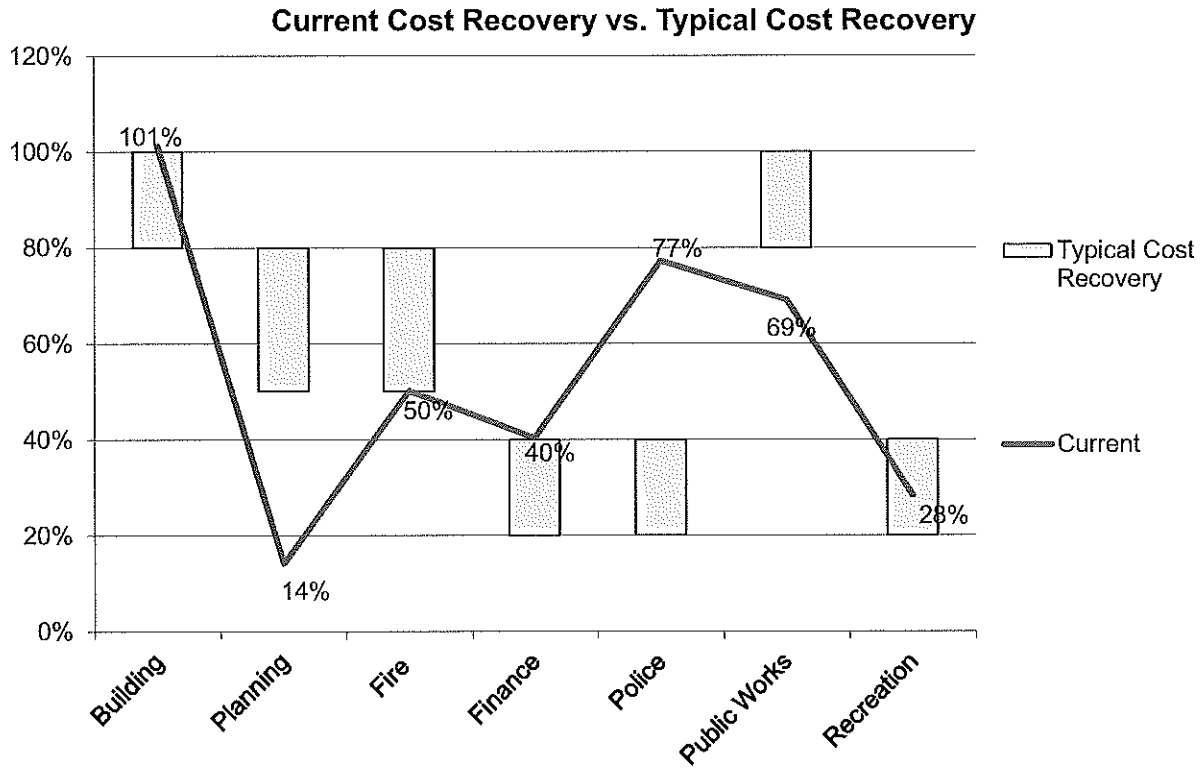
1 Typical Cost Recovery

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery levels. The table on the following page outlines these cost recovery levels by major department.

Table 32: Typical Cost Recovery Levels by Department

Department	Typical Cost Recovery
Building	80 – 100%
Planning	50 – 80%
Fire	50 – 80%
Finance	20 – 40%
Police	20 – 40%
Public Works	80 – 100%
Parks and Recreation	20 – 40%

Information presented in the table above is based on the Matrix Consulting Group's experience in analyzing local government's operations across the United States and in California and reflects the *typical* cost recovery levels observed by local adopting authorities. The following graph depicts how Montebello compares to industry cost recovery standards.



The graph above indicates that the City is currently above typical cost recovery for Building and Police Services. It is within the cost recovery ranges for Finance, Fire, and Parks and Recreation, and it is below the typical cost recovery levels for Planning and Public Works.

2 Development of Cost Recovery Policies and Procedures

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole, or to each department and division specifically. A department specific cost recovery policy would allow the City to better control the cost recovery associated with the different types of services being provided and the benefit being received by the community.

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
General Administration					
	Montebello Municipal Code (MMC):				
1	Complete with Binder	$180	$180	$180	
2	Changes and Additions - per year	$60	$60	$60	
3	Filing Fee (Initiative Petitions)	$200	$200	$200	
4	Transcription of Verbatim Copies of Minutes + Admin Overhead	$22	Actual Cost	Actual Cost	
	Mailed Copies of City Council Agendas:				
5	Per Meeting	$3	$1	$1	
6	Per year	$60	$26	$26	
7	Digital Copy of City Council / Commission Meetings	$5	$14	$14	
8	City Clerk Certification (per request)	$11	$8	$8	
9	Retrieval Fee, Reports and Statements, Five or More Years Old	$5	$5	$5	
10	Copies - per page	$0.10	$0.10	$0.10	
Finance					
11	Copies of Budget or Financial Reports	$50	$14	$14	
12	Annual Financial Report	$50	$14	$14	
13	Copies - per page	$0.10	$0.10	$0.10	
	Returned Check:				
14	First Check	$25	$25	$25	
15	Subsequent Check	$35	$35	$35	
16	Sent to Collection Agency	Acutal Cost	Actual Cost	Actual Cost	
17	Delinquent Accounts sent to Collection Agency	Actual Cost	Actual Cost	Actual Cost	
18	Administrative Fees / Loss of Use / Damages to City Property	Actual Cost	Actual Cost	Actual Cost	
19	Taxicab Renewal of Permit per MMC 5.688.270	$250	$33	$33	
20	Dog Licenses and Tag, Regular - per year, pro-rated	$50	$104	$60	
21	Dog Licenses and Tag, Regular, Spayed or Neutered, per year, pro-rated	$25	$104	$30	
22	Dog Licenses and Tag, Senior Citizens, Age 62+	$25	$104	$30	
23	Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed or Neutered	$10	$104	$20	
24	Dog Tag Replacement Fee	$3	$10	$10	
25	Business License Printout / List - per page	$5	$21	$21	
26	Business License Application / Processing Fee	$97	$80	$80	
27	Business License Renewal Processing Fee	$25	$31	$31	
28	All other changes to Business Licenses	$25	$20	$20	
29	Business Address Location Change	$25	$14	$14	
30	Business License Certificate Replacement	$12	$10	$10	
31	Credit Card Transaction Fee - % of Transaction Amount		4%	3%	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Police					
32	Copies of Police Reports	$9	$48	$10	
33	Copies of Police Reports (more than 4 pages) - per page	$0.10	$1.07	$0.10	
34	Stored Vehicle Release (except recovered vehicles)	$181	$223	$223	
35	Impounded Vehicle Release (min 30 days)	$181	$223	$223	
36	DUI Impound Vehicle Release	$437	$223	$223	
37	Clearance Letter	$39	$32	$32	
38	Digital Reproduction of Photos	$22	$51	$51	
39	Video Reproductions	$66	$412	$165	
41	Request for arrestee info for pofit (per individual)	$19	$48	$19	
42	Citation Sign-Off	$14	$40	$15	
43	Bicycle Registration	$2	$5	$5	
44	Disturbance Call Backs	$117	$285	$117	
	Emeregency Response for:				
45	DUI No Injury Accident	$758	$606	$606	
46	DUI Injury Major Accident	$1,454	$957	$957	
47	Minor Curfew, Loitering or Welfare Misconduct - Cost Recovery	$145	$279	$150	
48	Alarm Permits - Initial	$113	$75	$75	
49	Annual Renewal fee for Alarm Permits	$54	$50	$54	
	Burglary / Robbery Alarm Activations - within 365 day period:				
50	1st False Alarm	$0	Free	Free	
51	2nd False Alarm	$0	Free	Free	
52	3rd False Alarm	$173	$304	$304	
53	4th False Alarm	$173	$304	$304	
54	5th False Alarm	$196	$304	$304	
55	6th False Alarm	$248	$304	$304	
56	7th False Alarm	$248	$304	$304	
57	Crime Analysis Service Fee - minimum - time and materials	$73	$62	$62	
58	Light Trailer - per hour	$43	Actual Cost	Actual Cost	
59	Live Scan Fingerprinting	$28	$32	$28	
60	Surrender of Firearms	$133	Actual Cost	Actual Cost	
61	Civil Action Subpeona for Officers	$150	$137	$137	
62	Preferential Parking - Application - per household	$30	$48	$30	
63	Preferential Parking - Renewal	$30	$48	$30	
64	False AlarmRenewal Permit - Senior	$25	$32	$25	
65	Renewal Permit - Uitlity Hardship Program	$0	$32	$13	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Fire					
	Fire Administration:				
66	Emergency Medical Service Fee Pass Through:	$357	$726	$581	
67	Copies of Fire CAD and MICU Reports	$45	$44	$44	
68	Copies of Other Reports & Items	$45	$44	$44	
	Fire Prevention Fees:				
	Fire Sprinkler Systems (Commercial)				
69	Per Riser	$232	$396	$317	
70	Inspections	$465	$449	$449	
	Fire Sprinkler Systems (Residential)				
71	Per Riser	$232	$396	$317	
72	Inspections	$232	$224	$224	
	Fire Alarm / Monitoring Systems				
73	Per Panel	$232	$396	$317	
74	Inspections	$232	$224	$224	
75	Hood / Fixed / Other Suppression Systems - per system	$232	$310	$248	
76	Standpipe / Hose Systems - per system	$232	$310	$248	
77	Fire Pump Systems - per pump	$465	$310	$310	
78	Underground Hydrant Systems - per system	$349	$466	$372	
	Rack / High-Piled Storage Systems:				
79	Plans 60,000 sq. ft. and smaller	$232	$310	$248	
80	Plans 60,000 sq. ft. and larger	$465	$621	$497	
81	Spraying / Dipping / Coating Operations / Booth - per operation / booth	$232	$310	$248	
82	Dust Collection Systems - per system	$232	$310	$248	
83	Medical Gas Systems - per system	$232	$310	$248	
84	Pressure Vessels and / or Piping Systems - per vessel or system	$232	$310	$248	
85	Underground Pipelines - per occurrence	$232	$310	$248	
86	Vapor Recovery / Removal System	$232	$310	$248	
87	Industrial Baking / Drying	$349	$466	$372	
88	Hazardous Materials System - per system	$232	$310	$248	
89	Tank and / or Piping Installation / Removal / Abandonment / Modification	$232	$310	$248	
90	Special Events - per submittal	$465	$621	$497	
91	Fireworks Booth / Pumpkin Patches / Christmas Tree Lots - per booth /	$232	$310	$248	
92	Expedited Plan Check - per submittal (after hours - 4 hr min)	$444	$792	$634	
93	Miscellaneous Reviews - per submittal	$465	$792	$634	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Inspection Fees:				
94	High Rise Inspections - per hour	$116	$112	$112	
95	Requested Inspections - per hour	$116	$112	$112	
96	Annual Inspections - per hour	$116	$112	$112	
97	Reinspection with non-compliance	$232	$112	$112	
98	After hours inspection (incl. 4 hrs)	$465	$449	$449	
	Annual Permit Fees:				
99	Fire Code Permits (see Fire Code for List)	$232	$224	$224	
100	Fire Alarm Permit	$232	$310	$248	
101	Filming Operations - per location per shoot	$465	$621	$497	
102	Permits not previously identified in the schedule per Fire Code	$232	$310	$248	
103	Cost Recovery for Damage	Actual Cost	Actual Cost	Actual Cost	
	Other Costs / Fees:				
104	Records Research Request - per hourly	$45	$198	$158	
105	Subpeonas for records - per record	$15	$22	$18	
106	Civil Action subpeonas for firefighters	$150	$195	$156	
107	Building, Planning, and Engineering Plan Reviews - per hr		$198	$198	
108	Miscellaneous Inspections - per hour		$112	$112	
109	Business License Inspection		$112	$112	
Building Fees					
	BUILDING FLAT FEES				
110	Inspection outside of normal business hours (2 hr min)	$97	$177	$177	
111	Re-inspection Fee	$97	$177	$177	
112	Inspection	$97	$177	$177	
113	Additional Plan Review - per hr	$116	$212	$212	
114	Investigation Fee for clearance	$196	$354	$354	
115	Inspection for resale of SFD	$122	$230	$230	
116	Demolition of Building	$134	$248	$248	
	Plumbing Permit:				
117	Issuance	$24	$35	$35	
118	Plumbing Fixture or Trap or Set of Fixtures on One Trap	$24	$35	$35	
119	Site Sewer	$48	$88	$88	
120	Connection to Sewer	$48	$88	$88	
121	Rainwater Systems - per drain	$48	$88	$88	
122	Water Heater and / or Vent	$48	$88	$88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Inspection Fees:				
94	High Rise Inspections - per hour	$116	$112	$112	
95	Requested Inspections - per hour	$116	$112	$112	
96	Annual Inspections - per hour	$116	$112	$112	
97	Reinspection with non-compliance	$232	$112	$112	
98	After hours inspection (incl. 4 hrs)	$465	$449	$449	
	Annual Permit Fees:				
99	Fire Code Permits (see Fire Code for List)	$232	$224	$224	
100	Fire Alarm Permit	$232	$310	$248	
101	Filming Operations - per location per shoot	$465	$621	$497	
102	Permits not previously identified in the schedule per Fire Code	$232	$310	$248	
103	Cost Recovery for Damage	Actual Cost	Actual Cost	Actual Cost	
	Other Costs / Fees:				
104	Records Research Request - per hourly	$45	$198	$158	
105	Subpeonas for records - per record	$15	$22	$18	
106	Civil Action subpeonas for firefighters	$150	$195	$156	
107	Building, Planning, and Engineering Plan Reviews - per hr		$198	$198	
108	Miscellaneous Inspections - per hour		$112	$112	
109	Business License Inspection		$112	$112	
Building Fees					
	BUILDING FLAT FEES				
110	Inspection outside of normal business hours (2 hr min)	$97	$177	$177	
111	Re-inspection Fee	$97	$177	$177	
112	Inspection	$97	$177	$177	
113	Additional Plan Review - per hr	$116	$212	$212	
114	Investigation Fee for clearance	$196	$354	$354	
115	Inspection for resale of SFD	$122	$230	$230	
116	Demolition of Building	$134	$248	$248	
	Plumbing Permit:				
117	Issuance	$24	$35	$35	
118	Plumbing Fixture or Trap or Set of Fixtures on One Trap	$24	$35	$35	
119	Site Sewer	$48	$88	$88	
120	Connection to Sewer	$48	$88	$88	
121	Rainwater Systems - per drain	$48	$88	$88	
122	Water Heater and / or Vent	$48	$88	$88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Gas Piping Systems:				
123	1-4 outlets	$48	$88	$88	
124	5+ more outlets	$73	$142	$142	
125	Industrial Waste Pretreatment Interceptor, including its trap and vent, functioning as fixture traps	$97	$177	$177	
126	Swimming Pool and / or Spa	$97	$177	$177	
127	Installation, Alteration, or Repair of Water Piping	$48	$88	$88	
128	Repair or Alteration of drainage or vent piing	$48	$88	$88	
129	lawn sprinkler system - per backflow device	$48	$88	$88	
130	Vacuum Breakers or Backflow protective	$48	$88	$88	
	Devices on tanks, vats, or for installation on unprotected plumbing fixtures:				
131	1-4 fixtures	$48	$88	$88	
132	5+	$10	$18	$18	
133	Lawn Sprinkler	$48	$88	$88	
	Electrical Permits:				
134	Permit Issuance:	$24	$35	$35	
	Branch Circuits:				
135	1-10 circuits	$48	$88	$88	
136	Each Additional Circuits	$29	$53	$53	
	For appliance branch circuits				
137	1-10 outlets	$24	$35	$35	
138	Each additional outlet over 10	$48	$88	$88	
	Appliances, Motors or other equipment:				
139	Less than 3,	$0	$0		
140	3-5 HP, KW or KVA	$48	$88	$88	
141	5-20 HP, KW, or KVA	$48	$88	$88	
142	20-50 HP, KW, or KVA	$48	$88	$88	
143	50-100 HP, KW, or KVA	$48	$88	$88	
144	100+ HP, KW, or KVA	$48	$88	$88	
145	Air Conditioning Uints	$48	$88	$88	
	Service Installations less than 600V:				
146	0-200 Amps	$73	$142	$142	
147	201-600 Amps	$97	$177	$177	
148	601-1,200 Amps	$122	$230	$230	
149	1,200+ Amps	$12	$18	$18	
150	Service Installations over 600V:	$195	$354	$354	
151	Temporary Power Service - Pole	$97	$177	$177	
152	Each additional pole	$20	$35	$35	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
153	Busways	$25	$53	$53	
	Signs, outline lighting and marquees:				
154	Systems on one branch circuit	$29	$53	$53	
155	Each additional branch circuit	$23	$35	$35	
156	Flashers, Timers, or motors	$18	$35	$35	
157	Swimming Pools	$122	$230	$230	
158	Spa	$97	$177	$177	
	Mechanical Permits:				
159	Permit Issuance:	$24	$35	$35	
160	Furnace - up to 100,000 BTU / hr	$97	$177	$177	
161	Furnace - over 100,000 BTU / hr	$97	$177	$177	
162	Floor Furnace	$97	$177	$177	
163	Supsended Heater, Wall Heater, or Floor Mounted Heater	$97	$177	$177	
164	Installation, relocatio, or replacement of appliance vent	$97	$177	$177	
165	Repair, alteration, or addition to heating appliance, refrigeration unit, cooling	$97	$177	$177	
166	Boiler or Compressor - 3HP and up to 100,000 BTU / hr	$97	$177	$177	
167	Boiler or Compressor - 3-15HP and 100,000-500,000 BTU / hr	$97	$177	$177	
168	Boiler or Compressor - 15-20 HP or 500,000-1,000,000 BTU / hr	$97	$177	$177	
169	Boiler or Compressor - 30-50 HP or 1,000,000-1,750,000 BTU / hr	$122	$230	$230	
170	Boiler or Compressor - 50+ HP or 1,750,000+ BTU / hr	$146	$265	$265	
171	Air Handling Unit - up to 10,000 CFM	$146	$265	$265	
172	Air Handling Unit - over 10,000 CFM	$97	$177	$177	
173	Evaporative Cooler - other than potable	$97	$177	$177	
174	Ventilation Fan	$97	$177	$177	
175	Hood / duct	$146	$265	$265	
176	Domestic Incinerator	$97	$177	$177	
177	Commercial Incinerator	$122	$230	$230	
178	Any other item not classified	$122	$230	$230	
179	Fire Dampers	$48	$88	$88	
180	Installation of duct to existing system	$24	$35	$35	
181	Building Plan Check Fees - Percentage of Building Permit Fees	70%	54%	54%	
182	Expedited Plan Check - per submittal	125% of Plan Check Fee	125% of Plan Check Fee	125% of Plan Check Fee	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Building Permit / Inspection Fees				
183	Project Valuation - $1.00 to $500.00	$34.00	$263.11	$263.11	
	Project Valuation - $500.00 to $2,000				
184	First $500	$34.00	$263.11	$263.11	
185	Each Additional $100 or fraction thereof	$11.00	$5.85	$5.85	
	Project Valuation - $2,001 to $25,000				
186	First $2,000	$184.00	$350.81	$350.81	
187	Each Additional $1,000 or fraction thereof	$24.00	$41.94	$41.94	
	Project Valuation - $25,001 to $50,000				
188	First $25,000	$719.00	$1,315.54	$1,315.54	
189	Each Additional $1,000 or fraction thereof	$20.00	$35.08	$35.08	
	Project Valuation $50,001 to $100,000				
190	First $50,000	$1,204.00	$2,192.56	$2,192.56	
191	Each Additional $1,000 or fraction thereof	$18.00	$31.57	$31.57	
	Project Valuation $100,001 to $500,000				
192	First $100,000	$2,090.00	$3,771.21	$3,771.21	
193	Each Additional $1,000 or fraction thereof	$17.00	$10.31	$10.31	
	Project Valuation $500,001 to $1,000,000				
194	First $500,000	$8,890.00	$7,893.23	$7,893.23	
195	Each Additional $1,000 or fraction thereof	$17.00	$1.75	$1.75	
	Project Valuation $1,000,001 to $5,000,000				
196	First $1,000,000	$17,390.00	$8,770.26	$8,770.26	
197	Each Additional $1,000 or fraction thereof	$17.00	$2.19	$2.19	
	Project Valuation $5,000,001 to $10,000,000				
198	First $5,000,000	$85,390.00	$17,540.52	$17,540.52	
199	Each Additional $1,000 or fraction thereof	$17.00	$1.96	$1.96	
	Project Valuation $10,000,001 to $25,000,000				
200	First $10,000,000	$170,390.00	$27,363.21	$27,363.21	
201	Each Additional $1,000 or fraction thereof	$17.00	$2.56	$2.56	
	Project Valuation $25,000,001 to $50,000,000				
202	First $25,000,000	$425,390.00	$65,776.94	$65,776.94	
203	Each Additional $1,000 or fraction thereof	$17.00	$0.18	$0.18	
	Project Valuation $50,000,001 to $100,000,000				
204	First $50,000,000	$850,390.00	$70,162.07	$70,162.07	
205	Each Additional $1,000 or fraction thereof	$17.00	$1.75	$1.75	
	Project Valuation - $100,000,001 and over				
206	First $100,000,000	$1,700,390.00	$157,868.18	$157,868.18	
207	Each Additional $1,000 or fraction thereof	$17.00	$0.88	$0.88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Planning & Code Enforcement Fees					
	Zoning Maps:				
208	Small - each - 11 x 17	$15	Actual Cost	Actual Cost	
209	Large - each - 24 x 36	$17	Actual Cost	Actual Cost	
210	Base Maps - Sheet	$15	Actual Cost	Actual Cost	
211	Aerial Photos - Sheet	$17	Actual Cost	Actual Cost	
212	General Plan plus Publication and Postage	$39	Actual Cost	Actual Cost	
213	Montebello Municipal Code (MMC) plus Publication and Postage	$26	Actual Cost	Actual Cost	
214	Appeal of Administrative Decision or Planning Commission Action	$794	Original Application Fee	Original Application Fee	
215	Zoning Verification Letter	$65	$195	$98	
216	General Plan Amendment	$3,408	$4,883	$3,408	
217	Density Overlay - minimum deposit	$0	$10,000	$10,000	
218	Text Code Amendment	$0	$5,860	$2,930	
219	Zone Change	$3,751	$6,837	$3,751	
220	Site Plan Review	$1,481	$4,883	$2,442	
221	Civic Center Review - minimum deposit	$2,447	$10,000	$5,000	
222	Conditional Use Permit - Minor	$1,734	$5,469	$2,735	
223	Conditional Use Permit - Major	$1,734	$11,720	$5,860	
224	Conditional Use Permit - Cannabis - Minimum Deposit	$1,734	$10,000	$5,000	
225	Variance - Minor	$1,734	$5,469	$2,735	
226	Variance - Major - Minimum Deposit	$1,734	$10,000	$5,000	
227	Sign Program - Minimum Deposit	$1,734	$10,000	$5,000	
228	Adult Use Permit - Minimum Deposit	$2,146	$10,000	$5,000	
229	Planned Development Districts	$1,831	$19,533	$9,767	
230	Hillside Plan Review - Minimum Deposit	$1,751	$10,000	$5,000	
231	Parking Management Plan - Minimum Deposit	$1,628	$10,000	$5,000	
232	Mobile Home Review	$1,692	$11,720	$5,860	
233	Tentative Tract / Parcel Maps	$2,076	$9,767	$4,883	
234	Tentative Vesting Tract / Parcel Maps	$1,628	$11,720	$5,860	
235	Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	$1,628	$9,767	$4,883	
	Environmental Fees:				
236	Exemption	$118	$6,837	$3,418	
237	Initial Environmental Study Review - Minimum Deposit	$1,017	$10,000	$10,000	
238	Negative Declaration - Minimum Deposit	$0	$15,000	$15,000	
239	Migitated Negative Declaration - Minimum Deposit	$0	$25,000	$25,000	
240	Environmental Impact Report - Minimum Deposit	$0	$50,000	$50,000	
241	Mitigation Monitoring Fee - Minimum Deposit	$0	$20,000	$20,000	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Code Enforcement / Planning Fees:				
242	Temporary Use Permit	$0	$1,953	$151	
243	Film Permit	$448	$2,930	$1,465	
244	Fireworks Stand / Seasonal Lot Permit	$378	$195	$195	
	Temporary Sign Fees:				
245	Banners	$38	$1,953	$977	
246	All Others	$42	$2,930	$1,465	
	Planning Inspections				
247	Residential		$391	$195	
248	Non-Residential		$781	$391	
249	After Hours Inspections (4 hr min + Travel Time) - per hour		$293	$147	
250	Business License Review	$24	$98	$49	
251	Courtesy Review		$4,883	$2,442	
252	Pre-Application Review		$781	$391	
	Public Hearing Notice:				
253	Preparation		$1,953	$977	
254	Newspaper		Actual Cost	Actual Cost	
255	Mailing		Actual Cost	Actual Cost	
256	After Hours Application Review - hourly		$195	$98	
	Administrative Decision Fee:				
257	Residential		$1,953	$977	
258	Non-Residential		$4,883	$2,442	
	Solar Plan Review Fee:				
259	Residential	$24	$977	$488	
260	Non-Residential	$24	$3,907	$1,953	
261	Development Agreement - Minimum Deposit		$10,000		
	Planning Plan Review & Inspection				
262	Residential	$24	$781	$391	
263	Non-Residential	$24	$2,930	$1,465	
264	Technology Fee - per permit / application		$34	$34	
265	General Plan Maintenance Fee - % of Building Valuation		1.40% of Valuation	1.40% of Valuation	
Public Works / Engineering					
266	Administrative Records Research	$30	$33	$33	
267	Appeal of Decision	$460	$510	$510	
268	Change of Address - per address	$365	$403	$403	
269	Minor Changes / Amendments or Revisions to Plans after submittal	$433	$469	$469	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Code Enforcement / Planning Fees:				
242	Temporary Use Permit	$0	$1,953	$151	
243	Film Permit	$448	$2,930	$1,465	
244	Fireworks Stand / Seasonal Lot Permit	$378	$195	$195	
	Temporary Sign Fees:				
245	Banners	$38	$1,953	$977	
246	All Others	$42	$2,930	$1,465	
	Planning Inspections				
247	Residential		$391	$195	
248	Non-Residential		$781	$391	
249	After Hours Inspections (4 hr min + Travel Time) - per hour		$293	$147	
250	Business License Review	$24	$98	$49	
251	Courtesy Review		$4,883	$2,442	
252	Pre-Application Review		$781	$391	
	Public Hearing Notice:				
253	Preparation		$1,953	$977	
254	Newspaper		Actual Cost	Actual Cost	
255	Mailing		Actual Cost	Actual Cost	
256	After Hours Application Review - hourly		$195	$98	
	Administrative Decision Fee:				
257	Residential		$1,953	$977	
258	Non-Residential		$4,883	$2,442	
	Solar Plan Review Fee:				
259	Residential	$24	$977	$488	
260	Non-Residential	$24	$3,907	$1,953	
261	Development Agreement - Minimum Deposit		$10,000		
	Planning Plan Review & Inspection				
262	Residential	$24	$781	$391	
263	Non-Residential	$24	$2,930	$1,465	
264	Technology Fee - per permit / application		$34	$34	
265	General Plan Maintenance Fee - % of Building Valuation		1.40% of Valuation	1.40% of Valuation	
Public Works / Engineering					
266	Administrative Records Research	$30	$33	$33	
267	Appeal of Decision	$460	$510	$510	
268	Change of Address - per address	$365	$403	$403	
269	Minor Changes / Amendments or Revisions to Plans after submittal	$433	$469	$469	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
270	Major Changes / Amendments or Revisions to Plans after submittal	$433	Original Application Fee	Original Application Fee	
	Copying:				
271	Per 8" x 11"	$1	$1	$1	
272	Parcel or Tract Maps - per sheet	$9	$16	$16	
273	Improvement Plans - per sheet	$9	$16	$16	
274	Curb Drains - Permit & Inspection - per location	$128	$140	$140	
275	Curb or Curb and Gutter - per l.f.	$128	$140	$140	
	Dedication / Vacation:				
276	One Lot	$1,150	$1,259	$1,259	
277	Up to 10,000 SF	$2,160	$2,369	$2,369	
278	10,001+ SF	$4,320	$4,738	$4,738	
	Driveway Approach:				
279	Residential	$286	$313	$313	
280	Commercial	$286	$313	$313	
281	Easement Checking	$720	$790	$790	
282	Encroachment Permit	$720	$790	$790	
283	Engineering Review - hourly	$125	$132	$132	
284	Plan Check - hourly	$90	$99	$99	
285	Fourth Plan Check & Subsequent - each sheet	$360	$395	$395	
	Geotechnical / Geological Report Review:				
286	Plan Review - per report	$365	$403	$403	
287	Report and / or addendum to report - per report	$360	$395	$395	
288	Combination Report - per report	$720	$790	$790	
	Grading Projects:				
	Plan Check:				
289	51-100 CY - Base	$360	$395	$395	
290	Per CY	$0.60	$0.66	$0.66	
291	101-1,000 CY - Base	$540	$592	$592	
292	Per CY	$0.10	$0.11	$0.11	
293	1,001-10,000 CY - Base	$1,350	$1,481	$1,481	
294	Per CY	$0.07	$0.08	$0.08	
295	10,0001-100,000 - Base	$1,800	$1,974	$1,974	
296	Per CY	$0.05	$0.05	$0.05	
297	100,001-500,000 CY	$5,400	$5,922	$5,922	
298	Per CY	$0.01	$0.01	$0.01	
299	500,001+ CY - Base	$10,800	$11,845	$11,845	
300	Per CY	$0.01	$0.01	$0.01	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Permit & Inspeciton:				
301	51-100 CY - Base	$256	$280	$280	
302	Per CY	$0.60	$0.66	$0.66	
303	101-1,000 CY - Base	$384	$420	$420	
304	Per CY	$0.10	$0.11	$0.11	
305	1,001-10,000 CY - Base	$960	$1,053	$1,053	
306	Per CY	$0.07	$0.08	$0.08	
307	10,0001-100,000 - Base	$1,600	$1,752	$1,752	
308	Per CY	$0.05	$0.05	$0.05	
309	100,001-500,000 CY	$5,120	$5,610	$5,610	
310	Per CY	$0.01	$0.01	$0.01	
311	500,001+ CY - Base	$10,240	$11,228	$11,228	
312	Per CY	$0.01	$0.01	$0.01	
	Drainage / Parking Lots:				
313	Plan Check	$540	$592	$592	
314	Permit & Inspection	$256	$280	$280	
315	Hydrology Report Review - per report	$720	$790	$790	
316	Inspection - per hour	$64	$99	$99	
317	Inspection - per hour - after hours (min 4 hrs)	$96	$99	$99	
318	Re-inspection fee - per hour	$96	$99	$99	
	Landscaping:				
	Plan Check:				
319	0-15,000 sf	$420	$461	$461	
320	15,000sf - 1 acre	$600	$658	$658	
321	More than 1 Acre	Actual Cost	Actual Cost	Actual Cost	
	Permit & Inspection Fee:				
322	0-15,000 sf	$256	$395	$395	
323	15,000sf - 1 acre	$512	$790	$790	
324	More than 1 Acre	Actual Cost	Actual Cost	Actual Cost	
325	Lane / Street Closure - per day	$184	$288	$288	
326	Lot Line Adjustment	$1,000	$1,102	$1,102	
	Map Analysis				
	Plan Check:				
327	1-5 Lots / Parcels	$3,880	$4,261	$4,261	
328	6-25 Lots / Parcels	$7,400	$8,119	$8,119	
329	26-100 Lots / Parcels	$10,920	$11,977	$11,977	
330	101-150 Lots / Parcels	$36,300	$39,812	$39,812	
331	151+ Lots - per lot	$50	$49	$49	
332	Each subsequent submittal after three plan checks	$3,380	$3,702	$3,702	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
333	Extension of Time for Final Map	$1,000	$2,270	$2,270	
334	Certficate of Compliance	$1,330	$1,456	$1,456	
335	Certificate of Correction	$1,330	$1,456	$1,456	
336	Covenant and Agreement	$500	$543	$543	
337	Miscellaneous Report Review - min 2 hrs - per hr	$250	$274	$274	
338	NPDES Fee	$500	$543	$543	
339	SWPP Plan Check	$360	$395	$395	
340	SWPP Permit & Inspection	$256	$395	$395	
341	Monitoring Well	$686	$790	$790	
342	Parkway Drain	$466	$518	$518	
343	Paving - Permit & Inspection - Base	$64	$99	$99	
344	Paving - per sq. ft.	$1	$2	$2	
	Sewer:				
345	Plan Check - Base	$360	$395	$395	
346	Plan Check - per l.f.	$1.95	$2.14	$2.14	
347	Permit & Inspection - Base	$192	$296	$296	
348	Permit & Inspection - per l.f.	$0.20	$0.31	$0.31	
349	Sewer Strucuture - Permit & Inspection (min 4 hrs)	$256	$395	$395	
350	Sewer Connection Fee - per l.f.	$35	$49	$49	
351	Sidewalk - Plan Check	$90	$99	$99	
352	Sidewalk - Permit & Inspection - Base	$90	$99	$99	
353	Sidewalk - Permit & Inspection - per sq. ft.	$0.60	$0.66	$0.66	
354	Stockpiling - Plan Check	$165	$181	$181	
355	Stockpiling - Permit & Inspection	$128	$197	$197	
	Storm Drain:				
356	Plan Check - Base	$360	$395	$395	
357	Plan Check - per l.f.	$3.00	$3.29	$3.29	
358	Permit & Inspection - Base	$320	$494	$494	
359	Permit & Inspection - per l.f.	$3.50	$5.40	$5.40	
360	Storm Drain - per drain	$857	$938	$938	
361	Storm Drain Structure - Plan Check (min 2 hrs)	$186	$197	$197	
362	Storm Drain Structure - Permit & Inspection (min 3 hrs)	$192	$296	$296	
	Streets:				
	Plan Check:				
363	1-10,000 SF - base	$360	$395	$395	
364	Per Sq. Ft.	$0.18	$0.20	$0.20	
365	10,001+ SF - Base	$1,435	$1,579	$1,579	
366	Per Sq. Ft.	$0.05	$0.05	$0.05	
367	Permit & Inspection - Base	$256	$395	$395	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
333	Extension of Time for Final Map	$1,000	$2,270	$2,270	
334	Certficate of Compliance	$1,330	$1,456	$1,456	
335	Certificate of Correction	$1,330	$1,456	$1,456	
336	Covenant and Agreement	$500	$543	$543	
337	Miscellaneous Report Review - min 2 hrs - per hr	$250	$274	$274	
338	NPDES Fee	$500	$543	$543	
339	SWPP Plan Check	$360	$395	$395	
340	SWPP Permit & Inspection	$256	$395	$395	
341	Monitoring Well	$686	$790	$790	
342	Parkway Drain	$466	$518	$518	
343	Paving - Permit & Inspection - Base	$64	$99	$99	
344	Paving - per sq. ft.	$1	$2	$2	
	Sewer:				
345	Plan Check - Base	$360	$395	$395	
346	Plan Check - per l.f.	$1.95	$2.14	$2.14	
347	Permit & Inspection - Base	$192	$296	$296	
348	Permit & Inspection - per l.f.	$0.20	$0.31	$0.31	
349	Sewer Strucuture - Permit & Inspection (min 4 hrs)	$256	$395	$395	
350	Sewer Connection Fee - per l.f.	$35	$49	$49	
351	Sidewalk - Plan Check	$90	$99	$99	
352	Sidewalk - Permit & Inspection - Base	$90	$99	$99	
353	Sidewalk - Permit & Inspection - per sq. ft.	$0.60	$0.66	$0.66	
354	Stockpiling - Plan Check	$165	$181	$181	
355	Stockpiling - Permit & Inspection	$128	$197	$197	
	Storm Drain:				
356	Plan Check - Base	$360	$395	$395	
357	Plan Check - per l.f.	$3.00	$3.29	$3.29	
358	Permit & Inspection - Base	$320	$494	$494	
359	Permit & Inspection - per l.f.	$3.50	$5.40	$5.40	
360	Storm Drain - per drain	$857	$938	$938	
361	Storm Drain Structure - Plan Check (min 2 hrs)	$186	$197	$197	
362	Storm Drain Structure - Permit & Inspection (min 3 hrs)	$192	$296	$296	
	Streets:				
	Plan Check:				
363	1-10,000 SF - base	$360	$395	$395	
364	Per Sq. Ft.	$0.18	$0.20	$0.20	
365	10,001+ SF - Base	$1,435	$1,579	$1,579	
366	Per Sq. Ft.	$0.05	$0.05	$0.05	
367	Permit & Inspection - Base	$256	$395	$395	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
368	Per Sq. Ft.	$0.10	$0.15	$0.15	
369	Street Lighting - Plan Check	$360	$395	$395	
370	Street Lighting - Permit & Inspection	$128	$197	$197	
371	Time Extension	$500	$543	$543	
372	Traffic Control - Plan Check - Initial	$180	$197	$197	
373	Traffic Control Plan Check - subsequent	$90	$99	$99	
	Traffic Study:				
374	Plan Check - 1st submittal	$2,000	$2,196	$2,196	
375	Plan Check - subsequent	$250	$271	$271	
376	Each Letter Report	$250	$271	$271	
377	Traffic & Transportation Issues	$720	$790	$790	
378	Transportation Permit - per trip	$18	$25	$25	
	Utilities:				
379	Plan Check - hourly	$180	$197	$197	
	Permit & Inspection Fee:				
380	0-50 feet	$121	$197	$197	
381	51-250 feet	$171	$197	$197	
382	per l.f.	$0.55	$0.85	$0.85	
383	251-1,000 feet	$227	$427	$427	
384	per l.f.	$0.45	$0.69	$0.69	
385	1,000+ feet	$578	$888	$888	
386	per l.f.	$0.35	$0.54	$0.54	
	Water:				
387	Plan Check	$180	$197	$197	
	Permit & Inspection:				
388	0-50 feet	$85	$131	$131	
389	51-250 feet	$149	$230	$230	
390	per l.f.	$0.55	$0.85	$0.85	
391	251-1,000 feet	$277	$427	$427	
392	per l.f.	$0.45	$0.69	$0.69	
393	1,000+ feet	$533	$822	$822	
394	per l.f.	$0.35	$0.54	$0.54	
395	Commercial Tree Removal	$0	Actual Cost	Actual Cost	
396	Minor / Temporary Encroachment Permit (e.g. Dumpster or Rolloff Trash	$0	$99	$99	
397	Dumpster Encroachment	$0	Actual Cost	Actual Cost	
398	On Street Blue Curb Application	$0	$197	$197	
399	On Street Blue Curb Installation	$0	Actual Cost	Actual Cost	
400	Speed Hump Application	$0	$296	$296	
401	Over-The Counter Plan Review - per hour	$0	$99	$99	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
402	Preferential Parking Application	$0	$790	$790	
Parks and Recreation Fees					
	Adult Sports:				
403	Softball & Fast Pitch	$290	$1,079	$320	
404	Basketball	$290	$1,009	$320	
405	Football	$290	$1,122	$320	
406	Volleyball	$290	$1,047	$320	
	Youth Sports:				
407	Flag Football	$50	$326	$60	
408	Soccer	$50	$224	$60	
409	Basketball	$50	$300	$60	
410	Cheerleading	$50	$198	$55	
411	Track & Field	$50	$164	$50	
412	T-Ball / Baseball / Softball	$50	$253	$70	
	Summer Aquatics:				
413	Rec Swim	$3	$6	$3	
414	Lap Swim	$3	$2	$3	
415	Lessons	$25	$36	$50	
416	Street Banner Hanging:	$155	$417	$190	
	CAMPS:				
417	Winter Camp	$90	$311	$100	
418	Summer Camp	$90	$269	$100	
419	Spring Camp	$90	$311	$100	
420	Annual Registration Fee	$25	$56	$25	
	EXTENDED CHILD CARE				
421	Full Time Before & Afterschool	$125	$406	$130	
422	Afterschool Only	$105	$314	$110	
423	Annual Registration Fee	$25	$56	$25	
424	Non-Instructional Day Care - per day	$20	$73	$35	
	Montebello Playschool Program				
425	Session Fee	$260	$1,152	$275	
426	Material / Registration Fee	$65	$71	$65	
427	Refund Processing Fee	$25	$56	$25	

Fee Category	Total Cost	Current Fees					Recommended Fees					Council Approved Fees				
		Cat I	Cat II	Cat III	Cat IV	Cat V	Cat I	Cat II	Cat III	Cat IV	Cat V	Cat I	Cat II	Cat III	Cat IV	Cat V
Park Rentals																
Open Space - per hour	$91	$0	$3	$3	$29	$47	$0	$10	$15	$30	$50					
Open Space with Lights - per hour	$100	$0	$4	$5	$43	$63	$0	$20	$25	$40	$60					
Picnic Areas - per day	$293	$0	$20	$30	$57	$83	$0	$40	$60	$80	$95					
Bouncer Permit - per permit	$56	$0	$57	$57	$57	$57	$0	$55	$55	$55	$55					
Bandshells - per hour	$64	$0	$10	$20	$46	$46	$0	$25	$35	$60	$75					
Ballfields - perh our	$179	$0	$3	$5	$29	$47	$0	$9	$18	$36	$51					
Ballfields with Lights - per hour	$189	$0	$4	$5	$43	$63	$0	$10	$20	$50	$67					
Full Field Prep - per field prep	$135						$0	$30	$40	$55	$65					
Basketball Courts - per hour	$49	$0	$3	$5	$35	$35	$0	$9	$15	$35	$40					
Basketball Courts with Lights - per hour	$49	$0	$4	$5	$41	$41	$0	$10	$16	$41	$37					
Tennis Courts - per hour	$49	$0	$5	$10	$35	$35	$0	$9	$15	$24	$36					
Tennis Courts with Lights - per hour	$50	$0	$5	$10	$40	$40	$0	$10	$16	$40	$38					
Monuments - per hour	$147	$0	$83	$83	$83	$83	$0	$83	$83	$83	$83					
Gazebo - per hour	$63	$0	$20	$20	$20	$20	$0	$15	$20	$50	$65					
Skate Park - per hour	$166	$0	$10	$20	$65	$75	$0	$20	$35	$65	$75					
Facility / Community Center Rentals:																
Meeting Rooms - per hour	$106	$0	$5	$25	$47	$75	$0	$10	$15	$60	$85					
Pool Rentals:																
0-50 swimmers - per hour	$295	$0	$90	$110	$118	$138	$0	$80	$90	$100	$150					
51-100 swimmers - per hour	$367	$0	$130	$150	$174	$194	$0	$120	$130	$160	$200					
101-150 swimmers - per hour	$439	$0	$170	$190	$237	$250	$0	$160	$190	$220	$260					
151-200 swimmers - per hour	$511	$0	$210	$230	$287	$322	$0	$200	$230	$270	$330					
201-250 swimmers - per hour	$583	$0	$250	$270	$334	$354	$0	$270	$290	$330	$390					
Hensel Gym Rentals - per hour	$122	$0	$10	$20	$50	$75	$0	$15	$25	$50	$80					
Senior Center:																
Downstairs Hall - per hour	$522	$0	$5	$25	$78	$104	$0	$35	$50	$114	$137					
South Wing Hall - per hour	$390	$0	$5	$25	$88	$119	$0	$35	$50	$130	$162					
Upstairs Hall - per hour	$653	$0	$5	$25	$93	$124	$0	$35	$50	$136	$175					
Patio Activity Area - per day	$193	$0	$50	$80	$233	$311	$0	$100	$150	$250	$322					
Staff Hourly Rate																
Recreation Leader	$66	$0	$15	$15	$15	$15	$0	$16	$16	$16	$16					
Park Ranger	$76	$0	$25	$25	$25	$25	$0	$25	$25	$25	$25					

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew Pasmant, Acting City Manager

BY: Craig Koehler, Finance Administrator

SUBJECT: Resolutions of the City Council of the City of Montebello Adopting the Annual Budget, Compensation Plan and Table of Organization, and Gann Limit for Fiscal Year Commencing, July 1, 2018 and Ending June 30, 2019

DATE: June 13, 2018

RECOMMENDATION

Staff recommends that:

1) The City Council adopt the Annual Budget Resolution, Compensation Plan and Table of Organization Resolution, and the Gann Limit Resolution, which are resolutions for the adoption of the City's annual budget for Fiscal Year 2018-2019; or
2) In the event that the Council does not adopt the Annual Budget at the June 13, 2018 meeting, discussion and adoption will be carried over to the June 27, 2018 meeting.

BACKGROUND

The Acting City Manager, in conjunction with Finance staff, has duly prepared the City's proposed budget for the 2018-2019 Fiscal Year (the "Budget"). Each year, staff prepares various resolutions associated with the adoption of the annual budget for City Council consideration and approval. All related resolutions are contemporaneously attached with this staff report to be presented to and considered by the City Council;

FISCAL IMPACT

All appropriations and for both salaries, wages, benefits and operations is reflected in the propose draft budget for fiscal year 2018-2019. General Fund appropriations for FY2018-2019 are $54,456,837 pursuant to the draft budget. The Citywide total appropriation from all funds is $118,811,659.

ATTACHMENTS

1. Budget Resolution FY18/19
2. Compensation Plan Resolution and Table of Organization Resolution FY 18/19
3. Gann Limit Resolution for Fiscal Year Commencing, July 1, 2018 and Ending June 30, 2019

ITEM # 21

RESOLUTION NO_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR THE CITY OF MONTEBELLO FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019, AND APPROVING AN ASSOCIATED TABLE OF ORGANIZATION

THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS FOLLOWS:

SECTION 1. That the Budget for the City of Montebello for fiscal year commencing July 1, 2018, and ending June 30, 2019, as prepared and submitted by the Acting City Manager and as modified by the City Council, is hereby approved as the budget of the City of Montebello of said fiscal year (hereinafter "budget").

SECTION 2. That the positions as they appear in the approved Compensation Plan and Table of Organization for the purposes indicated constitute the Table of Organization for the fiscal year ending June 30, 2019.

SECTION 3. That from the effective date of said budget, to wit July 1, 2018, the several amounts stated herein as proposed expenditures shall be and become appropriated to the several departments, offices and agencies of the City for the respective objects and purposes therein set forth, subject to expenditure pursuant to the provisions of all applicable ordinances of the City and statutes of the State.

SECTION 4. That the authority granted to make expenditures from other than the General Fund shall be limited to the actual amount of money received from the source of funds indicated in the budget for each department, section or purpose, and no liability upon the General Fund is assumed or can be imposed in excess of such amounts as may be provided therefore in this budget from the General Fund. In the event that the amounts of money received and credited to the special funds exceed the amount herein estimated, such excess receipts shall be considered deferred allocations in such special funds, contingent upon such receipt, and no expenditure thereof made except under the provision as provided by law or ordinance.

SECTION 5. That the Acting City Manager and Department Heads shall be responsible to ensure that all expenditures and encumbrances do not exceed budgeted appropriations in accordance with the following:

a) Salaries and fringe benefits are budgeted and controlled at the classification level of Personal Services by Division;

b) Maintenance and operations are budgeted and controlled at the classification level by Division;

c) Capital Improvements are budgeted on a project by project basis;

d) Municipal code section 3.20 governing purchasing must be adhered to;

e) All expenditures are consistent with the policies expressed in Resolution 17-40; and

f) That the Acting City Manager or designee shall have the authority to make appropriation

transfers from one account to another. Additional appropriations are to be approved by City Council.

SECTION 6. That the Capital Improvement Projects and Outlay provides for the appropriation of monies for Capital Improvement Projects which may span multiple fiscal years. Therefore, appropriation for the balances remaining in Capital Improvement Projects active as of June 30, 2018 shall be brought forward to be used in the fiscal year 2018/19 or until the completion of these projects.

SECTION 7. That for the purpose of the budget, the total amount provided for salaries is considered the appropriated item for all salaries, and appropriations for materials, supplies and services shall be considered as appropriations for all materials, supplies and services. Appropriation for capital outlay acquisitions shall be restricted to those acquisitions specified in the budget and may not be altered or substituted except as provided in Section 5.

SECTION 8. That resolutions or portions hereof, relating to salaries inconsistent herewith, are repealed and rescinded.

SECTION 9. That the City Clerk shall certify to the adoption of this resolution and the same shall be in full force and effect.

APPROVED and ADOPTED this 13th day of June 2018.

_____
VANESSA DELGADO, MAYOR

ATTEST:

_____
IRMA BARAJAS, CITY CLERK

APPROVED AS TO FORM:

_____
ARNOLD M ALVAREZ-GLASMAN
CITY ATTORNEY

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, ADOPTING THE COMPENSATION PLAN AND TABLE OF ORGANIZATION (POSITION LISTING) FOR OFFICERS AND EMPLOYEES OF THE CITY OF MONTEBELLO

THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS FOLLOWS:

SECTION 1. That the City Council of the City of Montebello has determined that the following listing of positions shall be the official and prescribed position titles and if applicable in accordance with the respective range numbers pertaining thereto and herein indicated in accordance with provisions of the Montebello Municipal Code and/or the Civil Service Rules and Regulations as previously enacted by this City Council:

ELECTED OFFICIALS	MONTHLY SALARY RANGES		
City Councilmembers	1,032	-	1,032
City Clerk	695	-	695
City Treasurer	695	-	695

CLASSIFIED MANAGEMENT	MONTHLY SALARY RANGES		
Fire Battalion Chief	9,078	-	10,146
Fire Captain	6,049	-	7,599
Police Captain	11,206	-	12,521
Police Lieutenant	9,890	-	11,051
Police Sergeant	8,005	-	8,990

CLASSIFIED NON-MANAGEMENT	RANGES	MONTHLY SALARY RANGES		
Account Clerk I	41.8	2,359	-	3,011
Account Clerk II	45.3	2,804	-	3,579
Assistant Planner	49.8	3,510	-	4,480
Body Shop Mechanic	61.7	3,934	-	5,020
Building Maintenance Tradeworker I	42.8	2,477	-	3,160
Building Maintenance Tradeworker II	44.3	2,668	-	3,405
Building Permit Technician	43.8	2,602	-	3,321
Bus Operator	61.5	3,222	-	4,112
Clerk Typist	41.3	2,302	-	2,937

Combination Building Inspector	49.8	3,510	-	4,480
Community Services Coordinator	44.8	2,735	-	3,491
Court Liaison	44.8	2,735	-	3,491
Custodian	39.8	2,140	-	2,730
Engineering Technician	48.8	3,339	-	4,262
Equipment Mechanic A	61.7	3,934	-	5,020
Equipment Service Worker	61.9	2,774	-	3,541
Finance Technician	49.3	3,424	-	4,369
Fire Engineer	A-F	5,076	-	6,479
		(20.9162 - 26.6996/hr)		
		(56 hr/week)		
Fire Inspector I	49.8	3,510	-	4,480
Firefighter	A-F	4,321	-	5,519
		(17.8073 - 22.7449/hr)		
		(56 hr/week)		
Golf Cart Mechanic	43.5	2,564	-	3,272
Golf Course Equipment Mechanic	49.5	3,458	-	4,413
Maintenance Worker	42.8	2,477	-	3,160
Parking Control Officer	43.8	2,602	-	3,321
Police Community Service Officer	41.8	2,359	-	3,011
Police Corporal	61.3	5,854	-	7,472
Police Dispatcher I	50.8	3,690	-	4,709
Police Dispatcher II	53.8	4,285	-	5,469
Police Officer	61.1	5,432	-	6,934
Police Records Clerk	42.3	2,417	-	3,085
Police Records Technician	44.3	2,668	-	3,405
Property & Evidence Technician	44.8	2,735	-	3,491
Risk Management Assistant	43.9	2,615	-	3,338
Secretary	44.3	2,668	-	3,405
Storekeeper	62.1	3,387	-	4,323
Telecommunications Technician	51.3	3,783	-	4,828
Tree Trimmer	44.8	2,735	-	3,491

UNCLASSIFIED MANAGEMENT	MONTHLY SALARY RANGES		
Accounting Manager	6,569	-	7,985
Accounting Supervisor	4,939	-	6,005
Administrative Management Analyst	4,445	-	5,405
Assistant City Manager	11,024	-	14,584
Assistant Director Of Transportation	8,426	-	10,240
Assistant Golf Course Superintendent	3,838	-	4,668
Assistant to the City Manager	5,402	-	6,570
Assistant Tree Maintenance Supervisor	3,644	-	4,446
Associate Planner	5,402	-	6,570
Building Maintenance Supervisor	4,029	-	4,902
Building Official	5,674	-	6,899
Business Manager	5,402	-	6,570

Chief Management Analyst	5,447	-	6,622
City Manager	18,750	-	18,750
Code Enforcement Manager	5,147	-	6,258
Communications Management Analyst	4,445	-	5,405
Communications Supervisor	5,147	-	6,258
Community Services Supervisor	4,233	-	5,147
Controller	7,295	-	8,865
Deputy Fire Chief	9,078	-	10,146
Deputy Fire Marshal	4,445	-	5,405
Director Of Economic Development	8,846	-	10,756
Director Of Finance	9,937	-	12,083
Director Of Human Resources & Risk Management	9,937	-	12,083
Director Of Planning & Community Development	9,937	-	12,083
Director Of Public Works	9,937	-	12,083
Director Of Recreation & Community Services	9,937	-	12,083
Director Of Transportation	9,937	-	12,083
Economic Development Manager	6,569	-	7,985
Economic Development Project Coordinator	5,402	-	6,570
Finance Services Supervisor	4,445	-	5,405
Fire Chief	10,563	-	14,084
Fire Marshal	8,347	-	10,146
General Services Manager	5,147	-	6,258
Golf Course Superintendent/Facility Manager	5,674	-	6,899
Grants & Project Administrator	5,402	-	6,570
Human Resources Manager	6,569	-	7,985
Information Systems Manager	7,456	-	9,204
Information Systems Supervisor	5,147	-	6,258
Maintenance Service Supervisor	4,029	-	4,902
Management Analyst	4,477	-	5,447
Office Manager	4,667	-	5,674
Park Maintenance Supervisor	4,029	-	4,902
Planning Manager	6,569	-	7,985
Police Chief	10,624	-	15,417
Public Information Officer	5,147	-	6,258
Public Works Manager	5,402	-	6,570
Records Supervisor	5,147	-	6,258
Recreation & Community Services Superintendent	5,674	-	6,899
Revenue Supervisor	4,445	-	5,405
Risk Management Analyst	4,445	-	5,405
Risk Manager	5,674	-	6,899
Senior Management Analyst	4,939	-	6,005
Senior Management Analyst/Strategic Planning	4,939	-	6,005
Senior Procurement Analyst	4,939	-	6,005
Shop Maintenance Supervisor	4,902	-	5,960

Street Maintenance Supervisor	4,029	-	4,902
Telecommunications Supervisor	5,147	-	6,258
Transit Administration Manager	6,619	-	8,047
Transit Dispatch Supervisor	4,029	-	4,902
Transit Finance Supervisor	5,402	-	6,570
Transit Grants & Project Administrator	5,402	-	6,570
Transit Operations Manager	6,568	-	7,984
Transit Operations Supervisor	4,902	-	5,960
Transit Stores & Facility Supervisor	4,029	-	4,902
Tree Maintenance Supervisor	4,029	-	4,902
Vehicle Maintenance Manager	7,297	-	8,871

UNCLASSIFIED NON-MANAGEMENT	RANGES	MONTHLY SALARY RANGES		
Accountant	52.3	3,976	-	5,075
Administrative Secretary	46.3	2,948	-	3,762
Administrative Secretary/CRA	46.3	2,948	-	3,762
Building Plan Checker	56.7	4,952	-	6,320
Business License Technician	45.3	2,804	-	3,579
Code Enforcement Coordinator	44.8	2,735	-	3,491
Code Enforcement Officer	49.8	3,510	-	4,480
Combination Building Inspector	49.8	3,510	-	4,480
Community Development Analyst	51.9	3,898	-	4,974
Community Development Specialist	45.8	2,875	-	3,670
Community Services Coordinator	44.8	2,735	-	3,491
Crime Analyst	49.8	3,510	-	4,480
Economic Development Analyst/CRA	51.9	3,898	-	4,974
Information Systems Analyst	54.5	4,437	-	5,663
Information Systems Technician I	45.3	2,804	-	3,579
Information Systems Technician II	48.8	3,339	-	4,262
Personnel Analyst	51.9	3,898	-	4,974
Police Trainee	45.8	2,875	-	3,670

HOURLY CLASSIFICATION	HOURLY RANGES		
Administrative Analyst	11.00	-	21.95
Administrative Analyst (1) (eff. 1/1/19)	12.00	-	21.95
Administrative Secretary	16.65	-	21.01
Building Maintenance Tradeworker	14.29	-	18.23
Bus Operator	14.48	-	18.57
Bus Operator (2) (eff. 1/1/19)	15.60	-	18.57
Clerical Assistant	11.00	-	16.45

Clerical Assistant (1) (eff. 1/1/19)	12.00	-	16.45
Code Enforcement Technician	13.03	-	15.12
Community Services Aide - SYEP	11.00	-	11.00
Community Services Aide - SYEP (1) (eff. 1/1/19)	12.00	-	12.00
Custodian	11.00	-	12.60
Custodian (1) (eff 1/1/19)	12.00	-	13.60
Equipment Service Worker	11.88		16.66
Equipment Service Worker (1) (eff. 1/1/19)	12.00		16.66
Field Maintenance Worker	11.00	-	12.60
Field Maintenance Worker (1) (eff. 1/1/19)	12.00	-	13.60
Fire Inspector	20.25	-	25.85
Golf Course Attendant	11.00	-	13.05
Golf Course Attendant (1) (eff. 1/1/19)	12.00	-	14.05
Golf Course Mechanic's Helper	11.00	-	13.40
Golf Course Mechanic's Helper (1) (eff. 1/1/19)	12.00	-	14.40
Graphics Specialist	16.80	-	24.75
Human Resources Manager	37.90	-	46.07
Information Systems Specialist	11.00	-	16.45
Information Systems Specialist (1) (eff. 1/1/19)	12.00	-	16.45
Intern	11.00	-	16.45
Intern (1) (eff. 1/1/19)	12.00	-	16.45
Lifeguard	12.50	-	14.15
Maintenance Worker	14.29	-	18.23
Mechanic's Assistant	11.20	-	15.70
Mechanic's Assistant (1) (eff. 1/1/19)	12.00		15.70
Park Ranger	11.45	-	16.25
Park Ranger (1) (eff. 1/1/19)	12.00		16.25
Parking Control Officer	16.80	-	19.10
Police Community Services Officer	11.00	-	13.95
Police Community Services Officer (1) (eff. 1/1/19)	12.00	-	14.95
Police Dispatcher	23.65	-	28.05
Police Officer	29.16	-	37.19
Police Trainee	17.05	-	21.60
Police Youth Program Coordinator	15.75	-	20.15
Pool Manager	14.95	-	17.95
Property & Evidence Technician	14.95	-	21.95
Recreation Leader I	11.00	-	12.00
Recreation Leader I (1) (eff. 1/1/19)	12.00	-	13.00
Recreation Leader II	11.50	-	14.95
Recreation Leader II (1) (eff. 1/1/19)	12.50	-	15.00
Recreation Leader III	12.65	-	15.60
Recreation Leader III (eff. 1/1/19)	13.00	-	16.00
Recreation Leader IV	15.00	-	18.45
Risk Management Assistant	13.20	-	19.25

Secretary	11.45	-	14.95
Secretary (1) (eff. 1/1/19)	12.00	-	15.00
Senior Lifeguard	14.50	-	16.40
Senior Project Manager	57.33	-	69.71
Transportation Revenue Coordinator	14.30	-	18.15
Transportation Specialist	11.00	-	21.95
Transportation Specialist (1) (eff. 1/1/19)	12.00	-	21.95

(1) Pursuant to California minimum wage order, the minimum wage will increase to $12.00 per hour effective January 1, 2019 from $11.00 per hour

(2) Pursuant to UTU MOU, the minimum hourly rate for all such bus drivers shall at all times be not less than 30% more than the CA minimum wage rate, $11.00 X 30% = $14.30 per hour effective January 1, 2018, $12.00 x 30% = $15.60 per hour effective January 1, 2019

SECTION 2. That the City Clerk shall certify to the adoption of this resolution, shall distribute copies to the Director of Human Resources and the Director of Finance, and the resolution shall be in full force and effect as of July 1, 2018. The terms and conditions set forth in this Resolution shall prevail over any inconsistent terms and conditions provisions previously adopted or approved by the City Council relating to the subject matter hereof.

APPROVED AND ADOPTED THIS 13th DAY OF JUNE 2018.

_____
Vanessa Delgado, Mayor

ATTEST:

_____
Irma Barajas, City Clerk

APPROVED AS TO FORM:

_____
Arnold M. Alvarez-Glasman, City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, ESTABLISHING ITS APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018-2019 IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 7910 (GANN LIMIT)

WHEREAS, Article XIII-B of the California State Constitution, informally known as the "Gann Appropriations Limit," provides limits regarding the total amount of appropriations by a city in any fiscal year from "the proceeds of taxes" received thereby, and said Article further provides that appropriations from designated reserve funds are not appropriations from the proceeds of taxes subject to the Article; and

WHEREAS, Section 7910 of the Government Code, added in 1980 by the State Legislature, provides that "each year the governing body of each local jurisdiction shall by resolution establish its appropriations limit for the following year."

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. The City of Montebello's appropriations limit under Article XIII-B of California's Constitution, for Fiscal Year 2017-2018, is $47,314,997.

SECTION 2. The City of Montebello's appropriations limit under Article XIII_B of California's Constitution, for Fiscal Year 2018-19, is $49,193,706, calculated as follows:

2018-19 Change in CPI	=	3.67%
2018-19 Change in Population	=	0.29%

Appropriation limit: $47,314,997 X 103.67% X 100.29% = $49,193,706

SECTION 3. The City's appropriations for Fiscal Year 2018-2019 that are subject to Article XIII-B are $25,551,445, which is within the appropriations limit calculated in Section 2 of this Resolution.

SECTION 4. That the City Clerk shall certify to the adoption of this resolution and the same shall be in full force and effect.

APPROVED and ADOPTED this 13th day of June 2018.

_____
Vanessa Delgado, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

PROPOSED BUDGET 2018-2019

TABLE OF CONTENTS

REVENUE ESTIMATES 4

APPROPRIATIONS BY FUND AND DIVISION 9

ANALYSIS OF TRANSFER BY FUNDS 12

BUDGETED POSITIONS BY DEPARTMENT 15

DEPARTMENTAL BUDGETS

- Electoral 35
- City Attorney 51
- Administration 54
- Human Resources 65
- Finance 69
- Public Works 84
- Community Development 114
- Recreation 134
- Police 150
- Fire 187
- RMRA Fund 211
- Prop A Fund 213
- Prop C Fund 216
- Measure R Fund 220
- Measure A Fund 224
- Measure M Fund 227
- TDA Article 3 Fund 231
- Asset Forfeiture Fund 233
- Supplemental Law Fund 246
- JAG Fund 250
- AQMD Fund 252
- Park Development Fund 256
- CDBG Fund 258
- HOME Fund 280
- Grants Fund 294
- Capital Improvement Fund 343
- Debt Service II Fund 345
- Transit Fund 348
- Transit SB1 Fund 377
- Water Fund 380
- Golf Course Fund 385
- Self Insurance Fund 401
- Corporate Shop Fund 455
- Gas Tax Fund 505

CAPITAL EXPENDITURES 507

ELECTED OFFICIALS

Vanessa Delgado
Mayor

Art Barajas

Jack Hadjinian

Vivian Romero

William M. Molinari

DIRECTORY OF CITY OFFICIALS

Mayor

Vanessa Delgado

Mayor Pro Tem

Jack Hadjinian

City Council

Art Barajas
Vivian Romero
William M. Molinari

City Clerk

Irma Barajas

City Treasurer

Ashod Mooradian

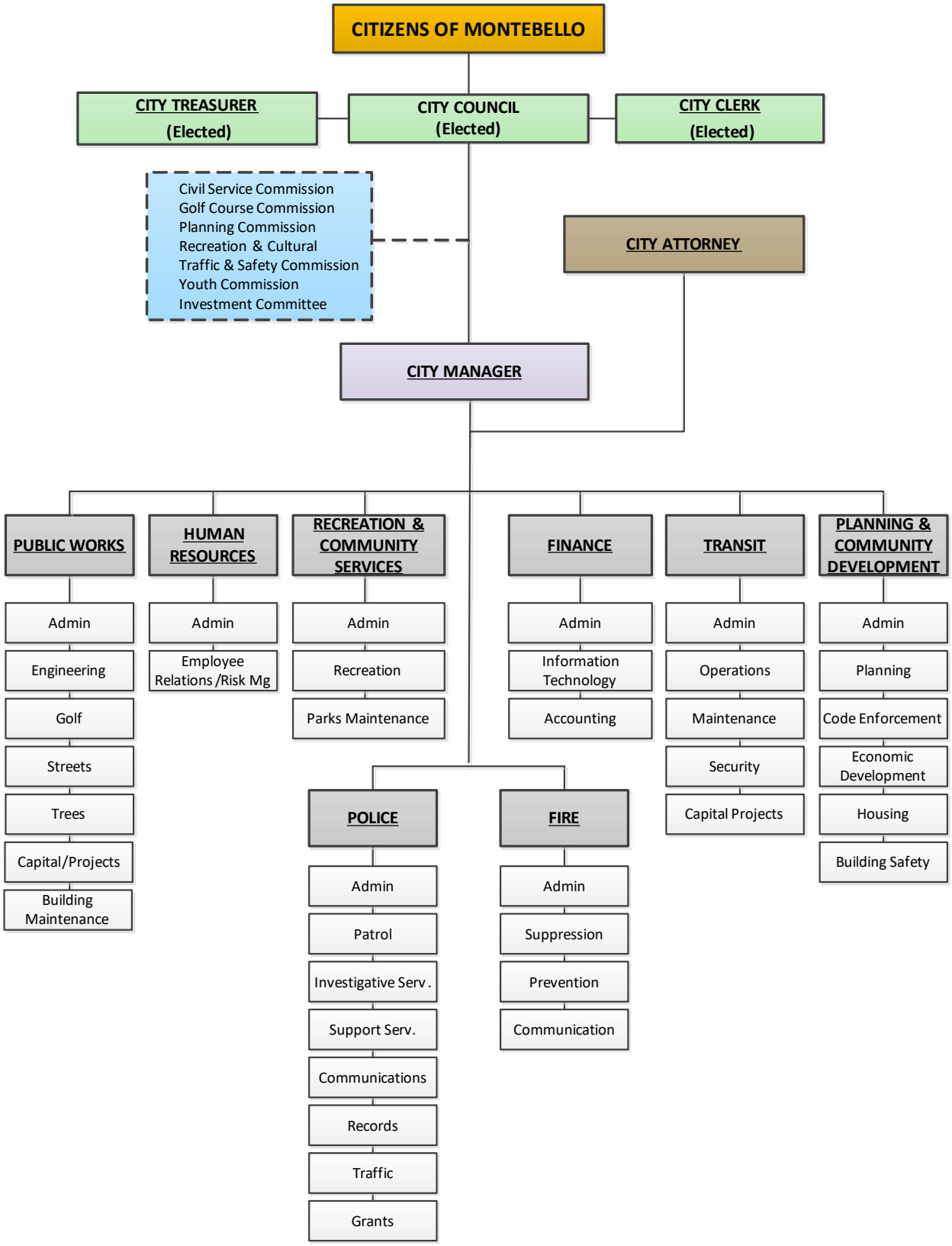
Acting City Manager

Andrew Pasmant

Department Heads

Assistant City Manager	*Danilo Batson*
Police Chief	*Brad Keller*
Fire Chief	*Fernando Pelaez*
Finance Administrator	*Craig Koehler*
Director of Planning & Community Development	*Vacant*
Director of Recreation & Community Services	*David Sosnowski*
Director of Transportation	*Clay Thomas Barrio*

City of Montebello – Organization Chart



DRAFT

CITY OF MONTEBELLO
2018-19 REVENUE ESTIMATES

	2016-17 ACTUALS	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 ESTIMATE
GENERAL FUND (100)					
Taxes:					
Sales Tax	13,267,373	13,526,000	13,526,000	13,382,000	12,921,000
Property Taxes	4,119,428	4,021,799	4,021,799	4,044,515	4,212,182
Property Taxes Residual	974,759	1,057,130	1,057,130	860,082	912,822
Franchise Tax	1,493,957	1,420,000	1,420,000	1,496,505	1,550,379
Transient Occupancy Tax	401,852	371,315	371,315	425,376	440,689
Transfer Tax	151,610	135,000	135,000	168,653	174,724
Vehicle License Fee	5,948,161	6,087,638	6,087,638	6,184,182	6,395,211
License:					
Business/ Contractors	2,493,052	2,521,585	2,521,585	2,545,187	2,566,815
Natural Gas Storage	193,520	380,000	380,000		
Oil Well	717,581	1,000,000	1,000,000	896,060	928,318
Animal	123,673	115,000	115,000	124,306	127,600
Permits:					
Community Development Permits	1,101,784	1,100,000	1,100,000	1,258,461	1,388,621
Charges for Services:					
Waste Collection	3,456,228	3,496,665	3,496,665	3,496,665	3,559,915
Storm Water Abatement	635,237	796,596	796,596	86,545	89,661
User Charges*	1,414,061	1,277,039	1,277,039	1,688,681	1,931,758
Parks and Recreation Fees	621,363	590,580	590,580	600,030	704,951
Administrative Charges	1,700,004	1,700,000	1,700,000	2,012,296	2,106,117
Other Revenues:					
Fines and Forfeitures	2,159,818	1,710,000	1,710,000	2,043,728	2,060,000
Interest Income	33,552	50,000	50,000	31,462	30,720
Sale of Property				525,000	
Cell Tower Lease	171,682	317,186	317,186	252,697	248,583
Prop A Exchange	750,000	750,000	750,000	750,000	1,275,000
Miscellaneous Revenues	205,257	200,000	200,000	101,426	100,000
TOTAL GENERAL FUND	**42,133,952**	**42,623,534**	**42,623,534**	**42,973,856**	**43,725,066**

* Includes booking fees which was previously budgeted in the Detention fund

DRAFT

CITY OF MONTEBELLO
2018-19 REVENUE ESTIMATES

	2016-17 ACTUALS	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 ESTIMATE
GAS TAX FUND (200)					
State Gas Tax	1,206,972	1,417,300	1,417,300	1,272,360	1,540,166
Traffic Congestion Relief SB1				72,663	72,663
Interest Income	8,505	2,000	2,000	8,300	8,500
TOTAL GAS TAX FUND	**1,215,477**	**1,419,300**	**1,419,300**	**1,353,323**	**1,621,329**
RMRA FUND (201)					
RMRA		368,632	368,632	368,632	1,061,409
Interest Income					1,000
TOTAL RMRA FUND	**-**	**368,632**	**368,632**	**368,632**	**1,062,409**
RETIREMENT FUND (205)					
Property Tax	11,243,217	11,282,929	11,282,929	11,325,230	11,551,735
Interest Income	4,700	7,048	7,048	35,182	35,886
TOTAL RETIREMENT FUND	**11,247,917**	**11,289,977**	**11,289,977**	**11,360,412**	**11,587,620**
PROP A FUND (210)					
Prop A Revenues	1,169,729	1,188,900	1,188,900	1,188,900	1,251,032
Interest Income	6,715	5,000	5,000	5,000	5,000
TOTAL PROP A FUND	**1,176,443**	**1,193,900**	**1,193,900**	**1,193,900**	**1,256,032**
PROP C FUND (215)					
Prop C Revenues	971,807	986,161	986,161	986,161	1,037,698
Interest Income	17,428	4,000	4,000	4,000	4,000
TOTAL PROP C FUND	**989,235**	**990,161**	**990,161**	**990,161**	**1,041,698**
MEASURE R FUND (220)					
Measure R Revenues	727,870	739,636	739,636	739,636	778,290
Interest Income	8,409	2,000	2,000	11,954	2,000
TOTAL MEASURE R FUND	**736,279**	**741,636**	**741,636**	**751,590**	**780,290**
MEASURE A FUND (221)					
Measure A Revenues		248,449	248,449		208,000
Interest Income		400	400		400
TOTAL MEASURE A FUND	**-**	**248,849**	**248,849**	**-**	**208,400**
MEASURE M FUND (222)					
Measure M Revenues		477,795	477,795	477,795	882,043
Interest Income		800	800	622	1,000
TOTAL MEASURE M FUND	**-**	**478,595**	**478,595**	**478,417**	**883,043**
TDA ARTICLE 3 FUND (223)					
TDA Article 3 Revenues		84,112	84,112		127,444
TOTAL TDA ARTICLE 3 FUND	**-**	**84,112**	**84,112**	**-**	**127,444**
ASSET FORFEITURE FUND (230)					
Justice Department Income	189,360	900,000	900,000	40,800	50,000
Treasury Department Income		50,000	50,000		
State Trust Fund		10,000	10,000		
Other Revenues					
Interest Income	10,707	3,000	3,000	11,428	5,000
TOTAL ASSET FORFEITURE FUND	**200,067**	**963,000**	**963,000**	**52,228**	**55,000**

DRAFT

CITY OF MONTEBELLO
2018-19 REVENUE ESTIMATES

	2016-17 ACTUALS	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 ESTIMATE
SUPPLEMENTAL LAW FUND (235)					
Local Law Enforcement Revenues	139,416	120,000	120,000	139,416	139,416
Interest Income	1,500	1,700	1,700	1,700	2,000
TOTAL SUPPLEMENTAL LAW FUND	**140,916**	**121,700**	**121,700**	**141,116**	**141,416**
JAG FUND (240)					
JAG Revenues		14,000	14,000		
TOTAL JAG FUND	**-**	**14,000**	**14,000**		
AIR QUALITY IMPROVEMENT FUND (245)					
AQMD Revenues	81,631	82,000	82,000	80,701	81,750
Interest Income	3,707	1,000	1,000	4,390	4,000
TOTAL AQMD FUND	**85,337**	**83,000**	**83,000**	**85,091**	**85,750**
CDBG FUND (255)					
IDIS Drawdown	973,051	600,081	600,081	723,483	699,491
CDBG Program Income	10,000				
Other Revenues	24,016				
TOTAL CDBG FUND	**1,007,067**	**600,081**	**600,081**	**723,483**	**699,491**
HOME FUND (260)					
HCDA					
Home Program Income					
IDIS Drawdown	456,328			132,105	299,865
TOTAL HOME FUND	**456,328**	**-**	**-**	**132,105**	**299,865**
GRANTS FUND (265)					
SHSGP - Fire		2,500,000	2,500,000	2,487,340	
Assistance to Firefighter					
AB109 Task Force	52,899	240,637	240,637	240,637	
STEP Grant	74,903	21,286	151,286	58,514	92,772
Bullet Proof Vest		15,992	15,992		
LA County Park Grants (3)		100,000	410,000	410,000	200,000
Summer Food Program	29,876	43,559	43,559	23,266	30,000
HSIP	206,348	1,023,677	1,023,677	37,387	986,290
STP-L	666,554	1,449,150	1,449,150		1,449,150
Used Oil Payment Program (OPPS)	17,736	17,000	17,000	17,335	17,000
CA Beverage Container Recycling	16,472	17,000	17,000	16,202	16,000
Other Grants	365,624	22,812	22,812	22,812	23,496
Interest Income	2,030				
TOTAL GRANTS FUND	**1,432,444**	**5,451,113**	**5,891,113**	**3,313,493**	**2,814,708**
SB1 TRANSIT FUND (202)					
SGR					368,581
STA					791,141
Interest Income					500
TOTAL SB1	**-**	**-**	**-**	**-**	**1,160,222**

DRAFT

CITY OF MONTEBELLO
2018-19 REVENUE ESTIMATES

	2016-17 ACTUALS	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 ESTIMATE
TRANSIT OPERATING FUND (600)					
Charges for Services:					
Bus Fares	4,116,729	4,442,279	4,442,279	4,072,053	4,072,053
EZ Pass Sales	237,261	212,279	212,279	227,624	222,914
Dial-a-taxi	22,023	18,963	18,963	25,328	25,328
Bus Fare Tokens	32,290			33,347	32,709
TAP Bus Card	171,340	222,436	222,436	171,631	171,631
LACMTA Metro Tokens	70,420	56,606	56,606	66,000	66,000
Rider Relief Tran Program	983	809	809	528	528
LACMTA Metro Rail Feeder	93,926	101,189	101,189	77,387	77,387
Bus AD Pilot Program	149,870	150,000	150,000	217,222	200,000
City Facility Rentals					
Fuel Island Share use reimbursement	3,807	5,000	5,000	5,000	5,000
Interest Income from LAIF	7,254				
Miscellaneous Revenue	154,014	600	600	7,868	600
Operating Grants:					
Prop A Discretionary - Operation	5,236,699	5,234,533	5,234,533	5,234,533	5,340,219
Prop C Discretionary Base/Restructuring	1,120,117	1,139,719	1,139,719	1,139,719	1,171,089
Prop C Discretionary Foothill	237,170	231,949	231,949	231,949	296,096
Prop C Discretionary BSIP	213,765	217,506	217,506	217,506	223,492
Prop C 5% Security	480,191	470,252	470,252	470,252	461,723
Prop C MOSIP MOU	1,584,730	1,590,837	1,590,837	1,590,837	1,617,306
Measure R 20%	3,309,368	3,217,342	3,217,342	3,217,342	3,356,209
Measure M 20%		1,838,521	1,838,521	1,838,521	4,938,421
TDA Operating*	7,758,946	7,932,178	7,932,178	7,932,178	8,258,216
STA Operating	652,889	298,925	298,925	298,926	1,343,944
TOTAL TRANSIT OPERATING FUND	**25,653,790**	**27,381,922**	**27,381,922**	**27,075,751**	**31,880,864**
Setaside for PERS Unfunded Liability					(2,000,000)
*Setaside TDA Reserve at LACMTA					(1,168,445)
TOTAL TRANSIT OPERATING REV	**25,653,790**	**27,381,922**	**27,381,922**	**27,075,751**	**28,712,419**
TRANSIT CAPITAL FUND (270)					
Prop 1B PTMISEA - State	287,202	2,004,725	2,004,725	1,601,132	4,661,241
Prop 1B PTMISEA Bridge - Metro	536,653	323,752	323,752	45,537	
Prop 1B Transit Security Bridge		73,495	73,495		
CAL EMA/ CALOES	287,365	246,031	246,031		151,000
Federal Capital Section 5307	3,579,145	7,895,824	7,895,824	5,614,626	5,505,562
Toll Credits	33,079				
State TDA Capital	516,004			482,545	176,000
Measure R Capital	300,859	190,109	190,109	190,109	
Other Revenues	34,147			16,000	
Interest Income	7,615	5,000	5,000	5,000	5,000
TOTAL TRANSIT CAPITAL FUND	**5,582,068**	**10,738,936**	**10,738,936**	**7,954,949**	**10,498,803**
TOTAL TRANSIT FUND	**31,235,858**	**38,120,859**	**38,120,859**	**35,030,700**	**40,371,444**
WATER FUND (605)					
Water Sales	2,331,779	2,834,105	2,834,105	3,155,213	2,845,613
TOTAL WATER FUND	**2,331,779**	**2,834,105**	**2,834,105**	**3,155,213**	**2,845,613**

DRAFT

CITY OF MONTEBELLO
2018-19 REVENUE ESTIMATES

	2016-17 ACTUALS	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 ESTIMATE
GOLF FUND (610)					
Golf Course:					
Green Fees	865,911	1,244,136	1,244,136	843,209	900,000
Cart Rentals	422,853	510,807	510,807	420,613	462,889
Driving Range	76,432	109,230	109,230	71,685	105,342
Special Events	154,732			142,117	160,000
Golf Course subtotal	*1,519,928*	*1,864,173*	*1,864,173*	*1,477,625*	*1,628,231*
Quiet Cannon:					
Rents & Concession	571,482	512,691	512,691	582,911	594,570
TOTAL GOLF FUND	**2,091,410**	**2,376,864**	**2,376,864**	**2,060,536**	**2,222,801**
SELF INSURANCE FUND (700)					
Non-Transit	4,806,492	3,488,544	3,488,544	4,221,437	4,221,437
Transit	2,595,856	2,732,273	2,732,273	2,568,211	2,568,211
TOTAL SELF INSURANCE FUND	**7,402,348**	**6,220,817**	**6,220,817**	**6,789,648**	**6,789,648**
CORPORATE SHOP FUND (720)	1,332,828	600,000	600,000		570,893
TOTAL CITY FUNDS	**105,215,685**	**116,824,235**	**117,264,235**	**110,953,904**	**119,189,961**

DRAFT

APPROPRIATIONS BY FUND AND DIVISION
CITY OF MONTEBELLO
FISCAL YEAR 2018-19

FUNDS	*PERSONNEL SERVICES*	*MAINT & OPERATIONS*	*CAPITAL OUTLAY*	*TOTALS*
GENERAL FUND (100)				
ELECTORAL				
City Council	159,657	19,850		179,507
City Clerk	23,735	172,850		196,585
City Treasurer	23,985	1,650		25,635
Subtotal	***207,377***	***194,350***		***401,727***
CITY ATTORNEY		450,000		450,000
ADMINISTRATION				
City Administration	705,624	242,397		948,021
Community Promotion		46,250		46,250
Subtotal	***705,624***	***288,647***		***994,271***
HR	**352,010**	**114,605**		**466,615**
FINANCE				
Finance	1,512,017	709,660		2,221,677
Purchasing		154,410		154,410
Information Technology	316,736	295,824		612,560
Subtotal	***1,828,753***	***1,159,894***		***2,988,647***
PUBLIC WORKS				
Administration	398,048	255,624		653,672
Engineering	65,960	671,237		737,197
Streets	596,517	5,763,420		6,359,937
Trees	317,909	273,475		591,384
AB 939	-	97,000		97,000
Gov't Building Maintenance	340,568	320,183		660,751
Subtotal	***1,719,002***	***7,380,940***	-	***9,099,942***
COMMUNITY DEVELOPMENT				
Community Development	237,725	353,678		591,403
Planning	354,616	45,224		399,840
Code Enforcement	349,776	63,684		413,460
Building & Safety	150,723	399,125		549,848
Subtotal	***1,092,840***	***861,710***		***1,954,550***
RECREATION				
Administration	263,012	283,125		546,137
Recreation Services	1,044,063	535,533		1,579,596
Park Maintenance	742,483	556,929		1,299,412
SYEP	-			-
Subtotal	***2,049,558***	***1,375,587***		***3,425,145***
POLICE				
Administration	477,980	350,619		828,599
Patrol	11,053,272	277,894		11,331,166
Traffic	155,381	240,000		395,381
Support Services	470,912	750,513		1,221,425
Communication	1,370,415	16,631		1,387,046
Records	880,159	44,560		924,719
Investigative Services	3,811,263	213,914		4,025,176
Detention Facility		467,997		467,997
Subtotal	***18,219,381***	***2,362,128***		***20,581,509***
FIRE				
Administration	460,407	895,616		1,356,023
Suppression*	10,856,739	645,213		11,501,952
Prevention	306,955	7,886		314,841
Communications	1,634	131,392		133,026
Fire Augmentation	288,589			288,589
Subtotal	***11,914,324***	***1,680,107***		***13,594,431***
TOTAL GENERAL FUND	**38,088,869**	**15,867,968**	-	**53,956,837**

DRAFT

APPROPRIATIONS BY FUND AND DIVISION
CITY OF MONTEBELLO
FISCAL YEAR 2018-19

FUNDS	*PERSONNEL SERVICES*	*MAINT & OPERATIONS*	*CAPITAL OUTLAY*	*TOTALS*
RMRA FUND (201)			203,632	**203,632**
PROP A FUND (210)		1,700,000		**1,700,000**
PROP C FUND (215)		105,260	1,224,717	**1,329,977**
MEASURE R FUND (220)		25,000	193,559	**218,559**
MEASURE A FUND (221)		208,000		**208,000**
MEASURE M FUND (222)		500,000		**500,000**
TDA ARTICLE 3 (223)			127,444	**127,444**
ASSET FORFEITURE (230)	430,000	323,504		**753,504**
SUPPLEMENTAL LAW FUND (235)	300,000	120,000		**420,000**
AIR QUALITY IMPR. FUND (245)		37,200		**37,200**
PARK DEVELOPMENT FUND (250)			14,500	**14,500**
CDBG FUND (255)*				
Admin				
Administration		76,034		**76,034**
Program		61,728		**61,728**
Code Enforcement				**-**
Other		531,729		**531,729**
Total CDBG Fund	**-**	**669,491**	**-**	**669,491**
HOME FUND (260)*				
Administration		70,641		**70,641**
Program		600,000		**600,000**
CHODO		44,980		**44,980**
Total HOME Fund	**-**	**715,621**	**-**	**715,621**
GRANTS FUND (265)	161,734	246,214	2,498,440	**2,906,388**
DEBT SERVICE FUND II (410)		5,240,222		**5,240,222**
TRANSIT FUND (270 & 600)				
Transit Administration	2,382,296	4,359,634	-	**6,741,930**
Transit Operations	13,894,436	1,075,901		**14,970,337**
Corporate/Transit Maintenance	4,101,678	3,270,595		**7,372,273**
Transit Security	409,556	120,835		**530,391**
Bus Advertising		14,890		**14,890**
Metrolink		242,820		**242,820**
Subtotal Transit Operating (Fund 600)	**20,787,966**	**9,084,675**	**-**	**29,872,641**
Transit Capital Projects (Fund 270)			10,498,803	**10,498,803**
Total Transit Fund	**20,787,966**	**9,084,675**	**10,498,803**	**40,371,444**
TRANSIT SB1 FUND (202)			1,159,722	**1,159,722**

DRAFT

APPROPRIATIONS BY FUND AND DIVISION
CITY OF MONTEBELLO
FISCAL YEAR 2018-19

FUNDS	*PERSONNEL SERVICES*	*MAINT & OPERATIONS*	*CAPITAL OUTLAY*	*TOTALS*
WATER FUND (605)	9,413	2,332,366		**2,341,779**
GOLF COURSE FUND (610)				
Golf Course	1,359,405	1,783,026		**3,142,431**
Hilton Hotel affiliated		10,800		**10,800**
Quiet Cannon affiliated		163,789		**163,789**
Total Golf Fund	**1,359,405**	**1,957,615**	**-**	**3,317,020**
SELF INSURANCE FUND (700)		6,789,648		**6,789,648**
CORPORATE SHOP FUND (720)		570,893		**570,893**
GAS TAX FUND (200)			156,098	**156,098**
TOTAL OPERATING APPROPRIATIONS	**61,137,387**	**41,253,455**		**102,390,842**
TOTAL CAPITAL IMPROVEMENTS			**15,920,817**	**15,920,817**
TOTAL APPROPRIATIONS	**61,137,387**	**41,253,455**	**15,920,817**	**118,311,659**

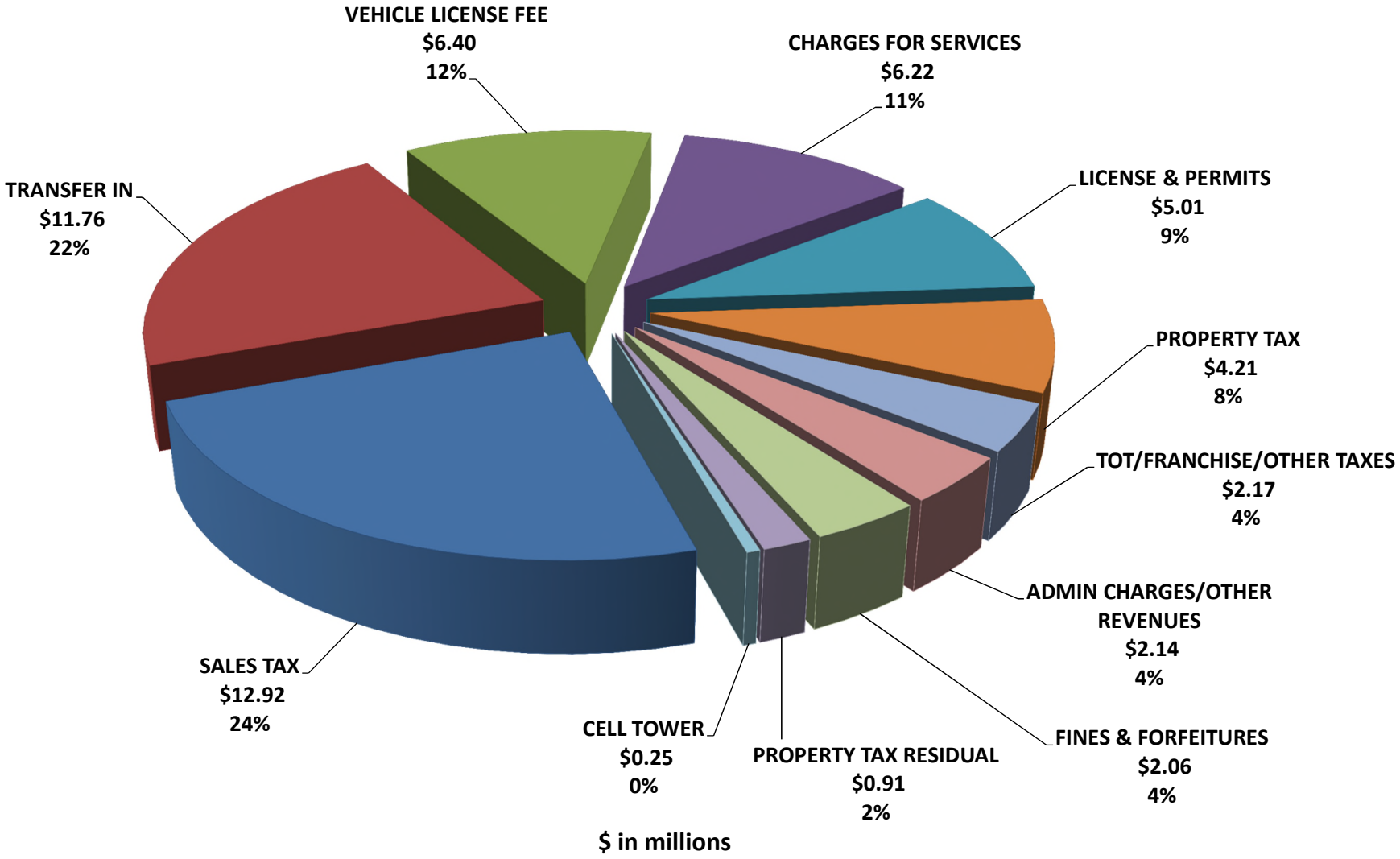
DRAFT

ANALYSIS OF TRANSFERS BY FUND
FISCAL YEAR 2018-19

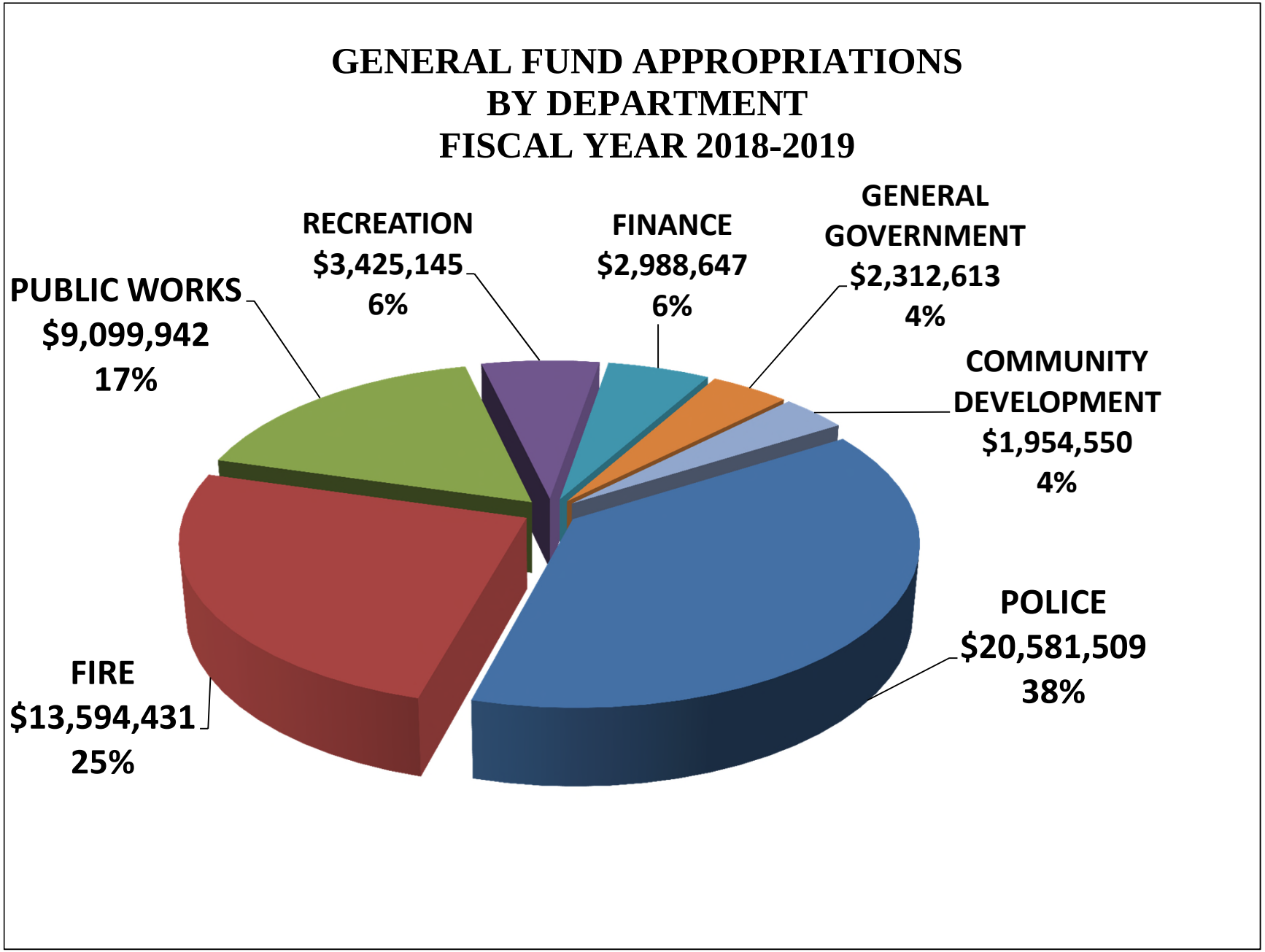
FUND	TRANSFERS IN	TRANSFERS OUT
100 GENERAL FUND		
RETIREMENT	10,166,061	
STATE GAS TAX	1,600,000	
CORPORATE SHOP	1,400,000	
DEBT SERVICE II		1,515,330
GOLF COURSE		800,000
TOTALS	**13,166,061**	**2,315,330**
200 STATE GAS TAX FUND		
GENERAL FUND		1,600,000
TOTALS		**1,600,000**
205 RETIREMENT FUND		
GENERAL FUND		10,166,061
GOLF COURSE		282,700
WATER FUND		1,100
TOTALS		**10,449,861**
410 DEBT SERVICE II -PUBLIC FINANCING AUTHORITY		
GENERAL FUND	1,515,330	
TOTALS	**1,515,330**	
610 GOLF COURSE FUND		
GENERAL FUND	800,000	
RETIREMENT	282,700	
TOTALS	**1,082,700**	
605 WATER FUND		
RETIREMENT	1,100	
TOTALS	**1,100**	
720 CORPORATE SHOP FUND		
GENERAL FUND		1,400,000
TOTALS		**1,400,000**
TOTAL ALL FUNDS	**15,765,191**	**15,765,191**

DRAFT

REVENUE- GENERAL FUND
FISCAL YEAR 2018-19 BUDGET



DRAFT


GENERAL FUND APPROPRIATIONS
BY DEPARTMENT
FISCAL YEAR 2018-2019
RECREATION
$3,425,145
6%
FINANCE
$2,988,647
6%
GENERAL
GOVERNMENT
$2,312,613
4%
PUBLIC WORKS
$9,099,942
17%
COMMUNITY
DEVELOPMENT
$1,954,550
4%
POLICE
$20,581,509
38%
FIRE
$13,594,431
25%

DRAFT

City of Montebello
Number of Positions By Fund
FY 2018-2019

Funds	Full Time	Part Time	Number Of Funded Positions
General	224	96	**320**
Transit	176	75	**251**
Golf	15	6	**21**
Total	**415**	**177**	**592**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Departments	Full Time	Part Time	Number Of Funded Positions
Electoral	7	0	**7**
Administration	3	2	**5**
Human Resources	2	2	**4**
Finance	17	2	**19**
Public Works	17	5	**22**
Planning & Community Development	8	4	**12**
Recreation & Community Services	13	62	**75**
Police	102	18	**120**
Fire	55	1	**56**
Golf Course	15	6	**21**
Transportation	176	75	**251**
Total City	**415**	**177**	**592**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Electoral	**Full Time**	**Part Time**	**Total**
City Councilmember	5		**5**
City Clerk	1		**1**
City Treasurer	1		**1**
Department Total	**7**	**0**	**7**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Administration	**Full Time**	**Part Time**	**Total**
City Manager	1		**1**
Office Manager	1		**1**
Assistant To The City Manager	1		**1**
Administrative Analyst		2	**2**
Department Total	**3**	**2**	**5**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Human Resources	**Full Time**	**Part Time**	**Total**
Director of Human Resources & Risk Management*	1		**1**
Administrative Management Analyst	1		**1**
Administrative Analyst		2	**2**
Subtotal	**2**	**2**	**4**

*General Fund 75%, Transit 25%

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Finance	**Full Time**	**Part Time**	**Total**
Director of Finance*	1		**1**
Controller	1		**1**
Accounting Manager	1		**1**
Information Systems Manager	1		**1**
Senior Management Analyst*	1		**1**
Account Clerk II	4		**4**
Accountant	2		**2**
Finance Technician*	5		**5**
Information Systems Analyst	1		**1**
Clerical Assistant		1	**1**
Administrative Analyst**		1	**1**
Department Total	**17**	**2**	**19**

*General Fund 75%, Transit Fund 25%
**General Fund 60%, Transit Fund 40%

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Public Works	**Full Time**	**Part Time**	**Total**
Assistant City Manager	1		**1**
Assistant Tree Maintenance Supervisor	1		**1**
Building Maintenance Supervisor*	1		**1**
Street Maintenance Supervisor	1		**1**
Administrative Secretary	1		**1**
Building Maintenance Tradeworker II	2		**2**
Maintenance Worker	9	2	**11**
Tree Trimmer	1		**1**
Administrative Analyst		2	**2**
Building Maintenance Tradeworker		1	**1**
Department Total	**17**	**5**	**22**

*General Fund 80%, Transit Fund 20%

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Planning & Community Development	**Full Time**	**Part Time**	**Total**
Director of Planning & Community Development	1		**1**
Planning Manager	1		**1**
Associate Planner	1		**1**
Code Enforcement Manager	1		**1**
Building Permit Technician	1		**1**
Code Enforcement Coordinator	1		**1**
Code Enforcement Officer	1		**1**
Combination Building Inspector	1		**1**
Administrative Analyst		1	**1**
Administrative Secretary		1	**1**
Code Enforcement Technician		2	**2**
Department Total	**8**	**4**	**12**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Recreation & Community Services	**Full Time**	**Part Time**	**Total**
Director of Recreation & Community Services	1		**1**
Park Maintenance Supervisor	1		**1**
Community Services Coordinator	3		**3**
Maintenance Worker	8		**8**
Administrative Secretary		1	**1**
Field Maintenance Worker		5	**5**
Senior Lifeguard		2	**2**
Lifeguard		10	**10**
Park Ranger		3	**3**
Pool Manager		1	**1**
Recreation Leader I		25	**25**
Recreation Leader II		5	**5**
Recreation Leader III		8	**8**
Recreation Leader IV		2	**2**
Department Total	**13**	**62**	**75**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Police	**Full Time**	**Part Time**	**Total**
Police Chief	1		**1**
Police Captain	2		**2**
Police Lieutenant	5		**5**
Police Sergeant	10		**10**
Communications Supervisor	1		**1**
Grants And Project Administrator	1		**1**
Information Systems Supervisor	1		**1**
Records Supervisor	1		**1**
Administrative Secretary	1	2	**3**
Court Liason	1		**1**
Parking Control Officer	1	2	**3**
Police Community Service Officer		5	**5**
Police Corporal	23		**23**
Police Dispatcher I	6		**6**
Police Dispatcher II	4		**4**
Police Officer	33	3	**36**
Police Records Technician	9		**9**
Property & Evidence Technician	2		**2**
Administrative Analyst		1	**1**
Clerical Assistant		2	**2**
Police Dispatcher		2	**2**
Police Youth Program Coordinator		1	**1**
Department Total	**102**	**18**	**120**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Fire	**Full Time**	**Part Time**	**Total**
Fire Chief	1		**1**
Fire Battalion Chief	3		**3**
Fire Captain	12		**12**
Fire Marshal	1		**1**
Fire Inspector I	1		**1**
Administrative Secretary	1		**1**
Fire Engineer	12		**12**
Firefighter	24		**24**
Clerical Assistant		1	**1**
Department Total	**55**	**1**	**56**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Golf Course	**Full Time**	**Part Time**	**Total**
Golf Course Superintendent/Facility Manager	1		**1**
Assistant Golf Course Superintendent	2		**2**
Golf Cart Mechanic	1		**1**
Golf Course Equipment Mechanic	1		**1**
Maintenance Worker	10	1	**11**
Golf Course Attendant		5	**5**
Department Total	**15**	**6**	**21**

DRAFT

City of Montebello
Number of Positions By Department
FY 2018-2019

Transportation	**Full Time**	**Part Time**	**Total**
Director of Transportation	1		**1**
Transit Administration Manager	1		**1**
Transit Operations Manager	1		**1**
Vehicle Maintenance Manager	1		**1**
Accounting Supervisor	1		**1**
Communication Management Analyst	1		**1**
Transit Grants & Project Administrator	1		**1**
Management Analyst	2		**2**
Senior Management Analyst	3		**3**
Shop Maintenance Supervisor	4		**4**
Transit Dispatch Supervisor	10		**10**
Transit Operations Supervisor	3		**3**
Transit Stores & Facility Supervisor	1		**1**
Maintenance Service Supervisor	1		**1**
Accountant*	2		**2**
Account Clerk II	3		**3**
Body Shop Mechanic	2		**2**
Building Maintenance Tradeworker II	1		**1**
Bus Operator	100	69	**169**
Clerk Typist	4		**4**
Equipment Mechanic A	15		**15**
Equipment Serviceworker	12	1	**13**
HR Manager		1	**1**
Information Systems Analyst	2		**2**
Maintenance Worker	1		**1**
Storekeeper	3		**3**
Administrative Analyst		1	**1**
Clerical Assistant		3	**3**
Department Total	**176**	**75**	**251**

*1 will be Transit funded 75%, General funded 25%. 1 will be 100% Transit.

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

General Funded Full Time Positions and Salary Ranges (100)

Title	Number Of Funded Positions	Range	Annual
CITY COUNCILMEMBER	**5**	ELECTED	12,384 - 12,384
CITY CLERK	**1**	ELECTED	8,340 - 8,340
CITY TREASURER	**1**	ELECTED	8,340 - 8,340
CITY MANAGER	**1**	MGMT	225,000 - 225,000
ACCOUNT CLERK II	**4**	45.3	33,648 - 42,948
ACCOUNTANT	**2**	52.3	47,712 - 60,900
ACCOUNTING MANAGER	**1**	MGMT	78,828 - 95,820
ADMINISTRATIVE MANAGEMENT ANALYST	**1**	MGMT	53,340 - 64,860
ADMINISTRATIVE SECRETARY	**3**	46.3	35,376 - 45,144
ASSISTANT CITY MANAGER	**1**	MGMT	132,288 - 175,008
ASSISTANT TO THE CITY MANAGER	**1**	MGMT	64,824 - 78,840
ASSISTANT TREE MAINTENANCE SUPERVISOR	**1**	MGMT	43,728 53,352
ASSOCIATE PLANNER	**1**	MGMT	64,824 78,840
BUILDING MAINTENANCE SUPERVISOR	**1**	MGMT	48,348 - 58,824
BUILDING MAINTENANCE TRADEWORKER II	**2**	44.3	32,016 - 40,860
BUILDING PERMIT TECHNICIAN	**1**	43.8	31,224 - 39,852
CODE ENFORCEMENT COORDINATOR	**1**	44.8	32,820 - 41,892
CODE ENFORCEMENT MANAGER	**1**	MGMT	61,764 - 75,096
CODE ENFORCEMENT OFFICER	**1**	49.8	42,120 - 53,760
COMBINATION BUILDING INSPECTOR	**1**	49.8	42,120 - 53,760
COMMUNICATIONS SUPERVISOR	**1**	MGMT	61,764 - 75,096
COMMUNITY SERVICES COORDINATOR	**3**	44.8	32,820 - 41,892
CONTROLLER	**1**	MGMT	87,540 - 106,380
COURT LIAISON	**1**	44.8	32,820 - 41,892
DIRECTOR OF FINANCE	**1**	MGMT	119,244 - 144,996
DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT	**1**	MGMT	119,244 - 144,996
DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT	**1**	MGMT	119,244 - 144,996
DIRECTOR OF RECREATION & COMMUNITY SERVICES	**1**	MGMT	119,244 - 144,996
FINANCE TECHNICIAN	**5**	49.3	41,088 - 52,428
FIRE BATTALION CHIEF	**3**	MGMT	108,936 - 121,752
FIRE CAPTAIN	**12**	MGMT	72,584 - 91,182
FIRE CHIEF	**1**	MGMT	126,756 - 169,008
FIRE ENGINEER	**12**	A-F	60,908 - 77,749
FIRE INSPECTOR I	**1**	49.8	42,120 - 53,760
FIRE MARSHAL	**1**	MGMT	100,164 - 121,752
FIREFIGHTER	**24**	A-F	51,855 - 66,233
GRANTS & PROJECT ADMINISTRATOR	**1**	MGMT	64,824 - 78,840
INFORMATION SYSTEMS ANALYST	**1**	54.5	53,244 - 67,956
INFORMATION SYSTEMS MANAGER	**1**	MGMT	89,472 - 110,448
INFORMATION SYSTEMS SUPERVISOR	**1**	MGMT	61,764 - 75,096
MAINTENANCE WORKER	**17**	42.8	29,724 - 37,920
OFFICE MANAGER	**1**	MGMT	56,004 - 68,088
PARK MAINTENANCE SUPERVISOR	**1**	MGMT	48,348 - 58,824

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

General Funded Full Time Positions and Salary Ranges (100)

Title	Number Of Funded Positions	Range	Annual
PARKING CONTROL OFFICER	**1**	43.8	31,224 - 39,852
PLANNING MANAGER	**1**	MGMT	78,828 - 95,820
POLICE CAPTAIN	**2**	MGMT	134,468 - 150,255
POLICE CHIEF	**1**	MGMT	127,488 - 185,000
POLICE CORPORAL	**23**	61.3	70,248 - 89,664
POLICE DISPATCHER I	**6**	50.8	44,280 - 56,508
POLICE DISPATCHER II	**4**	53.8	51,420 - 65,628
POLICE LIEUTENANT	**5**	MGMT	118,677 - 132,617
POLICE OFFICER	**33**	61.1	65,184 - 83,208
POLICE RECORDS TECHNICIAN	**9**	44.3	32,016 - 40,860
POLICE SERGEANT	**10**	MGMT	96,060 - 107,880
PROPERTY & EVIDENCE TECHNICIAN	**2**	44.8	32,820 - 41,892
RECORDS SUPERVISOR	**1**	MGMT	61,764 - 75,096
SENIOR MANAGEMENT ANALYST	**1**	MGMT	59,268 - 72,060
STREET MAINTENANCE SUPERVISOR	**1**	MGMT	48,348 - 58,824
TREE TRIMMER	**1**	44.8	32,820 - 41,892
Total	**224**		

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

General Funded Part Time Positions and Hourly Salary Ranges (100)

Title	Number Of Funded Positions	Hourly Rates*		
ADMINISTRATIVE ANALYST*	**9**	11.00	-	21.95
ADMINISTRATIVE SECRETARY	**4**	16.65	-	21.01
BUILDING MAINTENANCE TRADEWORKER	**1**	14.29	-	18.23
CLERICAL ASSISTANT*	**4**	11.00	-	15.95
CODE ENFORCEMENT TECHNICIAN	**2**	13.03	-	15.12
FIELD MAINTENANCE WORKER*	**10**	11.00	-	12.60
LIFEGUARD	**2**	12.50	-	14.15
MAINTENANCE WORKER	**5**	14.29	-	18.23
PARK RANGER*	**3**	11.45	-	16.25
PARKING CONTROL OFFICER	**2**	16.80	-	19.10
POLICE COMMUNITY SERVICES OFFICER*	**5**	11.00	-	13.95
POLICE DISPATCHER	**2**	23.65	-	28.05
POLICE OFFICER	**3**	29.16	-	37.19
POLICE YOUTH PROGRAM COORDINATOR	**1**	15.75	-	20.15
POOL MANAGER	**1**	14.95	-	17.95
RECREATION LEADER I*	**25**	11.00	-	12.00
RECREATION LEADER II*	**5**	11.50	-	14.95
RECREATION LEADER III	**8**	12.65	-	15.60
RECREATION LEADER IV	**2**	15.00	-	18.45
SENIOR LIFEGUARD	**2**	14.50	-	16.40
Total	**96**			

*Pursuant to California minimum wage order, the minimum wage will increase to $12.00 per hour effective January 1, 2019 from $11.00 per hour

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

Golf Funded Full Time Positions and Salary Ranges (610)

Title	Number Of Funded Positions	Range	Annual		
ASSISTANT GOLF COURSE SUPERINTENDENT	**2**	MGMT	46,056	-	56,016
GOLF CART MECHANIC	**1**	43.5	30,768	-	39,264
GOLF COURSE EQUIPMENT MECHANIC	**1**	49.5	41,496	-	52,956
GOLF COURSE SUPERINTENDENT/FACILITY MANAGER	**1**	MGMT	68,088	-	82,788
MAINTENANCE WORKER	**10**	42.8	29,724	-	37,920
Total	**15**				

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

Golf Funded Part Time Positions and Hourly Salary Ranges (610)

Title	Number Of Funded Positions	Hourly Rates*		
GOLF COURSE ATTENDANT*	**5**	11.00	-	13.05
MAINTENANCE WORKER	**1**	14.29	-	18.23
Total	**6**			

*Pursuant to California minimum wage order, the minimum wage will increase to $12.00 per hour effective January 1, 2019 from $11.00 per hour

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

Transit Funded Full Time Positions and Salary Ranges (600)

Title	Number Of Funded Positions	Range	Annual
ACCOUNT CLERK II	**3**	45.3	33,648 - 42,948
ACCOUNTANT*	**2**	52.3	47,712 - 60,900
ACCOUNTING SUPERVISOR	**1**	MGMT	59,268 - 72,060
BODY SHOP MECHANIC	**2**	61.7	47,206 - 60,242
BUILDING MAINTENANCE TRADEWORKER II	**1**	44.3	32,016 - 40,860
BUS OPERATOR	**100**	61.5	38,663 - 49,345
COMMUNICATIONS MANAGEMENT ANALYST	**1**	MGMT	53,340 - 64,860
CLERK TYPIST	**4**	41.3	27,624 - 35,244
DIRECTOR OF TRANSPORTATION	**1**	MGMT	119,244 - 144,996
EQUIPMENT MECHANIC A	**15**	61.7	47,206 - 60,242
EQUIPMENT SERVICEWORKER	**12**	61.9	33,291 - 42,495
INFORMATION SYSTEMS ANALYST	**2**	54.5	53,244 - 67,956
MAINTENANCE SERVICE SUPERVISOR	**1**	MGMT	48,348 - 58,824
MAINTENANCE WORKER	**1**	42.8	29,724 - 37,920
MANAGEMENT ANALYST	**2**	MGMT	53,724 - 65,364
SENIOR MANAGEMENT ANALYST	**3**	MGMT	59,268 - 72,060
SHOP MAINTENANCE SUPERVISOR	**4**	MGMT	58,824 - 71,520
STOREKEEPER	**3**	62.1	40,649 - 51,878
TRANSIT ADMINISTRATION MANAGER	**1**	MGMT	79,428 - 96,564
TRANSIT DISPATCH SUPERVISOR	**10**	MGMT	48,348 - 58,824
TRANSIT GRANTS & PROJECT ADMINISTRATOR	**1**	MGMT	64,824 - 78,840
TRANSIT OPERATIONS MANAGER	**1**	MGMT	78,816 - 95,808
TRANSIT OPERATIONS SUPERVISOR	**3**	MGMT	58,824 - 71,520
TRANSIT STORES & FACILITY SUPERVISOR	**1**	MGMT	48,348 - 58,824
VEHICLE MAINTENANCE MANAGER	**1**	MGMT	87,564 - 106,452
Total	**176**		

*1 will be Transit funded 75%, General funded 25%. 1 will be 100% Transit.

DRAFT

CITY OF MONTEBELLO
ANNUAL SALARY RANGES
FY 2018-2019

Transit Funded Part Time Positions and Hourly Salary Ranges (600)

Title	Number Of Funded Positions	Hourly Rates*		
ADMINISTRATIVE ANALYST*	**1**	11.00	-	21.95
BUS OPERATOR**	**69**	14.48	-	18.57
CLERICAL ASSISTANT*	**3**	11.00	-	16.45
EQUIPMENT SERVICE WORKER*	**1**	11.88	-	16.66
HUMAN RESOURCES MANAGER	**1**	37.90	-	46.07
Total	**74**			

*Pursuant to California minimum wage order, the minimum wage will increase to $12.00 per hour effective January 1, 2019 from $11.00 per hour

** Pursuant to UTU MOU, the minimum hourly rate for all such bus drivers shall at all times be not less than 30% more than the CA minimum wage rate, $11.00 X 30% = $14.30 per hour effective January 1, 2018, $12.00 x 30% = $15.60 per hour effective January 1, 2019

DRAFT

ELECTORAL - 100-10 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	188,892	208,395	208,395	197,978	207,377	
MAINT & OPERATIONS	116,672	25,254	261,254	256,322	194,350	
SUB TOTAL	**305,564**	**233,649**	**469,649**	**454,300**	**401,727**	
CAPITAL OUTLAY	-	-	-	-	-	
DIVISION TOTALS	**305,564**	**233,649**	**469,649**	**454,300**	**401,727**	
NUMBER OF EMPLOYEES:						
Full Time	7	7	7	7	7	
Part Time						
TOTAL	**7**	**7**	**7**	**7**	**7**	

DRAFT

ELECTORAL 100-10 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	82,033	100,920	100,920	84,881	85,163	
5000.20	Regular Hourly		-	-	-	-	
5000.30	Limited Hourly		-	-	-	-	
5000.40	Stipend	11,273	9,720	9,720	11,340	11,340	
5000.50	Industrial Disability		-	-	-	-	
5010	**Overtime**		-	-	-	-	
5010.10	Full-Time		-	-	-	-	
5010.20	Part-Time		-	-	-	-	
5010.30	Limited Part-Time		-	-	-	-	
5010.40	FLSA Overtime		-	-	-	-	
	SUBTOTAL	**93,306**	**110,640**	**110,640**	**96,221**	**96,503**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	6,273	7,844	7,844	6,091	7,844	
5100.20	Compensation Insurance	26,880	26,887	26,887	26,887	26,887	
5100.30	Unemployment Insurance		922	922	127	795	
5100.40	Health Insurance	39,882	38,022	38,022	37,753	38,351	
5100.50	Uniform Allowance		-	-	-	-	
5100.60	Tool Allowance		-	-	-	-	
5100.70	Auto Allowance		-	-	-	-	
5100.75	LTD/STD		-	-	-	-	
5100.80	Vision	149	120	120	24	122	
5100.85	Dental	181	600	600	577	600	
5100.90	Life	171	617	617	540	617	
5300	**Retirement**		-	-	-	-	
5300.10	Retiree Benefits		-	-	-	-	
5300.20	PERS employer costs	18,291	19,533	19,533	25,926	31,006	
5300.25	PERS employer pickup	3,761	3,210	3,210	3,832	4,652	
5300.30	401 a(h) First Mercantile		-	-	-	-	
5300.40	Replacement Benefit Fund		-	-	-	-	
5300.50	PARS						
	SUBTOTAL	**95,586**	**97,755**	**97,755**	**101,757**	**110,874**	
	TOTAL NON-SAFETY	**188,892**	**208,395**	**208,395**	**197,978**	**207,377**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**188,892**	**208,395**	**208,395**	**197,978**	**207,377**	

DRAFT

ELECTORAL 100-10						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	113	1,254	1,254	99	400	
6000.20	Non-Durable	106	500	500	16	100	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	-	-	-	547	500	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	-	-	-	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	30,978	21,000	21,000	17,739	21,000	
6025	Advertising/Printing Services	191	300	300	1,372	400	
6030	Dues & Subscriptions	235	1,200	1,200	950	1,000	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	32	400	400	12,050	400	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	70,000	70,000	-	
6045	Election Expense	84,832	-	166,000	153,096	170,000	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	-	-	-	-	
6050.20	Water Usage	-	-	-	-	-	
6050.30	Telephone Services	185	500	500	203	250	
6050.40	Cellular Services	-	-	-	-	-	
6050.50	Gas Usage	-	-	-	-	-	
6055	Copier Repair/Services	-	-	-	-	-	
6060	Mail/ Postal Expense	-	100	100	35	50	
6065	Liability Insurance	-	-	-	-	-	

DRAFT

ELECTORAL 100-10						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	**Preventive Maintenance**	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	**Vehicle Maintenance/Expenses**	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	-	-	-	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	-	-	-	-	-	
6081	Permits and Fees	-	-	-	-	-	
6083	Furniture and Fixture Purchases	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	-	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	**Administrative Costs**	-	-	-	-	-	
7120.10	Administrative Costs - PERS Health	-	-	-	213	250	
TOTAL MAINTENANCE & OPERATIONS		**116,672**	**25,254**	**261,254**	**256,322**	**194,350**	

DRAFT

CITY COUNCIL - 100-10-100 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	151,844	167,478	167,478	153,572	159,657	
MAINT & OPERATIONS	31,447	19,400	19,400	19,400	19,850	
SUB TOTAL	**183,291**	**186,878**	**186,878**	**172,972**	**179,507**	
CAPITAL OUTLAY						
DIVISION TOTALS	**183,291**	**186,878**	**186,878**	**172,972**	**179,507**	
NUMBER OF EMPLOYEES:						
Full Time	5	5	5	5	5	
Part Time						
TOTAL	**5**	**5**	**5**	**5**	**5**	

DRAFT

CITY COUNCIL 100-10-100 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	60,083	74,220	74,220	60,083	60,083	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend	8,148	8,100	8,100	8,100	8,100	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**68,232**	**82,320**	**82,320**	**68,183**	**68,183**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	4,365	5,678	5,678	4,114	5,678	
5100.20	Compensation Insurance	19,200	19,205	19,205	19,205	19,205	
5100.30	Unemployment Insurance	-	668	668		668	
5100.40	Health Insurance	39,848	38,022	38,022	37,753	38,351	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision	149	120	120	24	122	
5100.85	Dental	181	600	600	577	600	
5100.90	Life	119	441	441	364	441	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	16,379	17,214	17,214	20,124	23,199	
5300.25	PERS employer pickup	3,371	3,210	3,210	3,227	3,210	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**83,613**	**85,158**	**85,158**	**85,388**	**91,474**	
	TOTAL NON-SAFETY	**151,844**	**167,478**	**167,478**	**153,572**	**159,657**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**151,844**	**167,478**	**167,478**	**153,572**	**159,657**	

DRAFT

CITY COUNCIL 100-10-100						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	113	500	500	99	100	
6000.20	Non-Durable	58	500	500	16	100	
6000.30	Janitorial						
6000.40	Durable				547	500	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings	30,978	18,000	18,000	17,739	18,000	
6025	Advertising/Printing Services	63	200	200		100	
6030	Dues & Subscriptions	235	200	200	750	750	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense				35	50	
6065	Liability Insurance						

DRAFT

CITY COUNCIL 100-10-100						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				213	250	
TOTAL MAINTENANCE & OPERATIONS		**31,447**	**19,400**	**19,400**	**19,400**	**19,850**	

DRAFT

CITY CLERK - 100-10-110 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	19,169	19,299	19,299	21,717	23,735	
MAINT & OPERATIONS	84,964	3,954	239,954	236,719	172,850	
SUB TOTAL	**104,132**	**23,253**	**259,253**	**258,435**	**196,585**	
CAPITAL OUTLAY						
DIVISION TOTALS	**104,132**	**23,253**	**259,253**	**258,435**	**196,585**	
NUMBER OF EMPLOYEES:						
Full Time	1	1	1	1	1	
Part Time						
TOTAL	**1**	**1**	**1**	**1**	**1**	

DRAFT

CITY CLERK 100-10-110 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	12,575	12,540	12,540	12,540	12,540	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend	1,630	1,620	1,620	1,620	1,620	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**14,204**	**14,160**	**14,160**	**14,160**	**14,160**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	1,080	1,083	1,083	1,083	1,083	
5100.20	Compensation Insurance	3,840	3,841	3,841	3,841	3,841	
5100.30	Unemployment Insurance		127	127	127	127	
5100.40	Health Insurance	17					
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life	27	88	88	88	88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs				2,418	3,715	
5300.25	PERS employer pickup					721	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**4,964**	**5,139**	**5,139**	**7,557**	**9,575**	
	TOTAL NON-SAFETY	**19,169**	**19,299**	**19,299**	**21,717**	**23,735**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**19,169**	**19,299**	**19,299**	**21,717**	**23,735**	

DRAFT

CITY CLERK 100-10-110						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		454	454			
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings		2,000	2,000		2,000	
6025	Advertising/Printing Services	100			1,372	200	
6030	Dues & Subscriptions		1,000	1,000	200	250	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	32	400	400	12,050	400	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services			70,000	70,000		
6045	Election Expense	84,832		166,000	153,096	170,000	
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense		100	100			
6065	Liability Insurance						

DRAFT

CITY CLERK 100-10-110						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**84,964**	**3,954**	**239,954**	**236,719**	**172,850**	

DRAFT

CITY TREASURER - 100-10-120 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	17,879	21,618	21,618	22,689	23,985	
MAINT & OPERATIONS	261	1,900	1,900	203	1,650	
SUB TOTAL	**18,140**	**23,518**	**23,518**	**22,892**	**25,635**	
CAPITAL OUTLAY						
DIVISION TOTALS	**18,140**	**23,518**	**23,518**	**22,892**	**25,635**	
NUMBER OF EMPLOYEES:						
Full Time	1	1	1	1	1	
Part Time						
TOTAL	**1**	**1**	**1**	**1**	**1**	

DRAFT

CITY TREASURER 100-10-120 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	9,375	14,160	14,160	12,257	12,540	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend	1,495			1,620	1,620	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**10,870**	**14,160**	**14,160**	**13,877**	**14,160**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	827	1,083	1,083	893	1,083	
5100.20	Compensation Insurance	3,840	3,841	3,841	3,841	3,841	
5100.30	Unemployment Insurance		127	127			
5100.40	Health Insurance	17					
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life	24	88	88	88	88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	1,912	2,319	2,319	3,385	4,092	
5300.25	PERS employer pickup	390			605	721	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**7,010**	**7,458**	**7,458**	**8,812**	**9,825**	
	TOTAL NON-SAFETY	**17,879**	**21,618**	**21,618**	**22,689**	**23,985**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**17,879**	**21,618**	**21,618**	**22,689**	**23,985**	

DRAFT

CITY TREASURER 100-10-120						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		300	300		300	
6000.20	Non-Durable	47					
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings		1,000	1,000		1,000	
6025	Advertising/Printing Services	28	100	100		100	
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	185	500	500	203	250	
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CITY TREASURER 100-10-120						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**261**	**1,900**	**1,900**	**203**	**1,650**	

DRAFT

CITY ATTORNEY 100-15-150 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	431,356	450,000	450,000	450,000	450,000	
SUB TOTAL	**431,356**	**450,000**	**450,000**	**450,000**	**450,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**431,356**	**450,000**	**450,000**	**450,000**	**450,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CITY ATTORNEY 100-15-150						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	431,356	450,000	450,000	450,000	450,000	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CITY ATTORNEY 100-15-150						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**431,356**	**450,000**	**450,000**	**450,000**	**450,000**	

DRAFT

ADMINISTRATION DEPT- 100-20 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	604,522	643,207	643,207	575,837	705,624	
MAINT & OPERATIONS	101,876	105,400	105,400	211,928	288,647	
SUB TOTAL	**706,398**	**748,607**	**748,607**	**787,765**	**994,271**	
CAPITAL OUTLAY						
DIVISION TOTALS	**706,398**	**748,607**	**748,607**	**787,765**	**994,271**	
NUMBER OF EMPLOYEES:						
Full Time	3	3	3	2	3	
Part Time	1	1	1	-	2	
TOTAL	**4**	**4**	**4**	**2**	**5**	

DRAFT

ADMINISTRATION DEPT- 100-20 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	401,776	400,296	400,296	356,068	388,200	
5000.20	Regular Hourly	-	26,541	22,741	-	#REF!	
5000.30	Limited Hourly	5,551	-	3,800	3,787	58,475	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	-	-	-	-	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
	SUBTOTAL	**407,327**	**426,837**	**426,837**	**359,855**	**#REF!**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	23,319	25,058	25,058	16,474	26,947	
5100.20	Compensation Insurance	14,388	14,389	14,389	14,388	17,838	
5100.30	Unemployment Insurance	-	3,842	2,512	-	4,020	
5100.40	Health Insurance	16,994	16,293	16,293	28,050	33,278	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	6,000	
5100.75	LTD/STD	4,606	3,743	3,743	5,000	3,744	
5100.80	Vision	291	396	746	1,200	393	
5100.85	Dental	1,074	1,740	2,720	2,720	1,735	
5100.90	Life	188	617	617	588	617	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.15	Retiree Health Benefits	-	-	-	3,192	3,352	
5300.20	PERS employer costs	102,033	114,657	114,657	114,657	134,984	
5300.25	PERS employer pickup	34,302	35,635	35,635	29,713	26,041	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	Retirement- PARS	-	-	-	-	-	
	SUBTOTAL	**197,195**	**216,370**	**216,370**	**215,982**	**258,949**	
	TOTAL NON-SAFETY	**604,522**	**643,207**	**643,207**	**575,837**	**#REF!**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**604,522**	**643,207**	**643,207**	**575,837**	**#REF!**	

DRAFT

ADMINISTRATION DEPT- 100-20						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	2,433	2,500	2,500	2,500	2,500	
6000.20	Non-Durable	3,517	1,800	1,800	1,962	2,000	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	-	2,400	2,400	2,000	-	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	1,200	1,200	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	757	500	575	575	600	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	14,072	14,500	14,255	1,765	10,500	
6025	Advertising/Printing Services	5,997	7,700	10,420	12,103	13,500	
6030	Dues & Subscriptions	33,835	39,000	39,000	41,572	42,789	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	3,925	6,500	3,950	117,656	182,400	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	-	-	-	-	
6050.20	Water Usage	-	-	-	-	-	
6050.30	Telephone Services	6,652	7,650	7,530	7,031	7,100	
6050.40	Cellular Services	5,202	7,200	6,622	3,099	5,300	
6050.50	Gas Usage	-	-	-	-	-	
6050.60	Cable	400	-	298	523	610	
6050.65	Internet	660	-	400	968	1,016	
6055	Copier Repair/Services	14,807	10,000	8,800	17,109	17,500	
6060	Mail/ Postal Expense	367	500	500	375	500	
6065	Liability Insurance	-	-	-	-	-	

DRAFT

ADMINISTRATION DEPT- 100-20						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	4,674	4,500	4,500	1,184	2,000	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	4,548	100	100	100	100	
6081	Permits and Fees	30	50	50	30	50	
6083	Furniture & Fixtures Purchases	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	-	500	500	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120.10	Administrative Costs - PERS Health	-	-	-	177	182	
TOTAL MAINTENANCE & OPERATIONS		**101,876**	**105,400**	**105,400**	**211,928**	**288,647**	

DRAFT

CITY ADMINISTRATION 100-20-200 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	604,522	643,207	643,207	575,837	705,624	
MAINT & OPERATIONS	89,371	84,950	84,950	180,161	242,397	
SUB TOTAL	**693,893**	**728,157**	**728,157**	**755,998**	**948,021**	
CAPITAL OUTLAY						
DIVISION TOTALS	**693,893**	**728,157**	**728,157**	**755,998**	**948,021**	
NUMBER OF EMPLOYEES:						
Full Time	3	3	3	2	3	
Part Time	1	1	1		2	
TOTAL	**4**	**4**	**4**	**2**	**5**	

DRAFT

CITY ADMINISTRATION 100-20-200 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	401,776	400,296	400,296	356,068	388,200	
5000.20	Regular Hourly		26,541	22,741		58,475	
5000.30	Limited Hourly	5,551		3,800	3,787		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**407,327**	**426,837**	**426,837**	**359,855**	**446,675**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	23,319	25,058	25,058	16,474	26,947	
5100.20	Compensation Insurance	14,388	14,389	14,389	14,388	17,838	
5100.30	Unemployment Insurance		3,842	2,512		4,020	
5100.40	Health Insurance	16,994	16,293	16,293	28,050	33,278	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance					6,000	
5100.75	LTD/STD	4,606	3,743	3,743	5,000	3,744	
5100.80	Vision	291	396	746	1,200	393	
5100.85	Dental	1,074	1,740	2,720	2,720	1,735	
5100.90	Life	188	617	617	588	617	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				3,192	3,352	
5300.20	PERS employer costs	102,033	114,657	114,657	114,657	134,984	
5300.25	PERS employer pickup	34,302	35,635	35,635	29,713	26,041	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**197,195**	**216,370**	**216,370**	**215,982**	**258,949**	
	TOTAL NON-SAFETY	**604,522**	**643,207**	**643,207**	**575,837**	**705,624**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**604,522**	**643,207**	**643,207**	**575,837**	**705,624**	

DRAFT

CITY ADMINISTRATION 100-20-200						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	2,416	2,100	2,100	2,100	2,100	
6000.20	Non-Durable	941	1,000	1,000	1,000	1,000	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware			1,200	1,200		
6012	Education Reimbursement						
6014	Training	757	500	575	575	600	
6016	Uniform Expense						
6020	Travel & Meetings	13,210	13,000	12,755	1,500	10,000	
6025	Advertising/Printing Services	2,647	2,700	2,700	500	500	
6030	Dues & Subscriptions	32,835	38,000	38,000	40,572	41,789	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	1,195		170	102,400	152,400	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	6,652	7,400	7,400	7,031	7,100	
6050.40	Cellular Services	5,202	7,200	6,622	3,099	5,300	
6050.50	Gas Usage						
6050.60	Cable	240		178	343	360	
6050.65	Internet	660		400	968	1,016	
6055	Copier Repair/Services	14,807	10,000	8,800	17,109	17,500	
6060	Mail/ Postal Expense	367	500	500	375	500	
6065	Liability Insurance						

DRAFT

CITY ADMINISTRATION 100-20-200						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	2,865	2,000	2,000	1,184	2,000	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	4,548					
6081	Permits and Fees	30	50	50	30	50	
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense		500	500			
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				177	182	
TOTAL MAINTENANCE & OPERATIONS		**89,371**	**84,950**	**84,950**	**180,161**	**242,397**	

DRAFT

COMMUNITY PROMOTION 100-20-210 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	12,505	20,450	20,450	31,767	46,250	
SUB TOTAL	**12,505**	**20,450**	**20,450**	**31,767**	**46,250**	
CAPITAL OUTLAY						
DIVISION TOTALS	**12,505**	**20,450**	**20,450**	**31,767**	**46,250**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

COMMUNITY PROMOTION 100-20-210						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	17	400	400	400	400	
6000.20	Non-Durable	2,576	800	800	962	1,000	
6000.30	Janitorial						
6000.40	Durable		2,400	2400	2,000		
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings	862	1,500	1500	265	500	
6025	Advertising/Printing Services	3,350	5,000	7,720	11,603	13,000	
6030	Dues & Subscriptions	1,000	1,000	1,000	1,000	1,000	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	2,731	6,500	3780	15,256	30,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services		250	130	0		
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable	160		120	180	250	
6050.65	Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

COMMUNITY PROMOTION 100-20-210						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	1,808	2,500	2,500			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses		100	100	100	100	
6081	Permits and Fees						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**12,505**	**20,450**	**20,450**	**31,767**	**46,250**	

DRAFT

HUMAN RESOURCES - 100-25-250 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	169,207	149,988	149,988	161,325	352,010	
MAINT & OPERATIONS	155,986	149,775	149,775	138,556	114,605	
SUB TOTAL	**325,193**	**299,763**	**299,763**	**299,881**	**466,615**	
CAPITAL OUTLAY						
DIVISION TOTALS	**325,193**	**299,763**	**299,763**	**299,881**	**466,615**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	1	2	
Part Time*	1	1	1	1	2	
TOTAL	**3**	**3**	**3**	**2**	**4**	

DRAFT

HUMAN RESOURCES - 100-25-250 — 2018-19 PERSONNEL SERVICES SUMMARY

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	83,717	72,303	72,303	87,115	181,050	
5000.20	Regular Hourly	4,672	24,960	9,910		51,902	
5000.30	Limited Hourly	(10)		5,500	17,216		
5000.40	Stipend	200	3,000	3,000		3,000	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**88,579**	**100,263**	**90,713**	**104,331**	**235,952**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	6,378	7,670	7,670	6,710	16,818	
5100.20	Compensation Insurance	9,288	6,537	6,537	4,475	12,327	
5100.30	Unemployment Insurance	11,844	875	875		2,097	
5100.40	Health Insurance	23,063				9,810	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	710	642	642	659	1,719	
5100.80	Vision	(187)					
5100.85	Dental			250		250	
5100.90	Life	116	88	88	86	409	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits			9,300	18,672	20,110	
5300.20	PERS employer costs	22,336	25,872	25,872	20,477	37,238	
5300.25	PERS employer pickup	7,081	8,041	8,041	5,915	15,280	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**80,629**	**49,725**	**59,275**	**56,995**	**116,058**	
	TOTAL NON-SAFETY	**169,207**	**149,988**	**149,988**	**161,325**	**352,010**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**169,207**	**149,988**	**149,988**	**161,325**	**352,010**	

DRAFT

HUMAN RESOURCES -100-25-250						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies	574	1,000	1,000	500	500	
6000.20	Non-Durable	3,157	4,500	4,500	500	1,000	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement	4,869	8,000	8,000	8,000	8,000	
6014	Training	5,169	6,500	6,500	1,806	2,500	
6016	Uniform Expense						
6020	Travel & Meetings	430	500	500	200	400	
6025	Advertising/Printing Services	3,406	5,000	5,000	1,000	2,000	
6030	Dues & Subscriptions	1,552	1,200	11,800	11,915	12,061	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	39,919	4,000	29,200	30,187	17,023	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	53,719	100,000	59,100	59,100	50,000	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	34,921	12,000	17,100	17,150	13,710	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	4,027	4,500	4,090	4,372	4,090	
6050.40	Cellular Services	460		150	209		
6050.50	Gas Usage						
6050.60	Cable	160	300	300	228	300	
6050.65	Internet	424		260	611	560	
6055	Copier Repair/Services	2,226	1,275	1,275	2,600	2,300	
6060	Mail/ Postal Expense	60		50	69	50	
6065	Liability Insurance						

DRAFT

HUMAN RESOURCES -100-25-250						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees	912	1,000	950			
6083	Furniture & Fixtures Purchases						
6084	***Bank fees***						
6084.10	Bank Analysis charges						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120	Administrative Costs - PERS				108	111	
TOTAL MAINTENANCE & OPERATIONS		**155,986**	**149,775**	**149,775**	**138,556**	**114,605**	

DRAFT

FINANCE DEPARTMENT - 100-40 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,559,243	1,483,400	1,483,400	1,494,532	1,828,753	
MAINT & OPERATIONS	1,260,453	1,195,505	1,283,311	1,149,801	1,159,894	
SUB TOTAL	**2,819,696**	**2,678,905**	**2,766,711**	**2,644,334**	**2,988,647**	
CAPITAL OUTLAY						
DIVISION TOTALS	**2,819,696**	**2,678,905**	**2,766,711**	**2,644,334**	**2,988,647**	
NUMBER OF EMPLOYEES:						
Full Time	18	17	17	13	17	
Part Time	2	2	2	1	2	
TOTAL	**20**	**19**	**19**	**14**	**19**	

DRAFT

FINANCE DEPARTMENT - 100-40 — 2018-19 PERSONNEL SERVICES SUMMARY

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	945,756	863,801	863,801	881,132	1,055,374	
5000.20	Regular Hourly	26,009	29,858	29,858	33,271	53,258	
5000.30	Limited Hourly	8,439	17,971	17,871	11,191	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	2,859	4,000	4,100	1,919	4,000	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
	SUBTOTAL	**983,063**	**915,630**	**915,630**	**927,513**	**1,112,632**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	70,893	70,045	70,045	67,143	83,578	
5100.20	Compensation Insurance	69,972	60,668	60,668	60,668	72,009	
5100.30	Unemployment Insurance	6,300	8,204	8,204	5,400	9,978	
5100.40	Health Insurance	124,787	115,919	115,919	113,003	160,685	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	9,394	8,270	8,270	8,442	9,915	
5100.80	Vision	889	960	1,435	2,139	1,490	
5100.85	Dental	497	4,752	4,277	1,764	2,761	
5100.90	Life	411	1,274	1,274	1,260	1,776	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	7,980	8,379	
5300.20	PERS employer costs	237,069	249,696	249,696	252,607	305,040	
5300.25	PERS employer pickup	54,834	46,782	46,782	46,614	60,510	
5300.30	401 a(h) First Mercantile	1,135	1,200	1,200	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**576,180**	**567,770**	**567,770**	**567,019**	**716,121**	
	TOTAL NON-SAFETY	**1,559,243**	**1,483,400**	**1,483,400**	**1,494,532**	**1,828,753**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,559,243**	**1,483,400**	**1,483,400**	**1,494,532**	**1,828,753**	

DRAFT

FINANCE DEPARTMENT - 100-40						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies	24,978	6,200	6,674	5,261	7,000	
6000.20	Non-Durable	12,169	11,000	13,900	9,449	10,500	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	5,769	3,500	5,000	1,000	1,000	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	1,498	2,000	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	38,694	40,000	40,000	40,000	40,000	
6010.50	Computer Hardware	85,736	45,000	45,126	45,126	35,800	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	4,350	5,000	5,000	3,694	5,000	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	4	1,000	1,000	200	1,000	
6025	Advertising/Printing Services	-	-	-	-	-	
6030	Dues & Subscriptions	2,358	1,700	1,700	1,870	2,020	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	448,898	462,159	532,059	496,553	535,275	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	1,295	1,000	1,000	1,000	1,000	
6040.65	Equipment/Software Maint-Repair	209,613	210,166	210,166	210,166	173,626	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	80,200	94,044	94,044	77,931	82,558	
6040.95	Other Professional Services	37,407	20,000	34,906	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	61,155	66,000	66,000	65,213	67,000	
6050.20	Water Usage	48,696	43,000	43,000	49,038	50,000	
6050.30	Telephone Services	15,815	35,526	35,806	14,722	16,300	
6050.40	Cellular Services	5,705	7,000	6,660	5,150	6,100	
6050.50	Gas Usage	297	310	310	287	310	
6050.60	Utility Services Cable	80	-	60	114	100	
6050.65	Utility Services Internet	14,691	-	-	587	100	
6055	Copier Repair/Services	8,345	6,100	6,100	10,484	10,000	
6060	Mail/ Postal Expense	20,318	31,500	29,107	20,743	21,650	
6065	Liability Insurance	59,796	59,800	59,800	-	-	

DRAFT

FINANCE DEPARTMENT - 100-40						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST BUDGET	APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	33	32	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	3,835	4,500	4,500	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	5,880	-	-	-	-	
6081	Permits and Fees	10,190	9,000	9,360	10,000	10,500	
6083	Furniture & Fixtures Purchases	20,485	-	-	-	-	
6084	***Bank fees***	-	-	-	-	-	
6084.10	Bank Analysis charges	-	-	-	45,000	46,350	
6084.20	Credit card charges	-	-	32,000	34,000	34,000	
6084.30	Cash Vault Adjustment fees	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	33,693	32,000	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120.10	Administrative Costs- PERS Health	-	-	-	684	705	
TOTAL MAINTENANCE & OPERATIONS		**1,260,453**	**1,195,505**	**1,283,311**	**1,149,801**	**1,159,894**	

DRAFT

FINANCE ADMINISTRATION 100-40-400 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,213,306	1,168,190	1,168,190	1,191,836	1,512,017	
MAINT & OPERATIONS	617,900	632,303	720,502	699,688	709,660	
SUB TOTAL	**1,831,206**	**1,800,493**	**1,888,692**	**1,891,524**	**2,221,677**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,831,206**	**1,800,493**	**1,888,692**	**1,891,524**	**2,221,677**	
NUMBER OF EMPLOYEES:						
Full Time	15	15	15	12	15	
Part Time	1	1	1		1	
TOTAL	**16**	**16**	**16**	**12**	**16**	

DRAFT

FINANCE ADMINISTRATION 100-40-400 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	728,106	683,625	683,625	709,265	884,265	
5000.20	Regular Hourly	26,009	29,858	29,858	23,635	30,794	
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	2,670	4,000	4,000	1,854	4,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**756,786**	**717,483**	**717,483**	**734,754**	**919,059**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	54,227	54,887	54,887	51,455	68,770	
5100.20	Compensation Insurance	56,640	50,277	50,277	50,277	61,901	
5100.30	Unemployment Insurance	6,300	6,421	6,421	5,400	8,236	
5100.40	Health Insurance	108,728	97,222	97,222	96,175	138,180	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	7,075	6,517	6,517	6,734	8,240	
5100.80	Vision	715	600	1,075	1,611	1,124	
5100.85	Dental	369	2,952	2,477	1,185	1,000	
5100.90	Life	340	1,080	1,080	1,070	1,600	
5300	**Retirement**						
5300.10	Retiree Benefits				7,980	8,379	
5300.20	PERS employer costs	181,486	194,845	194,845	199,500	244,561	
5300.25	PERS employer pickup	39,606	34,706	34,706	35,694	50,967	
5300.30	401 a(h) First Mercantile	1,035	1,200	1,200			
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**456,521**	**450,707**	**450,707**	**457,082**	**592,958**	
	TOTAL NON-SAFETY	**1,213,306**	**1,168,190**	**1,168,190**	**1,191,836**	**1,512,017**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,213,306**	**1,168,190**	**1,168,190**	**1,191,836**	**1,512,017**	

DRAFT

FINANCE ADMINISTRATION 100-40-400						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	23,914	6,000	5,874	3,583	5,000	
6000.20	Non-Durable	1,744	5,000	8,500	7,346	8,000	
6000.30	Janitorial						
6000.40	Durable	721		1,500	1,000	1,000	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment				1,498	2,000	
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware			126	126		
6012	Education Reimbursement						
6014	Training	4,350	5,000	5,000	3,694	5,000	
6016	Uniform Expense						
6020	Travel & Meetings	4	1,000	1,000	200	1,000	
6025	Advertising/Printing Services						
6030	Dues & Subscriptions	2,358	1,600	1,600	1,870	2,020	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	425,748	462,159	530,059	496,553	495,275	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair	750	3,000	3,000	3,000	3,000	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services	80,200	94,044	94,044	77,931	82,558	
6040.95	Other Professional Services			14,906			
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services			280	276		
6050.40	Cellular Services	2,545	3,500	3,160	1,650	2,600	
6050.50	Gas Usage						
6050.60	Utility Services Cable	80		60	114	100	
6050.65	Utility Services Internet	276					
6055	Copier Repair/Services	7,784	6,000	6,000	10,484	10,000	
6060	Mail/ Postal Expense	638	500	500	743	650	
6065	Liability Insurance						

DRAFT

FINANCE ADMINISTRATION 100-40-400						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel			33	32		
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	2,427	3,500	3,500			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees	10,190	9,000	9,360	10,000	10,500	
6083	Furniture & Fixtures Purchases	20,485					
6084	***Bank fees***						
6084.10	Bank Analysis charges				45,000	46,350	
6084.20	Credit card charges			32,000	34,000	34,000	
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	33,688	32,000				
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs- PERS Health				589	607	
TOTAL MAINTENANCE & OPERATIONS		**617,900**	**632,303**	**720,502**	**699,688**	**709,660**	

DRAFT

PURCHASING 100-40-410					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	-	-	-	-	
MAINT & OPERATIONS	226,477	236,336	235,943	149,312	154,410	
SUB TOTAL	**226,477**	**236,336**	**235,943**	**149,312**	**154,410**	
CAPITAL OUTLAY						
DIVISION TOTALS	**226,477**	**236,336**	**235,943**	**149,312**	**154,410**	
NUMBER OF EMPLOYEES:						
Full Time	1					
Part Time						
TOTAL	**1**					

DRAFT

PURCHASING 100-40-410						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable	935	1,500	1,500			
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions		100	100			
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts			2,000			
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	61,155	66,000	66,000	65,213	67,000	
6050.20	Water Usage	48,696	43,000	43,000	49,038	50,000	
6050.30	Telephone Services	15,587	34,526	34,526	14,187	16,000	
6050.40	Cellular Services						
6050.50	Gas Usage	297	310	310	287	310	
6050.60	Utility Services Cable						
6050.65	Utility Services Internet	14,416			587	100	
6055	Copier Repair/Services	36	100	100			
6060	Mail/ Postal Expense	19,681	31,000	28,607	20,000	21,000	
6065	Liability Insurance	59,796	59,800	59,800			

DRAFT

PURCHASING 100-40-410						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	5,880					
6081	Permits and Fees						
6083	Furniture & Fixtures Purchases						
6084	**Bank fees**						
6084.10	Bank Analysis charges						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs- PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**226,477**	**236,336**	**235,943**	**149,312**	**154,410**	

DRAFT

INFORMATION TECHNOLOGY 100-40-420 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	345,937	315,210	315,210	302,697	316,736	
MAINT & OPERATIONS	416,075	326,866	326,866	300,801	295,824	
SUB TOTAL	**762,012**	**642,076**	**642,076**	**603,498**	**612,560**	
CAPITAL OUTLAY						
DIVISION TOTALS	**762,012**	**642,076**	**642,076**	**603,498**	**612,560**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	1	2	
Part Time	1	1	1	1	1	
TOTAL	**3**	**3**	**3**	**2**	**3**	

DRAFT

INFORMATION TECHNOLOGY 100-40-420 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	217,650	180,176	180,176	171,867	171,109	
5000.20	Regular Hourly				9,636	22,464	
5000.30	Limited Hourly	8,439	17,971	17,871	11,191		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	188		100	66		
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**226,278**	**198,147**	**198,147**	**192,759**	**193,573**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	16,666	15,158	15,158	15,688	14,808	
5100.20	Compensation Insurance	13,332	10,391	10,391	10,391	10,108	
5100.30	Unemployment Insurance		1,783	1,783		1,742	
5100.40	Health Insurance	16,059	18,697	18,697	16,827	22,505	
5100.50							
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	2,319	1,753	1,753	1,708	1,675	
5100.80	Vision	174	360	360	528	366	
5100.85	Dental	128	1,800	1,800	579	1,761	
5100.90	Life	71	194	194	190	176	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	55,584	54,851	54,851	53,106	60,479	
5300.25	PERS employer pickup	15,228	12,076	12,076	10,920	9,543	
5300.30	401 a(h) First Mercantile	100					
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**119,659**	**117,063**	**117,063**	**109,937**	**123,163**	
	TOTAL NON-SAFETY	**345,937**	**315,210**	**315,210**	**302,697**	**316,736**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**345,937**	**315,210**	**315,210**	**302,697**	**316,736**	

DRAFT

INFORMATION TECHNOLOGY 100-40-420						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST BUDGET	APPROVED
6000	***Supplies***						
6000.10	Office Supplies	1,064	200	800	1,678	2000	
6000.20	Non-Durable	9,490	4,500	3,900	2,103	2500	
6000.30	Janitorial						
6000.40	Durable	5,048	3,500	3,500			
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software	38,694	40,000	40,000	40,000	40,000	
6010.50	Computer Hardware	85,736	45,000	45,000	45,000	35,800	
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	23,151				40,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	1,295	1,000	1,000	1,000	1,000	
6040.65	Equipment/Software Maint-Repair	208,863	207,166	207,166	207,166	170,626	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	37,407	20,000	20,000			
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	228	1,000	1,000	260	300	
6050.40	Cellular Services	3,160	3,500	3,500	3,500	3,500	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services	525					
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

INFORMATION TECHNOLOGY 100-40-420						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST BUDGET	APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	1,408	1,000	1,000			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture & Fixtures Purchases						
6084	***Bank fees***						
6084.10	Bank Analysis charges						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	5					
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs- PERS Health				95	98	
TOTAL MAINTENANCE & OPERATIONS		**416,075**	**326,866**	**326,866**	**300,801**	**295,824**	

DRAFT

PUBLIC WORKS - 100-30					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,285,186	1,506,473	1,506,473	1,312,699	1,719,002	
MAINT & OPERATIONS	7,195,511	8,081,671	8,234,029	7,288,375	7,380,940	
SUB TOTAL	**8,480,697**	**9,588,144**	**9,740,502**	**8,601,074**	**9,099,942**	
CAPITAL OUTLAY	-	500,000	500,000	-	-	
DIVISION TOTALS	**8,480,697**	**10,088,144**	**10,240,502**	**8,601,074**	**9,099,942**	
NUMBER OF EMPLOYEES:						
Full Time	15	17	17	13	17	
Part Time	2	5	5	4	5	
TOTAL	**17**	**22**	**22**	**17**	**22**	

DRAFT

PUBLIC WORKS - 100-30 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	691,375	703,085	703,085	633,804	789,302	
5000.20	Regular Hourly	168	157,564	157,564	24,642	121,771	
5000.30	Limited Hourly	17,032	-	-	62,658	34,944	
5000.40	Stipend	921	6,000	6,000	792	6,000	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	43,163	25,000	25,000	50,307	54,500	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	172	-	
5010.40	FLSA Overtime	-	-	-	-	-	
	SUBTOTAL	**752,660**	**891,649**	**891,649**	**772,376**	**1,006,517**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	52,251	65,098	65,098	54,119	74,167	
5100.20	Compensation Insurance	60,852	70,790	70,790	70,790	81,070	
5100.30	Unemployment Insurance	6,208	7,790	7,790	-	8,515	
5100.40	Health Insurance	147,049	131,599	131,599	114,135	179,199	
5100.50	Uniform Allowance	6,808	4,850	4,850	5,308	6,308	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	7,143	6,752	6,752	6,817	7,648	
5100.80	Vision	999	2,436	2,436	2,041	1,086	
5100.85	Dental	2,741	10,028	10,028	5,505	5,274	
5100.90	Life	477	1,588	1,588	1,407	1,473	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.15	Retiree health benefits	5,780	-	-	15,960	16,758	
5300.20	PERS employer costs	182,123	240,214	240,214	209,211	268,297	
5300.25	PERS employer pickup	58,204	72,059	72,059	53,200	60,730	
5300.30	401 a(h) First Mercantile	1,891	1,620	1,620	1,831	1,960	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**532,525**	**614,824**	**614,824**	**540,323**	**712,485**	
	TOTAL NON-SAFETY	**1,285,186**	**1,506,473**	**1,506,473**	**1,312,699**	**1,719,002**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,285,186**	**1,506,473**	**1,506,473**	**1,312,699**	**1,719,002**	

DRAFT

PUBLIC WORKS - 100-30 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	1,764	6,297	6,297	3,839	10,973	
6000.20	Non-Durable	86,327	125,330	125,330	56,028	47,000	
6000.30	Janitorial	22,423	30,000	30,000	21,814	23,000	
6000.40	Durable	3,048	8,000	8,000	7,107	9,000	
6000.50	Medical	-	5,000	5,000	-	1,000	
6005	Inventory Variance	-	-	-	-	-	
6010	***Machinery & Equipments***	-	-	-	-	-	
6010.10	Machinery & Equipment	124	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	2,000	2,000	-	2,000	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	-	905	1,050	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	50	1,790	1,790	1,662	2,040	
6025	Advertising/Printing Services	383	1,740	21,740	9,623	11,950	
6030	Dues & Subscriptions	-	500	500	50	500	
6032	Insurance	-	-	-	-	-	
6035	***Incurred Claims***	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	***Contract Services***	-	-	-	-	-	
6040.05	Rubbish	2,835,053	2,920,105	2,920,105	2,920,105	3,007,708	
6040.10	Outside Contracts	239,881	289,815	306,487	116,005	294,000	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	157,406	250,000	235,000	251,848	213,559	
6040.20	Landscaping Services	46,664	30,000	30,000	32,085	30,000	
6040.25	Graffiti Removal Services	426,094	438,877	438,877	426,094	438,877	
6040.30	Street Sweeping	665,356	685,313	685,313	665,356	685,317	
6040.35	Custodial Services	102,598	142,000	164,642	145,201	181,968	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	306,239	400,000	400,000	279,103	180,000	
6040.50	Street Maintenance	316,514	494,749	624,464	495,832	141,174	
6040.55	Water System Maintenance	47,610	50,000	20,000	-	-	
6040.60	Building Maintenance/Repairs	102,745	126,500	123,500	18,387	88,000	
6040.65	Equipment/Software Maint-Repair	4,496	10,076	7,076	2,231	4,000	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	549,115	543,200	543,200	574,584	543,200	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	59,016	97,302	85,000	58,655	89,500	
6045	Election Expense	-	-	-	-	-	
6050	***Utility Services***	-	-	-	-	-	
6050.10	Electricity Usage	780,722	760,000	760,000	789,124	826,935	
6050.20	Water Usage	431	500	500	1,464	1,500	
6050.30	Telephone Services	7,484	8,580	8,580	7,454	8,000	
6050.40	Cellular Services	5,186	6,030	6,030	4,997	5,500	
6050.50	Gas Usage	-	-	-	-	-	
6050.60	Utility Services Cable	-	-	-	-	-	
6050.65	Utility Services Internet	376	-	-	547	600	
6055	Copier Repair/Services	3,079	1,940	1,940	4,533	4,750	
6060	Mail/ Postal Expense	215	1,100	1,100	300	800	
6065	Liability Insurance	290,604	290,603	290,603	233,802	222,909	

DRAFT

PUBLIC WORKS - 100-30						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	-	-	-	
6070.20	Diesel	289	500	500	-	500	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	-	250	250	-	250	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	2,320	2,320	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	20,076	22,290	48,920	58,186	51,700	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	314	-	-	558	500	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	74,004	-	-	63,433	63,433	
6081	Permits and Fees	695	5,258	5,258	4,735	5,000	
6083	Furniture & Fixtures Purchase	-	-	-	-	-	
6085	Water Purchase Resale	4,269	4,250	4,250	4,250	4,250	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	34,857	319,457	319,457	27,741	177,741	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	5		-	2	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120.10	Administrative Costs - PERS Health	-	-	-	734	756	
TOTAL MAINTENANCE & OPERATIONS		**7,195,511**	**8,081,671**	**8,234,029**	**7,288,375**	**7,380,940**	

DRAFT

PUBLIC WORKS - 100-30 ***2018-19 CAPITAL OUTLAY SUMMARY***

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment		-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6082	Vehicle Purchases	-	-	-	-	-	
6083	Furniture Fixtures Purchases	-	-	-	-	-	
7055	Capital Outlay	-	-	-	-	-	
7060	Acquisition	-	-	-	-	-	
7065	Relocation	-	-	-	-	-	
7070	Construction	-	-	-	-	-	
7075	Rehabilitation	-	-	-	-	-	
7080	Design	-	-	-	-	-	
7085	Land	-	-	-	-	-	
7090	Building	-	-	-	-	-	
7100	Capital Renovation	-	-	-	-	-	
7115	Building Improvements	-	500,000	500,000	-	-	
7116	Improvement Other than Bulding	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY		**500,000**	**500,000**	**-**	**-**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***

DRAFT

PUBLIC WORKS ADMINISTRATION -100-30-300 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	331,590	404,214	404,214	364,483	398,048	
MAINT & OPERATIONS	98,115	99,129	98,129	271,533	255,624	
SUB TOTAL	**429,706**	**503,343**	**502,343**	**636,015**	**653,672**	
CAPITAL OUTLAY						
DIVISION TOTALS	**429,706**	**503,343**	**502,343**	**636,015**	**653,672**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	2	2	
Part Time	1	1	1	1	1	
TOTAL	**3**	**3**	**3**	**3**	**3**	

DRAFT

PUBLIC WORKS ADMINISTRATION -100-30-300 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	207,467	220,815	220,815	207,198	210,251	
5000.20	Regular Hourly		33,280	33,280	5,013		
5000.30	Limited Hourly	7,197			26,255	34,944	
5000.40	Stipend	150					
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	328					
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**215,142**	**254,095**	**254,095**	**238,465**	**245,195**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	13,743	15,953	15,953	14,916	15,927	
5100.20	Compensation Insurance	9,492	11,276	11,276	11,276	11,456	
5100.30	Unemployment Insurance	-	2,287	2,287		2,207	
5100.40	Health Insurance	21,083	22,532	22,532	17,568	22,859	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD		2,105	2,105	2,537	2,030	
5100.80	Vision	46	516	516	48	366	
5100.85	Dental	222	2,328	2,328	(52)	1,761	
5100.90	Life	156	529	529	508	176	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree health benefits						
5300.20	PERS employer costs	53,639	70,639	70,639	62,191	74,886	
5300.25	PERS employer pickup	18,068	21,954	21,954	17,027	21,185	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**116,448**	**150,119**	**150,119**	**126,018**	**152,853**	
	TOTAL NON-SAFETY	**331,590**	**404,214**	**404,214**	**364,483**	**398,048**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**331,590**	**404,214**	**404,214**	**364,483**	**398,048**	

DRAFT

PUBLIC WORKS ADMINISTRATION -100-30-300 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		1,000			7,473	
6000.20	Non-Durable	2,505					
6000.30	Janitorial	2,413					
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings		1,540	1,540	1,540	1540	
6025	Advertising/Printing Services		1,500	1,500	49	1000	
6030	Dues & Subscriptions		500	500	50	500	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	34,698	37,446	37,446	30,568	17,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services	2,884	1,440	1,440	4,333	4500	
6060	Mail/ Postal Expense	7	100	100	100	100	
6065	Liability Insurance	55,608	55,603	55,603	233,802	222,909	

DRAFT

PUBLIC WORKS ADMINISTRATION -100-30-300						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services				991	500	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture & Fixtures Purchase						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health				99	102	
TOTAL MAINTENANCE & OPERATIONS		**98,115**	**99,129**	**98,129**	**271,533**	**255,624**	

DRAFT

STREETS - 100-30-310					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	526,629	474,986	474,986	454,963	596,517	
MAINT & OPERATIONS	5,855,716	6,521,115	6,620,831	5,780,622	5,763,420	
SUB TOTAL	**6,382,345**	**6,996,101**	**7,095,817**	**6,235,585**	**6,359,937**	
CAPITAL OUTLAY						
DIVISION TOTALS	**6,382,345**	**6,996,101**	**7,095,817**	**6,235,585**	**6,359,937**	
NUMBER OF EMPLOYEES:						
Full Time	8	7	7	6	7	
Part Time		1	1	1	2	
TOTAL	**8**	**8**	**8**	**7**	**9**	

DRAFT

STREETS - 100-30-310 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	275,205	237,093	237,093	219,994	261,524	
5000.20	Regular Hourly	168	30,335	30,335	4,901	60,669	
5000.30	Limited Hourly	3,678			17,477		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	15,695			15,934	20,000	
5010.20	Part-Time						
5010.30	Limited Part-Time				172		
5010.40	FLSA Overtime						
	SUBTOTAL	**294,747**	**267,428**	**267,428**	**258,479**	**342,193**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	20,991	20,644	20,644	18,333	26,178	
5100.20	Compensation Insurance	30,348	26,322	26,322	26,322	33,055	
5100.30	Unemployment Insurance	6,208	2,429	2,429		2,900	
5100.40	Health Insurance	71,133	55,001	55,001	53,829	77,102	
5100.50	Uniform Allowance	4,383	2,425	2,425	2,883	3,383	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	2,923	2,313	2,313	2,558	2,548	
5100.80	Vision	530	360	360	1,272	232	
5100.85	Dental	883	1,800	1,800	3,177	1,131	
5100.90	Life	190	529	529	468	609	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree health benefits				3,192	3,352	
5300.20	PERS employer costs	72,865	75,019	75,019	67,923	86,256	
5300.25	PERS employer pickup	21,288	20,596	20,596	16,407	17,418	
5300.30	401 a(h) First Mercantile	140	120	120	120	160	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**231,882**	**207,558**	**207,558**	**196,484**	**254,324**	
	TOTAL NON-SAFETY	**526,629**	**474,986**	**474,986**	**454,963**	**596,517**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**526,629**	**474,986**	**474,986**	**454,963**	**596,517**	

DRAFT

STREETS - 100-30-310						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		1,587	1,587			
6000.20	Non-Durable	69,962	100,000	100,000	42,566	25,000	
6000.30	Janitorial						
6000.40	Durable	2,528	5,000	5,000	7,107	8,000	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training				299	400	
6016	Uniform Expense						
6020	Travel & Meetings	50			122	250	
6025	Advertising/Printing Services	117		15,000	6,309	8,000	
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish	2,835,053	2,920,105	2,920,105	2,920,105	3,007,708	
6040.10	Outside Contracts	94,427	137,841	113,841	48,119	224,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming				16,848		
6040.20	Landscaping Services	46,664	30,000	30,000	32,085	30,000	
6040.25	Graffiti Removal Services	426,094	438,877	438,877	426,094	438,877	
6040.30	Street Sweeping	665,356	685,313	685,313	665,356	685,317	
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance	306,239	400,000	400,000	279,103	180,000	
6040.50	Street Maintenance	299,369	474,749	604,464	470,332	141,174	
6040.55	Water System Maintenance	47,610	50,000	20,000			
6040.60	Building Maintenance/Repairs	1,010	1,000	3,000			
6040.65	Equipment/Software Maint-Repair	3,466	6,076	6,076	1,231	3,000	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services				33,795		
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	8,867	25,000	25,000			
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	723,397	700,000	700,000	728,509	764,935	
6050.20	Water Usage						
6050.30	Telephone Services		110	110			
6050.40	Cellular Services	2,753	2,990	2,990	2,228	2,500	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense	104					
6065	Liability Insurance	234,996	235,000	235,000			

DRAFT

STREETS - 100-30-310						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil		2,320	2,320			
6080.20	Coolant						
6080.30	Vehicle Repair & Services	18,941	20,290	27,290	36,107	30,000	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	314			558	500	
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	67,704			63,433	63,433	
6081	Permits and Fees	695	258	258			
6083	Furniture & Fixtures Purchase						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment		284,600	284,600		150,000	
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health				316	326	
TOTAL MAINTENANCE & OPERATIONS		**5,855,716**	**6,521,115**	**6,620,831**	**5,780,622**	**5,763,420**	

DRAFT

STREETS - 100-30-310						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY						

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***

DRAFT

TREES - 100-30-320					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	226,410	234,856	234,856	249,218	317,909	
MAINT & OPERATIONS	204,051	303,667	303,667	292,864	273,475	
SUB TOTAL	**430,461**	**538,523**	**538,523**	**542,082**	**591,384**	
CAPITAL OUTLAY						
DIVISION TOTALS	**430,461**	**538,523**	**538,523**	**542,082**	**591,384**	
NUMBER OF EMPLOYEES:						
Full Time	3	4	4	3	4	
Part Time						
TOTAL	**3**	**4**	**4**	**3**	**4**	

DRAFT

TREES - 100-30-320 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	121,756	128,499	128,499	128,445	165,504	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	6,868	5,000	5,000	13,991	14,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**128,623**	**133,499**	**133,499**	**142,436**	**179,504**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	9,503	10,322	10,322	10,570	13,732	
5100.20	Compensation Insurance	11,520	11,523	11,523	11,523	15,364	
5100.30	Unemployment Insurance		1,169	1,169		1,490	
5100.40	Health Insurance	28,697	25,534	25,534	27,843	40,927	
5100.50	Uniform Allowance	1,425	1,425	1,425	1,425	1,425	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	923	1,231	1,231	902	1,603	
5100.80	Vision	113	240	240	475	244	
5100.85	Dental	361	1,200	1,200	765	1,191	
5100.90	Life	77	265	265	259	353	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree health benefits				1,596	1,676	
5300.20	PERS employer costs	32,430	35,723	35,723	38,335	47,072	
5300.25	PERS employer pickup	10,986	11,225	11,225	11,379	11,528	
5300.30	401 a(h) First Mercantile	1,751	1,500	1,500	1,711	1,800	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**97,787**	**101,357**	**101,357**	**106,782**	**138,405**	
	TOTAL NON-SAFETY	**226,410**	**234,856**	**234,856**	**249,218**	**317,909**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**226,410**	**234,856**	**234,856**	**249,218**	**317,909**	

DRAFT

TREES - 100-30-320						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		1,210	1,210	339		
6000.20	Non-Durable	6,351	8,400	8,400	6,861	7,500	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment	124					
6010.20	Office Equipment						
6010.30	Small Tools		1,500	1,500		1,500	
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training				265	300	
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	3,609	3,000	1,370	1,370	1,500	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming	157,406	250,000	235,000	235,000	213,559	
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair	1,030	4,000	1,000	1,000	1,000	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services	674	700	700	487	500	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

TREES - 100-30-320						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services			19,630	19,630	19,700	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture & Fixtures Purchase						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment	34,857	34,857	34,857	27,741	27,741	
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health				170	175	
TOTAL MAINTENANCE & OPERATIONS		**204,051**	**303,667**	**303,667**	**292,864**	**273,475**	

DRAFT

ENGINEERING - 100-30-330 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	18,887	69,006	69,006	49,750	65,960	
MAINT & OPERATIONS	694,768	715,540	746,540	654,769	671,237	
SUB TOTAL	**713,654**	**784,546**	**815,546**	**704,520**	**737,197**	
CAPITAL OUTLAY						
DIVISION TOTALS	**713,654**	**784,546**	**815,546**	**704,520**	**737,197**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time	1	1	1	1	1	
TOTAL	**1**	**1**	**1**	**1**	**1**	

DRAFT

ENGINEERING - 100-30-330 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly		33,280	33,280	10,611	34,944	
5000.30	Limited Hourly	6,156			18,927		
5000.40	Stipend	771	6,000	6,000	792	6,000	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**6,927**	**39,280**	**39,280**	**30,330**	**40,944**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	527	3,005	3,005	2,719	3,132	
5100.20	Compensation Insurance	1,812	3,594	3,594	3,594	3,774	
5100.30	Unemployment Insurance		300	300		314	
5100.40	Health Insurance		6,000	6,000			
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	2,497					
5100.80	Vision	255	1,200	1,200			
5100.85	Dental	1,088	3,500	3,500			
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree health benefits	5,780			6,384	6,703	
5300.20	PERS employer costs		9,252	9,252	6,724	11,093	
5300.25	PERS employer pickup		2,875	2,875			
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**11,959**	**29,726**	**29,726**	**19,420**	**25,016**	
	TOTAL NON-SAFETY	**18,887**	**69,006**	**69,006**	**49,750**	**65,960**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**18,887**	**69,006**	**69,006**	**49,750**	**65,960**	

DRAFT

ENGINEERING - 100-30-330						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	1,701	2,500	3,500	3,500	3,500	
6000.20	Non-Durable	834	1,200	1,200	110	500	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings		200	200		200	
6025	Advertising/Printing Services	266	240	240	2,531	2,500	
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.1	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	56,389	56,828	99,130			
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance	17,145	20,000	20,000	25,500		
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs		500	500			
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services	549,115	543,200	543,200	540,789	543,200	
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services		12,302		4,775	41,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	57,324	60,000	60,000	60,615	62,000	
6050.20	Water Usage						
6050.30	Telephone Services	7,051	7,820	7,820	6,979	7,500	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet	376			547	600	
6055	Copier Repair/Services	195	500	500	200	250	
6060	Mail/ Postal Expense	104	1,000	1,000	200	700	
6065	Liability Insurance						

DRAFT

ENGINEERING - 100-30-330						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees		5,000	5,000	4,735	5,000	
6083	Furniture & Fixtures Purchase						
6085	Water Purchase Resale	4,269	4,250	4,250	4,250	4,250	
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense				2		
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health				36	37	
TOTAL MAINTENANCE & OPERATIONS		**694,768**	**715,540**	**746,540**	**654,769**	**671,237**	

DRAFT

AB939 -100-30-730					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	98,649	108,500	108,500	84,620	97,000	
SUB TOTAL	**98,649**	**108,500**	**108,500**	**84,620**	**97,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**98,649**	**108,500**	**108,500**	**84,620**	**97,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

AB939 -100-30-730						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	48,500	48,500	48,500	30,740	48,500	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	50,149	60,000	60,000	53,880	48,500	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

AB939 -100-30-730						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6083	Furniture & Fixtures Purchase						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**98,649**	**108,500**	**108,500**	**84,620**	**97,000**	

DRAFT

GOVT BUILDING MAINTENANCE - 100-50-510 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	181,669	323,411	323,411	194,286	340,568	
MAINT & OPERATIONS	244,212	333,720	356,362	203,966	320,183	
SUB TOTAL	**425,881**	**657,131**	**679,773**	**398,252**	**660,751**	
CAPITAL OUTLAY	-	500,000	500,000	-		
DIVISION TOTALS	**425,881**	**1,157,131**	**1,179,773**	**398,252**	**660,751**	
NUMBER OF EMPLOYEES:						
Full Time	2	4	4	2	4	
Part Time		2	2	1	1	
TOTAL	**2**	**6**	**6**	**3**	**5**	

DRAFT

GOVT BUILDING MAINTENANCE - 100-50-510 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	86,948	116,678	116,678	78,167	152,023	
5000.20	Regular Hourly		60,669	60,669	4,118	26,158	
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	20,272	20,000	20,000	20,383	20,500	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**107,220**	**197,347**	**197,347**	**102,667**	**198,681**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	7,488	15,174	15,174	7,582	15,198	
5100.20	Compensation Insurance	7,680	18,075	18,075	18,075	17,421	
5100.30	Unemployment Insurance		1,605	1,605		1,604	
5100.40	Health Insurance	26,137	22,532	22,532	14,895	38,311	
5100.50	Uniform Allowance	1,000	1,000	1,000	1,000	1,500	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	799	1,103	1,103	820	1,467	
5100.80	Vision	54	120	120	246	244	
5100.85	Dental	186	1,200	1,200	1,615	1,191	
5100.90	Life	54	265	265	172	335	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree health benefits				4,788	5,027	
5300.20	PERS employer costs	23,189	49,581	49,581	34,038	48,990	
5300.25	PERS employer pickup	7,862	15,409	15,409	8,387	10,599	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**74,449**	**126,064**	**126,064**	**91,619**	**141,887**	
	TOTAL NON-SAFETY	**181,669**	**323,411**	**323,411**	**194,286**	**340,568**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**181,669**	**323,411**	**323,411**	**194,286**	**340,568**	

DRAFT

GOVT BUILDING MAINTENANCE - 100-50-510						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	63					
6000.20	Non-Durable	6,676	15,730	15,730	6,491	14,000	
6000.30	Janitorial	20,011	30,000	30,000	21,814	23,000	
6000.40	Durable	520	3,000	3,000		1,000	
6000.50	Medical		5,000	5,000		1,000	
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools		500	500		500	
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training				341	350	
6016	Uniform Expense						
6020	Travel & Meetings		50	50		50	
6025	Advertising/Printing Services			5,000	734	450	
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	2,259	6,200	6,200	5,208	3,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services	102,598	142,000	164,642	145,201	181,968	
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	101,735	125,000	120,000	18,387	88,000	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage	431	500	500	1,464	1,500	
6050.30	Telephone Services	433	650	650	475	500	
6050.40	Cellular Services	1,759	2,340	2,340	2,282	2,500	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

GOVT BUILDING MAINTENANCE - 100-50-510						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel	289	500	500		500	
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher		250	250		250	
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	1,135	2,000	2,000	1,457	1,500	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	6,300					
6081	Permits and Fees						
6083	Furniture & Fixtures Purchase						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	5					
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				112	115	
TOTAL MAINTENANCE & OPERATIONS		**244,212**	**333,720**	**356,362**	**203,966**	**320,183**	

DRAFT

GOVT BUILDING MAINTENANCE - 100-50-510						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements		500,000	500,000			
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**-**	**500,000**	**500,000**	**-**	**-**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***

DRAFT

COMMUNITY DEVELOPMENT - 100-50					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	876,764	860,917	860,917	682,772	1,092,840	
MAINT & OPERATIONS	468,207	460,780	460,780	568,833	861,710	
SUB TOTAL	**1,344,971**	**1,321,697**	**1,321,697**	**1,251,605**	**1,954,550**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,344,971**	**1,321,697**	**1,321,697**	**1,251,605**	**1,954,550**	
NUMBER OF EMPLOYEES:						
Full Time	8	8	8	4	8	
Part Time	4	4	4	2	4	
TOTAL	**12**	**12**	**12**	**6**	**12**	

DRAFT

COMMUNITY DEVELOPMENT - 100-50 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	541,095	504,708	484,078	355,178	559,822	
5000.20	Regular Hourly	975	-	860	-	55,112	
5000.30	Limited Hourly	13,534	41,496	49,866	43,191	32,723	
5000.40	Stipend	2,800	6,000	6,000	3,147	6,000	
5000.50	Industrial Disability					-	
5010	**Overtime**					-	
5010.10	Full-Time	45	3,200	3,280	107	200	
5010.20	Part-Time					-	
5010.30	Limited Part-Time					-	
5010.40	FLSA Overtime					-	
	SUBTOTAL	**558,449**	**555,404**	**544,084**	**401,623**	**653,857**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	42,811	40,360	40,360	29,198	46,604	
5100.20	Compensation Insurance	33,828	31,369	31,369	31,369	40,214	
5100.30	Unemployment Insurance	2,151	4,920	9,900	6,324	6,016	
5100.40	Health Insurance	67,096	64,198	67,808	51,124	111,468	
5100.50	Uniform Allowance	-	500	500	-	-	
5100.60	Tool Allowance					-	
5100.70	Auto Allowance					-	
5100.75	LTD/STD	5,692	4,870	4,870	3,812	5,668	
5100.80	Vision	697	636	806	1,220	1,030	
5100.85	Dental	2,529	2,940	5,500	3,989	4,065	
5100.90	Life	294	957	957	466	1,045	
5300	**Retirement**					-	
5300.10	Retiree Benefits					-	
5300.15	Retiree Health Benefits					6,703	
5300.20	PERS employer costs	142,652	139,198	139,198	132,757	179,107	
5300.25	PERS employer pickup	19,849	14,825	14,825	14,498	36,343	
5300.30	401 a(h) First Mercantile	716	740	740	8	720	
5300.40	Replacement Benefit Fund					-	
5300.50	PARS						
	SUBTOTAL	**318,315**	**305,513**	**316,833**	**281,148**	**438,983**	
	TOTAL NON-SAFETY	**876,764**	**860,917**	**860,917**	**682,772**	**1,092,840**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**876,764**	**860,917**	**860,917**	**682,772**	**1,092,840**	

DRAFT

COMMUNITY DEVELOPMENT - 100-50						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	1,497	8,000	7,970	677	2,900	
6000.20	Non-Durable	3,378	3,000	3,030	68	2,100	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	28	900	900	500	900	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	30,000	
6010.50	Computer Hardware	-	-	-	-	30,000	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	300	3,700	3,700	2,047	3,200	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	3,724	6,800	4,420	476	3,420	
6025	Advertising/Printing Services	17,813	16,500	15,700	8,747	15,700	
6030	Dues & Subscriptions	18,668	9,040	21,140	17,914	52,948	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	346,030	261,155	261,155	312,641	469,400	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	816	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	23,879	100,000	90,000	12,378	45,000	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	11,846	12,000	10,700	10,692	12,000	
6050.20	Water Usage	266	200	200	182	300	
6050.30	Telephone Services	15,993	16,085	16,085	14,221	9,000	
6050.40	Cellular Services	7,638	8,800	8,020	5,021	6,600	
6050.60	Utility Services Cable	-	-	-	-	-	
6050.65	Utility Services Internet	-	-	-	-	-	
6050.50	Gas Usage	1,272	-	780	1,844	2,000	
6055	Copier Repair/Services	4,251	2,000	3,080	4,529	5,000	
6060	Mail/ Postal Expense	159	1,500	1,500	65	150	
6065	Liability Insurance	-	-	-	163,637	158,159	

DRAFT

COMMUNITY DEVELOPMENT - 100-50						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	39	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	1,232	6,000	7,220	7,518	6,220	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	9,180	-	-	-	-	
6081	Permit & Fees	191	5,100	5,180	5,337	6,364	
6083	Furniture and Fixture Purchases	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	5	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120	Administrative Costs - PERS Health	-	-	-	339	349	
TOTAL MAINTENANCE & OPERATIONS		**468,207**	**460,780**	**460,780**	**568,833**	**861,710**	

DRAFT

COMMUNITY DEVELOPMENT - 100-50-500					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	236,510	206,370	206,370	124,445	237,725	
MAINT & OPERATIONS	170,385	144,700	109,700	199,412	353,678	
SUB TOTAL	**406,895**	**351,070**	**316,070**	**323,857**	**591,403**	
CAPITAL OUTLAY						
DIVISION TOTALS	**406,895**	**351,070**	**316,070**	**323,857**	**591,403**	
NUMBER OF EMPLOYEES:						
Full Time	1	1	1		1	
Part Time						
TOTAL	**1**	**1**	**1**	**-**	**1**	

DRAFT

COMMUNITY DEVELOPMENT- 100-50-500 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	160,372	149,496	138,546	66,387	145,296	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**160,372**	**149,496**	**138,546**	**66,387**	**145,296**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	13,338	9,515	9,515	4,250	9,454	
5100.20	Compensation Insurance	3,840	3,841	3,841	3,841	3,841	
5100.30	Unemployment Insurance		1,345	6,325	6,324	1,308	
5100.40	Health Insurance	10,038		3,610	3,541	13,080	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	1,998	1,435	1,435	680	1,435	
5100.80	Vision	162		100	332		
5100.85	Dental	1,066		2,260	2,253		
5100.90	Life	129	428	428	151	428	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs	44,147	40,310	40,310	35,090	48,679	
5300.25	PERS employer pickup	1,420				12,528	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**76,138**	**56,874**	**67,824**	**58,058**	**92,429**	
	TOTAL NON-SAFETY	**236,510**	**206,370**	**206,370**	**124,445**	**237,725**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**236,510**	**206,370**	**206,370**	**124,445**	**237,725**	

DRAFT

COMMUNITY DEVELOPMENT - 100-50-500						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	17					
6000.20	Non-Durable	1,590					
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software					30,000	
6010.50	Computer Hardware					30,000	
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings	3,694	5,000	2,620	185	2,620	
6025	Advertising/Printing Services	2,078	1,000	200	82	200	
6030	Dues & Subscriptions	14,813	5,000	7,100	7,100	41,605	
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	131,602	115,000	80,000	6,397	70,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	816					
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage	11,846	12,000	10,700	10,692	12,000	
6050.20	Water Usage	266	200	200	182	300	
6050.30	Telephone Services	1,090	1,200	1,200	1,269	500	
6050.40	Cellular Services	302	300	300	252	300	
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6050.50	Gas Usage						
6055	Copier Repair/Services	1,742		1,080	2,276	2,500	
6060	Mail/ Postal Expense	153	1,000	1,000	65	150	
6065	Liability Insurance				163,637	158,159	

DRAFT

COMMUNITY DEVELOPMENT - 100-50-500						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	355	4,000	5,220	7,157	5,220	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees	20		80	75	80	
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120	Administrative Costs - PERS Health				43	44	
TOTAL MAINTENANCE & OPERATIONS		**170,385**	**144,700**	**109,700**	**199,412**	**353,678**	

DRAFT

PLANNING - 100-50-520					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	254,140	216,226	216,226	192,441	354,616	
MAINT & OPERATIONS	73,178	95,936	95,936	44,966	45,224	
SUB TOTAL	**327,319**	**312,162**	**312,162**	**237,407**	**399,840**	
CAPITAL OUTLAY						
DIVISION TOTALS	**327,319**	**312,162**	**312,162**	**237,407**	**399,840**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	1	2	
Part Time	2	2	2		2	
TOTAL	**4**	**4**	**4**	**1**	**4**	

DRAFT

PLANNING - 100-50-520 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	157,253	100,611	100,611	98,342	179,451	
5000.20	Regular Hourly					29,952	
5000.30	Limited Hourly	7,592	41,496	41,496	29,948	17,784	
5000.40	Stipend	2,800	6,000	6,000	3,147	6,000	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**167,645**	**148,107**	**148,107**	**131,437**	**233,187**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	12,539	11,330	11,330	9,438	17,839	
5100.20	Compensation Insurance	11,100	8,323	8,323	8,323	12,837	
5100.30	Unemployment Insurance	2,151	1,279	1,279		2,045	
5100.40	Health Insurance	13,535	15,424	15,424	12,785	33,745	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	1,392	949	949	973	1,729	
5100.80	Vision	82	396	396	605	393	
5100.85	Dental	705	1,740	1,740	398	1,735	
5100.90	Life	51	88	88	66	176	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits						
5300.20	PERS employer costs	39,605	27,970	27,970	28,417	43,518	
5300.25	PERS employer pickup	4,758				6,812	
5300.30	401 a(h) First Mercantile	576	620	620		600	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**86,495**	**68,119**	**68,119**	**61,005**	**121,429**	
	TOTAL NON-SAFETY	**254,140**	**216,226**	**216,226**	**192,441**	**354,616**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**254,140**	**216,226**	**216,226**	**192,441**	**354,616**	

DRAFT

PLANNING - 100-50-520						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	1,421	4,000	4,000	476	1,500	
6000.20	Non-Durable	475	1,000	1,000		500	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training		2,000	2,000	1,253	2,000	
6016	Uniform Expense						
6020	Travel & Meetings		1,500	1,500	291	500	
6025	Advertising/Printing Services	15,137	15,000	15,000	8,665	15,000	
6030	Dues & Subscriptions	737	800	800	560	600	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	38,655	56,036	56,036	25,693	19,600	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	9,101	9,000	9,000	4,626		
6050.40	Cellular Services	1,873	2,000	2,000	564	1,800	
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6050.50	Gas Usage						
6055	Copier Repair/Services	2,509	2,000	2,000	2,253	2,500	
6060	Mail/ Postal Expense		500	500			
6065	Liability Insurance						

DRAFT

PLANNING - 100-50-520						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	877	2,000	2,000	361	1,000	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	2,244					
6081	Permit & Fees	150	100	100	150	150	
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120	Administrative Costs - PERS Health				72	74	
TOTAL MAINTENANCE & OPERATIONS		**73,178**	**95,936**	**95,936**	**44,966**	**45,224**	

DRAFT

CODE ENFORCEMENT - 100-50-530 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	266,144	295,729	295,729	285,665	349,776	
MAINT & OPERATIONS	36,534	113,800	113,800	28,257	63,684	
SUB TOTAL	**302,679**	**409,529**	**409,529**	**313,922**	**413,460**	
CAPITAL OUTLAY						
DIVISION TOTALS	**302,679**	**409,529**	**409,529**	**313,922**	**413,460**	
NUMBER OF EMPLOYEES:						
Full Time	3	3	3	2	3	
Part Time	2	2	2	2	2	
TOTAL	**5**	**5**	**5**	**4**	**5**	

DRAFT

CODE ENFORCEMENT - 100-50-530 — 2018-19 PERSONNEL SERVICES SUMMARY

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	150,355	171,588	162,268	150,145	151,010	
5000.20	Regular Hourly	975		860		25,160	
5000.30	Limited Hourly	5,942		8,370	13,243	14,939	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	5	3,200	3,200			
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**157,277**	**174,788**	**174,698**	**163,388**	**191,109**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	11,587	13,126	13,126	12,457	12,865	
5100.20	Compensation Insurance	11,520	11,523	11,523	11,523	15,854	
5100.30	Unemployment Insurance		1,544	1,544		1,906	
5100.40	Health Insurance	29,585	29,427	29,427	27,794	43,825	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	1,612	1,690	1,690	1,745	1,690	
5100.80	Vision	342	120	190	283	515	
5100.85	Dental	312	600	620	1,154	1,735	
5100.90	Life	71	265	265	249	265	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				3,192	3,352	
5300.20	PERS employer costs	40,027	47,701	47,701	49,374	59,537	
5300.25	PERS employer pickup	13,671	14,825	14,825	14,498	17,003	
5300.30	401 a(h) First Mercantile	140	120	120	8	120	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**108,867**	**120,941**	**121,031**	**122,277**	**158,667**	
	TOTAL NON-SAFETY	**266,144**	**295,729**	**295,729**	**285,665**	**349,776**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**266,144**	**295,729**	**295,729**	**285,665**	**349,776**	

DRAFT

CODE ENFORCEMENT - 100-50-530						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. ACTUAL	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	17	1,000	970		900	
6000.20	Non-Durable	96		30	34	100	
6000.30	Janitorial						
6000.40	Durable	28	500	500	500	500	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training	230	1,500	1,500	793	1,000	
6016	Uniform Expense						
6020	Travel & Meetings		300	300		300	
6025	Advertising/Printing Services	599	500	500		500	
6030	Dues & Subscriptions	3,033	3,000	13,000	10,014	10,503	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	4,666	3,000	3,000	573	700	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	23,879	100,000	90,000	12,378	45,000	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services	3,959	4,000	4,000	3,789	4,000	
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CODE ENFORCEMENT - 100-50-530						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. ACTUAL	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees	21					
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	5					
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120	Administrative Costs - PERS Health				175	181	
TOTAL MAINTENANCE & OPERATIONS		**36,534**	**113,800**	**113,800**	**28,257**	**63,684**	

DRAFT

BUILDING AND SAFETY - 100-50-540 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	119,970	142,592	142,592	80,220	150,723	
MAINT & OPERATIONS	188,109	106,344	141,344	296,199	399,125	
SUB TOTAL	**308,079**	**248,936**	**283,936**	**376,419**	**549,848**	
CAPITAL OUTLAY						
DIVISION TOTALS	**308,079**	**248,936**	**283,936**	**376,419**	**549,848**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	1	2	
Part Time						
TOTAL	**2**	**2**	**2**	**1**	**2**	

DRAFT

BUILDING AND SAFETY - 100-50-540 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	73,115	83,013	82,653	40,304	84,065	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	41		80	107	200	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**73,155**	**83,013**	**82,733**	**40,411**	**84,265**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	5,347	6,389	6,389	3,053	6,446	
5100.20	Compensation Insurance	7,368	7,682	7,682	7,682	7,682	
5100.30	Unemployment Insurance		752	752		757	
5100.40	Health Insurance	13,937	19,347	19,347	7,004	20,818	
5100.50	Uniform Allowance		500	500			
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	690	796	796	415	814	
5100.80	Vision	111	120	120		122	
5100.85	Dental	445	600	880	183	595	
5100.90	Life	43	176	176		176	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs	18,873	23,217	23,217	19,876	27,372	
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**46,815**	**59,579**	**59,859**	**39,809**	**66,458**	
	TOTAL NON-SAFETY	**119,970**	**142,592**	**142,592**	**80,220**	**150,723**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**119,970**	**142,592**	**142,592**	**80,220**	**150,723**	

DRAFT

BUILDING AND SAFETY - 100-50-540 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	42	3,000	3,000	201	500	
6000.20	Non-Durable	1,216	2,000	2,000	34	1,500	
6000.30	Janitoral						
6000.40	Durable		400	400		400	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training	70	200	200		200	
6016	Uniform Expense						
6020	Travel & Meetings	30					
6025	Advertising/Printing Services						
6030	Dues & Subscriptions	85	240	240	240	240	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	171,106	87,119	122,119	279,978	379,100	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	5,803	5,885	5,885	8,325	8,500	
6050.40	Cellular Services	1,504	2,500	1,720	416	500	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet	1,272		780	1,844	2,000	
6055	Copier Repair/Services						
6060	Mail/ Postal Expense	6					
6065	Liability Insurance						

DRAFT

BUILDING AND SAFETY - 100-50-540						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel	39					
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	6,936					
6081	Permit & Fees		5,000	5,000	5,112	6,134	
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120	Administrative Costs - PERS Health				49	50	
TOTAL MAINTENANCE & OPERATIONS		**188,109**	**106,344**	**141,344**	**296,199**	**399,125**	

DRAFT

RECREATION DEPARTMENT- 100-70 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,829,713	2,218,263	2,218,023	1,780,044	2,049,558	
MAINT & OPERATIONS	1,307,433	1,334,640	1,334,880	1,200,903	1,375,587	
SUB TOTAL	**3,137,146**	**3,552,903**	**3,552,903**	**2,980,948**	**3,425,145**	
CAPITAL OUTLAY						
DIVISION TOTALS	**3,137,146**	**3,552,903**	**3,552,903**	**2,980,948**	**3,425,145**	
NUMBER OF EMPLOYEES:						
Full Time	14	14	14	13	13	
Part Time	57	59	59	58	62	
TOTAL	**71**	**73**	**73**	**71**	**75**	

DRAFT

RECREATION DEPARTMENT- 100-70 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	577,043	627,941	609,801	547,503	562,184	
5000.20	Regular Hourly	246,785	444,952	444,952	280,140	388,883	
5000.30	Limited Hourly	294,542	341,816	341,816	288,871	358,889	
5000.40	Stipend	4,779	12,000	12,000	4,550	6,000	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	233	-	3,250	3,090	4,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**1,123,381**	**1,426,709**	**1,411,819**	**1,124,154**	**1,319,956**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	90,414	108,991	108,991	87,928	105,242	
5100.20	Compensation Insurance	119,436	134,904	134,904	134,904	134,472	
5100.30	Unemployment Insurance	5,878	12,772	9,662	2,545	12,674	
5100.40	Health Insurance	148,590	138,321	138,321	125,959	136,248	
5100.50	Uniform Allowance	4,925	4,425	4,425	5,371	4,425	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	6,702	6,011	6,061	6,677	5,938	
5100.80	Vision	862	240	940	3,593	488	
5100.85	Dental	3,123	1,200	5,040	8,861	2,805	
5100.90	Life	441	1,368	1,368	1,505	1,419	
5300	**Retirement**						
5300.10	Retiree Benefits	-	-	-	1,596	1,676	
5300.15	Retiree Health benefits	-	-	770	1,596	1,676	
5300.20	PERS employer costs	248,705	296,624	309,024	207,142	246,036	
5300.25	PERS employer pickup	75,055	84,598	84,598	66,713	74,403	
5300.30	401 a(h) First Mercantile	2,201	2,100	2,100	1,500	2,100	
5300.40	Replacement Benefit Fund						
5300.50	Retirement- PARS						
	SUBTOTAL	**706,332**	**791,554**	**806,204**	**655,890**	**729,602**	
	TOTAL NON-SAFETY	**1,829,713**	**2,218,263**	**2,218,023**	**1,780,044**	**2,049,558**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,829,713**	**2,218,263**	**2,218,023**	**1,780,044**	**2,049,558**	

DRAFT

RECREATION DEPARTMENT- 100-70						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	4,564	6,500	4,301	2,085	2,800	
6000.20	Non-Durable	126,352	110,400	107,682	89,738	99,200	
6000.30	Janitorial	7,502	9,000	9,000	6,692	8,500	
6000.40	Durable	1,014	5,000	20,617	25,022	4,000	
6000.50	Medical	2,423	2,265	2,265	415	2,265	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	4,806	6,480	6,480	-	2,000	
6010.20	Office Equipment	135	203	203	-	-	
6010.30	Small Tools	2,976	2,800	2,800	1,047	1,800	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	2,100	2,156	900	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	370	4,400	4,200	2,599	3,200	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	89	3,000	3,040	393	1,600	
6025	Advertising/Printing Services	1,507	500	9,100	8,600	6,200	
6030	Dues & Subscriptions	805	2,200	2,200	1,560	1,650	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	140,405	183,361	170,949	142,518	154,382	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	58,560	61,000	80,000	77,597	100,660	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	59,000	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	82,313	119,480	90,080	24,424	60,000	
6040.65	Equipment/Software Maint-Repair	8,547	10,000	10,000	5,698	11,000	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	223,809	304,000	291,760	222,528	251,000	
6050.20	Water Usage	214,656	208,500	201,800	212,511	217,000	
6050.30	Telephone Services	47,682	64,100	64,100	43,731	44,097	
6050.40	Cellular Services	14,594	10,000	5,700	6,117	5,700	
6050.50	Gas Usage	28,064	20,551	18,051	17,286	15,551	
6050.60	Utility Services Cable	599	-	1,430	975	1,000	
6050.65	Utility Services Internet	14,661	-	17,810	20,835	23,000	
6055	Copier Repair/Services	18,685	15,000	15,000	18,599	18,600	
6060	Mail/ Postal Expense	-	-	-	-	-	
6065	Liability Insurance	102,876	102,873	102,873	163,404	170,568	

DRAFT

RECREATION DEPARTMENT- 100-70						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	189	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	990	1,000	1,000	1,096	1,000	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	63,000	46,000	41,000	2,487	3,000	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	1,529	1,500	6,500	320	4,000	
6080.70	Auto Body Repair	-	-	80	107	-	
6080.80	Vehicle Expenses	121,548	3,000	4,000	67,661	67,661	
6081	Permits and Fees	656	-	30	30	-	
6083	Furniture & Fixtures Purchases	-	-	-	-	-	
6084	***Bank fees***	-	-	-	-	-	
6084.20	Credit card charges	3,069	1,827	2,609	9,770	10,274	
6084.30	Cash Vault Adjustment fees	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	7,320	7,472	2,528	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	19,200	19,200	13,200	19,200	
7040	Rent	1,464	3,500	3,500	1,500	1,500	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	6,993	7,000	6,100	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120.10	Administrative Costs - PERS Health	-	-	-	729	751	
TOTAL MAINTENANCE & OPERATIONS		**1,307,433**	**1,334,640**	**1,334,880**	**1,200,903**	**1,375,587**	

DRAFT

RECREATION ADMIN 100-70-700 — 2018-19 BUDGET SUMMARY

	ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	212,809	248,089	248,089	246,988	263,012	
MAINT & OPERATIONS	133,786	125,800	124,100	272,892	283,125	
SUB TOTAL	**346,595**	**373,889**	**372,189**	**519,879**	**546,136**	
CAPITAL OUTLAY						
DIVISION TOTALS	**346,595**	**373,889**	**372,189**	**519,879**	**546,136**	
NUMBER OF EMPLOYEES:						
Full Time	1	1	1	1	1	
Part Time	1	1	1	1	1	
TOTAL	**2**	**2**	**2**	**2**	**2**	

DRAFT

RECREATION ADMIN 100-70-700 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	108,347	126,425	124,175	132,702	132,702	
5000.20	Regular Hourly	26,814	31,169	31,169	30,257	33,415	
5000.30	Limited Hourly						
5000.40	Stipend	4,779	12,000	12,000	4,550	6,000	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**139,939**	**169,594**	**167,344**	**167,509**	**172,117**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	10,572	12,483	12,483	12,640	12,640	
5100.20	Compensation Insurance	6,864	7,207	7,207	7,207	7,450	
5100.30	Unemployment Insurance		1,418	1,418		1,434	
5100.40	Health Insurance	5,603				7,738	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	2,336	1,181	1,231	2,515	1,181	
5100.80	Vision	127		50	739	122	
5100.85	Dental	965		1,380	2,418	595	
5100.90	Life	27	309	309	148	360	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health benefits			770	1,596	1,676	
5300.20	PERS employer costs	34,686	42,644	42,644	39,179	44,295	
5300.25	PERS employer pickup	11,690	13,253	13,253	13,037	13,404	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**72,870**	**78,495**	**80,745**	**79,479**	**90,895**	
	TOTAL NON-SAFETY	**212,809**	**248,089**	**248,089**	**246,988**	**263,012**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**212,809**	**248,089**	**248,089**	**246,988**	**263,012**	

DRAFT

RECREATION ADMIN 100-70-700						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	1,394	2,000	6		800	
6000.20	Non-Durable	7,026	6,000	3,092	2,102	2,200	
6000.30	Janitorial						
6000.40	Durable			3,502	3,502		
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware			1,900	1,900		
6012	Education Reimbursement						
6014	Training	190	2,000	1,600		1,000	
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services			8,600	8,600	6,200	
6030	Dues & Subscriptions		700	700			
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	52,928	54,100	43,670	43,670	48,473	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	8,527	14,000	14,000	7,941	9,000	
6050.20	Water Usage						
6050.30	Telephone Services	18,760	20,000	20,000	15,444	16,000	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services	18,685	15,000	15,000	18,599	18,600	
6060	Mail/ Postal Expense						
6065	Liability Insurance				163,404	170,568	

DRAFT

RECREATION ADMIN 100-70-700						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	5,555	6,000	6,000	763	3,000	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	13,368					
6081	Permits and Fees	536		30	30		
6083	Furniture & Fixtures Purchases						
6084	***Bank fees***						
6084.20	Credit card charges				6,928	7,274	
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	6,817	6,000	6,000			
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				9	9	
TOTAL MAINTENANCE & OPERATIONS		**133,786**	**125,800**	**124,100**	**272,892**	**283,125**	

DRAFT

RECREATION SERVICES 100-70-710 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	911,540	1,221,121	1,221,121	873,599	1,044,063	
MAINT & OPERATIONS	564,819	645,244	641,044	422,579	535,533	
SUB TOTAL	**1,476,359**	**1,866,365**	**1,862,165**	**1,296,178**	**1,579,596**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,476,359**	**1,866,365**	**1,862,165**	**1,296,178**	**1,579,596**	
NUMBER OF EMPLOYEES:						
Full Time	3	3	3	3	3	
Part Time	55	55	55	54	56	
TOTAL	**58**	**58**	**58**	**57**	**59**	

DRAFT

RECREATION SERVICES 100-70-710 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL / DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	100,374	126,636	124,576	93,070	84,554	
5000.20	Regular Hourly	219,634	388,823	388,823	246,607	355,468	
5000.30	Limited Hourly	285,970	312,176	312,176	267,964	298,720	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time			2,060	757	2,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**605,978**	**827,635**	**827,635**	**608,399**	**740,742**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	50,136	63,314	63,314	49,493	59,164	
5100.20	Compensation Insurance	73,044	87,231	87,231	87,231	85,955	
5100.30	Unemployment Insurance	5,878	7,449	7,449	2,545	7,324	
5100.40	Health Insurance	45,133	53,307	53,307	40,363	40,554	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD		1,244	1,244		1,171	
5100.80	Vision	68				122	
5100.85	Dental	206				1,019	
5100.90	Life	116	265	265	431	265	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health benefits						
5300.20	PERS employer costs	104,190	143,297	143,297	61,861	78,561	
5300.25	PERS employer pickup	26,341	36,779	36,779	23,275	28,586	
5300.30	401 a(h) First Mercantile	450	600	600		600	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**305,562**	**393,486**	**393,486**	**265,200**	**303,321**	
	TOTAL NON-SAFETY	**911,540**	**1,221,121**	**1,221,121**	**873,599**	**1,044,063**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**911,540**	**1,221,121**	**1,221,121**	**873,599**	**1,044,063**	

DRAFT

RECREATION SERVICES 100-70-710						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	3,170	4,500	4,295	2,085	2,000	
6000.20	Non-Durable	103,122	88,400	80,190	63,236	75,000	
6000.30	Janitorial						
6000.40	Durable	1,014	5,000	13,215	17,620	4,000	
6000.50	Medical	2,423	2,265	2,265	415	2,265	
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment	4,320	6,480	6,480		2,000	
6010.20	Office Equipment	135	203	203			
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware			200	256	900	
6012	Education Reimbursement						
6014	Training	180	2,400	2,400	2,400	2,000	
6016	Uniform Expense						
6020	Travel & Meetings	89	3,000	3,000	39	1,300	
6025	Advertising/Printing Services	1,507	500	500			
6030	Dues & Subscriptions	805	1,500	1,500	1,500	1,600	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	66,846	95,261	94,279	70,610	61,709	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services			500	500		
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services					59,000	
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	37,845	54,480	49,980	10,229	36,000	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	169,973	240,000	227,760	165,626	200,000	
6050.20	Water Usage	11,266	18,500	11,800	7,136	12,000	
6050.30	Telephone Services	22,406	40,000	40,000	23,298	23,997	
6050.40	Cellular Services	3,500	6,000	1,700	5,618	4,500	
6050.50	Gas Usage	27,713	20,000	17,500	16,959	15,000	
6050.60	Utility Services Cable	599		1,430	975	1,000	
6050.65	Utility Services Internet	14,661		17,810	20,835	23,000	
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance	49,428	49,428	49,428			

DRAFT

RECREATION SERVICES 100-70-710						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher	990	1,000	1,000	1,096	1,000	
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair			80	107		
6080.80	Vehicle Expenses	38,184					
6084	***Bank fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6081	Permits and Fees	3,069	1,827	2,609	2,842	3,000	
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal			7,320	7,472	2,528	
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent	1,464	3,500	3,500	1,500	1,500	
7045	Equipment Reserve						
7050	Miscellaneous Expense	109	1,000	100			
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs- PERS Health				228	235	
TOTAL MAINTENANCE & OPERATIONS		**564,819**	**645,244**	**641,044**	**422,579**	**535,533**	

DRAFT

PARK MAINTENANCE 100-70-720 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	705,363	749,053	748,813	659,458	742,483	
MAINT & OPERATIONS	608,828	563,596	569,736	505,432	556,929	
SUB TOTAL	**1,314,191**	**1,312,649**	**1,318,549**	**1,164,890**	**1,299,412**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,314,191**	**1,312,649**	**1,318,549**	**1,164,890**	**1,299,412**	
NUMBER OF EMPLOYEES:						
Full Time	10	10	10	9	9	
Part Time	1	3	3	3	5	
TOTAL	**11**	**13**	**13**	**12**	**14**	

DRAFT

PARK MAINTENANCE 100-70-720 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	368,322	374,880	361,050	321,731	344,928	
5000.20	Regular Hourly	336	24,960	24,960	3,276		
5000.30	Limited Hourly	8,572	29,640	29,640	20,907	60,169	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	233		1,190	2,333	2,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**377,463**	**429,480**	**416,840**	**348,246**	**407,097**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	29,706	33,194	33,194	25,795	33,438	
5100.20	Compensation Insurance	39,528	40,466	40,466	40,466	41,067	
5100.30	Unemployment Insurance		3,905	795		3,916	
5100.40	Health Insurance	97,853	85,014	85,014	85,596	87,956	
5100.50	Uniform Allowance	4,925	4,425	4,425	5,371	4,425	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	4,366	3,586	3,586	4,161	3,586	
5100.80	Vision	666	240	890	2,855	244	
5100.85	Dental	1,952	1,200	3,660	6,443	1,191	
5100.90	Life	299	794	794	926	794	
5300	**Retirement**						
5300.10	Retiree Benefits				1,596	1,676	
5300.15	Retiree Health benefits						
5300.20	PERS employer costs	109,829	110,683	123,083	106,102	123,180	
5300.25	PERS employer pickup	37,024	34,566	34,566	30,401	32,413	
5300.30	401 a(h) First Mercantile	1,751	1,500	1,500	1,500	1,500	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**327,900**	**319,573**	**331,973**	**311,211**	**335,386**	
	TOTAL NON-SAFETY	**705,363**	**749,053**	**748,813**	**659,458**	**742,483**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**705,363**	**749,053**	**748,813**	**659,458**	**742,483**	

DRAFT

PARK MAINTENANCE 100-70-720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable	16,205	16,000	24,400	24,400	22,000	
6000.30	Janitorial	7,502	9,000	9,000	6,692	8,500	
6000.40	Durable			3,900	3,900		
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment	486					
6010.20	Office Equipment						
6010.30	Small Tools	2,976	2,800	2,800	1,047	1,800	
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training			200	199	200	
6016	Uniform Expense						
6020	Travel & Meetings			40	355	300	
6025	Advertising/Printing Services						
6030	Dues & Subscriptions				60	50	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	20,631	34,000	33,000	28,239	44,200	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services	58,560	61,000	79,500	77,097	100,660	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	44,468	65,000	40,100	14,195	24,000	
6040.65	Equipment/Software Maint-Repair	8,547	10,000	10,000	5,698	11,000	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	45,308	50,000	50,000	48,962	42,000	
6050.20	Water Usage	203,389	190,000	190,000	205,376	205,000	
6050.30	Telephone Services	6,516	4,100	4,100	4,989	4,100	
6050.40	Cellular Services	11,094	4,000	4,000	500	1,200	
6050.50	Gas Usage	350	551	551	327	551	
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance	53,448	53,445	53,445			

DRAFT

PARK MAINTENANCE 100-70-720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel	189					
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	57,446	40,000	35,000	1,724		
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	1,529	1,500	6,500	320	4,000	
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	69,996	3,000	4,000	67,661	67,661	
6081	Permits and Fees	120					
6083	Furniture & Fixtures Purchases						
6084	***Bank fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment		19,200	19,200	13,200	19,200	
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	68					
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs- PERS Health				493	507	
TOTAL MAINTENANCE & OPERATIONS		**608,828**	**563,596**	**569,736**	**505,432**	**556,929**	

DRAFT

POLICE DEPARTMENT - 100-80					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	16,657,166	18,399,302	18,399,302	17,058,138	18,219,381	
MAINT & OPERATIONS	2,694,751	2,286,481	2,374,842	2,226,830	2,362,128	
SUB TOTAL	**19,351,917**	**20,685,783**	**20,774,144**	**19,284,969**	**20,581,509**	
CAPITAL OUTLAY	-	1,413,169	1,413,169	563,169	-	
DIVISION TOTALS	**19,351,917**	**22,098,952**	**22,187,313**	**19,848,138**	**20,581,509**	
NUMBER OF EMPLOYEES:						
Full Time	102	102	102	87	102	
Part Time	17	18	18	13	18	
TOTAL	**119**	**120**	**120**	**100**	**120**	

DRAFT

POLICE DEPARTMENT - 100-80 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	1,288,809	1,410,578	1,371,718	1,229,608	1,499,137	
5000.20	Regular Hourly	88,244	203,695	212,395	104,644	39,270	
5000.30	Limited Hourly	151,721	150,206	185,366	150,693	344,269	
5000.40	Stipend	955	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	138,193	130,000	133,410	140,278	130,000	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	450	610	-	
5010.40	FLSA Overtime	-	-	-	-	-	
	SUBTOTAL	**1,667,923**	**1,894,479**	**1,903,339**	**1,625,833**	**2,012,676**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	110,786	121,606	121,606	107,450	134,123	
5100.20	Compensation Insurance	117,976	122,070	122,070	122,070	148,971	
5100.30	Unemployment Insurance	-	14,306	14,306	-	16,481	
5100.40	Health Insurance	255,722	241,338	252,186	198,585	274,454	
5100.50	Uniform Allowance	9,500	9,000	9,000	9,000	11,000	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	12,399	13,545	13,545	11,793	13,871	
5100.80	Vision	1,705	1,080	3,370	4,508	854	
5100.85	Dental	4,855	5,400	12,106	15,422	5,185	
5100.90	Life	794	2,381	2,381	1,976	2,381	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.15	Retiree Health Benefits	4,168	-	-	51,331	53,819	
5300.20	PERS employer costs	341,722	389,554	391,854	409,482	499,688	
5300.25	PERS employer pickup	87,892	96,386	92,921	79,936	98,094	
5300.30	401 a(h) First Mercantile	2,152	-	1,165	2,059	1,700	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**949,670**	**1,016,666**	**1,036,510**	**1,013,612**	**1,260,622**	
	TOTAL NON-SAFETY	**2,617,593**	**2,911,145**	**2,939,849**	**2,639,445**	**3,273,298**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	6,807,170	7,610,476	7,581,336	6,938,287	7,412,207	
5000.20	Regular Hourly	17,133	-	-	-	-	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	12,098	19,500	19,500	12,316	18,000	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	1,155,935	950,000	962,700	1,165,599	422,536	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	487	-	
5010.40	FLSA Overtime	-	-	-	-	-	
	SUBTOTAL	**7,992,336**	**8,579,976**	**8,563,536**	**8,116,689**	**7,852,743**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	127,528	127,136	127,136	138,398	172,272	
5100.20	Compensation Insurance	1,410,368	1,477,133	1,477,133	1,477,133	1,448,524	
5100.30	Unemployment Insurance	-	69,321	40,321	851	65,823	
5100.40	Health Insurance	647,900	709,091	695,677	555,061	665,217	
5100.50	Uniform Allowance	66,813	59,400	68,900	68,000	70,063	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	22,834	22,151	23,301	21,533	23,572	
5100.80	Vision	2,950	2,556	4,256	11,721	2,408	
5100.85	Dental	10,508	12,492	30,292	10,516	12,353	
5100.90	Life	1,731	6,968	6,968	5,970	6,960	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	3,159,026	3,764,776	3,764,776	3,452,574	4,047,964	
5300.25	PERS employer pickup	597,580	657,157	657,157	560,247	578,184	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
	SUBTOTAL	**6,047,237**	**6,908,181**	**6,895,917**	**6,302,004**	**7,093,341**	
	TOTAL SAFETY	**14,039,573**	**15,488,157**	**15,459,453**	**14,418,693**	**14,946,084**	
	TOTAL PERSONNEL SERVICES	**16,657,166**	**18,399,302**	**18,399,302**	**17,058,138**	**18,219,381**	

DRAFT

POLICE DEPARTMENT - 100-80						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	9,968	9,600	9,450	7,874	7,975	
6000.20	Non-Durable	36,194	37,762	45,462	38,801	56,150	
6000.30	Janitorial	4,015	7,000	7,000	3,817	6,000	
6000.40	Durable	8,257	4,500	4,650	3,038	4,275	
6000.50	Medical	1,859	6,000	6,000	1,500	5,000	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	135	-	-	-	-	
6010.50	Computer Hardware	19,285	4,000	4,000	3,623	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	10,097	5,000	9,705	14,790	5,500	
6016	Uniform Expense	2,187	7,000	5,130	1,189	3,500	
6020	Travel & Meetings	4,531	7,000	7,525	4,610	5,400	
6025	Advertising/Printing Services	11,482	12,000	12,000	4,482	10,000	
6030	Dues & Subscriptions	13,137	14,074	18,724	27,010	15,711	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	909,471	916,424	985,234	925,697	970,485	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	43,860	48,667	66,233	47,280	75,019	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	72,539	105,230	90,955	84,714	99,020	
6040.65	Equipment/Software Maint-Repair	-	-	250	461	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	17,823	30,000	30,000	30,986	30,000	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	1,163	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	27,595	30,000	30,000	32,018	36,000	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	177,909	169,098	169,098	169,621	175,000	
6050.20	Water Usage	3,593	3,255	3,255	3,498	3,600	
6050.30	Telephone Services	104,543	106,678	102,478	92,252	93,939	
6050.40	Cellular Services	86,904	90,392	90,392	89,049	90,392	
6050.50	Gas Usage	21,146	18,247	18,247	20,991	21,000	
6050.60	Cable	3,057	-	1,700	3,411	3,411	
6050.70	Internet	4,599	-	2,800	6,481	6,721	
6055	Copier Repair/Services	50,529	58,094	58,094	52,443	47,675	
6060	Mail/ Postal Expense	438	1,100	1,100	555	600	
6065	Liability Insurance	-	-	-	259,398	291,356	

DRAFT

POLICE DEPARTMENT - 100-80						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	850	1,500	1,500	-	-	
6070.20	Diesel	-	-	905	1,204	905	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	1,709	1,812	1,812	580	1,500	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	238,653	244,306	243,401	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	791,352	327,258	327,258	270,645	270,645	
6081	Permits & Fees	10,910	16,984	16,984	17,035	17,281	
6082	Vehicle Purchase	-	-	-	-	-	
6084	***Bank Fees***	-	-	-	-	-	
6084.20	Credit card charges	-	-	-	3,239	3,350	
6084.30	Cash Vault Adjustment fees	-	-	-	5	50	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	4,962	3,500	3,500	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120.10	Administrative Costs - PERS Health	-	-	-	4,530	4,668	
TOTAL MAINTENANCE & OPERATIONS		**2,694,751**	**2,286,481**	**2,374,842**	**2,226,830**	**2,362,128**	

DRAFT

POLICE DEPARTMENT - 100-80						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases		563,169	563,169	563,169		
6083	Furniture Fixtures Purchases		150,000	150,000	-		
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation		700,000	700,000	-		
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**-**	**1,413,169**	**1,413,169**	**563,169**		

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

POLICE ADMINISTRATION -100-80-800 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	452,841	430,984	430,984	562,066	477,980	
MAINT & OPERATIONS	77,121	78,747	78,747	318,329	350,619	
SUB TOTAL	**529,962**	**509,731**	**509,731**	**880,395**	**828,599**	
CAPITAL OUTLAY	-	1,413,169	1,413,169	563,169	-	
DIVISION TOTALS	**529,962**	**1,922,900**	**1,922,900**	**1,443,564**	**828,599**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	2	2	
Part Time						
TOTAL	**2**	**2**	**2**	**2**	**2**	

DRAFT

POLICE ADMINISTRATION -100-80-800 — 2018-19 PERSONNEL SERVICES SUMMARY

ACCOUNT	NON-SAFETY PERSONNEL / DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	45,142	45,144	45,144	45,144	45,144	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	1,028		160	639		
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**46,170**	**45,144**	**45,304**	**45,783**	**45,144**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,453	3,454	3,454	3,454	3,454	
5100.20	Compensation Insurance	3,841	3,841	3,841	3,841	3,841	
5100.30	Unemployment Insurance		406	406		406	
5100.40	Health Insurance	34,712	6,228	19,642	7,410	7,384	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	447	447	447	447	447	
5100.80	Vision	455	120	730	720	122	
5100.85	Dental	2,261	600	6,420	7,190	595	
5100.90	Life	161	88	88	88	88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				27,391	28,682	
5300.20	PERS employer costs	12,147	12,550	12,550	10,518	13,012	
5300.25	PERS employer pickup	4,094	3,900	3,900	3,304	3,900	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**61,573**	**31,634**	**51,478**	**64,363**	**61,931**	
	TOTAL NON-SAFETY	**107,742**	**76,778**	**96,782**	**110,146**	**107,075**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	203,324	197,592	189,852	321,261	205,120	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**203,324**	**197,592**	**189,852**	**321,261**	**205,120**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	2,934	2,879	2,879	5,220	2,975	
5100.20	Compensation Insurance	19,643	19,641	19,641	19,641	19,641	
5100.30	Unemployment Insurance		1,787	1,787		1,811	
5100.40	Health Insurance		13,414		3,483	16,092	
5100.50	Uniform Allowance	950	950	950	950	950	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	3,239	294	1,444	2,652	2,183	
5100.80	Vision						
5100.85	Dental						
5100.90	Life		441	441	304	544	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	94,995	98,143	98,143	82,256	101,756	
5300.25	PERS employer pickup	20,015	19,065	19,065	16,153	19,832	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**141,775**	**156,614**	**144,350**	**130,659**	**165,784**	
	TOTAL SAFETY	**345,099**	**354,206**	**334,202**	**451,920**	**370,904**	
	TOTAL PERSONNEL SERVICES	**452,841**	**430,984**	**430,984**	**562,066**	**477,980**	

DRAFT

POLICE ADMINISTRATION -100-80-800 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	51	200	200	1,460	200	
6000.20	Non-Durable	1,246	1,400	1,400	1,400	1,500	
6000.30	Janitorial						
6000.40	Durable	58	100	100		200	
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training	686		150	150		
6016	Uniform Expense						
6020	Travel & Meetings	672					
6025	Advertising/Printing Services						
6030	Dues & Subscriptions	3,084	3,524	3,374	3,524	4,011	
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	240					
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	31,653	31,523	31,523	19,163	19,739	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services	28,889	38,000	38,000	29,732	30,000	
6060	Mail/ Postal Expense		500	500			
6065	Liability Insurance				259,398	291,356	

DRAFT

POLICE ADMINISTRATION -100-80-800						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	7,356					
6081	Permits & Fees				51		
6082	Vehicle Purchase						
6084	***Bank Fees***						
6084.20	Credit card charges				3,239	3,350	
6084.30	Cash Vault Adjustment fees				5	50	
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	3,186	3,500	3,500			
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				207	213	
TOTAL MAINTENANCE & OPERATIONS		**77,121**	**78,747**	**78,747**	**318,329**	**350,619**	

DRAFT

POLICE ADMINISTRATION -100-80-800						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases		563,169	563,169	563,169		
6083	Furniture Fixtures Purchases		150,000	150,000			
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation		700,000	700,000			
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**-**	**1,413,169**	**1,413,169**	**563,169**	**-**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

PATROL - 100-80-805					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	10,334,199	10,819,387	10,819,387	10,668,782	11,053,272	
MAINT & OPERATIONS	976,470	477,765	485,465	309,844	277,894	
SUB TOTAL	**11,310,669**	**11,297,152**	**11,304,852**	**10,978,626**	**11,331,166**	
CAPITAL OUTLAY						
DIVISION TOTALS	**11,310,669**	**11,297,152**	**11,304,852**	**10,978,626**	**11,331,166**	
NUMBER OF EMPLOYEES:						
Full Time	51	54	54	48	57	
Part Time	8	8	8	3	3	
TOTAL	**59**	**62**	**62**	**51**	**60**	

DRAFT

PATROL - 100-80-805 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries					40,812	
5000.20	Regular Hourly	60,498	99,955	99,955	81,017		
5000.30	Limited Hourly	53,521	83,912	83,912	40,446	105,173	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**114,019**	**183,867**	**183,867**	**121,464**	**145,985**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE					7,524	
5100.20	Compensation Insurance					15,200	
5100.30	Unemployment Insurance					1,314	
5100.40	Health Insurance					13,080	
5100.50	Uniform Allowance					500	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD					395	
5100.80	Vision						
5100.85	Dental						
5100.90	Life					88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits	4,168			15,960	16,758	
5300.20	PERS employer costs					11,083	
5300.25	PERS employer pickup					3,569	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**4,168**	**-**	**-**	**15,960**	**69,511**	
	TOTAL NON-SAFETY	**118,187**	**183,867**	**183,867**	**137,424**	**215,496**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	4,756,515	5,033,997	5,033,997	4,861,450	5,323,166	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend	12,098	19,500	19,500	12,316	18,000	
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	1,137,344	950,000	950,000	1,133,782	422,536	
5010.20	Part-Time						
5010.30	Limited Part-Time				487		
5010.40	FLSA Overtime						
	SUBTOTAL	**5,905,958**	**6,003,497**	**6,003,497**	**6,008,035**	**5,763,702**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	86,614	89,488	89,488	100,892	134,633	
5100.20	Compensation Insurance	991,356	1,064,672	1,064,672	1,064,672	1,094,986	
5100.30	Unemployment Insurance		45,953	16,953	851	47,057	
5100.40	Health Insurance	474,598	496,167	496,167	429,733	495,237	
5100.50	Uniform Allowance	48,213	39,450	48,950	52,300	52,963	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	14,808	15,977	15,977	14,579	16,391	
5100.80	Vision	2,073	1,956	3,656	10,148	1,798	
5100.85	Dental	10,099	9,492	27,292	9,492	9,376	
5100.90	Life	1,285	4,763	4,763	4,416	4,917	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	2,285,963	2,460,422	2,460,422	2,456,674	2,843,525	
5300.25	PERS employer pickup	395,047	403,683	403,683	379,564	373,191	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**4,310,055**	**4,632,023**	**4,632,023**	**4,523,323**	**5,074,074**	
	TOTAL SAFETY	**10,216,012**	**10,635,520**	**10,635,520**	**10,531,358**	**10,837,776**	
	TOTAL PERSONNEL SERVICES	**10,334,199**	**10,819,387**	**10,819,387**	**10,668,782**	**11,053,272**	

DRAFT

PATROL - 100-80-805 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	1,120	500	350	1,173	450	
6000.20	Non-Durable	12,489	13,500	21,200	20,708	25,750	
6000.30	Janitorial	1,907					
6000.40	Durable	4,754		150	139	175	
6000.50	Medical	1,859					
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware	12,393					
6012	Education Reimbursement						
6014	Training	636		870	1,783		
6016	Uniform Expense	2,187	7,000	5,130	1,189	3,500	
6020	Travel & Meetings	3,750	7,000	7,000	3,901	5,000	
6025	Advertising/Printing Services						
6030	Dues & Subscriptions	2,615	4,050	4,050	2,991	4,050	
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	27,634		1,000	40,880		
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage	3,593	3,255	3,255	3,498	3,600	
6050.30	Telephone Services	21,527	20,075	20,075	21,158	21,500	
6050.40	Cellular Services	86,904	90,392	90,392	89,049	90,392	
6050.50	Gas Usage	21,146	18,247	18,247	20,991	21,000	
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services	1,990	2,513	2,513	1,982	2,000	
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

PATROL - 100-80-805						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel	850	1,500	1,500			
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	193,998	191,375	191,375			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	575,088	118,358	118,358	97,883	97,883	
6081	Permits & Fees	30					
6082	Vehicle Purchase						
6084	***Bank Fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				2,519	2,594	
TOTAL MAINTENANCE & OPERATIONS		**976,470**	**477,765**	**485,465**	**309,844**	**277,894**	

DRAFT

TRAFFIC - 100-80-810					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	270,366	-	-	-	155,381	
MAINT & OPERATIONS	226,434	243,212	243,212	245,095	240,000	
SUB TOTAL	496,800	243,212	243,212	245,095	395,381	
CAPITAL OUTLAY						
DIVISION TOTALS	496,800	243,212	243,212	245,095	395,381	
NUMBER OF EMPLOYEES:						
Full Time	2			1	1	
Part Time						
TOTAL	2	-	-	1	1	

DRAFT

TRAFFIC - 100-80-810 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	137,184				94,200	
5000.20	Regular Hourly	17,133					
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	13,584					
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**167,901**	**-**	**-**	**-**	**94,200**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	5,678				1,366	
5100.20	Compensation Insurance					19,641	
5100.30	Unemployment Insurance					848	
5100.40	Health Insurance	27,387				10,080	
5100.50	Uniform Allowance	1,450				950	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	296				294	
5100.80	Vision	143					
5100.85	Dental	15					
5100.90	Life	56				88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	53,880				18,580	
5300.25	PERS employer pickup	13,561				9,334	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**102,465**	**-**	**-**	**-**	**61,181**	
	TOTAL SAFETY	**270,366**	**-**	**-**	**-**	**155,381**	
	TOTAL PERSONNEL SERVICES	**270,366**	**-**	**-**	**-**	**155,381**	

DRAFT

TRAFFIC - 100-80-810						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	221,850	240,000	240,000	240,000	240,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services	4,584	3,212	3,212	5,095		
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

TRAFFIC - 100-80-810						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6082	Vehicle Purchase						
6084	**Bank Fees**						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**226,434**	**243,212**	**243,212**	**245,095**	**240,000**	

DRAFT

SUPPORT SERVICES - 100-80-815					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	248,519	294,774	294,774	309,072	470,912	
MAINT & OPERATIONS	696,078	724,491	805,152	679,039	750,513	
SUB TOTAL	**944,597**	**1,019,265**	**1,099,926**	**988,111**	**1,221,425**	
CAPITAL OUTLAY						
DIVISION TOTALS	**944,597**	**1,019,265**	**1,099,926**	**988,111**	**1,221,425**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	2	2	
Part Time	4	4	4	8	11	
TOTAL	**6**	**6**	**6**	**10**	**13**	

DRAFT

SUPPORT SERVICES - 100-80-815 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	81,936	145,741	106,881	119,101	134,664	
5000.20	Regular Hourly	18,017	41,644	41,644	14,955	39,270	
5000.30	Limited Hourly	84,803	10,868	46,028	90,284	161,439	
5000.40	Stipend	955					
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	7,495		3,250	4,262		
5010.20	Part-Time						
5010.30	Limited Part-Time			450	610		
5010.40	FLSA Overtime						
	SUBTOTAL	**193,206**	**198,253**	**198,253**	**229,212**	**335,373**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	14,676	15,166	15,166	17,405	24,748	
5100.20	Compensation Insurance	11,436	13,353	13,353	13,353	29,359	
5100.30	Unemployment Insurance		1,784	1,784		2,998	
5100.40	Health Insurance	239	13,080	13,080	3,202	20,818	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	743	1,385	1,385	802	1,284	
5100.80	Vision				12	122	
5100.85	Dental				94	595	
5100.90	Life	27	176	176	105	176	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs	20,718	39,348	38,998	38,302	50,370	
5300.25	PERS employer pickup	7,073	12,229	12,229	4,468	3,393	
5300.30	401 a(h) First Mercantile	401		350	520		
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**55,313**	**96,521**	**96,521**	**79,860**	**135,539**	
	TOTAL NON-SAFETY	**248,519**	**294,774**	**294,774**	**309,072**	**470,912**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**248,519**	**294,774**	**294,774**	**309,072**	**470,912**	

DRAFT

SUPPORT SERVICES - 100-80-815						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	2,403	700	700	700	725	
6000.20	Non-Durable	5,105	5,255	5,255	5,255	14,200	
6000.30	Janitorial	2,072	7,000	7,000	3,817	6,000	
6000.40	Durable	1,037	1,800	1,800	553	1,500	
6000.50	Medical		6,000	6,000	1,500	5,000	
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software	135					
6010.50	Computer Hardware	6,892	4,000	4,000	3,623		
6012	Education Reimbursement						
6014	Training	1,700		500	629	500	
6016	Uniform Expense						
6020	Travel & Meetings	108		400	400	400	
6025	Advertising/Printing Services	11,405	12,000	12,000	4,482	10,000	
6030	Dues & Subscriptions	7,393	6,500	11,300	20,450	7,650	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	175,974	166,926	237,721	175,456	196,687	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services	43,860	48,667	66,233	47,280	75,019	
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	67,450	87,911	74,261	74,261	81,701	
6040.65	Equipment/Software Maint-Repair			250	461		
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	17,823	30,000	30,000	30,986	30,000	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	27,595	30,000	30,000	32,018	36,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	177,909	169,098	169,098	169,621	175,000	
6050.20	Water Usage						
6050.30	Telephone Services	50,117	54,409	49,909	50,896	52,000	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable	3,057		1,700	3,411	3,411	
6050.65	Utility Services Internet	4,599		2,800	6,481	6,721	
6055	Copier Repair/Services	2,265	1,818	1,818	3,425	3,700	
6060	Mail/ Postal Expense	438	600	600	555	600	
6065	Liability Insurance						

DRAFT

SUPPORT SERVICES - 100-80-815						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel			905	1,204	905	
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher	1,709	1,812	1,812	580	1,500	
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	43,464	44,011	43,106			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	29,004	29,000	29,000	23,983	23,983	
6081	Permits & Fees	10,854	16,984	16,984	16,984	17,281	
6082	Vehicle Purchase						
6084	***Bank Fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	1,708					
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				27	30	
TOTAL MAINTENANCE & OPERATIONS		**696,078**	**724,491**	**805,152**	**679,039**	**750,513**	

DRAFT

COMMUNICATIONS - 100-80-820					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,170,559	1,230,040	1,230,040	1,160,716	1,370,415	
MAINT & OPERATIONS	5,353	16,419	16,419	10,031	16,631	
SUB TOTAL	**1,175,912**	**1,246,459**	**1,246,459**	**1,170,748**	**1,387,046**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,175,912**	**1,246,459**	**1,246,459**	**1,170,748**	**1,387,046**	
NUMBER OF EMPLOYEES:						
Full Time	11	11	11	9	11	
Part Time	1	1	1		2	
TOTAL	**12**	**12**	**12**	**9**	**13**	

DRAFT

COMMUNICATIONS - 100-80-820 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	632,093	654,910	654,910	588,903	681,598	
5000.20	Regular Hourly						
5000.30	Limited Hourly		27,713	27,713		55,427	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	119,115	110,000	110,000	125,684	110,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**751,208**	**792,623**	**792,623**	**714,587**	**847,025**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	53,513	52,565	52,565	50,147	57,259	
5100.20	Compensation Insurance	45,240	45,244	45,244	45,244	48,237	
5100.30	Unemployment Insurance		6,184	6,184		6,529	
5100.40	Health Insurance	96,367	99,023	97,807	86,399	108,793	
5100.50	Uniform Allowance	5,000	4,500	4,500	4,500	5,000	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	6,047	6,285	6,285	5,843	6,370	
5100.80	Vision	504	480	810	1,217	366	
5100.85	Dental	2,029	2,400	3,286	5,746	1,786	
5100.90	Life	279	970	970	822	970	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs	172,870	181,731	181,731	208,501	242,088	
5300.25	PERS employer pickup	35,752	38,035	37,220	34,575	42,616	
5300.30	401 a(h) First Mercantile	1,751		815	1,539	1,700	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**419,352**	**437,417**	**437,417**	**446,130**	**523,390**	
	TOTAL NON-SAFETY	**1,170,559**	**1,230,040**	**1,230,040**	**1,160,716**	**1,370,415**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,170,559**	**1,230,040**	**1,230,040**	**1,160,716**	**1,370,415**	

DRAFT

COMMUNICATIONS - 100-80-820						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	108	200	200		150	
6000.20	Non-Durable	1,474	1,300	1,300	72	700	
6000.30	Janitorial	36					
6000.40	Durable	398	600	600	379	600	
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training			325	485		
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	2,588	14,319	13,694	7,953	14,319	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	680		300	645	350	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

COMMUNICATIONS - 100-80-820						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6082	Vehicle Purchase						
6084	***Bank Fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	68					
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS				497	512	
TOTAL MAINTENANCE & OPERATIONS		**5,353**	**16,419**	**16,419**	**10,031**	**16,631**	

DRAFT

RECORDS - 100-80-825					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	808,365	910,320	910,320	765,529	880,159	
MAINT & OPERATIONS	36,813	43,018	43,018	44,443	44,560	
SUB TOTAL	**845,177**	**953,338**	**953,338**	**809,972**	**924,719**	
CAPITAL OUTLAY						
DIVISION TOTALS	**845,177**	**953,338**	**953,338**	**809,972**	**924,719**	
NUMBER OF EMPLOYEES:						
Full Time	10	10	10	8	10	
Part Time	4	5	5	2	2	
TOTAL	**14**	**15**	**15**	**10**	**12**	

DRAFT

RECORDS - 100-80-825 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL / DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	441,485	442,158	442,158	396,906	453,410	
5000.20	Regular Hourly		62,096	62,096	-		
5000.30	Limited Hourly	12,798	27,713	27,713	19,963	22,230	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	10,298	20,000	20,000	9,693	20,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**464,581**	**551,967**	**551,967**	**426,561**	**495,640**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	32,400	41,040	41,040	30,358	36,199	
5100.20	Compensation Insurance	45,936	48,109	48,109	48,109	40,811	
5100.30	Unemployment Insurance		4,828	4,828		4,211	
5100.40	Health Insurance	105,272	96,847	95,497	85,597	103,188	
5100.50	Uniform Allowance	4,500	4,500	4,500	4,500	4,500	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	4,280	4,274	4,274	3,856	4,310	
5100.80	Vision	745	480	1,830	2,559	244	
5100.85	Dental	564	2,400	2,400	2,392	1,614	
5100.90	Life	268	882	882	772	794	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				3,192	3,352	
5300.20	PERS employer costs	116,221	123,003	125,653	127,224	150,223	
5300.25	PERS employer pickup	33,598	31,990	29,340	30,408	35,073	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**343,784**	**358,353**	**358,353**	**338,968**	**384,519**	
	TOTAL NON-SAFETY	**808,365**	**910,320**	**910,320**	**765,529**	**880,159**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**808,365**	**910,320**	**910,320**	**765,529**	**880,159**	

DRAFT

RECORDS - 100-80-825 ***2018-19 M&O BUDGET SUMMARY***

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	5,965	5,500	5,500	3,535	5,200	
6000.20	Non-Durable	9,600	7,307	7,307	7,162	8,000	
6000.30	Janitorial						
6000.40	Durable	934	1,500	1,500	1,140	800	
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training			350	485		
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	10,473	18,144	17,794	22,603	20,843	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	242	295	295	224	200	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services	9,598	10,272	10,272	8,793	9,000	
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

RECORDS - 100-80-825						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6082	Vehicle Purchase						
6084	**Bank Fees**						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health				502	517	
TOTAL MAINTENANCE & OPERATIONS		**36,813**	**43,018**	**43,018**	**44,443**	**44,560**	

DRAFT

INVESTIGATIVE SVC -100-80-830					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	3,372,316	4,713,797	4,713,797	3,591,973	3,811,263	
MAINT & OPERATIONS	241,202	250,619	250,619	169,840	213,914	
SUB TOTAL	**3,613,518**	**4,964,416**	**4,964,416**	**3,761,813**	**4,025,176**	
CAPITAL OUTLAY						
DIVISION TOTALS	**3,613,518**	**4,964,416**	**4,964,416**	**3,761,813**	**4,025,176**	
NUMBER OF EMPLOYEES:						
Full Time	24	23	23	17	19	
Part Time						
TOTAL	**24**	**23**	**23**	**17**	**19**	

DRAFT

INVESTIGATIVE SVC -100-80-830						2018-19 PERSONNEL SERVICES SUMMARY	
	NON-SAFETY PERSONNEL	2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	88,153	122,625	122,625	79,555	143,509	
5000.20	Regular Hourly	9,729		8,700	8,671		
5000.30	Limited Hourly	600					
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	258					
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**98,740**	**122,625**	**131,325**	**88,226**	**143,509**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	6,744	9,381	9,381	6,086	4,939	
5100.20	Compensation Insurance	11,523	11,523	11,523	11,523	11,523	
5100.30	Unemployment Insurance		1,104	1,104		1,023	
5100.40	Health Insurance	19,133	26,160	26,160	15,976	21,191	
5100.50	Uniform Allowance					1,000	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	881	1,154	1,154	844	1,065	
5100.80	Vision						
5100.85	Dental					595	
5100.90	Life	59	265	265	188	265	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs	19,766	32,922	32,922	24,937	32,912	
5300.25	PERS employer pickup	7,375	10,232	10,232	7,182	9,543	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**65,480**	**92,741**	**92,741**	**68,332**	**85,731**	
	TOTAL NON-SAFETY	**164,220**	**215,366**	**224,066**	**156,558**	**229,240**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	1,710,147	2,378,887	2,357,487	1,755,576	1,789,721	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	5,007		12,700	31,817		
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**1,715,154**	**2,378,887**	**2,370,187**	**1,787,393**	**1,789,721**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	32,303	34,769	34,769	32,286	33,298	
5100.20	Compensation Insurance	399,369	392,820	392,820	392,820	314,256	
5100.30	Unemployment Insurance		21,581	21,581		16,107	
5100.40	Health Insurance	145,915	199,510	199,510	121,844	143,808	
5100.50	Uniform Allowance	16,200	19,000	19,000	14,750	15,200	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	4,491	5,880	5,880	4,302	4,704	
5100.80	Vision	734	600	600	1,572	610	
5100.85	Dental	394	3,000	3,000	1,024	2,977	
5100.90	Life	390	1,764	1,764	1,250	1,411	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	724,188	1,206,211	1,206,211	913,644	1,084,103	
5300.25	PERS employer pickup	168,958	234,409	234,409	164,529	175,827	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**1,492,942**	**2,119,544**	**2,119,544**	**1,648,022**	**1,792,301**	
	TOTAL SAFETY	**3,208,096**	**4,498,431**	**4,489,731**	**3,435,415**	**3,582,022**	
	TOTAL PERSONNEL SERVICES	**3,372,316**	**4,713,797**	**4,713,797**	**3,591,973**	**3,811,263**	

DRAFT

INVESTIGATIVE SVC -100-80-830						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	320	500	500	6	250	
6000.20	Non-Durable	6,280	7,000	7,000	3,204	5,000	
6000.30	Janitorial						
6000.40	Durable	1,076	500	500	828	1,000	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training	7,075	5,000	7,510	11,259	5,000	
6016	Uniform Expense						
6020	Travel & Meetings			125	309		
6025	Advertising/Printing Services	76					
6030	Dues & Subscriptions	45			45		
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	42,320	47,444	44,809	2,849	51,433	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services	1,163					
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	324	376	376	167	150	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services	1,402	979	979	1,617	1,500	
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

INVESTIGATIVE SVC -100-80-830						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	1,191	8,920	8,920			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	179,904	179,900	179,900	148,779	148,779	
6081	Permits & Fees	26					
6082	Vehicle Purchase						
6084	***Bank Fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				778	802	
TOTAL MAINTENANCE & OPERATIONS		**241,202**	**250,619**	**250,619**	**169,840**	**213,914**	

DRAFT

DETENTION FACILITY - 100-80-831					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	435,281	452,210	452,210	450,210	467,997	
SUB TOTAL	**435,281**	**452,210**	**452,210**	**450,210**	**467,997**	
CAPITAL OUTLAY						
DIVISION TOTALS	**435,281**	**452,210**	**452,210**	**450,210**	**467,997**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

DETENTION FACILITY - 100-80-831						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		2,000	2,000	1,000	1,000	
6000.20	Non-Durable		2,000	2,000	1,000	1,000	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	430,980	443,910	443,910	443,910	461,522	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	2,500	3,000	3,000	2,500	3,000	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.70	Internet						
6055	Copier Repair/Services	1,801	1,300	1,300	1,800	1,475	
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

DETENTION FACILITY - 100-80-831						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchase						
6084	***Bank Fees***						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**435,281**	**452,210**	**452,210**	**450,210**	**467,997**	

DRAFT

FIRE DEPARTMENT - 100-85 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	10,946,265	12,153,820	12,153,820	11,385,815	11,914,324	
MAINT & OPERATIONS	1,595,913	2,102,193	2,102,193	1,627,098	1,680,107	
SUB TOTAL	**12,542,178**	**14,256,013**	**14,256,013**	**13,012,913**	**13,594,431**	
CAPITAL OUTLAY						
DIVISION TOTALS	**12,542,178**	**14,256,013**	**14,256,013**	**13,012,913**	**13,594,431**	
NUMBER OF EMPLOYEES:						
Full Time	58	55	55	43	55	
Part Time	-	1	1	1	1	
TOTAL	**58**	**56**	**56**	**44**	**56**	

DRAFT

FIRE DEPARTMENT - 100-85 **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	46,104	46,104	46,104	46,988	67,603	
5000.20	Regular Hourly	63,169	26,541	26,541	-	-	
5000.30	Limited Hourly	-	-	13,040	13,040	25,688	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	436	-	5,000	6,352	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**109,709**	**72,645**	**90,685**	**66,381**	**93,291**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,527	5,558	5,558	5,154	5,804	
5100.20	Compensation Insurance	3,841	6,707	6,707	6,707	8,537	
5100.30	Unemployment Insurance	-	653	653	-	743	
5100.40	Health Insurance	8,107	6,987	7,757	3,272	14,278	
5100.50	Uniform Allowance	-	-	-	-	400	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	447	447	447	655	
5100.80	Vision	368	-	15	1,463	122	
5100.85	Dental	1,818	-	685	6,678	595	
5100.90	Life	102	88	111	107	132	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.15	Retiree Health Benefits	-	-	-	23,900	25,095	
5300.20	PERS employer costs	11,027	20,196	20,196	12,893	12,756	
5300.25	PERS employer pickup	3,382	6,277	6,277	-	3,983	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**32,172**	**46,913**	**48,406**	**60,621**	**73,100**	
	TOTAL NON-SAFETY	**141,881**	**119,558**	**139,091**	**127,002**	**166,391**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	4,513,050	5,099,781	4,988,941	4,404,078	4,836,649	
5000.20	Regular Hourly	-	-	55,000	56,437	-	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	2,044,669	2,092,230	2,130,030	2,281,349	1,520,000	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	81,104	77,623	77,623	74,712	77,623	
	SUBTOTAL	**6,638,823**	**7,269,634**	**7,251,594**	**6,816,576**	**6,434,272**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	86,597	113,886	113,886	90,403	141,361	
5100.20	Compensation Insurance	1,119,539	1,044,814	1,044,814	1,041,461	1,040,973	
5100.30	Unemployment Insurance	9,450	44,518	44,518	16,355	42,654	
5100.40	Health Insurance	565,743	580,363	578,530	505,452	584,738	
5100.50	Uniform Allowance	20,400	21,600	21,600	17,200	21,200	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	14,670	16,114	16,114	13,853	15,582	
5100.80	Vision	3,066	11,000	11,340	10,863	2,222	
5100.85	Dental	10,791	35,000	35,000	35,341	10,665	
5100.90	Life	1,240	5,115	5,115	3,827	5,028	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	1,998,979	2,484,819	2,484,819	2,403,480	3,143,910	
5300.25	PERS employer pickup	335,086	407,399	407,399	304,003	305,328	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**4,165,562**	**4,764,628**	**4,763,135**	**4,442,237**	**5,313,661**	
	TOTAL SAFETY	**10,804,385**	**12,034,262**	**12,014,729**	**11,258,813**	**11,747,933**	
	TOTAL PERSONNEL SERVICES	**10,946,265**	**12,153,820**	**12,153,820**	**11,385,815**	**11,914,324**	

DRAFT

FIRE DEPARTMENT - 100-85						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	2,824	4,256	5,006	2,787	3,000	
6000.20	Non-Durable	15,815	41,403	40,653	16,954	21,000	
6000.30	Janitorial	9,741	11,625	11,625	6,576	8,000	
6000.40	Durable	114,795	103,514	101,898	8,565	12,000	
6000.50	Medical	85,369	94,000	94,000	64,764	70,000	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	865	-	1,325	1,811	3,000	
6010.20	Office Equipment	236	-	-	194	1,000	
6010.30	Small Tools	5,326	1,500	6,900	1,986	3,000	
6010.40	Computer Software	-	23,000	22,275	22,275	25,000	
6010.50	Computer Hardware	-	-	-	2,384	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	7,132	7,336	7,336	6,704	9,000	
6016	Uniform Expense	14,650	15,000	15,250	14,686	15,500	
6020	Travel & Meetings	1,061	600	635	651	2,000	
6025	Advertising/Printing Services	1,177	2,860	2,835	1,213	3,000	
6030	Dues & Subscriptions	4,176	7,776	7,516	5,944	9,794	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	600,829	950,397	944,397	745,786	658,990	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	90,350	101,600	101,600	66,219	34,900	
6040.65	Equipment/Software Maint-Repair	2,373	7,404	7,404	-	8,000	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	1,000	1,000	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	57,640	64,063	63,163	53,570	63,000	
6050.20	Water Usage	16,235	15,042	15,042	13,968	16,500	
6050.30	Telephone Services	52,746	46,164	46,164	38,549	46,300	
6050.40	Cellular Services	8,765	9,579	9,579	2,091	10,449	
6050.50	Gas Usage	5,100	6,058	6,058	3,959	5,100	
6050.60	Cable	-	-	-	-	-	
6050.65	Internet	1,450	-	900	2,132	2,000	
6055	Copier Repair/Services	7,553	16,500	16,500	8,366	8,500	
6060	Mail/ Postal Expense	59	100	116	21	1,500	
6065	Liability Insurance	48,900	48,898	48,898	289,829	309,078	

DRAFT

FIRE DEPARTMENT - 100-85						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	-	-	-	
6070.20	Diesel	17,334	10,000	10,000	12,136	20,000	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	601	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	729	-	200	192	1,000	
6075.20	Fire Hydrant	-	-	-	-	2,000	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	1,972	5,900	5,900	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	379	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	316,320	265,286	265,286	126,865	126,865	
6081	Permits and Fees	11,996	12,830	14,230	11,615	20,318	
6082	Vehicle purchases	-	-	-	-	-	
6083	Furniture & Fixtures Purchases	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	56,271	189,272	189,272	56,271	120,000	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	35,143	39,230	39,230	35,040	37,230	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	***Administrative Costs***	-	-	-	-	-	
7120.10	Administrative Costs - PERS Health	-	-	-	2,993	3,083	
TOTAL MAINTENANCE & OPERATIONS		**1,595,913**	**2,102,193**	**2,102,193**	**1,627,098**	**1,680,107**	

DRAFT

FIRE ADMINISTRATION - 100-85-850 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	335,936	454,026	454,026	353,120	460,407	
MAINT & OPERATIONS	545,617	587,247	587,247	699,421	895,616	
SUB TOTAL	**881,553**	**1,041,273**	**1,041,273**	**1,052,542**	**1,356,024**	
CAPITAL OUTLAY						
DIVISION TOTALS	**881,553**	**1,041,273**	**1,041,273**	**1,052,542**	**1,356,024**	
NUMBER OF EMPLOYEES:						
Full Time	2	2	2	2	2	
Part Time		1	1	1	1	
TOTAL	**2**	**3**	**3**	**3**	**3**	

DRAFT

FIRE ADMINISTRATION - 100-85-850 — 2018-19 PERSONNEL SERVICES SUMMARY

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	46,104	46,104	46,104	46,988	46,104	
5000.20	Regular Hourly	63,169	26,541	26,541			
5000.30	Limited Hourly			13,040	13,040	25,688	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	436		5,000	6,352		
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**109,709**	**72,645**	**90,685**	**66,381**	**71,792**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,527	5,558	5,558	5,154	5,492	
5100.20	Compensation Insurance	3,841	6,707	6,707	6,707	6,616	
5100.30	Unemployment Insurance		653	653		646	
5100.40	Health Insurance	6,547	6,987	6,987	3,272	7,738	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD		447	447	447	447	
5100.80	Vision	226			1,463	122	
5100.85	Dental	1,509			6,678	595	
5100.90	Life	88	88	88	107	88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				4,788	5,027	
5300.20	PERS employer costs	11,027	20,196	20,196	12,893	12,756	
5300.25	PERS employer pickup	3,382	6,277	6,277		3,983	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**30,147**	**46,913**	**46,913**	**41,509**	**43,511**	
	TOTAL NON-SAFETY	**139,856**	**119,558**	**137,598**	**107,890**	**115,303**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	101,226	184,656	111,616	88,584	177,168	
5000.20	Regular Hourly			55,000	56,437		
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**101,226**	**184,656**	**166,616**	**145,021**	**177,168**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	1,556	2,683	2,683	2,683	2,569	
5100.20	Compensation Insurance	19,643	19,641	19,641	19,641	19,641	
5100.30	Unemployment Insurance		1,666	1,666		1,595	
5100.40	Health Insurance	12,280	13,080	13,080	11,859	23,718	
5100.50	Uniform Allowance	400	400	400		400	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	163	294	294	61	294	
5100.80	Vision					393	
5100.85	Dental					1,735	
5100.90	Life	7	441	441		441	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	51,025	93,453	93,453	59,661	99,732	
5300.25	PERS employer pickup	9,781	18,154	18,154	6,304	17,419	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**94,855**	**149,812**	**149,812**	**100,210**	**167,937**	
	TOTAL SAFETY	**196,081**	**334,468**	**316,428**	**245,231**	**345,105**	
	TOTAL PERSONNEL SERVICES	**335,936**	**454,026**	**454,026**	**353,120**	**460,407**	

DRAFT

FIRE ADMINISTRATION - 100-85-850						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	2,766	4,256	4,256	1,815	2,000	
6000.20	Non-Durable	2,175	3,403	3,403	901	1,000	
6000.30	Janitorial	348	5,625	5,625	4,044	5,000	
6000.40	Durable	3,947				2,000	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training	50	100	100		1,000	
6016	Uniform Expense			250	330	500	
6020	Travel & Meetings	700		35	51	1,000	
6025	Advertising/Printing Services	900	1,699	1,699	1,213	2,000	
6030	Dues & Subscriptions	1,000	3,800	3,515	1,150	4,000	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	403,259	400,000	400,000	338,094	493,202	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	37,275	52,600	52,600	38,159	34,900	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	11,181	12,000	12,000	8,676	12,000	
6050.40	Cellular Services	7,869	9,579	9,579	852	1,001	
6050.50	Gas Usage	2,080	2,420	2,420	1,816	2,000	
6050.60	Cable						
6050.65	Internet						
6055	Copier Repair/Services	7,553	16,500	16,500	8,366	8,500	
6060	Mail/ Postal Expense	35	100	100		1,000	
6065	Liability Insurance				240,929	260,180	

DRAFT

FIRE ADMINISTRATION - 100-85-850						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane	601					
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	839					
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	379					
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	25,104	25,105	25,105	12,006	12,006	
6081	Permits & Fees	2,411	12,830	12,830	5,884	15,000	
6082	Vehicle purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	35,143	37,230	37,230	35,040	37,230	
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				95	98	
TOTAL MAINTENANCE & OPERATIONS		**545,617**	**587,247**	**587,247**	**699,421**	**895,616**	

DRAFT

SUPPRESSION - 100-85-860					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	9,985,247	11,340,899	11,340,899	10,657,640	10,856,739	
MAINT & OPERATIONS	813,799	1,348,507	1,348,507	843,631	645,213	
SUB TOTAL	10,799,046	12,689,406	12,689,406	11,501,270	11,501,952	
CAPITAL OUTLAY						
DIVISION TOTALS	10,799,046	12,689,406	12,689,406	11,501,270	11,501,952	
NUMBER OF EMPLOYEES:						
Full Time	52	51	48	38	48	
Part Time						
TOTAL	52	51	48	38	48	

DRAFT

SUPPRESSION - 100-85-860 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				15,960	16,758	
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	-	-	-	**15,960**	**16,758**	
	TOTAL NON-SAFETY	-	-	-	**15,960**	**16,758**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	4,166,861	4,737,526	4,737,526	4,124,764	4,324,100	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	1,935,345	2,072,230	2,072,230	2,191,927	1,500,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime	78,732	77,623	77,623	74,403	77,623	
	SUBTOTAL	**6,180,938**	**6,887,379**	**6,887,379**	**6,391,094**	**5,901,723**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	71,391	97,621	97,621	76,897	126,292	
5100.20	Compensation Insurance	1,021,332	1,001,691	1,001,691	1,001,691	1,001,691	
5100.30	Unemployment Insurance	9,450	41,246	41,246	16,355	38,041	
5100.40	Health Insurance	523,407	541,123	541,123	478,095	521,780	
5100.50	Uniform Allowance	18,800	20,400	20,400	16,800.00	19,200	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	12,880	14,994	14,994	12,388	14,112	
5100.80	Vision	2,856	11,000	11,000	10,404	1,829	
5100.85	Dental	10,669	35,000	35,000	35,341	8,930	
5100.90	Life	1,168	4,498	4,498	3,691	4,234	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	1,831,582	2,313,569	2,313,569	2,313,569.00	2,933,447	
5300.25	PERS employer pickup	300,775	372,378	372,378	285,354	268,702	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**3,804,309**	**4,453,520**	**4,453,520**	**4,250,585**	**4,938,258**	
	TOTAL SAFETY	**9,985,247**	**11,340,899**	**11,340,899**	**10,641,680**	**10,839,981**	
	TOTAL PERSONNEL SERVICES	**9,985,247**	**11,340,899**	**11,340,899**	**10,657,640**	**10,856,739**	

DRAFT

SUPPRESSION - 100-85-860 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	58		750	972	1,000	
6000.20	Non-Durable	13,640	38,000	37,250	16,053	20,000	
6000.30	Janitorial	9,393	6,000	6,000	2,532	3,000	
6000.40	Durable	32,325	102,514	100,898	8,565	10,000	
6000.50	Medical	85,369	94,000	94,000	64,764	70,000	
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment	865		600	730	1,000	
6010.20	Office Equipment	236			194	1,000	
6010.30	Small Tools	5,326	1,500	6,900	1,986	3,000	
6010.40	Computer Software						
6010.50	Computer Hardware				2,384		
6012	Education Reimbursement						
6014	Training	7,082	7,236	7,236	6,704	8,000	
6016	Uniform Expense	14,650	15,000	15,000	14,356	15,000	
6020	Travel & Meetings	361	600	600	600	1,000	
6025	Advertising/Printing Services	32	661	661		1,000	
6030	Dues & Subscriptions		800	800		1,000	
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	136,751	485,741	479,741	379,701	92,388	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	49,874	15,000	15,000	26,019		
6040.65	Equipment/Software Maint-Repair	2,373	7,404	7,404		8,000	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services		1,000	1,000			
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage	41,489	46,000	45,100	38,249	43,000	
6050.20	Water Usage	16,235	15,042	15,042	13,968	16,500	
6050.30	Telephone Services	36,341	25,000	25,000	27,058	28,000	
6050.40	Cellular Services	896			267	8,447	
6050.50	Gas Usage	3,021	3,638	3,638	2,143	3,100	
6050.60	Cable						
6050.65	Internet	1,450		900	2,132	2,000	
6055	Copier Repair/Services						
6060	Mail/ Postal Expense	24		16	21	500	
6065	Liability Insurance	48,900	48,898	48,898	48,900	48,898	

DRAFT

SUPPRESSION - 100-85-860						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel	17,334	10,000	10,000	12,136	20,000	
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher	729		200	192	1,000	
6075.20	Fire Hydrant					2,000	
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	1,133	5,900	5,900			
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	278,328	227,301	227,301	108,700	108,700	
6081	Permits & Fees	9,584		1,400	5,225	4,788	
6082	Vehicle purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment		189,272	189,272	56,271	120,000	
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense		2,000	2,000			
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				2,808	2,892	
TOTAL MAINTENANCE & OPERATIONS		**813,799**	**1,348,507**	**1,348,507**	**843,631**	**645,213**	

DRAFT

PREVENTION - 100-85-870 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	288,236	358,895	357,402	293,753	306,955	
MAINT & OPERATIONS	7,219	21,294	21,294	7,779	7,886	
SUB TOTAL	**295,455**	**380,189**	**378,696**	**301,531**	**314,841**	
CAPITAL OUTLAY						
DIVISION TOTALS	**295,455**	**380,189**	**378,696**	**301,531**	**314,841**	
NUMBER OF EMPLOYEES:						
Full Time	1	2	2	1	2	
Part Time						
TOTAL	**1**	**2**	**2**	**1**	**2**	

DRAFT

PREVENTION - 100-85-870 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries					21,499	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**-**	**-**	**-**	**-**	**21,499**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE					312	
5100.20	Compensation Insurance					1,921	
5100.30	Unemployment Insurance					97	
5100.40	Health Insurance					6,540	
5100.50	Uniform Allowance					400	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD					208	
5100.80	Vision						
5100.85	Dental						
5100.90	Life					44	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**-**	**-**	**-**	**1,596**	**11,198**	
	TOTAL NON-SAFETY	**-**	**-**	**-**	**1,596**	**32,697**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	118,623	177,599	139,799	123,807	126,888	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	48,567	20,000	57,800	86,509	20,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**167,190**	**197,599**	**197,599**	**210,315**	**146,888**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	11,013	13,582	13,582	10,329	9,477	
5100.20	Compensation Insurance	19,644	23,482	23,482	20,129	19,641	
5100.30	Unemployment Insurance		1,606	1,606		1,142	
5100.40	Health Insurance	15,061	26,160	24,327	12,744	13,080	
5100.50	Uniform Allowance	400	800	800	400	400	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	1,204	826	826	1,236	294	
5100.80	Vision	185		340	458		
5100.85	Dental						
5100.90	Life	27	176	176	86	88	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	60,720	77,797	77,797	24,114	70,761	
5300.25	PERS employer pickup	12,792	16,867	16,867	12,345	12,487	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**121,047**	**161,296**	**159,803**	**81,841**	**127,370**	
	TOTAL SAFETY	**288,236**	**358,895**	**357,402**	**292,157**	**274,258**	
	TOTAL PERSONNEL SERVICES	**288,236**	**358,895**	**357,402**	**293,753**	**306,955**	

DRAFT

PREVENTION - 100-85-870						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services	245	500	475			
6030	Dues & Subscriptions	3,176	3,176	3,201	4,794	4,794	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts		10,884	10,884			
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	222	3,164	3,164	224	300	
6050.40	Cellular Services				972	1,001	
6050.50	Gas Usage						
6050.60	Cable						
6050.65	Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

PREVENTION - 100-85-870						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	3,576	3,570	3,570	1,707	1,707	
6081	Permits & Fees						
6082	Vehicle purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health				81	84	
TOTAL MAINTENANCE & OPERATIONS		**7,219**	**21,294**	**21,294**	**7,779**	**7,886**	

DRAFT

COMMUNICATIONS - 100-85-880 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	2,025	-	1,493	1,556	1,634	
MAINT & OPERATIONS	88,658	145,145	145,145	76,267	131,392	
SUB TOTAL	**90,683**	**145,145**	**146,638**	**77,823**	**133,025**	
CAPITAL OUTLAY						
DIVISION TOTALS	**90,683**	**145,145**	**146,638**	**77,823**	**133,025**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

COMMUNICATIONS - 100-85-880 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance	1,561		770			
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision	142		15			
5100.85	Dental	309		685			
5100.90	Life	13		23			
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,556	1,634	
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**2,025**	**-**	**1,493**	**1,556**	**1,634**	
	TOTAL NON-SAFETY	**2,025**	**-**	**1,493**	**1,556**	**1,634**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**-**	**-**	**-**	**-**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**-**	**-**	**-**	**-**	**-**	
	TOTAL SAFETY	**-**	**-**	**-**	**-**	**-**	
	TOTAL PERSONNEL SERVICES	**2,025**	**-**	**1,493**	**1,556**	**1,634**	

DRAFT

COMMUNICATIONS - 100-85-880 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable		1,000	1,000			
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment			725	1,081	2,000	
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software		23,000	22,275	22,275	25,000	
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	54,992	53,772	53,772	27,992	73,400	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	3,202	34,000	34,000	2,041		
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage	16,150	18,063	18,063	15,321	20,000	
6050.20	Water Usage						
6050.30	Telephone Services	5,001	6,000	6,000	2,591	6,000	
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.65	Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

COMMUNICATIONS - 100-85-880						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses	9,312	9,310	9,310	4,452	4,452	
6081	Permits & Fees				506	530	
6082	Vehicle purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	**Administrative Costs**						
7120.10	Administrative Costs - PERS Health				9	9	
TOTAL MAINTENANCE & OPERATIONS		**88,658**	**145,145**	**145,145**	**76,267**	**131,392**	

DRAFT

FIRE AUGMENTATION - 100-85-885 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	334,821	-	-	79,746	288,589	
MAINT & OPERATIONS	140,620	-	-	-	-	
SUB TOTAL	**475,441**	**-**	**-**	**79,746**	**288,589**	
CAPITAL OUTLAY						
DIVISION TOTALS	**475,441**	**-**	**-**	**79,746**	**288,589**	
NUMBER OF EMPLOYEES:						
Full Time	3		3	2	3	
Part Time						
TOTAL	**3**	**-**	**3**	**2**	**3**	

DRAFT

FIRE AUGMENTATION - 100-85-885 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	126,340.04			66,923	208,493	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	60,757.07			2,913		
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime	2,372.08			309		
	SUBTOTAL	**189,469**	**-**	**-**	**70,145**	**208,493**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	2,636.88			494	3,023	
5100.20	Compensation Insurance	58,920.00					
5100.30	Unemployment Insurance					1,876	
5100.40	Health Insurance	14,994.75			2,754	26,160	
5100.50	Uniform Allowance	800.00				1,200	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	423.50			168	882	
5100.80	Vision	25.03					
5100.85	Dental	122.21					
5100.90	Life	38.43			50	265	
5300	**Retirement**				-		
5300.10	Retiree Benefits						
5300.20	PERS employer costs	55,653.31			6,136	39,970	
5300.25	PERS employer pickup	11,737.27				6,720	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**145,351**	**-**	**-**	**9,601**	**80,096**	
	TOTAL SAFETY	**334,821**	**-**	**-**	**79,746**	**288,589**	
	TOTAL PERSONNEL SERVICES	**334,821**	**-**	**-**	**79,746**	**288,589**	

DRAFT

FIRE AUGMENTATION - 100-85-885						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable	78,523					
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	5,826					
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Cable						
6050.65	Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

FIRE AUGMENTATION - 100-85-885						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6082	Vehicle purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment	56,271					
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	***Administrative Costs***						
7120.10	Administrative Costs - PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**140,620**	**-**	**-**	**-**	**-**	

DRAFT

RMRA FUND 201-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	-	-	368,632	165,000	203,632	
DIVISION TOTALS	**-**	**-**	**368,632**	**165,000**	**203,632**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

RMRA FUND 201-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts			368,632	165,000	203,632	
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY		**-**	**368,632**	**165,000**	**203,632**	

Project #	CAPITAL OUTLAY DETAIL OBJECT						TOTAL REQ
100.397.10	Montebello Blvd S- Lincoln to Paramount*			368,632	165,000	203,632	
	TOTALS		**-**	**368,632**	**165,000**	**203,632**	

DRAFT

PROP A FUND - 210-99 ***2018-19 BUDGET SUMMARY***

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	1,268,009	1,284,900	1,284,900	1,000,000	1,700,000	
SUB TOTAL	**1,268,009**	**1,284,900**	**1,284,900**	**1,000,000**	**1,700,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,268,009**	**1,284,900**	**1,284,900**	**1,000,000**	**1,700,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

PROP A FUND - 210-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

PROP A FUND - 210-99						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out	268,009	284,900	284,900			
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7051	Prop A Exchange	1,000,000	1,000,000	1,000,000	1,000,000	1,700,000	
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**1,268,009**	**1,284,900**	**1,284,900**	**1,000,000**	**1,700,000**	

DRAFT

PROP C FUND - 215-99 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	104,274	123,000	123,000	96,017	105,260	
SUB TOTAL	**104,274**	**123,000**	**123,000**	**96,017**	**105,260**	
CAPITAL OUTLAY	561,878	2,230,505	2,230,505	984,902	1,224,717	
DIVISION TOTALS	**666,152**	**2,353,505**	**2,353,505**	**1,080,919**	**1,329,977**	
CONTROL NMBER						
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

PROP C FUND - 215-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable				2,221		
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions	48,304	48,000	48,000	48,796	50,260	
6032	**Insurance**						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	55,970	25,000	25,000	25,000	25,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

PROP C FUND - 215-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7116	Improvements Other than Building						
7120	Administrative Costs		50,000	50,000	20,000	30,000	
TOTAL MAINTENANCE & OPERATIONS		**104,274**	**123,000**	**123,000**	**96,017**	**105,260**	

DRAFT

PROP C FUND - 215-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts	404,892			984,902	244,943	
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	156,986	2,230,505	2,230,505		979,774	
	TOTAL CAPITAL OUTLAY	**561,878**	**2,230,505**	**2,230,505**	**984,902**	**1,224,717**	

	CAPITAL OUTLAY DETAIL						
	OBJECT						***TOTAL REQ***
100.160.20	Concrete Program (ADA Access Ramps)		50,000	50,000		50,000	
100.270.10	Washington Blvd - Phase II*	191,505	20,886	20,886			
100.331.10	Montebello Blvd Skinpatching*	12,856	131,060	131,060	1,945	129,115	
100.332.10	Mines Ave St Improvement	263,588					
100.334.10	Beverly Blvd & Wilcox Ave*	4,068	317,752	317,752	25,000	292,752	
100.337.10	Arterial Street Striping*	28,311	71,689	71,689	40,000	31,689	
100.355.10	Maple Ave Street Improvements*	61,550	825,957	825,957	825,957	-	
TBD	Beverly Blvd Traffic Synchronization project*		260,000	260,000		260,000	
100.404.10	Beverly Blvd Street Improvements (21st to Howard)*		553,161	553,161	92,000	461,161	
	TOTALS	**561,878**	**2,230,505**	**2,230,505**	**984,902**	**1,224,717**	

*indicates carryover projects

DRAFT

MEASURE R FUND - 220-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	42,935	50,000	50,000	23,362	25,000	
SUB TOTAL	**42,935**	**50,000**	**50,000**	**23,362**	**25,000**	
CAPITAL OUTLAY	328,634	1,834,981	1,834,981	1,658,793	193,559	
DIVISION TOTALS	**371,569**	**1,884,981**	**1,884,981**	**1,682,154**	**218,559**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

MEASURE R FUND - 220-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable				2,295		
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services				333		
6030	Dues & Subscriptions						
6032	***Insurance***						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance	42,935			6,698		
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

MEASURE R FUND - 220-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs		50,000	50,000	14,036	25,000	
TOTAL MAINTENANCE & OPERATIONS		**42,935**	**50,000**	**50,000**	**23,362**	**25,000**	

DRAFT

MEASURE R FUND - 220-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts	199,290	116,754	116,754	169,233	38,712	
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	129,344	1,718,227	1,718,227	1,489,560	154,847	
	TOTAL CAPITAL OUTLAY	**328,634**	**1,834,981**	**1,834,981**	**1,658,793**	**193,559**	

	CAPITAL OUTLAY DETAIL						
Project #	***OBJECT***						***TOTAL REQ***
100.150.10	Citywide Sidewalk and Potholes Repairs		66,754	66,754	6,698	60,056	
100.160.10	Concrete Program ADA Access Ramps*		6,169	6,169	2,039	4,130	
100.250.20	Traffic Engineering Studies	39,047	50,000	50,000	17,371	50,000	
100.338.10	Bluff Road St Improvements - Sycamore to Date*		489,331	489,331	489,331	-	
100.340.10	Via Luneto Street & Sewer Improvements	200,231					
100.360.10	5th Street Improvements- Lincoln to Victoria*	14,040	117,975	117,975	117,975	-	
100.365.10	3rd Street Improvements - Beverly to Victoria*	14,040	117,633	117,633	117,633	-	
100.370.10	2nd Street Improvements - Beverly to Victoria*	14,040	117,633	117,633	117,633	-	
100.375.10	10th Street Improvements*	18,950	58,705	58,705	58,705	-	
100.380.10	Marklan Ave St Improvements*	4,680	38,772	38,772	38,772	-	
100.385.10	Arroyo Drive St Improvements*	23,606	132,373	132,373	53,000	79,373	
100.396.10	6Th Street Improvements - (Madison To Cleveland)*		17,805	17,805	17,805	-	
100.396.10	Via Acosta Street Improvements - (Beverly To Garfield)*		156,000	156,000	156,000	-	
100.396.10	Via Nina Street Improvements - (Hay To Via Val Verde)*		156,000	156,000	156,000	-	
100.401.10	Easterly City Limits)*		309,831	309,831	309,831	-	
	TOTALS	**328,634**	**1,834,981**	**1,834,981**	**1,658,793**	**193,559**	

* indicates carryover projects

DRAFT

MEASURE A FUND 221-99 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	*2017-18 BUDGET*	*2017-18 AMENDED BUDGET*	*2017-18 EST ACTUAL*	*2018-19 EST BUDGET*	*2018-19 APPROVED*
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	248,000	248,000	-	208,000	
SUB TOTAL	**-**	**248,000**	**248,000**	**-**	**208,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**248,000**	**248,000**	**-**	**208,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

MEASURE A FUND 221-99						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2017-18	2017-18
ACCOUNT	2016-17	ACTUAL	BUDGET	AMENDED BUDGET	EST ACTUAL	EST BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts		70,000	70,000		70,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services		38,000	38,000		38,000	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs		140,000	140,000		100,000	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

MEASURE A FUND 221-99						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2017-18	2017-18
ACCOUNT	2016-17	ACTUAL	BUDGET	AMENDED BUDGET	EST ACTUAL	EST BUDGET	APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**248,000**	**248,000**	**-**	**208,000**	

DRAFT

MEASURE M FUND 222-99 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	-	-	1,111	500,000	
SUB TOTAL	**-**	**-**	**-**	**1,111**	**500,000**	
CAPITAL OUTLAY	-	477,795	477,795	477,795	-	
DIVISION TOTALS	**-**	**477,795**	**477,795**	**478,906**	**500,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

MEASURE M FUND 222-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable				1,111		
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance					500,000	
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

MEASURE M FUND 222-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**1,111**	**500,000**	

DRAFT

MEASURE M FUND 222-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding		477,795	477,795	477,795	-	
	TOTAL CAPITAL OUTLAY		**477,795**	**477,795**	**477,795**	**-**	

Project #	CAPITAL OUTLAY DETAIL OBJECT						TOTAL REQ
100.396.20	Various Street Improvements*		477,795	477,795	477,795	-	
	TOTALS		**477,795**	**477,795**	**477,795**	**-**	

*indicates carryover project

DRAFT

TDA ARTICLE 3 FUND 223-99 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL	**-**	**-**	**-**	**-**	**-**	
CAPITAL OUTLAY	-	84,112	84,112	-	127,444	
DIVISION TOTALS	**-**	**84,112**	**84,112**	**-**	**127,444**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL	**-**	**-**		**-**	**-**	

DRAFT

TDA ARTICLE 3 FUND 223-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding		84,112	84,112		127,444	
	TOTAL CAPITAL OUTLAY	**-**	**84,112**	**84,112**	**-**	**127,444**	

	CAPITAL OUTLAY DETAIL						
Project #	***OBJECT***						***TOTAL REQ***
100.160.30	Concrete Program ADA Access Ramps*	40,539	42,478	42,478		42,478	
100.330.40	Vail Avenue Street Improvements*	41,703	41,634	41,634		41,634	
NEW	TBD					43,332	
	TOTALS	**82,242**	**84,112**	**84,112**	**-**	**127,444**	

*indicates carryover projects

DRAFT

ASSET FORFEITURE - 230-99 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	485,387	432,975	432,975	415,782	430,000	
MAINT & OPERATIONS	565,299	250,410	250,410	582,056	323,504	
SUB TOTAL	**1,050,686**	**683,385**	**683,385**	**997,837**	**753,504**	
CAPITAL OUTLAY	-	-	38,045	157,597	-	
DIVISION TOTALS	**1,050,686**	**683,385**	**721,430**	**1,155,435**	**753,504**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

ASSET FORFEITURE - 230-99 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMEDNED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	485,387	432,975	432,975	415,782	430,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**485,387**	**432,975**	**432,975**	**415,782**	**430,000**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY	**485,387**	**432,975**	**432,975**	**415,782**	**430,000**	
	TOTAL PERSONNEL SERVICES	**485,387**	**432,975**	**432,975**	**415,782**	**430,000**	

DRAFT

ASSET FORFEITURE - 230						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	-	-	-	-	-	
6000.20	Non-Durable	24,199	25,000	25,000	21,083	-	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	-	-	-	-	-	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	19,681	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	60,864	-	-	-	-	
6010.50	Computer Hardware	34,438	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	-	-	-	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	-	-	-	-	-	
6025	Advertising/Printing Services	-	-	-	-	-	
6030	Dues & Subscriptions	-	-	-	-	-	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	186,876	225,410	225,410	118,239	256,332	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	131,142	-	-	148,737	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	-	-	-	-	
6050.20	Water Usage	-	-	-	-	-	
6050.30	Telephone Services	-	-	-	-	-	
6050.40	Cellular Services	-	-	-	-	-	
6050.50	Gas Usage	-	-	-	-	-	
6055	Copier Repair/Services	-	-	-	-	-	
6060	Mail/ Postal Expense	-	-	-	-	-	
6065	Liability Insurance	-	-	-	-	-	

DRAFT

ASSET FORFEITURE - 230						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	**Preventive Maintenance**	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	**Vehicle Maintenance/Expenses**	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	-	-	-	5,963	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	2,085	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	-	-	-	-	-	
6081	Permits and Fees	-	-	-	-	-	
6082	Vehicle Purchases	-	-	-	157,597	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	20,000	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	86,014	-	-	130,437	67,173	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	-	-	-	-	-	
7055	Capital Outlay	-	-	-	-	-	
7060	Acquisition	-	-	-	-	-	
7065	Relocation	-	-	-	-	-	
7070	Construction	-	-	-	-	-	
7075	Rehabilitation	-	-	-	-	-	
7080	Design	-	-	-	-	-	
7085	Land	-	-	-	-	-	
7090	Building	-	-	-	-	-	
7100	Capital Renovation	-	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7115	Building Improvements	-	-	-	-	-	
7116	Improvements Other than Building	-	-	-	-	-	
7120	Administrative Costs	-	-	-	-	-	
TOTAL MAINTENANCE & OPERATIONS		**565,299**	**250,410**	**250,410**	**582,056**	**323,504**	

DRAFT

ASSET FORFEITURE - 230-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6082	Vehicle Purchases	-	-	38,045	157,597	-	
6083	Furniture Fixtures Purchases	-	-	-	-	-	
7055	Capital Outlay	-	-	-	-	-	
7060	Acquisition	-	-	-	-	-	
7065	Relocation	-	-	-	-	-	
7070	Construction	-	-	-	-	-	
7075	Rehabilitation	-	-	-	-	-	
7080	Design	-	-	-	-	-	
7085	Land	-	-	-	-	-	
7090	Building	-	-	-	-	-	
7100	Capital Renovation	-	-	-	-	-	
7115	Building Improvements	-	-	-	-	-	
7116	Improvement Other than Bulding	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	**-**	**-**	**38,045**	**157,597**	**-**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

JUSTICE - 230-99-847 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	485,387	432,975	432,975	415,782	430,000	
MAINT & OPERATIONS	443,475	225,410	225,410	394,925	185,411	
SUB TOTAL	**928,862**	**658,385**	**658,385**	**810,707**	**615,411**	
CAPITAL OUTLAY	-	-	38,045	157,597	-	
DIVISION TOTALS	**928,862**	**658,385**	**696,430**	**968,304**	**615,411**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

JUSTICE - 230-99-847 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMEDNED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	***Salaries***						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	***Overtime***						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	***Fringe Benefits***						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	***Retirement***						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	***Salaries***						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	***Overtime***						
5010.10	Full-Time	485,387.07	432,975	432,975.00	415,782	430,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**485,387**	**432,975**	**432,975**	**415,782**	**430,000**	
5100	***Fringe Benefits***						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	***Retirement***						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY	**485,387**	**432,975**	**432,975**	**415,782**	**430,000**	
	TOTAL PERSONNEL SERVICES	**485,387**	**432,975**	**432,975**	**415,782**	**430,000**	

DRAFT

JUSTICE 230-99-847						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment	19,681					
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software	60,864					
6010.50	Computer Hardware	34,438					
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	186,876	225,410	225,410	109,788	118,239	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair	33,518			148,737		
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

JUSTICE 230-99-847						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services				5,963		
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	2,085					
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out	20,000					
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment	86,014			130,437	67,173	
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7055	Capital Outlay						
7060	Acquistion						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**443,475**	**225,410**	**225,410**	**394,925**	**185,411**	

DRAFT

JUSTICE - 230-99-847 ***2018-19 CAPITAL OUTLAY SUMMARY***

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases		-	38,045	157,597		
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**-**	**-**	**38,045**	**157,597**		

	CAPITAL OUTLAY DETAIL OBJECT		***TOTAL REQ***
	TOTALS		

DRAFT

STATE TRUST FUND- 230-99-849 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	121,824	25,000	25,000	21,083	138,093	
SUB TOTAL	**121,824**	**25,000**	**25,000**	**21,083**	**138,093**	
CAPITAL OUTLAY						
DIVISION TOTALS	**121,824**	**25,000**	**25,000**	**21,083**	**138,093**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

STATE TRUST FUND- 230-99-849						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable	24,199	25,000	25,000	21,083		
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts					138,093	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair	97,625					
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

STATE TRUST FUND- 230-99-849						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7055	Capital Outlay						
7060	Acquistion						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**121,824**	**25,000**	**25,000**	**21,083**	**138,093**	

DRAFT

SUPPLEMENTAL LAW FUND 235-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	-	-	50,000	300,000	
MAINT & OPERATIONS	81,124	120,000	120,000	70,000	120,000	
SUB TOTAL	**81,124**	**120,000**	**120,000**	**120,000**	**420,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**81,124**	**120,000**	**120,000**	**120,000**	**420,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SUPPLEMENTAL LAW FUND 235-99 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL / DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMEDNED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	-	-	-	50,000	300,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**-**	**-**	**-**	**50,000**	**300,000**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY	**-**	**-**	**-**	**50,000**	**300,000**	
	TOTAL PERSONNEL SERVICES	**-**		**-**	**50,000**	**300,000**	

DRAFT

SUPPLEMENTAL LAW FUND 235-99						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software		20,000	20,000	10,000	20,000	
6010.50	Computer Hardware	52,696	100,000	50,000	10,000	50,000	
6012	Education Reimbursement						
6014	Training			50,000	50,000	50,000	
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	21,906					
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	3,059					
6040.65	Equipment/Software Maint-Repair	3,463					
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SUPPLEMENTAL LAW FUND 235-99						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**81,124**	**120,000**	**120,000**	**70,000**	**120,000**	

DRAFT

JAG FUND 240						2018-19 BUDGET SUMMARY
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	14,000	14,000	-	-	
MAINT & OPERATIONS						
SUB TOTAL	**-**	**14,000**	**14,000**	**-**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**14,000**	**14,000**	**-**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

JAG FUND - 240 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time		14,000	14,000			
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	-	14,000	14,000			
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	-	-	-			
	TOTAL NON-SAFETY	-	14,000	14,000			
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	-	14,000	14,000			

DRAFT

AQMD FUND 245-99					2018-19 BUDGET SUMMARY
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	30,446	35,500	35,500	35,500	37,200	
SUB TOTAL	**30,446**	**35,500**	**35,500**	**35,500**	**37,200**	
CAPITAL OUTLAY		300,000	300,000	300,000	-	
DIVISION TOTALS	**30,446**	**335,500**	**335,500**	**335,500**	**37,200**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

AQMD FUND 245-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable	2,857	3,000	3,000	3,000	3,000	
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	3,980	4,000	4,000	4,000	6,800	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	223	350	350	350	300	
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense		50	50	50	100	
6065	Liability Insurance						

DRAFT

AQMD FUND 245-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees		1,100	1,100	1,100		
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive	23,386	27,000	27,000	27,000	27,000	
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7055	Capital Outlay						
7060	Acquistion						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**30,446**	**35,500**	**35,500**	**35,500**	**37,200**	

DRAFT

AQMD FUND 245-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases		300,000	300,000	300,000		
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**-**	**300,000**	**300,000**	**300,000**		

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

PARK DEVELOPMENT FUND 250-99 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	106,824	29,213	29,213	29,213	14,500	
DIVISION TOTALS	**106,824**	**29,213**	**29,213**	**29,213**	**14,500**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

PARK DEVELOPMENT FUND 250-99		2017-18 CAPITAL OUTLAY SUMMARY					
ACCOUN	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	106,824	29,213	29,213	29,213	14,500	
	TOTAL CAPITAL OUTLAY	**106,824**	**29,213**	**29,213**	**29,213**	**14,500**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

CDBG FUND 255 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	65,576	135,306	77,550	50,512	-	
MAINT & OPERATIONS	700,392	654,441	747,442	747,442	669,491	
SUB TOTAL	**765,968**	**789,747**	**824,992**	**797,954**	**669,491**	
CAPITAL OUTLAY	-	134,865	294,171	294,171		
DIVISION TOTALS	**765,968**	**924,612**	**1,119,163**	**1,092,125**	**669,491**	*
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

*18-19 budget numbers are subject to change as they are based on preliminary estimates from HUD.
Any change equal or greater than 20% to the budget after budget adoption will be presented to Council for approval.

DRAFT

CDBG FUND - 255 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000							
5000.10	Regular Salaries	19,788	60,208	22,473	4,397	-	
5000.20	Regular Hourly	736	4,975	4,975	4,975	-	
5000.30	Limited Hourly	31,448	33,257	33,257	36,292	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	-	-	-	-	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**51,973**	**98,439**	**60,704**	**45,664**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,534	7,414	4,527	3,266	-	
5100.20	Compensation Insurance	-	-	-	-	-	
5100.30	Unemployment Insurance	-	-	-	-	-	
5100.40	Health Insurance	2,842	7,523	3,681	706	-	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	-	-	-	-	
5100.80	Vision	33	108	35	7	-	
5100.85	Dental	160	528	170	38	-	
5100.90	Life	32	12	12	-	-	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	5,288	21,281	8,420	431	-	
5300.25	PERS employer pickup	1,715	-	-	399	-	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**13,604**	**36,867**	**16,846**	**4,847**	**-**	
	TOTAL NON-SAFETY	**65,576**	**135,306**	**77,550**	**50,512**	**-**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**65,576**	**135,306**	**77,550**	**50,512**	**-**	

DRAFT

CDBG FUND - 255						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	-	-	-	-	-	
6000.20	Non-durable	-	-	-	-	-	
6000.30	Janitoral	-	-	-	-	-	
6000.40	Durable	-	-	-	-	-	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	-	-	-	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	-	-	-			
6025	Advertising/Printing Services	563	-	200	200	-	
6030	Dues & Subscriptions	-	-	-	-	-	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	148,918	121,645	214,446	214,446	137,762	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Manitenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	17,211	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	-	-	-	-	
6050.20	Water Usage		-	-	-	-	
6050.30	Telephone Services	225	-	-	-	-	
6050.40	Cellular Services	-	-	-	-	-	
6050.50	Gas Usage	-	-	-	-	-	
6055	Copier Repair/Services	-	-	-	-	-	
6060	Mail/ Postal Expense	-	-	-	-	-	
6065	Liability Insurance	-	-	-	-	-	

DRAFT

CDBG FUND - 255						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded	-	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	-	-	-	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	-	-	-	-	-	
6081	Permits and Fees	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	331,000	348,000	348,000	348,000	366,000	
7025	Interest Expense	202,475	184,796	184,796	184,796	165,729	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscelleanous Expense	-	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	Administrative Costs	-	-	-	-	-	
7150	Loss on Refunding	-					
TOTAL MAINTENANCE & OPERATIONS		**700,392**	**654,441**	**747,442**	**747,442**	**669,491**	

DRAFT

CDBG FUND - 255						2017-18 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2015-16 ACTUAL	2016-17 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	-	134,865	294,171	294,171		
	TOTAL CAPITAL OUTLAY	**-**	**134,865**	**294,171**	**294,171**		

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***

DRAFT

CDBG NON DEPT- 255-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	549,596	532,796	568,041	568,041	531,729	
SUB TOTAL	**549,596**	**532,796**		**568,041**	**531,729**	
CAPITAL OUTLAY	-	134,865	294,171	294,171	294,171	
DIVISION TOTALS	**549,596**	**667,661**	**294,171**	**862,212**	**825,900**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CDBG NON DEPT- 255-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	15,895		35,245	35,245		
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services	225					
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CDBG NON DEPT- 255-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal	331,000	348,000	348,000	348,000	366,000	
7025	Interest Expense	202,475	184,796	184,796	184,796	165,729	
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**549,596**	**532,796**	**568,041**	**568,041**	**531,729**	

DRAFT

CDBG NON DEPT- 255-99						2017-18 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding		134,865	294,171	294,171	294,171	
	TOTAL CAPITAL OUTLAY		**134,865**	**294,171**	**294,171**	**294,171**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***

DRAFT

CDBG CODE ENFORCEMENT- 255-99-530 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	41,021	48,000	48,000	20,962	-	
MAINT & OPERATIONS	17,211	-	-	-	-	
SUB TOTAL	**58,232**	**48,000**	**48,000**	**20,962**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**58,232**	**48,000**	**48,000**	**20,962**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CDBG CODE ENFORCEMENT- 255-99-530 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000							
5000.10	Regular Salaries	19,788	22,473	22,473	4,397		
5000.20	Regular Hourly	736	4,975	4,975	4,975		
5000.30	Limited Hourly	8,638	5,735	5,735	8,770		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**29,163**	**33,182**	**33,182**	**18,142**		
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	1,789	2,499	2,499	1,238		
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance	2,842	3,681	3,681	706		
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision	33	35	35	7		
5100.85	Dental	160	170	170	38		
5100.90	Life	32	12	12			
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	5,288	8,420	8,420	431		
5300.25	PERS employer pickup	1,715			399		
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**11,859**	**14,818**	**14,818**	**2,819**		
	TOTAL NON-SAFETY	**41,021**	**48,000**	**48,000**	**20,962**		
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**41,021**	**48,000**	**48,000**	**20,962**	**-**	

DRAFT

CDBG CODE ENFORCEMENT- 255-99-530						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	17,211					
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CDBG CODE ENFORCEMENT- 255-99-530						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**17,211**	**-**	**-**	**-**	**-**	

DRAFT

CDBG SYEP - 255-99-735 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	24,555	29,550	29,550	29,550	-	
MAINT & OPERATIONS						
SUB TOTAL	**24,555**	**29,550**	**29,550**	**29,550**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**24,555**	**29,550**	**29,550**	**29,550**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CDBG SYEP - 255-99-735 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000							
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly	22,810	27,522	27,522	27,522		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**22,810**	**27,522**	**27,522**	**27,522**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	1,745	2,028	2,028	2,028		
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**1,745**	**2,028**	**2,028**	**2,028**	**-**	
	TOTAL NON-SAFETY	**24,555**	**29,550**	**29,550**	**29,550**	**-**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**24,555**	**29,550**	**29,550**	**29,550**	**-**	

DRAFT

CDBG ADMIN - 255-99-935 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	57,756	-	-	-	
MAINT & OPERATIONS	101,251	61,645	119,401	119,401	76,034	
SUB TOTAL	**101,251**	**119,401**	**119,401**	**119,401**	**76,034**	
CAPITAL OUTLAY						
DIVISION TOTALS	**101,251**	**119,401**	**119,401**	**119,401**	**76,034**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CDBG ADMIN - 255-99-935 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000							
5000.10	Regular Salaries		37,735	-	-		
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	-	**37,735**	-	-	-	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE		2,887	-			
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance		3,842	-			
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision		73	-			
5100.85	Dental		358	-			
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs		12,861	-			
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	-	**20,021**	-	-	-	
	TOTAL NON-SAFETY	-	**57,756**	-	-	-	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	-	**57,756**	-	-	-	

DRAFT

CDBG ADMIN - 255-99-935						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services	563	-	200	200		
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	100,688	61,645	119,201	119,201	76,034	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CDBG ADMIN - 255-99-935						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**101,251**	**61,645**	**119,401**	**119,401**	**76,034**	

DRAFT

CDBG PROGRAM - 255-99-940 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	32,335	60,000	60,000	60,000	61,728	
SUB TOTAL	**32,335**	**60,000**	**60,000**	**60,000**	**61,728**	
CAPITAL OUTLAY						
DIVISION TOTALS	**32,335**	**60,000**	**60,000**	**60,000**	**61,728**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CDBG PROGRAM - 255-99-940						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	32,335	60,000	60,000	60,000	61,728	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CDBG PROGRAM - 255-99-940						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**32,335**	**60,000**	**60,000**	**60,000**	**61,728**	

DRAFT

HOME FUND - 260 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	24,116	24,116	-	-	
MAINT & OPERATIONS	333,555	475,468	475,468	485,902	715,621	
SUB TOTAL	**333,555**	**499,584**	**499,584**	**485,902**	**715,621**	
CAPITAL OUTLAY						
DIVISION TOTALS	**333,555**	**499,584**	**499,584**	**485,902**	**715,621** *	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

*18-19 budget numbers are subject to change as they are based on preliminary estimates from HUD.
Any change equal or greater than 20% to the budget after budget adoption will be presented to Council for approval.

DRAFT

HOME FUND - 260 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	-	16,351	16,351	-	-	
5000.20	Regular Hourly	-	-	-	-	-	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	-	-	-	-	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**-**	**16,351**	**16,351**	**-**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	-	1,254	1,254	-	-	
5100.20	Compensation Insurance	-	-	-	-	-	
5100.30	Unemployment Insurance	-	-	-	-	-	
5100.40	Health Insurance	-	1,638	1,638	-	-	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	-	-	-	-	
5100.80	Vision	-	32	32	-	-	
5100.85	Dental	-	153	153	-	-	
5100.90	Life	-	-	-	-	-	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	-	4,688	4,688	-	-	
5300.25	PERS employer pickup	-	-	-	-	-	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**-**	**7,765**	**7,765**	**-**	**-**	
	TOTAL NON-SAFETY	**-**	**24,116**	**24,116**	**-**	**-**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**-**	**24,116**	**24,116**	**-**	**-**	

DRAFT

HOME FUND - 260						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	333,555	475,468	475,468	485,902	715,621	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

HOME FUND - 260						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
	TOTAL MAINTENANCE & OPERATIONS	**333,555**	**475,468**	**475,468**	**485,902**	**715,621**	**-**

DRAFT

HOME ADMIN- 260-99-935 ***2018-19 BUDGET SUMMARY***

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	24,116	24,116	-	-	
MAINT & OPERATIONS	21,436	25,843	25,843	25,843	70,641	
SUB TOTAL	**21,436**	**49,959**	**49,959**	**25,843**	**70,641**	
CAPITAL OUTLAY						
DIVISION TOTALS	**21,436**	**49,959**	**49,959**	**25,843**	**70,641**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

HOME ADMIN- 260-99-935 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries		16,351	16,351			
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	-	**16,351**	**16,351**	-	-	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE		1,254	1,254			
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance		1,638	1,638			
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision		32	32			
5100.85	Dental		153	153			
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs		4,688	4,688			
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	-	**7,765**	**7,765**	-	-	
	TOTAL NON-SAFETY	-	**24,116**	**24,116**	-	-	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	-	**24,116**	**24,116**	-	-	

DRAFT

HOME ADMIN- 260-99-935						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	21,436	25,843	25,843	25,843	70,641	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

HOME ADMIN- 260-99-935						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
	TOTAL MAINTENANCE & OPERATIONS	**21,436**	**25,843**	**25,843**	**25,843**	**70,641**	

DRAFT

HOME PROGRAM - 260-99-940 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	12,978	374,688	374,688	374,688	600,000	
SUB TOTAL	**12,978**	**374,688**	**374,688**	**374,688**	**600,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**12,978**	**374,688**	**374,688**	**374,688**	**600,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

HOME PROGRAM - 260-99-940						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	12,978	374,688	374,688	374,688	600,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

HOME PROGRAM - 260-99-940						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6083	Furniture & Fixtures Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
	TOTAL MAINTENANCE & OPERATIONS	**12,978**	**374,688**	**374,688**	**374,688**	**600,000**	

DRAFT

HOME CHODO - 260-99-945 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	*2017-18 BUDGET*	*2017-18 AMENDED BUDGET*	*2017-18 EST ACTUAL*	*2018-19 EST BUDGET*	*2018-19 APPROVED*
PERSONNEL SERVICES						
MAINT & OPERATIONS	299,142	74,937	74,937	85,371	44,980	
SUB TOTAL	**299,142**	**74,937**	**74,937**	**85,371**	**44,980**	
CAPITAL OUTLAY						
DIVISION TOTALS	**299,142**	**74,937**	**74,937**	**85,371**	**44,980**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

HOME CHODO - 260-99-945 — **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 YTD ACTUAL	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**							
6000.10	Office Supplies							
6000.20	Non-Durable							
6000.30	Janitorial							
6000.40	Durable							
6000.50	Medical							
6005	Inventory Variance							
6010	**Machinery & Equipments**							
6010.10	Machinery & Equipment							
6010.20	Office Equipment							
6010.30	Small Tools							
6010.40	Computer Software							
6010.50	Computer Hardware							
6012	Education Reimbursement							
6014	Training							
6016	Uniform Expense							
6020	Travel & Meetings							
6025	Advertising/Printing Services							
6030	Dues & Subscriptions							
6032	Insurance							
6035	**Incurred Claims**							
6035.10	Workers Compensation							
6035.20	Liability							
6040	**Contract Services**							
6040.05	Rubbish							
6040.10	Outside Contracts	299,142	74,937	74,937	85,371	85,371	44,980	
6040.11	Workers Compensation - General							
6040.12	Workers Compensation - Transit							
6040.13	Liability - General							
6040.14	Liability - Transit							
6040.15	Tree Trimming							
6040.20	Landscaping Services							
6040.25	Graffiti Removal Services							
6040.30	Street Sweeping							
6040.35	Custodial Services							
6040.40	Rec Activity Instructor Services							
6040.45	Sewer Maintenance							
6040.50	Street Maintenance							
6040.55	Water System Maintenance							
6040.60	Building Maintenance/Repairs							
6040.65	Equipment/Software Maint-Repair							
6040.70	Rental- Building & Equipment							
6040.75	Legal Services							
6040.80	Engineering Services							
6040.85	Towing Services							
6040.90	Audit Services							
6040.95	Other Professional Services							
6045	Election Expense							
6050	**Utility Services**							
6050.10	Electricity Usage							
6050.20	Water Usage							
6050.30	Telephone Services							
6050.40	Cellular Services							
6050.50	Gas Usage							
6055	Copier Repair/Services							
6060	Mail/ Postal Expense							
6065	Liability Insurance							

DRAFT

HOME CHODO - 260-99-945								2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 YTD ACTUAL	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***							
6070.10	Regular Unleaded Fuel							
6070.20	Diesel							
6070.30	CNG							
6070.40	Propane							
6075	***Preventive Maintenance***							
6075.10	Fire Extinguisher							
6075.20	Fire Hydrant							
6080	***Vehicle Maintenance/Expenses***							
6080.10	Oil							
6080.20	Coolant							
6080.30	Vehicle Repair & Services							
6080.40	Bus Repair & Services							
6080.50	Bus Parts							
6080.60	Vehicle Parts/Equipments							
6080.70	Auto Body Repair							
6080.80	Vehicle Expenses							
6081	Permits and Fees							
6082	Vehicle Purchases							
6083	Furniture & Fixtures Purchases							
6085	Water Purchase Resale							
6087	Property Maintenance							
6090	Carpool Incentive							
6095	Safety Program							
7000	Transfer Out							
7005	Loss on Disposal							
7010	Depreciation Expense							
7015	Bond Principal							
7020	Note Principal							
7025	Interest Expense							
7030	Issuance Costs							
7035	Lease Payment							
7040	Rent							
7045	Equipment Reserve							
7050	Miscellaneous Expense							
7055	Capital Outlay							
7060	Acquisition							
7065	Relocation							
7070	Construction							
7075	Rehabilitation							
7080	Design							
7085	Land							
7090	Building							
7100	Capital Renovation							
7110	Capital Grant Not Capitalized							
7115	Building Improvements							
7116	Improvements Other than Building							
7120	Administrative Costs							
	TOTAL MAINTENANCE & OPERATIONS	**299,142**	**74,937**	**74,937**	**85,371**	**85,371**	**44,980**	

DRAFT

GRANTS FUND - 265 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	256,432	80,367	356,259	269,697	161,734	
MAINT & OPERATIONS	234,097	137,955	397,479	357,166	246,214	
SUB TOTAL	**490,529**	**218,322**	**753,738**	**626,864**	**407,948**	
CAPITAL OUTLAY	902,295	5,610,011	5,123,342	2,675,242	2,498,440	
DIVISION TOTALS	**1,392,824**	**5,828,333**	**5,877,080**	**3,302,106**	**2,906,388**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

GRANTS FUND - 265 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	26,513	-	-	-	-	
5000.20	Regular Hourly	4,027	2,762	2,762	2,191	2,573	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	-	-	-	-	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**30,540**	**2,762**		**2,191**	**2,573**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	1,105	557	557	442	519	
5100.20	Compensation Insurance	-	-	-	-	-	
5100.30	Unemployment Insurance	-	-	-	-	-	
5100.40	Health Insurance	-	-	-	-	-	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	-	-	-	-	
5100.80	Vision	-	-	-	-	-	
5100.85	Dental	-	-	-	-	-	
5100.90	Life	-	-	-	-	-	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	188	2,048	2,048	1,624	1,908	
5300.25	PERS employer pickup	66	-	-	-	-	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**1,359**	**2,605**		**2,066**	**2,427**	
	TOTAL NON-SAFETY	**31,898**	**5,367**		**4,257**	**5,000**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	-	-	-	-	-	
5000.20	Regular Hourly	-	-	-	-	-	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	89,190	-	197,088	111,636	77,925	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL				**111,636**	**77,925**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	138	-	-	-	-	
5100.20	Compensation Insurance	-	-	-	-	-	
5100.30	Unemployment Insurance	-	-	-	-	-	
5100.40	Health Insurance	600	-	-	-	-	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	-	-	-	-	
5100.80	Vision	2	-	-	-	-	
5100.85	Dental	11	-	-	-	-	
5100.90	Life	-	-	-	-	-	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	2,124	-	-	-	-	
5300.25	PERS employer pickup	61	-	-	-	-	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
	SUBTOTAL						
	TOTAL SAFETY				**111,636**	**77,925**	
	TOTAL PERSONNEL SERVICES	**124,025**	**5,367**	**-**	**115,893**	**82,925**	

DRAFT

GRANTS FUND - 265						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	-	-	-	-	-	
6000.20	Non-durable	-	-	1,000	-		
6000.30	Janitoral	-	-	-	-	-	
6000.40	Durable	6,084	15,992	-	15,992	14,207	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-		
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	25,000	10,000	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	10,000	10,000	-	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	200	-	5,000	-	5,000	
6025	Advertising/Printing Services	-	-	2,000	2,000	-	
6030	Dues & Subscriptions	-	-	-	-	-	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	121,301	57,151	58,471	35,009	26,320	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	4,000	4,000	4,000	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Manitenance	-	10,000	10,000	10,684	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	17,736	17,000	17,000	17,000	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	8,812	8,812	8,812	-	
6050.20	Water Usage	-	-	-	-	-	
6050.30	Telephone Services	-	-	-	-	-	
6050.40	Cellular Services	-	-	-	-	-	
6050.50	Gas Usage	-	-	-	-	-	
6055	Copier Repair/Services	-	-	-	-	-	
6060	Mail/ Postal Expense	-	-	-	-	-	
6065	Liability Insurance	-	-	-	-	-	

DRAFT

GRANTS FUND - 265						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***	-	-	-	-	-	
6070.10	Regular Unleaded	-	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	***Preventive Maintenance***	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	***Vehicle Maintenance/Expenses***	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	-	-	-	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	-	-	-	-	-	
6081	Permit & Fees	-	-	-	-	-	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscelleanous Expense	437	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	Administrative Costs	-	-	-	-	-	
7150	Loss on Refunding	-	-	-	-	-	
TOTAL MAINTENANCE & OPERATIONS		**145,757**	**112,955**	**141,283**	**113,497**	**45,527**	

DRAFT

GRANTS FUND - 265						2017-18 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2015-16 ACTUAL	2016-17 BUDGET	2017-18 YTD ACTUAL	2016-17 EST. ACTUAL	2017-18 EST. BUDGET	2017-18 APPROVED
6010.10	Machinery & Equipment	-	2,500,000	2,500,000	2,487,340	-	
6010.20	Office Equipment	-	-	-	-	-	
6040.10	Outside Contracts	267,219	-	-	37,387	487,088	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6082	Vehicle Purchases	29,393	-	150,515	150,515	63,000	
6083	Furniture Fixtures Purchases	-	-	-	-	-	
7055	Capital Outlay	-	-	-	-	-	
7060	Acquisition	-	-	-	-	-	
7065	Relocation	-	-	-	-	-	
7070	Construction	-	-	-	-	-	
7075	Rehabilitation	-	-	-	-	-	
7080	Design	-	-	-	-	-	
7085	Land	-	-	-	-	-	
7090	Building	-	-	-	-	-	
7100	Capital Renovation	-	-	-	-	-	
7115	Building Improvements	-	-	-	-	-	
7116	Improvement Other than Bulding	605,684	3,110,011	2,472,827	-	1,948,352	
	TOTAL CAPITAL OUTLAY	**902,295**	**5,610,011**	**5,123,342**	**2,675,242**	**2,498,440**	

CAPITAL OUTLAY DETAIL OBJECT	TOTAL REQ
TOTALS	

DRAFT

265-99-330 - NATASHA LANE/SEWER — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	22,812	22,812	15,447	23,496	
SUB TOTAL	**-**	**22,812**	**22,812**	**15,447**	**23,496**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**22,812**	**22,812**	**15,447**	**23,496**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

265-99-330 - NATASHA LANE/SEWER						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services				2,100		
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services		4,000	4,000	2,400	4,000	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance		10,000	10,000	10,000	10,684	
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage		8,812	8,812	947	8,812	
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

265-99-330 - NATASHA LANE/SEWER						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**-**	**22,812**	**22,812**	**15,447**	**23,496**	

DRAFT

USED OIL PROGRAM 265-3000 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	17,736	17,000	17,000	17,000	17,000	
SUB TOTAL	**17,736**	**17,000**	**17,000**	**17,000**	**17,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**17,736**	**17,000**	**17,000**	**17,000**	**17,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

USED OIL PROGRAM 265-3000						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	17,736	17,000	17,000	17,000	17,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

USED OIL PROGRAM 265-3000						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**17,736**	**17,000**	**17,000**	**17,000**	**17,000**	

DRAFT

BEVERAGE CONTAINER RECYCLING 265-3010 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	16,472	17,000	17,000	16,202	16,000	
SUB TOTAL	**16,472**	**17,000**	**17,000**	**16,202**	**16,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**16,472**	**17,000**	**17,000**	**16,202**	**16,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

BEVERAGE CONTAINER RECYCLING 265-3010						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	16,472	17,000	17,000	16,202	16,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

BEVERAGE CONTAINER RECYCLING 265-3010						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**16,472**	**17,000**	**17,000**	**16,202**	**16,000**	

DRAFT

HSIP 265-3015/3016 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	206,348	1,660,861	1,023,677	37,387	986,290	
DIVISION TOTALS	**206,348**	**1,660,861**	**1,023,677**	**37,387**	**986,290**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

HSIP 265-3015/3016 — 2018-19 CAPITAL OUTLAY SUMMARY

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside contracts	18,900			37,387	197,258	
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	187,448	1,660,861	1,023,677		789,032	
	TOTAL CAPITAL OUTLAY	**206,348**	**1,660,861**	**1,023,677**	**37,387**	**986,290**	
	CAPITAL OUTLAY DETAIL						
	OBJECT						***TOTAL REQ***
100.200.20	Montebello Way Traffic Signal Imp.*	181,591	900,861	263,677	692	262,985	
300.205.10	Highway safety improvement program (HSIP)- garfield & via campo	4,347					
300.210.10	HSIP- via campo & findlay	13,795					
300.215.10	HSIP- garfield & whittier	6,615					
100.402.10	HSIPThree Intersection Safety Improvements (Garfield/Via Campo, Via Campo/Findlay & Whittier/Garfield)*		760,000	760,000	36,695	723,305	
	TOTALS	**206,348**	**1,660,861**	**1,023,677**	**37,387**	**986,290**	

*indicates carryover projects

DRAFT

STPL- 3005 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	666,554	1,449,150	1,449,150	-	1,449,150	
DIVISION TOTALS	**666,554**	**1,449,150**	**1,449,150**	**-**	**1,449,150**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

STPL- 3005						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts	248,319				289,830	
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	418,235	1,449,150	1,449,150		1,159,320	
	TOTAL CAPITAL OUTLAY	**666,554**	**1,449,150**	**1,449,150**	**-**	**1,449,150**	
	CAPITAL OUTLAY DETAIL						
	OBJECT						***TOTAL REQ***
100.270.20	Washington Blvd - Phase II*	666,554	516,150	516,150		516,150	
100.331.20	Montebello Blvd Skinpatching*		89,000	89,000		89,000	
100.385.20	Arroyo Drive St Improvements*		655,000	655,000		655,000	
100.404.20	Beverly Blvd Street Improvements (21st to Howard)*		189,000	189,000		189,000	
	TOTALS	**666,554**	**1,449,150**	**1,449,150**	**-**	**1,449,150**	

DRAFT

DRI GRANT- 265-5000 ***2018-19 BUDGET SUMMARY***

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	26,513	-	-	-	-	
MAINT & OPERATIONS	80,338	-	-	-	-	
SUB TOTAL	**106,851**	**-**	**-**	**-**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**106,851**	**-**	**-**	**-**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

DRI GRANT- 265-5000 **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	26,513.00					
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**26,513**	**-**		**-**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY	**26,513**	**-**		**-**	**-**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**26,513**	**-**		**-**	**-**	

DRAFT

DRI GRANT- 265-5000						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	80,338					
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

DRI GRANT- 265-5000						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**80,338**	**-**		**-**	**-**	

DRAFT

STEP GRANT 265-8005/8006/8007 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	68,820	-	143,966	58,514	52,925	
MAINT & OPERATIONS	6,084	-	7,320	-	7,320	
SUB TOTAL	**74,904**	**-**	**151,286**	**58,514**	**60,245**	
CAPITAL OUTLAY						
DIVISION TOTALS	**74,904**	**-**	**151,286**	**58,514**	**60,245**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

STEP GRANT 265-8005/8006/8007				2018-19 PERSONNEL SERVICES SUMMARY			
	NON-SAFETY PERSONNEL	***2016-17***	***2017-18***	***2017-18***	***2017-18***	***2018-19***	***2018-19***
ACCOUNT	***DESCRIPTION***	***ACTUAL***	***BUDGET***	***AMENDED BUDGET***	***EST. ACTUAL***	***EST. BUDGET***	***APPROVED***
5000	***Salaries***						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	***Overtime***						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	-	-	-	-	-	
5100	***Fringe Benefits***						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	***Retirement***						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	-	-	-	-	-	
	TOTAL NON-SAFETY	-	-	-	-	-	
	SAFETY PERSONNEL						
5000	***Salaries***						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	***Overtime***						
5010.10	Full-Time	65,884		143,966	58,514	52,925	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**65,884**	-	**143,966**	**58,514**	**52,925**	
5100	***Fringe Benefits***						
5100.10	FICA/MEDICARE	138					
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance	600					
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision	2					
5100.85	Dental	11					
5100.90	Life						
5300	***Retirement***						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	2,124					
5300.25	PERS employer pickup	61					
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**2,936**					
	TOTAL SAFETY	**68,820**	-	**143,966**	**58,514**	**52,925**	
	TOTAL PERSONNEL SERVICES	**68,820**	-	**143,966**	**58,514**	**52,925**	

DRAFT

STEP GRANT 265-8005/8006/8007						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable		-	1,000		1,000	
6000.30	Janitoral						
6000.40	Durable	6,084					
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings			5,000		5,000	
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts			1,320		1,320	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

STEP GRANT 265-8005/8006/8007						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**6,084**	**-**	**7,320**	**-**	**7,320**	

DRAFT

SHGP GRANT 265-8002/8502/8505 ***2018-19 BUDGET SUMMARY***

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	-	2,500,000	2,500,000	2,487,340	-	
DIVISION TOTALS	**-**	**2,500,000**	**2,500,000**	**2,487,340**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SHGP GRANT 265-8002/8502/8505						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment		2,500,000	2,500,000	2,487,340		
6010.20	Office Equipment						
6040.10	Outside Contracts						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**-**	**2,500,000**	**2,500,000**	**2,487,340**	**-**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

BULLET PROOF VEST GRANT 265-8003 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	437	15,992	-	15,992	14,207	
SUB TOTAL	**437**	**15,992**	**-**	**15,992**	**14,207**	
CAPITAL OUTLAY						
DIVISION TOTALS	**437**	**15,992**	**-**	**15,992**	**14,207**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

BULLET PROOF VEST GRANT 265-8003						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable		15,992		15,992	14,207	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

BULLET PROOF VEST GRANT 265-8003						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense	437					
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**437**	**15,992**		**15,992**	**14,207**	

DRAFT

AB109 TASK FORCE- 265-8004 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	23,306	-	53,122	53,122	25,000	
MAINT & OPERATIONS	200	-	37,000	37,000	22,000	
SUB TOTAL	**23,506**	**-**	**90,122**	**90,122**	**47,000**	
CAPITAL OUTLAY	29,393	-	150,515	150,515	63,000	
DIVISION TOTALS	**52,899**	**-**	**240,637**	**240,637**	**110,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

AB109 TASK FORCE- 265-8004 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	23,306		53,122	53,122	25,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**23,306**	**-**	**53,122**	**53,122**	**25,000**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY	**23,306**	**-**	**53,122**	**53,122**	**25,000**	
	TOTAL PERSONNEL SERVICES	**23,306**	**-**	**53,122**	**53,122**	**25,000**	

DRAFT

AB109 TASK FORCE- 265-8004						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware			25,000	25,000	10,000	
6012	Education Reimbursement						
6014	Training			10,000	10,000	10,000	
6016	Uniform Expense						
6020	Travel & Meetings	200					
6025	Advertising/Printing Services			2,000	2,000	2,000	
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

AB109 TASK FORCE- 265-8004						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**200**	**-**	**37,000**	**37,000**	**22,000**	

DRAFT

AB109 TASK FORCE- 265-8004						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-2018 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases	29,393		150,515	150,515	63,000	
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	**29,393**	**-**	**150,515**	**150,515**	**63,000**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

SUMMER FOOD GRANT- 265-99-458 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	5,385	5,367	5,367	4,257	5,000	
MAINT & OPERATIONS	24,491	40,151	40,151	19,009	25,000	
SUB TOTAL	**29,876**	**45,518**	**45,518**	**23,266**	**30,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**29,876**	**45,518**	**45,518**	**23,266**	**30,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SUMMER FOOD GRANT 265-99-458 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly	4,027	2,762	2,762	2,191	2,573	
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**4,027**	**2,762**	**2,762**	**2,191**	**2,573**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	1,105	557	557	442	519	
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	188	2,048	2,048	1,624	1,908	
5300.25	PERS employer pickup	66					
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**1,359**	**2,605**	**2,605**	**2,066**	**2,427**	
	TOTAL NON-SAFETY	**5,385**	**5,367**	**5,367**	**4,257**	**5,000**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**5,385**	**5,367**	**5,367**	**4,257**	**5,000**	

DRAFT

SUMMER FOOD GRANT-265-99-458						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	24,491	40,151	40,151	19,009	25,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SUMMER FOOD GRANT-265-99-458						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**24,491**	**40,151**	**40,151**	**19,009**	**25,000**	

DRAFT

LA COUNTY REGIONAL PARK GRANTS (3) — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	132,408	75,000	153,804	153,804	78,809	
MAINT & OPERATIONS	88,340	25,000	256,196	236,516	121,191	
SUB TOTAL	**220,747**	**100,000**	**410,000**	**390,320**	**200,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**220,747**	**100,000**	**410,000**	**390,320**	**200,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

265-7000-2013-025 -58G4-96-0475 (CITY PARKS) — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	74,612	63,000	105,467	105,467	54,041	
5000.20	Regular Hourly	19,828	12,000	26,664	26,664	13,663	
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**94,440**	**75,000**	**132,131**	**132,131**	**67,704**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY	**94,440**	**75,000**	**132,131**	**132,131**	**67,704**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**94,440**	**75,000**	**132,131**	**132,131**	**67,704**	

DRAFT

265-7015-2013-025 - 58G4-96-0475 (REGGIE PARKS) **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	25,917		14,187	14,187	7,269	
5000.20	Regular Hourly	12,051		7,486	7,486	3,836	
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**37,968**	**-**	**21,673**	**21,673**	**11,105**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY	**37,968**	**-**	**21,673**	**21,673**	**11,105**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**37,968**	**-**	**21,673**	**21,673**	**11,105**	

DRAFT

265-7000-2013-025 -58G4-96-0475 (CITY PARKS)						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	9,842		36,010	36,010	18,451	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services	17,039		8,661	8,661	4,438	
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	16,513	4,000	4,000	4,000	2,050	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	42,249	12,000	26,368	26,368	13,511	
6050.20	Water Usage	1,879	8,000	24,361	4,681	2,399	
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage	818	1,000	1,354	1,354	694	
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

265-7000-2013-025 -58G4-96-0475 (CITY PARKS)						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**88,340**	**25,000**	**100,754**	**81,074**	**41,542**	

DRAFT

LA COUNTY REGIONAL PARK GRANT						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage			3,214	3,214	1,647	
6050.20	Water Usage			2,150	2,150	1,102	
6050.30	Telephone Services					.	
6050.40	Cellular Services						
6050.50	Gas Usage			78	78	40	
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

LA COUNTY REGIONAL PARK GRANT						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**5,442**	**5,442**	**2,788**	

DRAFT

265-7016-2017-087 - 58G4-08-2177 (CAMINO REAL)						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts			150,000	150,000	76,860	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

265-7016-2017-087 - 58G4-08-2177 (CAMINO REAL)						2018-19 M&O BUDGET SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permit & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7150	Loss on Refunding						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**150,000**	**150,000**	**76,860**	

DRAFT

CAPITAL IMPROVEMENT FUND 300-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL	**-**	**-**	**-**	**-**	**-**	
CAPITAL OUTLAY	125,699	311,531	311,531	210,269	-	
DIVISION TOTALS	**125,699**	**311,531**	**311,531**	**210,269**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CAPITAL IMPROVEMENT FUND 300-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contract	14,709			39,916		
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding	110,990	311,531	311,531	170,353		
	TOTAL CAPITAL OUTLAY	**125,699**	**311,531**	**311,531**	**210,269**	**-**	
	CAPITAL OUTLAY DETAIL						
	OBJECT						***TOTAL REQ***
100.270.30	Washington Blvd Phase II*		49,990	49,990			
100.333.10	16th Street Improvements*		138,880	138,880	112,249		
100.336.10	Frankel Ave St Improvements*	9,620	85,384	85,384	71,364		
100.338.20	Bluff Road St Imprv. Sycamore to Date*	90,720	37,277	37,277	26,656		
100.340.20	Via Luneto Street & Sewer Imprv.	25,359					
	TOTALS	**125,699**	**311,531**	**311,531**	**210,269**	**-**	

DRAFT

DEBT SERVICE II - 410-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	5,216,488	5,213,902	5,213,902	5,213,902	5,240,222	
SUB TOTAL	**5,216,488**	**5,213,902**	**5,213,902**	**5,213,902**	**5,240,222**	
CAPITAL OUTLAY						
DIVISION TOTALS	**5,216,488**	**5,213,902**	**5,213,902**	**5,213,902**	**5,240,222**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

DEBT SERVICE II - 410-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts		5,000	5,000	5,000	5,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	12,868			5,000	5,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

DEBT SERVICE II - 410-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal	1,426,500	1,512,340	1,512,340	1,512,340	1,603,180	
7020	Note Principal						
7025	Interest Expense	2,646,953	3,691,562	3,691,562	3,691,562	3,627,042	
7030	Issuance Costs	1,130,167					
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense		5,000	5,000			
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
	TOTAL MAINTENANCE & OPERATIONS	**5,216,488**	**5,213,902**	**5,213,902**	**5,213,902**	**5,240,222**	

DRAFT

TRANSIT DEPARTMENT - 600-90 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	16,114,266	19,205,884	19,427,884	17,745,145	20,787,966	
MAINT & OPERATIONS	8,359,550	8,460,938	8,460,938	8,584,358	9,084,675	
SUB TOTAL	**24,473,816**	**27,666,822**	**27,888,822**	**26,329,503**	**29,872,641**	
CAPITAL OUTLAY	5,540,307	10,738,936	10,738,936	7,954,949	10,498,803	
DIVISION TOTALS	**30,014,123**	**38,405,758**	**38,627,758**	**34,284,452**	**40,371,444**	
NUMBER OF EMPLOYEES:						
Full Time	166	166	171	171	176	
Part Time	72	75	75	75	75	
TOTAL	**238**	**241**	**246**	**246**	**251**	

DRAFT

TRANSIT DEPARTMENT - 600-90 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	7,675,628	8,893,823	9,115,823	8,360,332	9,749,735	
5000.20	Regular Hourly	1,283,206	1,586,722	1,382,722	951,055	1,386,665	
5000.30	Limited Hourly	158,376	351,086	400,086	320,734	385,320	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	532,273	465,000	464,605	611,366	635,000	
5010.20	Part-Time	350,004	-	130,000	264,485	270,000	
5010.30	Limited Part-Time	34,716	-	25,395	53,122	50,000	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**10,034,202**	**11,296,631**	**11,518,631**	**10,561,094**	**12,476,720**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	732,842	870,552	870,552	787,978	862,867	
5100.20	Compensation Insurance	788,892	842,857	842,857	1,151,853	865,461	
5100.30	Unemployment Insurance	10,476	95,930	63,930	51,903	101,266	
5100.40	Health Insurance	1,488,394	1,587,407	1,587,407	1,114,517	1,690,700	
5100.50	Uniform Allowance	108,270	85,700	111,200	93,850	134,335	
5100.60	Tool Allowance	10,853	11,500	13,000	-	13,140	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	75,222	82,684	82,684	84,400	89,961	
5100.80	Vision	14,040	16,700	19,200	19,819	21,002	
5100.85	Dental	24,761	39,072	41,572	47,354	49,081	
5100.90	Life	7,679	14,854	14,854	14,526	16,139	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	73,531	80,500	80,499	79,779	82,500	
5300.20	PERS employer costs	1,560,853	2,845,422	2,845,422	2,658,801	3,221,835	
5300.25	PERS employer pickup	655,889	745,218	738,818	631,507	733,103	
5300.30	401 a(h) First Mercantile	20,181	7,200	13,600	18,779	20,300	
5300.40	Replacement Benefit Fund	-	10,000	10,000	-	-	
5300.50	PARS	171,566	171,566	171,567	171,567	-	
		-	-	-	-	-	
	SUBTOTAL	**5,743,449**	**7,507,162**	**7,507,162**	**6,926,633**	**7,901,690**	
	TOTAL NON-SAFETY	**15,777,651**	**18,803,793**	**19,025,793**	**17,487,727**	**20,378,410**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	85,713	-	-	-	35,799	
5000.20	Regular Hourly	-	-	-	-	-	
5000.30	Limited Hourly	52	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	147,416	373,517	354,517	214,257	350,000	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**233,181**	**373,517**	**354,517**	**214,257**	**385,799**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,367	28,574	27,824	3,484	5,594	
5100.20	Compensation Insurance	4,908	-	-	-	4,910	
5100.30	Unemployment Insurance	-	-	-	-	322	
5100.40	Health Insurance	7,492	-	7,000	11,128	1,846	
5100.50	Uniform Allowance	238	-	-	-	238	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	131	-	-	-	74	
5100.80	Vision	28	-	50	66	30	
5100.85	Dental	136	-	200	388	149	
5100.90	Life	21	-	-	-	22	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	80,003	-	12,000	27,118	7,037	
5300.25	PERS employer pickup	7,110	-	500	978	3,535	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**103,434**	**28,574**	**47,574**	**43,161**	**23,757**	
	TOTAL SAFETY	**336,615**	**402,091**	**402,091**	**257,418**	**409,556**	
	TOTAL PERSONNEL SERVICES	**16,114,266**	**19,205,884**	**19,427,884**	**17,745,145**	**20,787,966**	

DRAFT

TRANSIT DEPARTMENT - 600-90						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies	8,562	8,360	8,910	8,910	8,910	
6000.20	Non-Durable	61,125	80,500	78,150	82,874	82,874	
6000.30	Janitorial	48,113	55,000	55,000	55,000	55,000	
6000.40	Durable	13,987	23,100	29,911	25,907	29,911	
6000.50	Medical	1,553	2,347	2,347	2,347	2,347	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	26,400	58,622	55,727	24,662	55,727	
6010.20	Office Equipment	-	-	525	525	525	
6010.30	Small Tools	4,619	4,000	6,300	6,600	6,600	
6010.40	Computer Software	44,489	30,200	30,200	36,466	36,466	
6010.50	Computer Hardware	38,528	55,720	40,370	71,435	58,370	
6012	Education Reimbursement	2,274	10,000	7,750	7,750	9,400	
6014	Training	19,983	26,837	25,726	20,650	23,837	
6016	Uniform Expense	-	-	111	222	300	
6020	Travel & Meetings	30,188	25,355	25,355	26,934	32,171	
6025	Advertising/Printing Services	51,833	62,000	62,000	68,234	69,240	
6030	Dues & Subscriptions	40,866	40,560	42,210	43,124	44,633	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	1,341,036	1,323,225	1,323,225	1,403,783	1,531,557	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	8,190	14,000	14,000	33,246	33,246	
6040.20	Landscaping Services	30,000	34,000	34,000	43,676	43,676	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	21,829	20,150	20,150	21,876	23,543	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	28,548	44,000	44,000	30,922	44,000	
6040.65	Equipment/Software Maint-Repair	35,937	30,000	35,620	27,098	35,620	
6040.70	Rental- Building & Equipment	-	5,000	4,992	4,992	4,992	
6040.75	Legal Services	75,750	70,000	70,000	95,522	95,521	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	6,130	6,900	6,900	6,900	6,900	
6040.90	Audit Services	15,262	15,000	15,000	15,000	4,287	
6040.95	Other Professional Services	286,411	210,000	210,000	170,000	170,000	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	270,733	315,000	315,000	306,158	316,114	
6050.20	Water Usage	38,282	46,300	41,289	35,519	37,530	
6050.30	Telephone Services	35,997	67,000	21,800	23,076	40,000	
6050.40	Cellular Services	22,927	21,450	21,450	19,072	21,850	
6050.50	Gas Usage	5,070	4,500	4,500	2,278	4,500	
6050.60	Utility Services Cable	92	-	200	259	300	
6050.65	Utility Services Internet	25,457	-	45,000	37,335	40,000	
6055	Copier Repair/Services	21,669	26,500	36,300	45,435	45,435	
6060	Mail/ Postal Expense	707	1,700	1,708	673	1,708	
6065	Liability Insurance	1,800,000	1,800,000	1,800,000	1,800,000	2,206,524	

DRAFT

TRANSIT DEPARTMENT - 600-90						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6070	**Fuel**	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	1,021,246	1,282,843	1,282,843	1,282,843	1,282,843	
6070.20	Diesel	123,849	125,000	125,000	125,000	125,000	
6070.30	CNG	200,525	170,000	170,000	213,278	272,522	
6070.40	Propane	1,600	1,290	1,290	1,290	1,290	
6075	**Preventive Maintenance**	-	-	-	-	-	
6075.10	Fire Extinguisher	4,253	5,300	5,300	5,300	5,300	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	**Vehicle Maintenance/Expenses**	-	-	-	-	-	
6080.10	Oil	72,964	50,000	55,000	65,416	65,416	
6080.20	Coolant	30,991	30,000	25,000	25,000	25,000	
6080.30	Vehicle Repair & Services	9,785	9,400	9,400	10,400	10,500	
6080.40	Bus Repair & Services	35,293	10,000	10,000	10,000	10,000	
6080.50	Bus Parts	421,416	668,000	668,000	668,000	668,000	
6080.60	Vehicle Parts/Equipments	11,786	2,000	2,000	2,000	2,000	
6080.70	Auto Body Repair	-	7,000	7,000	7,000	7,000	
6080.80	Vehicle Expenses	9,996	10,000	10,000	10,000	10,000	
6081	Permits and Fees	24,378	21,000	22,600	17,904	20,394	
6082	Vehicle Purchases	406,174	-	-	-	-	
6083	Furniture and Fixture Purchases	518	700	700	700	700	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	4,622	14,500	14,500	14,600	9,600	
7000	Transfer Out	-	-	-	-	-	
7005	Loss on Disposal	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	17,608	16,579	16,579	12,701	6,861	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	Administrative Costs	1,500,000	1,500,000	1,500,000	1,500,000	1,329,917	
7120.10	Administrative Costs - PERS Health	-	-	-	8,465	8,719	
	TOTAL MAINTENANCE & OPERATIONS	**8,359,550**	**8,460,938**	**8,460,938**	**8,584,358**	**9,084,675**	

DRAFT

TRANSIT DEPARTMENT - 270 ***2018-19 CAPITAL OUTLAY SUMMARY***

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6082	Vehicle Purchases	-	-	-	-	-	
6083	Furniture Fixtures Purchases	-	-	-	-	-	
7055	Capital Outlay	-	-	-	-	-	
7060	Acquisition	-	-	-	-	-	
7065	Relocation	-	-	-	-	-	
7070	Construction	-	-	-	-	-	
7075	Rehabilitation	-	-	-	-	-	
7080	Design	-	-	-	-	-	
7085	Land	-	-	-	-	-	
7090	Building	-	-	-	-	-	
7100	Capital Renovation	-	-	-	-	-	
7120	Admin Costs related to Grants	-	-	-	-	98,440	
7116	Improvement Other than Bulding	5,540,307	10,738,936	10,738,936	7,954,949	10,400,363	
	TOTAL CAPITAL OUTLAY	**5,540,307**	**10,738,936**	**10,738,936**	**7,954,949**	**10,498,803**	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***

DRAFT

TRANSIT ADMINISTRATION 600-90-900 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,173,901	1,545,555	1,767,555	1,427,456	2,382,296	
MAINT & OPERATIONS	4,095,281	4,036,388	4,091,252	4,079,290	4,359,634	
SUB TOTAL	**5,269,183**	**5,581,943**	**5,858,807**	**5,506,746**	**6,741,930**	
CAPITAL OUTLAY						
DIVISION TOTALS	**5,269,183**	**5,581,943**	**5,858,807**	**5,506,746**	**6,741,930**	
NUMBER OF EMPLOYEES:						
Full Time	13	13	18	18	21	
Part Time	2	5	5	5	5	
TOTAL	**15**	**18**	**23**	**23**	**26**	

DRAFT

TRANSIT ADMINISTRATION 600-90-900 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	672,550	754,990	976,990	751,738	1,301,532	
5000.20	Regular Hourly	64,015	182,520	112,520	54,260	201,635	
5000.30	Limited Hourly	11,803		70,000	79,034		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	2,602	5,000	4,605	4,605	5,000	
5010.20	Part-Time	152					
5010.30	Limited Part-Time	95		395	1,134		
5010.40	FLSA Overtime						
	SUBTOTAL	**751,216**	**942,510**	**1,164,510**	**890,771**	**1,508,167**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	54,371	71,026	71,026	64,880	100,147	
5100.20	Compensation Insurance	55,260	67,917	67,917	67,917	100,124	
5100.30	Unemployment Insurance	4,950	8,438	8,438	8,438	13,529	
5100.40	Health Insurance	105,237	102,020	102,020	92,510	221,791	
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	7,356	7,215	7,215	8,967	12,417	
5100.80	Vision	767	600	600	1,323	1,002	
5100.85	Dental	1,616	3,000	3,000	3,308	4,711	
5100.90	Life	528	1,412	1,412	1,125	2,393	
5300	**Retirement**						
5300.10	Retiree Benefits	106	500	499	499	500	
5300.20	PERS employer costs	126,283	258,526	258,526	220,492	322,981	
5300.25	PERS employer pickup	50,575	66,979	66,979	52,475	92,234	
5300.30	401 a(h) First Mercantile	2,324	2,100	2,100	1,439	2,300	
5300.40	Replacement Benefit Fund						
5300.50	PARS	13,312	13,312	13,313	13,313		
	SUBTOTAL	**422,686**	**603,045**	**603,045**	**536,685**	**874,129**	
	TOTAL NON-SAFETY	**1,173,901**	**1,545,555**	**1,767,555**	**1,427,456**	**2,382,296**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,173,901**	**1,545,555**	**1,767,555**	**1,427,456**	**2,382,296**	

DRAFT

TRANSIT ADMINISTRATION 90-900						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	8,444	8,000	8,000	8,000	8,000	
6000.20	Non-Durable	1,505	1,000	500	1,220	1,220	
6000.30	Janitorial						
6000.40	Durable	1,825	2,100	2,100	2,100	2,100	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment	1,312	1,300	775	775	775	
6010.20	Office Equipment			525	525	525	
6010.30	Small Tools						
6010.40	Computer Software	29,489	30,200	30,200	36,466	36,466	
6010.50	Computer Hardware	38,403	55,720	40,300	40,300	58,300	
6012	Education Reimbursement	2,274	7,000	5,350	5,350	7,000	
6014	Training	19,883	19,650	18,050	18,050	18,050	
6016	Uniform Expense						
6020	Travel & Meetings	26,049	23,258	23,258	23,258	28,258	
6025	Advertising/Printing Services	11,750	20,000	20,000	32,718	32,718	
6030	Dues & Subscriptions	40,866	40,560	42,210	43,124	44,633	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	49,529	72,000	71,500	72,588	73,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair	3,143		5,620	5,620	5,620	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	75,750	70,000	70,000	95,522	95,521	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services	15,262	15,000	15,000	15,000	4,287	
6040.95	Other Professional Services	185,924	70,000	120,000	70,000	70,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	129,649	152,000	152,000	151,359	152,000	
6050.20	Water Usage	23,068	26,300	26,300	22,383	24,000	
6050.30	Telephone Services	35,997	67,000	21,800	23,076	40,000	
6050.40	Cellular Services	19,575	17,500	17,164	14,474	17,164	
6050.50	Gas Usage	5,070	4,500	4,500	2,278	4,500	
6050.60	Utility Services Cable	92		200	259	300	
6050.65	Utility Services Internet	25,457		45,000	37,335	40,000	
6055	Copier Repair/Services	21,669	26,500	36,300	45,435	45,435	
6060	Mail/ Postal Expense	707	1,700	1,700	665	1,700	
6065	Liability Insurance	1,800,000	1,800,000	1,800,000	1,800,000	2,206,524	

DRAFT

TRANSIT ADMINISTRATION 90-900						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	4,480	4,400	4,400	5,400	5,500	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees	30		1,600	1,604	1,700	
6082	Vehicle Purchases						
6083	Furniture and Fixture Purchases	518	700	700	700	700	
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program				100	100	
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	17,563		6,200	3,061	3,061	
7110	Capital Grant Not Capitalized						
7120	Administrative Costs	1,500,000	1,500,000	1,500,000	1,500,000	1,329,917	
7120.10	Administrative Costs - PERS Health				544	560	
TOTAL MAINTENANCE & OPERATIONS		**4,095,281**	**4,036,388**	**4,091,252**	**4,079,290**	**4,359,634**	

DRAFT

TRANSIT OPERATIONS 600-90-910					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	11,351,441	13,355,865	13,355,865	12,501,677	13,894,436	
MAINT & OPERATIONS	916,071	905,365	878,365	954,225	1,075,901	
SUB TOTAL	**12,267,512**	**14,261,230**	**14,234,230**	**13,455,902**	**14,970,337**	
CAPITAL OUTLAY						
DIVISION TOTALS	**12,267,512**	**14,261,230**	**14,234,230**	**13,455,902**	**14,970,337**	
NUMBER OF EMPLOYEES:						
Full Time	113	113	113	113	114	
Part Time	69	69	69	69	69	
TOTAL	**182**	**182**	**182**	**182**	**183**	

DRAFT

TRANSIT OPERATIONS 600-90-910 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	5,102,332	5,973,878	5,973,878	5,547,868	6,102,011	
5000.20	Regular Hourly	1,156,462	1,374,902	1,244,902	892,811	1,159,737	
5000.30	Limited Hourly	145,812	351,086	326,086	233,272	385,320	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	499,083	400,000	400,000	585,217	600,000	
5010.20	Part-Time	349,401		130,000	264,485	270,000	
5010.30	Limited Part-Time	34,621		25,000	51,988	50,000	
5010.40	FLSA Overtime						
	SUBTOTAL	**7,287,712**	**8,099,866**	**8,099,866**	**7,575,641**	**8,567,068**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	537,030	624,704	624,704	570,883	585,001	
5100.20	Compensation Insurance	578,952	620,440	620,440	620,436	604,740	
5100.30	Unemployment Insurance	5,526	67,465	43,465	43,465	66,394	
5100.40	Health Insurance	1,032,884	1,087,102	1,087,102	1,022,007	1,114,738	
5100.50	Uniform Allowance	90,900	66,200	90,200	93,850	113,350	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	45,499	55,194	55,194	54,610	55,925	
5100.80	Vision	10,489	16,000	16,000	13,961	15,000	
5100.85	Dental	20,262	33,000	33,000	37,053	38,165	
5100.90	Life	5,496	9,967	9,967	10,092	10,088	
5300	**Retirement**						
5300.10	Retiree Benefits	62,185	68,000	68,000	67,280	70,000	
5300.20	PERS employer costs	1,098,677	1,977,297	1,977,297	1,828,669	2,155,960	
5300.25	PERS employer pickup	458,212	514,881	508,481	446,161	486,007	
5300.30	401 a(h) First Mercantile	11,868		6,400	11,820	12,000	
5300.40	Replacement Benefit Fund		10,000	10,000			
5300.50	PARS	105,749	105,749	105,749	105,749		
	SUBTOTAL	**4,063,729**	**5,255,999**	**5,255,999**	**4,926,036**	**5,327,368**	
	TOTAL NON-SAFETY	**11,351,441**	**13,355,865**	**13,355,865**	**12,501,677**	**13,894,436**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**11,351,441**	**13,355,865**	**13,355,865**	**12,501,677**	**13,894,436**	

DRAFT

TRANSIT OPERATIONS 90-910						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies			550	550	550	
6000.20	Non-Durable	110	1,500	950	950	950	
6000.30	Janitorial						
6000.40	Durable	704	1,000	1,000	1,000	1,000	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training	100	4,000	3,889	2,000	2,000	
6016	Uniform Expense			111	222	300	
6020	Travel & Meetings	920	184	184	2,000	2,000	
6025	Advertising/Printing Services	40,083	42,000	40,000	33,516	34,522	
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	827,588	793,600	793,600	872,292	995,055	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair	19,245	15,000	15,000	12,434	15,000	
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	14,633	30,000	5,000	5,000	5,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services	3,211	3,600	3,600	3,913	4,000	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

TRANSIT OPERATIONS 90-910						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel	4,481	4,481	4,481	4,481	4,481	
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	374					
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program	4,622	10,000	10,000	10,000	5,000	
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs -PERS Health				5,867	6,043	
TOTAL MAINTENANCE & OPERATIONS		**916,071**	**905,365**	**878,365**	**954,225**	**1,075,901**	

DRAFT

CORPORATE SHOP 600-90-915 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	3,252,309	3,902,373	3,902,373	3,558,594	4,101,678	
MAINT & OPERATIONS	2,934,618	3,166,124	3,127,374	3,178,553	3,270,595	
SUB TOTAL	**6,186,927**	**7,068,497**	**7,029,747**	**6,737,147**	**7,372,273**	
CAPITAL OUTLAY						
DIVISION TOTALS	**6,186,927**	**7,068,497**	**7,029,747**	**6,737,147**	**7,372,273**	
NUMBER OF EMPLOYEES:						
Full Time	40	40	40	40	41	
Part Time	1	1	1	1	1	
TOTAL	**41**	**41**	**41**	**41**	**42**	

DRAFT

CORPORATE SHOP 600-90-915 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	1,900,746	2,164,955	2,164,955	2,060,726	2,346,192	
5000.20	Regular Hourly	62,728	29,300	25,300	3,984	25,293	
5000.30	Limited Hourly	761		4,000	8,428		
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	30,588	60,000	60,000	21,544	30,000	
5010.20	Part-Time	451					
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**1,995,274**	**2,254,255**	**2,254,255**	**2,094,682**	**2,401,485**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	141,440	174,822	174,822	152,215	177,719	
5100.20	Compensation Insurance	154,680	154,500	154,500	463,500	160,597	
5100.30	Unemployment Insurance		20,027	12,027		21,343	
5100.40	Health Insurance	350,273	398,285	398,285		354,171	
5100.50	Uniform Allowance	17,370	19,500	21,000		20,985	
5100.60	Tool Allowance	10,853	11,500	13,000		13,140	
5100.70	Auto Allowance						
5100.75	LTD/STD	22,367	20,275	20,275	20,824	21,619	
5100.80	Vision	2,784	100	2,600	4,535	5,000	
5100.85	Dental	2,883	3,072	5,572	6,993	6,205	
5100.90	Life	1,654	3,475	3,475	3,309	3,658	
5300	**Retirement**						
5300.10	Retiree Benefits	11,240	12,000	12,000	12,000	12,000	
5300.20	PERS employer costs	335,893	609,599	609,599	609,640	742,894	
5300.25	PERS employer pickup	147,102	163,358	163,358	132,872	154,862	
5300.30	401 a(h) First Mercantile	5,989	5,100	5,100	5,520	6,000	
5300.40	Replacement Benefit Fund						
5300.50	PARS	52,505	52,505	52,505	52,505		
	SUBTOTAL	**1,257,034**	**1,648,118**	**1,648,118**	**1,463,912**	**1,700,193**	
	TOTAL NON-SAFETY	**3,252,309**	**3,902,373**	**3,902,373**	**3,558,594**	**4,101,678**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**3,252,309**	**3,902,373**	**3,902,373**	**3,558,594**	**4,101,678**	

DRAFT

CORPORATE SHOP 90-915						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies	118	200	200	200	200	
6000.20	Non-Durable	56,501	75,000	75,000	75,000	75,000	
6000.30	Janitorial	48,113	55,000	55,000	55,000	55,000	
6000.40	Durable	11,458	20,000	12,450	12,450	12,450	
6000.50	Medical	1,553	2,347	2,347	2,347	2,347	
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment	25,088	2,500	130	130	130	
6010.20	Office Equipment						
6010.30	Small Tools	4,619	4,000	6,300	6,600	6,600	
6010.40	Computer Software						
6010.50	Computer Hardware	125		70	70	70	
6012	Education Reimbursement		3,000	2,400	2,400	2,400	
6014	Training			600	600	600	
6016	Uniform Expense						
6020	Travel & Meetings	3,219	1,000	1,000	1,000	1,000	
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	267,018	257,625	257,625	273,524	274,467	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services		4,000	4,000	4,000	4,000	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services	21,829	20,150	20,150	21,876	23,543	
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	28,548	44,000	44,000	30,922	44,000	
6040.65	Equipment/Software Maint-Repair	13,549	15,000	15,000	9,044	15,000	
6040.70	Rental- Building & Equipment		5,000	4,992	4,992	4,992	
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services	6,130	6,900	6,900	6,900	6,900	
6040.90	Audit Services						
6040.95	Other Professional Services	85,854	110,000	85,000	95,000	95,000	
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage	120,785	143,000	143,000	134,300	143,000	
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services	141	250	250	250	250	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense			8	8	8	
6065	Liability Insurance						

DRAFT

CORPORATE SHOP 90-915						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel	1,016,765	1,278,362	1,278,362	1,278,362	1,278,362	
6070.20	Diesel	123,849	125,000	125,000	125,000	125,000	
6070.30	CNG	200,525	170,000	170,000	213,278	272,522	
6070.40	Propane	1,600	1,290	1,290	1,290	1,290	
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher	4,253	5,000	5,000	5,000	5,000	
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil	72,964	50,000	55,000	65,416	65,416	
6080.20	Coolant	30,991	30,000	25,000	25,000	25,000	
6080.30	Vehicle Repair & Services	4,846	5,000	5,000	5,000	5,000	
6080.40	Bus Repair & Services	35,293	10,000	10,000	10,000	10,000	
6080.50	Bus Parts	421,416	668,000	668,000	668,000	668,000	
6080.60	Vehicle Parts/Equipments	638	2,000	2,000	2,000	2,000	
6080.70	Auto Body Repair		7,000	7,000	7,000	7,000	
6080.80	Vehicle Expenses	9,996	10,000	10,000	10,000	10,000	
6081	Permits and Fees	24,348	21,000	21,000	16,300	18,694	
6082	Vehicle Purchases	292,441					
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program		4,500	4,500	4,500	4,500	
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	45	10,000	3,800	3,800	3,800	
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs -PERS Health				1,995	2,055	
TOTAL MAINTENANCE & OPERATIONS		**2,934,618**	**3,166,124**	**3,127,374**	**3,178,553**	**3,270,595**	

DRAFT

PROP C 5% SECURITY 600-90-930 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	336,615	402,091	402,091	257,418	409,556	
MAINT & OPERATIONS	145,571	68,161	68,161	64,057	120,835	
SUB TOTAL	**482,186**	**470,252**	**470,252**	**321,475**	**530,391**	
CAPITAL OUTLAY						
DIVISION TOTALS	**482,186**	**470,252**	**470,252**	**321,475**	**530,391**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

PROP C 5% SECURITY 600-90-930 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL						
	TOTAL NON-SAFETY						
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	85,713				35,799	
5000.20	Regular Hourly						
5000.30	Limited Hourly	52					
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	147,416	373,517	354,517	214,257	350,000	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**233,181**	**373,517**	**354,517**	**214,257**	**385,799**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,367	28,574	27,824	3,484	5,594	
5100.20	Compensation Insurance	4,908				4,910	
5100.30	Unemployment Insurance					322	
5100.40	Health Insurance	7,492		7,000	11,128	1,846	
5100.50	Uniform Allowance	238				238	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD	131				74	
5100.80	Vision	28		50	66	30	
5100.85	Dental	136		200	388	149	
5100.90	Life	21				*22*	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	80,003		12,000	27,118	7,037	
5300.25	PERS employer pickup	7,110		500	978	3,535	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**103,434**	**28,574**	**47,574**	**43,161**	**23,757**	
	TOTAL SAFETY	**336,615**	**402,091**	**402,091**	**257,418**	**409,556**	
	TOTAL PERSONNEL SERVICES	**336,615**	**402,091**	**402,091**	**257,418**	**409,556**	

DRAFT

PROP C 5% SECURITY 90-930						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies		160	160	160	160	
6000.20	Non-Durable	2,660	2,500	700	700	700	
6000.30	Janitorial						
6000.40	Durable			1,800	1,800	1,800	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment		54,822	54,822	23,757	54,822	
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software	15,000					
6010.50	Computer Hardware				31,065		
6012	Education Reimbursement						
6014	Training		3,187	3,187		3,187	
6016	Uniform Expense						
6020	Travel & Meetings		913	913	676	913	
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	2,945				59,192	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

PROP C 5% SECURITY 90-930						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	459					
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	10,774					
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases	113,733					
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense		6,579	6,579	5,840		
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs -PERS Health				60	61	
TOTAL MAINTENANCE & OPERATIONS		**145,571**	**68,161**	**68,161**	**64,057**	**120,835**	

DRAFT

BUS ADVERTISING 600-90-931 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	-	10,886	10,886	14,890	
SUB TOTAL	**-**	**-**	**10,886**	**10,886**	**14,890**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**10,886**	**10,886**	**14,890**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

BUS ADVERTISING 90-931						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable			500	4,504	4,504	
6000.30	Janitorial						
6000.40	Durable			7,550	3,546	7,550	
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services			2,000	2,000	2,000	
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts			500	500	500	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services			336	336	336	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

BUS ADVERTISING 90-931						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs -PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**10,886**	**10,886**	**14,890**	

DRAFT

METROLINK 600-90-911					2018-19 BUDGET SUMMARY	
	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	268,009	284,900	284,900	297,347	242,820	
SUB TOTAL	**268,009**	**284,900**	**284,900**	**297,347**	**242,820**	
CAPITAL OUTLAY						
DIVISION TOTALS	**268,009**	**284,900**	**284,900**	**297,347**	**242,820**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

METROLINK 600-90-911						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable	349	500	500	500	500	
6000.30	Janitorial						
6000.40	Durable			5,011	5,011	5,011	
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	193,956	200,000	200,000	184,879	129,343	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming	8,190	14,000	14,000	33,246	33,246	
6040.20	Landscaping Services	30,000	30,000	30,000	39,676	39,676	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage	20,300	20,000	20,000	20,499	21,114	
6050.20	Water Usage	15,215	20,000	14,989	13,136	13,530	
6050.30	Telephone Services						
6050.40	Cellular Services		100	100	100	100	
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

METROLINK 600-90-911						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher		300	300	300	300	
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs -PERS Health						
TOTAL MAINTENANCE & OPERATIONS		**268,009**	**284,900**	**284,900**	**297,347**	**242,820**	

DRAFT

TRANSIT CAPITAL PROJECTS - 270 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	5,540,307	10,738,936	10,738,936	7,954,949	10,498,803	
DIVISION TOTALS	**5,540,307**	**10,738,936**	**10,738,936**	**7,954,949**	**10,498,803**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

TRANSIT CAPITAL PROJECTS - 270						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7120	Admin cost for Grants					98,440	
7116	Improvement Other than Bulding	5,540,307	10,738,936	10,738,936	7,954,949	10,400,363	
	TOTAL CAPITAL OUTLAY	**5,540,307**	**10,738,936**	**10,738,936**	**7,954,949**	**10,498,803**	

	CAPITAL OUTLAY DETAIL OBJECT						TOTAL REQ
600.06.xx	METROLINK ADA UPGRADES			31,857	31,857	5,000	
600.10.xx	EXTERIOR BUS GRAPHICS						
600.12.xx	CAD/GPS PASS. INFO. SYSTEM	68,622		42,452	42,452		
600.14.xx	ACCESS CONTROL SYSTEM	78,302	500,000	174,698			
600.15.xx	ASSOC. CAPITAL MAINT.	338,905		483,832	483,832	250,000	
600.20.xx	TIRE COACH LEASE	213,922	200,000	220,000	220,000	220,000	
600.22.xx	CNG TRANSIT BUSES	4,025,000		3,384,877	3,244,877		
600.25.xx	SHOP TOOL & EQUIP.	8,665	20,000	20,000	20,000		
600.30.xx	BIKE RACKS						
600.32.xx	BUS WASH REPLACEMENT			869,064	869,064		
600.34.xx	TRANSIT SUPPORT VEHICLES	65,243		280,000	280,000		
600.35.xx	UFS EQUIPMENT		5,000	5,000	5,000		
600.40.xx	FARE COLLECTION EQUIPMENT		25,000	20,000	20,000		
600.42.xx	CHASIS WASH REPLACEMENT	10,670					
600.45.xx	MAJOR BUS REPAIRS		13,189	20,189	20,189		
600.52.xx	VEHICLE MAINT. SOFTWARE	14,888		33,825	33,825		
600.55.xx	TECH. SYSTEMS SOFTWARE						
600.60.xx	FACILITY REPAIRS & IMPROV.	24,317					
600.65.xx	RADIO EQUIPMENT						
600.70.xx	TECHNOLOGY HARDWARE	5,243					
600.72.xx	HYBRID REPOWER TO CNG						
600.75.xx	OFFICE FURNITURE & EQUIP.						
600.80.xx	TRANSIT OUTLET & AMENITIES	60,000		60,000	60,000		
600.82.xx	CITYWIDE BUS STOP PROJECT	116,609	1,610,746	3,150,979	903,822		
600.85.xx	CLEAN FUEL BUS PARTS	300,859		190,109	190,109		
600.90.xx	SECURITY UPGRADES - LIGHTING						
600.92.xx	FACILITY MASTER PLAN		1,000,000		-	1,000,000	
600.94.xx	FLEET SURVEILLANCE SYSTEM		811,250	212,529	95,000		
NEW	BUS SURVEILLANCE SYSTEM	151,698		140,000	140,000		
NEW	UNIVERSAL FARE SYSTEM (UFS)		1,750,000			2,028,122	
NEW	TECH & EQUIPMENT SUPPORT						
NEW	BUS RADIO SYSTEM		3,500,000		16,000		
NEW	TRANSIT ORIENTED DEVELOPMENT		1,057,720				
NEW	APC/ITS			80,137	80,137		
NEW	SCHEDULING SOFTWARE			200,000	200,000		
NEW	REPOWER (ELECTRIC)					2,285,328	
NEW	REPOWER (HVAC UPGRADE)					1,200,000	
NEW	4 NEW SUPERVISORS VEHICLES			388,357	388,357		
NEW	GRANT REA PARK TERMINAL					396,139	
NEW	PICO TERMINAL					1,000,000	
NEW	MID-LIFE BUS UPGRADE					2,015,774	
NEW	BUS PARTS			325,000	325,000		
NEW	CASH COUNTING EQUIPMENT			20,000	20,000		
NEW	SECURITY EQUIPMENT			140,000	140,000		
600.93.10	VIDEO SURVEILLANCE STORAGE SYSTEM	57,365	246,031	246,031	125,429		
	TOTALS	**5,540,307**	**10,738,936**	**10,738,936**	**7,954,949**	**10,400,363**	

DRAFT

TRANSIT SB1 FUND - TBD — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL	-	-	-	-	-	
CAPITAL OUTLAY					1,159,722	
DIVISION TOTALS	-	-	-	-	**1,159,722**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL	-	-	-	-	-	

DRAFT

TRANSIT SB1-SGR						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding					368,581	
	TOTAL CAPITAL OUTLAY	**-**	**-**	**-**	**-**	**368,581**	

Project #	CAPITAL OUTLAY DETAIL OBJECT						TOTAL REQ
	TOTALS		**-**	**-**	**-**	**368,581**	

DRAFT

TRANSIT SB1-STA						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Outside Contracts						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding					791,141	
	TOTAL CAPITAL OUTLAY	**-**	**-**	**-**	**-**	**791,141**	

Project #	CAPITAL OUTLAY DETAIL OBJECT						TOTAL REQ
	TOTALS	**-**	**-**	**-**	**-**	**791,141**	

DRAFT

WATER FUND - 605-99 **2018-19 BUDGET SUMMARY**

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	8,545	8,760	8,759	9,098	9,413	
MAINT & OPERATIONS	2,287,226	2,092,189	2,092,189	2,331,368	2,332,366	
SUB TOTAL	2,295,771	2,100,949	2,100,948	2,340,466	2,341,779	
CAPITAL OUTLAY	-	-	-	-	-	
DIVISION TOTALS	2,295,771	2,100,949	2,100,948	2,340,466	2,341,779	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

WATER FUND - 605-99 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries	5,636	5,264	5,264	5,264	5,966	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time				339	500	
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**5,636**	**5,264**	**5,264**	**5,603**	**6,466**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	415	406	406	406	456	
5100.20	Compensation Insurance	384	392	392	392	384	
5100.30	Unemployment Insurance		48	48	48	54	
5100.40	Health Insurance	694	668	668	668	774	
5100.50	Uniform Allowance	43	43	43	43	43	
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD		49	49	49	58	
5100.80	Vision		12	12	12	12	
5100.85	Dental	(0)	60	60	60	60	
5100.90	Life		9	9	9	9	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	890	1,350	1,350	1,350	578	
5300.25	PERS employer pickup	483	458	458	458	519	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**2,909**	**3,496**	**3,495**	**3,495**	**2,947**	
	TOTAL NON-SAFETY	**8,545**	**8,760**	**8,759**	**9,098**	**9,413**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**8,545**	**8,760**	**8,759**	**9,098**	**9,413**	

DRAFT

WATER FUND - 605-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable	4,293	5,000	5,000	4837	5,000	
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions	15,000	15,000	15,000	15000	15,750	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	581,191	562,563	562,563	705720	700,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance	486,819	400,000	400,000	327131	400,000	
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	6,733	11,000	11,000		11,000	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	27,612			48783	50,000	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	52,685	65,280	65,280	53729	65,280	
6050.20	Water Usage	54,001	51,000	51,000	56711	57,000	
6050.30	Telephone Services	6,737	7,140	7,140	7140	7,140	
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services		8,000	8,000	0		
6060	Mail/ Postal Expense	31					
6065	Liability Insurance						

DRAFT

WATER FUND - 605-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees	33,947	35,000	35,000	32902	35,000	
6083	Furniture and Fixture Purchases						
6085	Water Purchase Resale	923,898	842,206	842,206	951474	858,255	
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7005	Loss on Disposal	3,532					
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal	745					
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs	90,000	90,000	90,000	127941	127,941	
	TOTAL MAINTENANCE & OPERATIONS	**2,287,226**	**2,092,189**	**2,092,189**	**2331368**	**2,332,366**	

DRAFT

WATER FUND - 605-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY		-	-	-	-	-

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

GOLF FUND 610 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,087,131	1,300,077	1,300,077	1,216,285	1,359,405	
MAINT & OPERATIONS	1,937,265	2,048,227	2,048,227	2,058,899	1,957,615	
SUB TOTAL	**3,024,396**	**3,348,304**	**3,348,304**	**3,275,184**	**3,317,020**	
CAPITAL OUTLAY						
DIVISION TOTALS	**3,024,396**	**3,348,304**	**3,348,304**	**3,275,184**	**3,317,020**	
NUMBER OF EMPLOYEES:						
Full Time	15	15	15	14	15	
Part Time	5	5	5	6	6	
TOTAL	**20**	**20**	**20**	**20**	**21**	

DRAFT

GOLF FUND 610 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	584,184	657,544	650,044	607,005	654,609	
5000.20	Regular Hourly	56,816	77,667	77,667	66,165	75,046	
5000.30	Limited Hourly	3,580	-	1,460	1,994	21,736	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	10,082	9,400	9,400	4,901	9,400	
5010.20	Part-Time	87	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
	SUBTOTAL	**654,749**	**744,611**	**738,571**	**680,064**	**760,791**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	44,998	57,479	57,479	48,732	55,801	
5100.20	Compensation Insurance	66,024	66,003	66,003	66,003	68,203	
5100.30	Unemployment Insurance	-	6,678	6,678	-	6,763	
5100.40	Health Insurance	134,779	154,417	154,417	147,589	157,298	
5100.50	Uniform Allowance	8,064	5,850	8,570	8,561	9,275	
5100.60	Tool Allowance	900	900	900	900	900	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	6,046	6,329	6,329	6,476	6,328	
5100.80	Vision	1,069	-	790	1,777	1,246	
5100.85	Dental	1,239	-	2,530	5,412	5,902	
5100.90	Life	494	1,323	1,323	1,292	1,323	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.15	Retiree Health Benefits	-	-	-	1,596	1,676	
5300.20	PERS employer costs	116,143	198,380	198,380	193,967	225,882	
5300.25	PERS employer pickup	51,946	57,507	57,507	52,714	56,817	
5300.30	401 a(h) First Mercantile	681	600	600	1,200	1,200	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**432,383**	**555,466**	**561,506**	**536,221**	**598,614**	
	TOTAL NON-SAFETY	**1,087,131**	**1,300,077**	**1,300,077**	**1,216,285**	**1,359,405**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**-**	**-**	**-**	**-**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL	**-**	**-**	**-**	**-**	**-**	
	TOTAL SAFETY	**-**	**-**	**-**	**-**	**-**	
	TOTAL PERSONNEL SERVICES	**1,087,131**	**1,300,077**	**1,300,077**	**1,216,285**	**1,359,405**	

DRAFT

GOLF FUND 610						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	1,086	2,500	2,500	1,805	2,000	
6000.20	Non-Durable	65,249	70,000	70,000	36,516	65,000	
6000.30	Janitoral	311	-	-	-	-	
6000.40	Durable	-	-	-	-	-	
6000.50	Medical	457	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	21,563	21,563	16,000	16,000	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	196	1,500	1,500	195	205	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	500	500	500	500	
6016	Uniform Expense	-	-	2,000	200	200	
6020	Travel & Meetings	-	2,000	3,000	-	2,000	
6025	Advertising/Printing Services	2,261	3,000	1,245	3,000	3,000	
6030	Dues & Subscriptions	1,105	1,245	-	2,987	3,155	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	58,944	121,596	119,596	41,010	30,743	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	12,210	40,000	40,000	23,078	40,000	
6040.20	Landscaping Services	45,796	57,750	57,750	43,143	45,800	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	225	4,000	4,000	4,870	5,994	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Manitenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	34,524	41,707	41,707	24,854	25,213	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	1,439	1,500	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	271,019	300,000	300,000	274,863	294,336	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	78,520	110,000	104,790	82,890	85,000	
6050.20	Water Usage	377,262	300,000	309,890	516,133	206,453	
6050.30	Telephone Services	14,581	25,000	20,320	13,135	13,529	
6050.40	Cellular Services	3,487	3,390	3,390	3,801	3,800	
6050.50	Gas Usage	7,700	6,473	6,403	5,159	5,500	
6050.60	Utility Services Cable	-	-	-	-	-	
6050.65	Utility Services Internet	4,716	-	70	230	250	
6055	Copier Repair/Services	2,090	1,793	1,793	2,312	2,400	
6060	Mail/ Postal Expense	-	-	-	-	-	
6065	Liability Insurance	52,044	52,041	52,041	52,041	52,044	

DRAFT

GOLF FUND 610						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**	-	-	-	-	-	
6070.10	Regular Unleaded	1,964	12,000	12,000	7,620	7,000	
6070.20	Diesel	884	5,000	5,000	9,267	10,000	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	**Preventive Maintenance**	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	**Vehicle Maintenance/Expenses**	-	-	-	-	-	
6080.10	Oil	982	1,500	1,500	-	1,000	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	6,099	1,687	1,687	3,358	3,500	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	16,192	30,000	30,000	23,794	30,000	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	-	-	-	-	-	
6081	Permits & Fees	5,444	1,824	3,824	8,148	8,275	
6083	Furniture and Fixture Purchases	-	-	-	-	-	
6084	**Bank fees**	-	-	-	-	-	
6084.10	Bank Analysis Charges	-	-	-	-	-	
6084.20	Credit card charges	-	-	30,000	22,429	30,000	
6084.30	Cash Vault Adjustment fees	-	-	-	10	50	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7015	Bond Principal	257,660	257,660	257,660	257,660	276,820	
7020	Note Principal	321,128	234,128	234,128	289,225	198,642	
7025	Interest Expense	154,819	148,427	148,427	125,471	111,020	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	49,943	49,943	49,943	49,943	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscelleanous Expense	28,307	30,000	-	971	1,000	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	Administrative Costs	110,004	110,000	110,000	110,000	324,744	
7120.10	Administrative Costs	-	-	-	843	1,000	
7150	Loss on Refunding	-	-	-	-	-	
	TOTAL MAINTENANCE & OPERATIONS	**1,937,265**	**2,048,227**	**2,048,227**	**2,058,899**	**1,957,615**	

DRAFT

GOLF FUND 610 — **2018-19 CAPITAL OUTLAY SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

GOLF COURSE 610-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	1,087,131	1,300,077	1,300,077	1,216,285	1,359,405	
MAINT & OPERATIONS	1,509,001	1,943,427	1,687,439	1,689,004	1,783,026	
SUB TOTAL	**2,596,132**	**3,243,504**	**2,987,516**	**2,905,289**	**3,142,431**	
CAPITAL OUTLAY						
DIVISION TOTALS	**2,596,132**	**3,243,504**	**2,987,516**	**2,905,289**	**3,142,431**	
NUMBER OF EMPLOYEES:						
Full Time	15	15	15	14	15	
Part Time	5	5	5	6	6	
TOTAL	**20**	**20**	**20**	**20**	**21**	

DRAFT

GOLF COURSE 610-99 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	584,184	657,544	650,044	607,005	654,609	
5000.20	Regular Hourly	56,816	77,667	77,667	66,165	75,046	
5000.30	Limited Hourly	3,580		1,460	1,994	21,736	
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time	10,082	9,400	9,400	4,901	9,400	
5010.20	Part-Time	87					
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**654,749**	**744,611**	**738,571**	**680,064**	**760,791**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	44,998	57,479	57,479	48,732	55,801	
5100.20	Compensation Insurance	66,024	66,003	66,003	66,003	68,203	
5100.30	Unemployment Insurance	-	6,678	6,678		6,763	
5100.40	Health Insurance	134,779	154,417	154,417	147,589	157,298	
5100.50	Uniform Allowance	8,064	5,850	8,570	8,561	9,275	
5100.60	Tool Allowance	900	900	900	900	900	
5100.70	Auto Allowance	-					
5100.75	LTD/STD	6,046	6,329	6,329	6,476	6,328	
5100.80	Vision	1,069		790	1,777	1,246	
5100.85	Dental	1,239		2,530	5,412	5,902	
5100.90	Life	494	1,323	1,323	1,292	1,323	
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.15	Retiree Health Benefits				1,596	1,676	
5300.20	PERS employer costs	116,143	198,380	198,380	193,967	225,882	
5300.25	PERS employer pickup	51,946	57,507	57,507	52,714	56,817	
5300.30	401 a(h) First Mercantile	681	600	600	1,200	1,200	
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**432,383**	**555,466**	**561,506**	**536,221**	**598,614**	
	TOTAL NON-SAFETY	**1,087,131**	**1,300,077**	**1,300,077**	**1,216,285**	**1,359,405**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**1,087,131**	**1,300,077**	**1,300,077**	**1,216,285**	**1,359,405**	

DRAFT

GOLF COURSE 610-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	1,086	2,500	2,500	1,805	2,000	
6000.20	Non-Durable	65,249	70,000	70,000	36,516	65,000	
6000.30	Janitoral	311					
6000.40	Durable						
6000.50	Medical	457					
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment		21,563	21,563	16,000	16,000	
6010.20	Office Equipment						
6010.30	Small Tools	196	1,500	1,500	195	205	
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training		500	500	500	500	
6016	Uniform Expense			2,000	200	200	
6020	Travel & Meetings		2,000	3,000	-	2,000	
6025	Advertising/Printing Services	2,261	3,000	1,245	3,000	3,000	
6030	Dues & Subscriptions	1,105	1,245		2,987	3,155	
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	43,894	106,596	104,596	35,600	25,786	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming	12,210	40,000	40,000	23,078	40,000	
6040.20	Landscaping Services		11,950	11,950			
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services	225	4,000	4,000	4,870	5,994	
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	20,298	22,707	22,707	9,892	10,605	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment				1,439	1,500	
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services	271,019	300,000	300,000	274,863	294,336	
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage	78,520	110,000	88,790	82,890	85,000	
6050.20	Water Usage	377,262	300,000	305,210	516,133	206,453	
6050.30	Telephone Services	14,581	25,000	20,320	13,135	13,529	
6050.40	Cellular Services	3,487	3,390	3,390	3,801	3,800	
6050.50	Gas Usage	7,700	6,473	5,223	5,159	5,500	
6050.60	Utility Services Cable						
6050.65	Utility Services Internet	4,716		70	230	250	
6055	Copier Repair/Services	2,090	1,793	1,793	2,312	2,400	
6060	Mail/ Postal Expense						
6065	Liability Insurance	52,044	52,041	52,041	52,041	52,044	

DRAFT

GOLF COURSE 610-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded	1,964	12,000	12,000	7,620	7,000	
6070.20	Diesel	884	5,000	5,000	9,267	10,000	
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil	982	1,500	1,500		1,000	
6080.20	Coolant						
6080.30	Vehicle Repair & Services	6,099	1,687	1,687	3,358	3,500	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	16,192	30,000	30,000	23,794	30,000	
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees	5,444	1,824	3,824	6,123	6,250	
6083	Furniture and Fixture Purchases						
6084	**Bank fees**						
6084.10	Bank Analysis Charges						
6084.20	Credit card charges			30,000	22,429	30,000	
6084.30	Cash Vault Adjustment fees				10	50	
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal	257,660	257,660	257,660	257,660	276,820	
7020	Note Principal		234,128			100,000	
7025	Interest Expense	122,754	123,427	123,427	110,341	102,463	
7030	Issuance Costs						
7035	Lease Payment		49,943	49,943	49,943	49,943	
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense	28,307	30,000		971	1,000	
7110	Capital Grant Not Capitalized						
7120	Administrative Costs	110,004	110,000	110,000	110,000	324,744	
7120.10	Administrative Costs				843	1,000	
7150	Loss on Refunding						
	TOTAL MAINTENANCE & OPERATIONS	**1,509,001**	**1,943,427**	**1,687,439**	**1,689,004**	**1,783,026**	

DRAFT

GOLF COURSE 610-99						2018-19 CAPITAL OUTLAY SUMMARY
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding						
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	

	CAPITAL OUTLAY DETAIL	
	OBJECT	***TOTAL REQ***
	TOTALS	

DRAFT

HILTON HOTEL PARAMETER 610-65 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	10,788	10,800	10,800	10,774	10,800	
SUB TOTAL	**10,788**	**10,800**	**10,800**	**10,774**	**10,800**	
CAPITAL OUTLAY	-	-	-	-	-	
DIVISION TOTALS	**10,788**	**10,800**	**10,800**	**10,774**	**10,800**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

HILTON HOTEL PARAMETER 610-65						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services	10,788	10,800	10,800	10,774	10,800	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

HILTON HOTEL PARAMETER 610-65						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6083	Furniture and Fixture Purchases						
6084	***Bank fees***						
6084.10	Bank Analysis Charges						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs						
7150	Loss on Refunding						
	TOTAL MAINTENANCE & OPERATIONS	**10,788**	**10,800**	**10,800**	**10,774**	**10,800**	

DRAFT

QUIET CANNON PARAMETER 610-66 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	417,476	94,000	349,988	359,121	163,789	
SUB TOTAL	**417,476**	**94,000**	**349,988**	**359,121**	**163,789**	
CAPITAL OUTLAY	-	-	-	-	-	
DIVISION TOTALS	**417,476**	**94,000**	**349,988**	**359,121**	**163,789**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

QUIET CANNON PARAMETER 610-66						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitoral						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	15,050	15,000	15,000	5,410	4,957	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services	35,008	35,000	35,000	32,369	35,000	
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Manitenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs	14,226	19,000	19,000	14,962	14,608	
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage			16,000			
6050.20	Water Usage			4,680			
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage			1,180			
6050.60	Utility Services Cable						
6050.65	Utility Services Internet						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

QUIET CANNON PARAMETER 610-66						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees				2,025	2,025	
6083	Furniture and Fixture Purchases						
6084	***Bank fees***						
6084.10	Bank Analysis Charges						
6084.20	Credit card charges						
6084.30	Cash Vault Adjustment fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal	321,128		234,128	289,225	98,642	
7025	Interest Expense	32,065	25,000	25,000	15,130	8,557	
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscelleanous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
7120.10	Administrative Costs						
7150	Loss on Refunding						
	TOTAL MAINTENANCE & OPERATIONS	**417,476**	**94,000**	**349,988**	**359,121**	**163,789**	

DRAFT

SELF INSURANCE FUND - 700 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	6,257	70,000	70,000	-	-	
MAINT & OPERATIONS	8,163,782	8,039,697	8,039,697	6,040,294	6,789,648	
SUB TOTAL	**8,170,040**	**8,109,697**	**8,109,697**	**6,040,294**	**6,789,648**	
CAPITAL OUTLAY						
DIVISION TOTALS	**8,170,040**	**8,109,697**	**8,109,697**	**6,040,294**	**6,789,648**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE FUND - 700 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	-	65,111	65,111	-	-	
5000.20	Regular Hourly	-	-	-	-	-	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	-	-	-	-	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**-**	**65,111**	**65,111**	**-**	**-**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	6,257	4,889	4,889	-	-	
5100.20	Compensation Insurance	-	-	-	-	-	
5100.30	Unemployment Insurance	-	-	-	-	-	
5100.40	Health Insurance	-	-	-	-	-	
5100.50	Uniform Allowance	-	-	-	-	-	
5100.60	Tool Allowance	-	-	-	-	-	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	-	-	-	-	
5100.80	Vision	-	-	-	-	-	
5100.85	Dental	-	-	-	-	-	
5100.90	Life	-	-	-	-	-	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	-	-	-	-	-	
5300.25	PERS employer pickup	-	-	-	-	-	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
			-	-	-	-	
	SUBTOTAL	**6,257**	**4,889**	**4,889**	**-**	**-**	
	TOTAL NON-SAFETY	**6,257**	**70,000**	**70,000**	**-**	**-**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**6,257**	**70,000**	**70,000**	**-**	**-**	

DRAFT

SELF INSURANCE FUND - 700						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	-	-	-	-	-	
6000.20	Non-Durable	-	-	-	-	-	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	-	-	-	546	496	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	-	-	-	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	-	-	-	-	-	
6025	Advertising/Printing Services	-	-	-	-	-	
6030	Dues & Subscriptions	-	-	-	-	-	
6032	**Insurance**	-	-	-	-	-	
6032	Insurance	844,587	800,000	800,000	850,732	1,026,095	
6032.10	Insurance WC- City	141,476	250,000	250,000	179,594	201,435	
6032.20	Insurance WC- Transit	86,490	-	-	100,477	118,996	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	3,127,811	2,756,605	2,756,605	2,813,740	3,454,616	
6035.20	Liability	1,750,986	2,570,266	2,570,266	896,056	1,532,212	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	39,658	71,000	71,000	-	-	
6040.11	Workers Compensation - General	197,939	200,000	200,000	170,223	175,958	
6040.12	Workers Compensation - Transit	121,357	120,000	120,000	95,455	95,783	
6040.13	Liability - General	48,998	105,858	105,858	39,787	40,788	
6040.14	Liability - Transit	34,182	40,000	40,000	24,271	24,689	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	5,822	-	-	-	-	
6040.76	Legal Services - Liability General	217,187	160,675	160,675	242,881	106,000	
6040.77	Legal Services - Liability Transit	19,067	968	968	-	960	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	-	-	-	-	
6050.20	Water Usage	-	-	-	-	-	
6050.30	Telephone Services	-	-	-	-	-	
6050.40	Cellular Services	-	-	-	-	-	
6050.50	Gas Usage	-	-	-	-	-	
6055	Copier Repair/Services	-	-	-	-	-	
6060	Mail/ Postal Expense	1,031	2,000	2,000	260	1,000	
6065	Liability Insurance	552,712	903,573	903,573	557,520	-	

DRAFT

SELF INSURANCE FUND - 700						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**	-	-	-	-	-	
6070.10	Regular Unleaded Fuel	-	-	-	-	-	
6070.20	Diesel	-	-	-	-	-	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	**Preventive Maintenance**	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	**Vehicle Maintenance/Expenses**	-	-	-	-	-	
6080.10	Oil	-	-	-	-	-	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	-	-	-	-	-	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	-	-	-	-	-	
6080.70	Auto Body Repair	-	-	-	-	-	
6080.80	Vehicle Expenses	-	-	-	-	-	
6081	Permits & Fees	1,523	-	-	10,000	10,620	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7010	Depreciation Expense	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	-	-	-	-	-	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	972,957	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7120	Administrative Costs	-	58,752	58,752	58,752	-	
TOTAL MAINTENANCE & OPERATIONS		**8,163,782**	**8,039,697**	**8,039,697**	**6,040,294**	**6,789,648**	

DRAFT

SELF INSURANCE- NON DEPARTMENTAL - 700-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	-	-	-	-	-	
MAINT & OPERATIONS	2,825,621	2,451,752	2,451,752	1,885,038	2,006,392	
SUB TOTAL	**2,825,621**	**2,451,752**	**2,451,752**	**1,885,038**	**2,006,392**	
CAPITAL OUTLAY						
DIVISION TOTALS	**2,825,621**	**2,451,752**	**2,451,752**	**1,885,038**	**2,006,392**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE- NON DEPARTMENTAL - 700-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable					496	
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance	844,587	800,000	800,000	850,732	1,026,095	
6032.10	Insurance WC- City	141,476	250,000	250,000	179,594	201,435	
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation	152				250,000	
6035.20	Liability					250,000	
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	6,800	41,000	41,000			
6040.11	Workers Compensation - General	197,939	200,000	200,000	170,223	175,958	
6040.12	Workers Compensation - Transit						
6040.13	Liability - General	39,228	100,000	100,000	39,787	40,788	
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services	5,822					
6040.76	Legal Services - Liability General	64,075	100,000	100,000	25,645	50,000	
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						

DRAFT

SELF INSURANCE- NON DEPARTMENTAL - 700-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense	1,031	2,000	2,000	260	1,000	
6065	Liability Insurance	550,032	900,000	900,000	550,044		
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees	1,523			10,000	10,620	
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	972,957					
7110	Capital Grant Not Capitalized						
7120	Administrative Costs		58,752	58,752	58,752		
TOTAL MAINTENANCE & OPERATIONS		**2,825,621**	**2,451,752**	**2,451,752**	**1,885,038**	**2,006,392**	

DRAFT

SELF INSURANCE - CITY COUNCIL - 700-99-100 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	80	-	-	2,260	3,000	
SUB TOTAL	**80**	**-**	**-**	**2,260**	**3,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**80**	**-**	**-**	**2,260**	**3,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE- CITY COUNCIL - 700-99-100						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	80			2,260	3,000	
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE- CITY COUNCIL - 700-99-100						2018-19 M&O BUDGET SUMMARY
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**80**	**-**	**-**	**2,260**	**3,000**	

DRAFT

SELF INSURANCE- ADMIN - 700-99-200 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	8,821	10,000	10,000	41,237	137,000	
SUB TOTAL	**8,821**	**10,000**	**10,000**	**41,237**	**137,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**8,821**	**10,000**	**10,000**	**41,237**	**137,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE- ADMIN - 700-99-200						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	8,821	10,000	10,000	41,237	137,000	
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE- ADMIN - 700-99-200						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**8,821**	**10,000**	**10,000**	**41,237**	**137,000**	

DRAFT

SELF INSURANCE -HR - 700-99-250 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	91,066	41,000	41,000	28,096	35,950	
SUB TOTAL	**91,066**	**41,000**	**41,000**	**28,096**	**35,950**	
CAPITAL OUTLAY						
DIVISION TOTALS	**91,066**	**41,000**	**41,000**	**28,096**	**35,950**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE -HR - 700-99-250						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	11,518	10,000	10,000	22	5,000	
6035.20	Liability	49,897	30,000	30,000		5,950	
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General	29,651	1,000	1,000	28,074	25,000	
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE -HR - 700-99-250						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**91,066**	**41,000**	**41,000**	**28,096**	**35,950**	

DRAFT

SELF INSURANCE -PW ADMIN -700-99-300 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	-	-	546	-	
SUB TOTAL	**-**	**-**	**-**	**546**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**-**	**546**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE -PW ADMIN -700-99-300						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable				546		
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE -PW ADMIN -700-99-300						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**546**	**-**	

DRAFT

SELF INSURANCE - STREETS - 700-99-310 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	226,603	160,000	160,000	174,061	244,626	
SUB TOTAL	**226,603**	**160,000**	**160,000**	**174,061**	**244,626**	
CAPITAL OUTLAY						
DIVISION TOTALS	**226,603**	**160,000**	**160,000**	**174,061**	**244,626**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - STREETS - 700-99-310 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	12,691	10,000	10,000	44,194	44,626	
6035.20	Liability	184,741	125,000	125,000	129,866	200,000	
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts	29,170	25,000	25,000			
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - STREETS - 700-99-310						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**226,603**	**160,000**	**160,000**	**174,061**	**244,626**	

DRAFT

SELF INSURANCE - TREES - 700-99-320 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	42,034	15,000	15,000	1,288	15,000	
SUB TOTAL	**42,034**	**15,000**	**15,000**	**1,288**	**15,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**42,034**	**15,000**	**15,000**	**1,288**	**15,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - TREES - 700-99-320						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation	42,034	15,000	15,000	1,288	15,000	
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - TREES - 700-99-320						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**42,034**	**15,000**	**15,000**	**1,288**	**15,000**	

DRAFT

SELF INSURANCE - FINANCE - 700-99-400 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	53,032	61,000	61,000	81,690	82,568	
SUB TOTAL	**53,032**	**61,000**	**61,000**	**81,690**	**82,568**	
CAPITAL OUTLAY						
DIVISION TOTALS	**53,032**	**61,000**	**61,000**	**81,690**	**82,568**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - FINANCE - 700-99-400 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation	23,881	25,000	25,000	50,840	51,568	
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General	29,151	36,000	36,000	30,850	31,000	
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - FINANCE - 700-99-400						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**53,032**	**61,000**	**61,000**	**81,690**	**82,568**	

DRAFT

SELF INSURANCE - COMM. DEVELOPMENT - 700-99-500 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	3,573	70,000	70,000	-	-	
MAINT & OPERATIONS	298,065	55,439	55,439	1,079	992	
SUB TOTAL	**301,638**	**125,439**	**125,439**	**1,079**	**992**	
CAPITAL OUTLAY						
DIVISION TOTALS	**301,638**	**125,439**	**125,439**	**1,079**	**992**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - COMM. DEVELOPMENT - 700-99-500 — 2018-19 PERSONNEL SERVICES SUMMARY

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries		65,111	65,111			
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	-	65,111	65,111	-	-	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	3,572.55	4,889	4,889			
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	3,573	4,889	4,889	-	-	
	TOTAL NON-SAFETY	3,573	70,000	70,000	-	-	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	3,573	70,000	70,000	-	-	

DRAFT

SELF INSURANCE - COMM. DEVELOPMENT - 700-99-500 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability	298,065	55,439	55,439	1,079	992	
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - COMM. DEVELOPMENT - 700-99-500						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**298,065**	**55,439**	**55,439**	**1,079**	**992**	

DRAFT

SELF INSURANCE - GOVT. BUILDING - 700-99-510 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	304	1,000	1,000	-	1,500	
SUB TOTAL	**304**	**1,000**	**1,000**	**-**	**1,500**	
CAPITAL OUTLAY						
DIVISION TOTALS	**304**	**1,000**	**1,000**	**-**	**1,500**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - GOVT. BUILDING - 700-99-510 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	292				500	
6035.20	Liability	12	1,000	1,000		1,000	
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - GOVT. BUILDING - 700-99-510						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**304**	**1,000**	**1,000**	**-**	**1,500**	

DRAFT

SELF INSURANCE - GOLF - 700-99-600 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	76,074	84,432	84,432	65,441	70,000	
SUB TOTAL	**76,074**	**84,432**	**84,432**	**65,441**	**70,000**	
CAPITAL OUTLAY						
DIVISION TOTALS	**76,074**	**84,432**	**84,432**	**65,441**	**70,000**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - GOLF - 700-99-600						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation	46,664	45,605	45,605	33,047	35,000	
6035.20	Liability	29,410	38,827	38,827	32,394	35,000	
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - GOLF - 700-99-600						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**76,074**	**84,432**	**84,432**	**65,441**	**70,000**	

DRAFT

SELF INSURANCE -REC. ADMIN-700-99-700 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	150,279	61,000	61,000	55,809	295,873	
SUB TOTAL	**150,279**	**61,000**	**61,000**	**55,809**	**295,873**	
CAPITAL OUTLAY						
DIVISION TOTALS	**150,279**	**61,000**	**61,000**	**55,809**	**295,873**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE -REC. ADMIN-700-99-700						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	150,279	61,000	61,000	55,809	294,873	
6035.20	Liability					1,000	
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE -REC. ADMIN-700-99-700						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**150,279**	**61,000**	**61,000**	**55,809**	**295,873**	

DRAFT

SELF INSURANCE -PARK MAINT - 700-99-720 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	97,166	105,000	105,000	163,801	158,836	
SUB TOTAL	**97,166**	**105,000**	**105,000**	**163,801**	**158,836**	
CAPITAL OUTLAY						
DIVISION TOTALS	**97,166**	**105,000**	**105,000**	**163,801**	**158,836**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE -PARK MAINT - 700-99-720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation	76,192	80,000	80,000	149,129	138,836	
6035.20	Liability	17,286	20,000	20,000	14,672	20,000	
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	3,688	5,000	5,000			
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE -PARK MAINT - 700-99-720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**97,166**	**105,000**	**105,000**	**163,801**	**158,836**	

DRAFT

SELF INSURANCE - POLICE - 700-99-800 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	1,357,095	1,600,000	1,600,000	1,200,097	1,170,188	
SUB TOTAL	**1,357,095**	**1,600,000**	**1,600,000**	**1,200,097**	**1,170,188**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,357,095**	**1,600,000**	**1,600,000**	**1,200,097**	**1,170,188**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE - POLICE - 700-99-800 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	**Insurance**						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	**Incurred Claims**						
6035.10	Workers Compensation	869,272	1,000,000	1,000,000	948,088	991,685	
6035.20	Liability	450,260	600,000	600,000	124,564	178,503	
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General	37,562			127,445		
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE - POLICE - 700-99-800						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**1,357,095**	**1,600,000**	**1,600,000**	**1,200,097**	**1,170,188**	

DRAFT

SELF INSURANCE -FIRE - 700-99-850 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	2,685	-	-	-	-	
MAINT & OPERATIONS	1,457,037	1,933,106	1,933,106	777,530	892,517	
SUB TOTAL	**1,459,722**	**1,933,106**	**1,933,106**	**777,530**	**892,517**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,459,722**	**1,933,106**	**1,933,106**	**777,530**	**892,517**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE -FIRE -700-99-850 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	-	-		-	-	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	2,685					
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**2,685**	-		-	-	
	TOTAL NON-SAFETY	**2,685**	-		-	-	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**2,685**	-	-	-	-	

DRAFT

SELF INSURANCE -FIRE -700-99-850 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit						
6035	***Incurred Claims***						
6035.10	Workers Compensation	1,214,681	700,000	700,000	705,795	694,180	
6035.20	Liability	173,158	1,200,000	1,200,000	33,393	198,337	
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General	9,770	5,858	5,858			
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General	56,748	23,675	23,675	30,867		
6040.77	Legal Services - Liability Transit						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	Utility Services						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						

DRAFT

SELF INSURANCE -FIRE -700-99-850						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6060	Mail/ Postal Expense						
6065	Liability Insurance	2,680	3,573	3,573	7,476		
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	Preventive Maintenance						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**1,457,037**	**1,933,106**	**1,933,106**	**777,530**	**892,517**	

DRAFT

SELF INSURANCE -TRANSIT - 700-99-900 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	1,480,505	1,460,968	1,460,968	1,562,322	1,675,206	
SUB TOTAL	**1,480,505**	**1,460,968**	**1,460,968**	**1,562,322**	**1,675,206**	
CAPITAL OUTLAY						
DIVISION TOTALS	**1,480,505**	**1,460,968**	**1,460,968**	**1,562,322**	**1,675,206**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

SELF INSURANCE -TRANSIT - 700-99-900 **2018-19 M&O BUDGET SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	***Insurance***						
6032	Insurance						
6032.10	Insurance WC- City						
6032.20	Insurance WC- Transit	86,490			100,477	118,996	
6035	***Incurred Claims***						
6035.10	Workers Compensation	671,253	800,000	800,000	782,030	793,348	
6035.20	Liability	548,157	500,000	500,000	560,089	641,430	
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit	121,357	120,000	120,000	95,455	95,783	
6040.13	Liability - General						
6040.14	Liability - Transit	34,182	40,000	40,000	24,271	24,689	
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.76	Legal Services - Liability General						
6040.77	Legal Services - Liability Transit	19,067	968	968		960	
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

SELF INSURANCE -TRANSIT - 700-99-900						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded Fuel						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits & Fees						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7110	Capital Grant Not Capitalized						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**1,480,505**	**1,460,968**	**1,460,968**	**1,562,322**	**1,675,206**	

DRAFT

CORPORATE SHOP FUND 720 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	13,193	57,093	57,093	28,563	29,421	
MAINT & OPERATIONS	397,176	513,900	513,800	500,578	541,472	
SUB TOTAL	**410,369**	**570,993**	**570,893**	**529,142**	**570,893**	
CAPITAL OUTLAY						
DIVISION TOTALS	**410,369**	**570,993**	**570,893**	**529,142**	**570,893**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP FUND 720 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	NON-SAFETY PERSONNEL DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
5000	**Salaries**						
5000.10	Regular Salaries	9,786	31,654	31,654	12,707	13,088	
5000.20	Regular Hourly	-	-	-	-	-	
5000.30	Limited Hourly	-	-	-	-	-	
5000.40	Stipend	-	-	-	-	-	
5000.50	Industrial Disability	-	-	-	-	-	
5010	**Overtime**	-	-	-	-	-	
5010.10	Full-Time	-	-	-	-	-	
5010.20	Part-Time	-	-	-	-	-	
5010.30	Limited Part-Time	-	-	-	-	-	
5010.40	FLSA Overtime	-	-	-	-	-	
		-	-	-	-	-	
	SUBTOTAL	**9,786**	**31,654**	**31,654**	**12,707**	**13,088**	
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE	550	2,456	2,456	2,456	2,530	
5100.20	Compensation Insurance	-	2,305	2,305	2,305	2,374	
5100.30	Unemployment Insurance	-	290	290	-	-	
5100.40	Health Insurance	1,348	7,897	7,897	1,246	1,283	
5100.50	Uniform Allowance	55	250	250	87	90	
5100.60	Tool Allowance	48	200	200	80	82	
5100.70	Auto Allowance	-	-	-	-	-	
5100.75	LTD/STD	-	304	304	-	-	
5100.80	Vision	-	-	-	-	-	
5100.85	Dental	-	-	-	-	-	
5100.90	Life	9	55	55	8	8	
5300	**Retirement**	-	-	-	-	-	
5300.10	Retiree Benefits	-	-	-	-	-	
5300.20	PERS employer costs	691	8,912	8,912	8,912	9,180	
5300.25	PERS employer pickup	706	2,770	2,770	763	786	
5300.30	401 a(h) First Mercantile	-	-	-	-	-	
5300.40	Replacement Benefit Fund	-	-	-	-	-	
5300.50	PARS	-	-	-	-	-	
	SUBTOTAL	**3,408**	**25,439**	**25,439**	**15,856**	**16,333**	
	TOTAL NON-SAFETY	**13,193**	**57,093**	**57,093**	**28,563**	**29,421**	
	SAFETY PERSONNEL						
5000	**Salaries**						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	**Overtime**						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	**Fringe Benefits**						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	**Retirement**						
5300.10	Retiree Benefits						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**13,193**	**57,093**	**57,093**	**28,563**	**29,421**	

DRAFT

CORPORATE SHOP FUND 720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies	-	-	-	-	-	
6000.20	Non-Durable	-	-	-	-	-	
6000.30	Janitorial	-	-	-	-	-	
6000.40	Durable	-	-	-	-	-	
6000.50	Medical	-	-	-	-	-	
6005	Inventory Variance	-	-	-	-	-	
6010	**Machinery & Equipments**	-	-	-	-	-	
6010.10	Machinery & Equipment	-	-	-	-	-	
6010.20	Office Equipment	-	-	-	-	-	
6010.30	Small Tools	-	-	-	-	-	
6010.40	Computer Software	-	-	-	-	-	
6010.50	Computer Hardware	-	-	-	-	-	
6012	Education Reimbursement	-	-	-	-	-	
6014	Training	-	-	-	-	-	
6016	Uniform Expense	-	-	-	-	-	
6020	Travel & Meetings	-	-	-	-	-	
6025	Advertising/Printing Services	-	-	-	-	-	
6030	Dues & Subscriptions	-	-	-	-	-	
6032	Insurance	-	-	-	-	-	
6035	**Incurred Claims**	-	-	-	-	-	
6035.10	Workers Compensation	-	-	-	-	-	
6035.20	Liability	-	-	-	-	-	
6040	**Contract Services**	-	-	-	-	-	
6040.05	Rubbish	-	-	-	-	-	
6040.10	Outside Contracts	9,902	20,000	20,000	10,000	10,000	
6040.11	Workers Compensation - General	-	-	-	-	-	
6040.12	Workers Compensation - Transit	-	-	-	-	-	
6040.13	Liability - General	-	-	-	-	-	
6040.14	Liability - Transit	-	-	-	-	-	
6040.15	Tree Trimming	-	-	-	-	-	
6040.20	Landscaping Services	-	-	-	-	-	
6040.25	Graffiti Removal Services	-	-	-	-	-	
6040.30	Street Sweeping	-	-	-	-	-	
6040.35	Custodial Services	-	-	-	-	-	
6040.40	Rec Activity Instructor Services	-	-	-	-	-	
6040.45	Sewer Maintenance	-	-	-	-	-	
6040.50	Street Maintenance	-	-	-	-	-	
6040.55	Water System Maintenance	-	-	-	-	-	
6040.60	Building Maintenance/Repairs	-	-	-	-	-	
6040.65	Equipment/Software Maint-Repair	-	-	-	-	-	
6040.70	Rental- Building & Equipment	-	-	-	-	-	
6040.75	Legal Services	-	-	-	-	-	
6040.80	Engineering Services	-	-	-	-	-	
6040.85	Towing Services	-	-	-	-	-	
6040.90	Audit Services	-	-	-	-	-	
6040.95	Other Professional Services	-	-	-	-	-	
6045	Election Expense	-	-	-	-	-	
6050	**Utility Services**	-	-	-	-	-	
6050.10	Electricity Usage	-	-	-	-	-	
6050.20	Water Usage	-	-	-	-	-	
6050.30	Telephone Services	-	-	-	-	-	
6050.40	Cellular Services	-	-	-	-	-	
6050.50	Gas Usage	-	-	-	-	-	
6055	Copier Repair/Services	-	-	-	-	-	
6060	Mail/ Postal Expense	-	-	-	-	-	
6065	Liability Insurance	-	-	-	-	-	

DRAFT

CORPORATE SHOP FUND 720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**	-	-	-	-	-	
6070.10	Regular Unleaded	208,783	220,000	220,000	342,286	222,405	
6070.20	Diesel	37,017	55,000	55,000	47,834	41,429	
6070.30	CNG	-	-	-	-	-	
6070.40	Propane	-	-	-	-	-	
6075	**Preventive Maintenance**	-	-	-	-	-	
6075.10	Fire Extinguisher	-	-	-	-	-	
6075.20	Fire Hydrant	-	-	-	-	-	
6080	**Vehicle Maintenance/Expenses**	-	-	-	-	-	
6080.10	Oil	1,310	2,500	2,500	397	409	
6080.20	Coolant	-	-	-	-	-	
6080.30	Vehicle Repair & Services	61,988	100,100	100,100	42,012	238,530	
6080.40	Bus Repair & Services	-	-	-	-	-	
6080.50	Bus Parts	-	-	-	-	-	
6080.60	Vehicle Parts/Equipments	67,983	80,000	80,000	43,916	14,142	
6080.70	Auto Body Repair	510	20,000	20,000	-	-	
6080.80	Vehicle Expenses	400	100	-	6,604	6,802	
6081	Permits and Fees	-	-	-	-	-	
6082	Vehicle Purchases	-	-	-	5,676	5,847	
6085	Water Purchase Resale	-	-	-	-	-	
6087	Property Maintenance	-	-	-	-	-	
6090	Carpool Incentive	-	-	-	-	-	
6095	Safety Program	-	-	-	-	-	
7000	Transfer Out	-	-	-	-	-	
7010	Depreciation Expense	1,173	3,200	3,200	-	-	
7015	Bond Principal	-	-	-	-	-	
7020	Note Principal	-	-	-	-	-	
7025	Interest Expense	-	-	-	-	-	
7030	Issuance Costs	-	-	-	-	-	
7035	Lease Payment	8,108	8,000	8,000	1,327	1,367	
7040	Rent	-	-	-	-	-	
7045	Equipment Reserve	-	-	-	-	-	
7050	Miscellaneous Expense	3	5,000	5,000	525	541	
7055	Capital Outlay	-	-	-	-	-	
7060	Acquisition	-	-	-	-	-	
7065	Relocation	-	-	-	-	-	
7070	Construction	-	-	-	-	-	
7075	Rehabilitation	-	-	-	-	-	
7080	Design	-	-	-	-	-	
7085	Land	-	-	-	-	-	
7090	Building	-	-	-	-	-	
7100	Capital Renovation	-	-	-	-	-	
7110	Capital Grant Not Capitalized	-	-	-	-	-	
7115	Building Improvements	-	-	-	-	-	
7116	Improvements Other than Building	-	-	-	-	-	
7120	Administrative Costs	-	-	-	-	-	
TOTAL MAINTENANCE & OPERATIONS		**397,176**	**513,900**	**513,800**	**500,578**	**541,472**	

DRAFT

CORPORATE SHOP - GENERAL - 720-99 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES	13,193	57,093	57,093	28,563	29,421	
MAINT & OPERATIONS	240,504	313,200	313,200	204,501	-	
SUB TOTAL	**253,697**	**370,293**	**370,293**	**233,064**	**29,421**	
CAPITAL OUTLAY						
DIVISION TOTALS	**253,697**	**370,293**	**370,293**	**233,064**	**29,421**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - GENERAL - 720-99 — **2018-19 PERSONNEL SERVICES SUMMARY**

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
	NON-SAFETY PERSONNEL						
5000	***Salaries***						
5000.10	Regular Salaries	9,785.74	31,654	31,654	12,707	13,088	
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	***Overtime***						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL	**9,786**	**31,654**	**31,654**	**12,707**	**13,088**	
5100	***Fringe Benefits***						
5100.10	FICA/MEDICARE	550	2,456	2,456	2,456	2,530	
5100.20	Compensation Insurance		2,305	2,305	2,305	2,374	
5100.30	Unemployment Insurance		290	290			
5100.40	Health Insurance	1,348	7,897	7,897	1,246	1,283	
5100.50	Uniform Allowance	55	250	250	87	90	
5100.60	Tool Allowance	48	200	200	80	82	
5100.70	Auto Allowance						
5100.75	LTD/STD		304	304			
5100.80	Vision						
5100.85	Dental						
5100.90	Life	9	55	55	8	8	
5300	***Retirement***						
5300.10	Retiree Benefits						
5300.20	PERS employer costs	691	8,912	8,912	8,912	9,180	
5300.25	PERS employer pickup	706	2,770	2,770	763	786	
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
5300.50	PARS						
	SUBTOTAL	**3,408**	**25,439**	**25,439**	**15,856**	**16,333**	
	TOTAL NON-SAFETY	**13,193**	**57,093**	**57,093**	**28,563**	**29,421**	
	SAFETY PERSONNEL						
5000	***Salaries***						
5000.10	Regular Salaries						
5000.20	Regular Hourly						
5000.30	Limited Hourly						
5000.40	Stipend						
5000.50	Industrial Disability						
5010	***Overtime***						
5010.10	Full-Time						
5010.20	Part-Time						
5010.30	Limited Part-Time						
5010.40	FLSA Overtime						
	SUBTOTAL						
5100	***Fringe Benefits***						
5100.10	FICA/MEDICARE						
5100.20	Compensation Insurance						
5100.30	Unemployment Insurance						
5100.40	Health Insurance						
5100.50	Uniform Allowance						
5100.60	Tool Allowance						
5100.70	Auto Allowance						
5100.75	LTD/STD						
5100.80	Vision						
5100.85	Dental						
5100.90	Life						
5300	***Retirement***						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.20	PERS employer costs						
5300.25	PERS employer pickup						
5300.30	401 a(h) First Mercantile						
5300.40	Replacement Benefit Fund						
	SUBTOTAL						
	TOTAL SAFETY						
	TOTAL PERSONNEL SERVICES	**13,193**	**57,093**	**57,093**	**28,563**	**29,421**	

DRAFT

CORPORATE SHOP - GENERAL - 720-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - GENERAL - 720-99						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded	208,783	220,000	220,000	174,474		
6070.20	Diesel	30,545	35,000	35,000	30,027		
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments		30,000	30,000			
6080.70	Auto Body Repair		20,000	20,000			
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense	1,173	3,200	3,200			
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense	3	5,000	5,000			
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**240,504**	**313,200**	**313,200**	**204,501**	**-**	

DRAFT

CORPORATION SHOP - ADMIN -720-20 — *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	50	200	100	180	-	
SUB TOTAL	**50**	**200**	**100**	**180**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**50**	**200**	**100**	**180**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATION SHOP - ADMIN - 720-20-200						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATION SHOP - ADMIN - 720-20-200						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded				80		
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services	50	100	100	100		
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**50**	**100**	**100**	**180**	**-**	

DRAFT

CORPORATE SHOP - COMMUNITY PROMOTION -720-20-201						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - COMMUNITY PROMOTION -720-20-201						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses		100				
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**100**	**-**	**-**	**-**	

DRAFT

CORPORATE SHOP - PUBLIC WORKS - 720-30 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	-	-	2,515	60,165	
SUB TOTAL	**-**	**-**	**-**	**2,515**	**60,165**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**-**	**2,515**	**60,165**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - PUBLIC WORKS - ADMIN - 720-30-300						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - PUBLIC WORKS - ADMIN - 720-30-300						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded				1,283	1,321	
6070.20	Diesel				612	630	
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services				620	639	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**2,515**	**2,590**	

DRAFT

CORPORATE SHOP - PUBLIC WORKS -STREETS - 720-30-310					2018-19 M&O BUDGET SUMMARY		
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - PUBLIC WORKS -STREETS - 720-30-310						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded					10,084	
6070.20	Diesel					4,810	
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					42,681	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**57,575**	

DRAFT

CORPORATE SHOP - FINANCE -720-40 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	-	-	197	-	
SUB TOTAL	**-**	**-**	**-**	**197**	**-**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**-**	**197**	**-**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - FINANCE ADMIN -720-40-400						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - FINANCE ADMIN -720-40-400						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded				197		
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**		**197**	**-**	

DRAFT

CORPORATE SHOP - COMM. DEVELOPMENT- 720-50 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-		-	4,299	32,087	
SUB TOTAL	**-**	**-**	**-**	**4,299**	**32,087**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**-**	**4,299**	**32,087**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - COMMUNITY DEVELOPMENT - 720-50-500						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - COMMUNITY DEVELOPMENT - 720-50-500						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded				4,299	4,428	
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					27,659	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**4,299**	**32,087**	

DRAFT

CORPORATE SHOP - GOLF -720-99-600 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-		-	-	8,022	
SUB TOTAL	**-**	**-**	**-**	**-**	**8,022**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**-**	**-**	**8,022**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - GOLF -720-99-600						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - GOLF -720-99-600						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded					4,927	
6070.20	Diesel					3,095	
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**8,022**	**-**

DRAFT

CORPORATE SHOP - PARKS & REC - 720-70 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	-	-	-	18,004	64,174	
SUB TOTAL	**-**	**-**	**-**	**18,004**	**64,174**	
CAPITAL OUTLAY						
DIVISION TOTALS	**-**	**-**	**-**	**18,004**	**64,174**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - RECREATION ADMIN - 720-70-700					2018-19 M&O BUDGET SUMMARY		
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - RECREATION ADMIN - 720-70-700					2018-19 M&O BUDGET SUMMARY		
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded				11,503	11,848	
6070.20	Diesel				6,501	6,696	
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**		**18,004**	**18,544**	**6,696**

DRAFT

CORPORATE SHOP - PARK MAINT. 720-70-720					2018-19 M&O BUDGET SUMMARY		
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - PARK MAINT. 720-70-720						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded					21,668	
6070.20	Diesel					11,223	
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					12,739	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**45,630**	**-**

DRAFT

CORPORATE SHOP - POLICE - 720-80 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	9,902	20,000	20,000	167,190	256,697	
	-					
SUB TOTAL	**9,902**	**20,000**	**20,000**	**167,190**	**256,697**	
CAPITAL OUTLAY						
DIVISION TOTALS	**9,902**	**20,000**	**20,000**	**167,190**	**256,697**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - POLICE ADMIN - 720-80-800						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts	9,902	20,000	20,000	10,000	10,000	
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - POLICE ADMIN - 720-80-800						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded				149,542	166,199	
6070.20	Diesel				7,648	8,500	
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services						
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**9,902**	**20,000**	**20,000**	**167,190**	**184,698**	

DRAFT

CORPORATE SHOP -PATROL - 720-80-805						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP -PATROL - 720-80-805						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					22,651	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**22,651**	

DRAFT

CORPORATE SHOP - PD SUPPORT SERVICES -720-80-815						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - PD SUPPORT SERVICES -720-80-815						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					7,514	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**7,514**	

DRAFT

CORPORATE SHOP - INVESTIGATIVE SERV -720-80-830						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - INVESTIGATIVE SERV -720-80-830						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					41,834	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**41,834**	**-**

DRAFT

CORPORATE SHOP - FIRE - 720-85 *2018-19 BUDGET SUMMARY*

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS	146,720	180,500	180,500	103,693	120,327	
SUB TOTAL	**146,720**	**180,500**	**180,500**	**103,693**	**120,327**	
CAPITAL OUTLAY						
DIVISION TOTALS	**146,720**	**180,500**	**180,500**	**103,693**	**120,327**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

CORPORATE SHOP - FIRE - 720-85-850						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - FIRE - 720-85-850						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded				908	1,929	
6070.20	Diesel	6,472	20,000	20,000	3,047	6,476	
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil	1,310	2,500	2,500	397	409	
6080.20	Coolant						
6080.30	Vehicle Repair & Services	61,938	100,000	100,000	41,292	37,134	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments	67,983	50,000	50,000	43,916	14,142	
6080.70	Auto Body Repair	510					
6080.80	Vehicle Expenses	400			6,604	6,802	
6081	Permits and Fees						
6082	Vehicle Purchases				5,676	5,847	
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment	8,108	8,000	8,000	1,327	1,367	
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense				525	541	
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**146,720**	**180,500**	**180,500**	**103,693**	**74,647**	

DRAFT

CORPORATE SHOP - FIRE SUPPRESSION - 720-85-860						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	**Supplies**						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	**Machinery & Equipments**						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	**Incurred Claims**						
6035.10	Workers Compensation						
6035.20	Liability						
6040	**Contract Services**						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	**Utility Services**						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - FIRE SUPPRESSION - 720-85-860						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					18,986	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**18,986**	

DRAFT

CORPORATE SHOP - FIRE PREVENTION -720-85-870						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - FIRE PREVENTION -720-85-870						2018-19 M&O BUDGET SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6070	***Fuel***						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	***Preventive Maintenance***						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	***Vehicle Maintenance/Expenses***						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					25,916	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**25,916**	

DRAFT

CORPORATE SHOP - FIRE COMMUNICATION - 720-85-880						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6000	***Supplies***						
6000.10	Office Supplies						
6000.20	Non-Durable						
6000.30	Janitorial						
6000.40	Durable						
6000.50	Medical						
6005	Inventory Variance						
6010	***Machinery & Equipments***						
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6010.30	Small Tools						
6010.40	Computer Software						
6010.50	Computer Hardware						
6012	Education Reimbursement						
6014	Training						
6016	Uniform Expense						
6020	Travel & Meetings						
6025	Advertising/Printing Services						
6030	Dues & Subscriptions						
6032	Insurance						
6035	***Incurred Claims***						
6035.10	Workers Compensation						
6035.20	Liability						
6040	***Contract Services***						
6040.05	Rubbish						
6040.10	Outside Contracts						
6040.11	Workers Compensation - General						
6040.12	Workers Compensation - Transit						
6040.13	Liability - General						
6040.14	Liability - Transit						
6040.15	Tree Trimming						
6040.20	Landscaping Services						
6040.25	Graffiti Removal Services						
6040.30	Street Sweeping						
6040.35	Custodial Services						
6040.40	Rec Activity Instructor Services						
6040.45	Sewer Maintenance						
6040.50	Street Maintenance						
6040.55	Water System Maintenance						
6040.60	Building Maintenance/Repairs						
6040.65	Equipment/Software Maint-Repair						
6040.70	Rental- Building & Equipment						
6040.75	Legal Services						
6040.80	Engineering Services						
6040.85	Towing Services						
6040.90	Audit Services						
6040.95	Other Professional Services						
6045	Election Expense						
6050	***Utility Services***						
6050.10	Electricity Usage						
6050.20	Water Usage						
6050.30	Telephone Services						
6050.40	Cellular Services						
6050.50	Gas Usage						
6055	Copier Repair/Services						
6060	Mail/ Postal Expense						
6065	Liability Insurance						

DRAFT

CORPORATE SHOP - FIRE COMMUNICATION - 720-85-880						2018-19 M&O BUDGET SUMMARY	
		2016-17	2017-18	2017-18	2017-18	2018-19	2018-19
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED BUDGET	EST. ACTUAL	EST. BUDGET	APPROVED
6070	**Fuel**						
6070.10	Regular Unleaded						
6070.20	Diesel						
6070.30	CNG						
6070.40	Propane						
6075	**Preventive Maintenance**						
6075.10	Fire Extinguisher						
6075.20	Fire Hydrant						
6080	**Vehicle Maintenance/Expenses**						
6080.10	Oil						
6080.20	Coolant						
6080.30	Vehicle Repair & Services					778	
6080.40	Bus Repair & Services						
6080.50	Bus Parts						
6080.60	Vehicle Parts/Equipments						
6080.70	Auto Body Repair						
6080.80	Vehicle Expenses						
6081	Permits and Fees						
6082	Vehicle Purchases						
6085	Water Purchase Resale						
6087	Property Maintenance						
6090	Carpool Incentive						
6095	Safety Program						
7000	Transfer Out						
7010	Depreciation Expense						
7015	Bond Principal						
7020	Note Principal						
7025	Interest Expense						
7030	Issuance Costs						
7035	Lease Payment						
7040	Rent						
7045	Equipment Reserve						
7050	Miscellaneous Expense						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7110	Capital Grant Not Capitalized						
7115	Building Improvements						
7116	Improvements Other than Building						
7120	Administrative Costs						
TOTAL MAINTENANCE & OPERATIONS		**-**	**-**	**-**	**-**	**778**	

DRAFT

GAS TAX FUND 200-99 — 2018-19 BUDGET SUMMARY

	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST ACTUAL	2018-19 EST BUDGET	2018-19 APPROVED
PERSONNEL SERVICES						
MAINT & OPERATIONS						
SUB TOTAL						
CAPITAL OUTLAY	-	-	181,098	25,000	156,098	
DIVISION TOTALS	**-**	**-**	**181,098**	**25,000**	**156,098**	
NUMBER OF EMPLOYEES:						
Full Time						
Part Time						
TOTAL						

DRAFT

GAS TAX FUND - 200-99						2018-19 CAPITAL OUTLAY SUMMARY	
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 BUDGET	2017-18 AMENDED BUDGET	2017-18 EST. ACTUAL	2018-19 EST. BUDGET	2018-19 APPROVED
6010.10	Machinery & Equipment						
6010.20	Office Equipment						
6040.10	Contract services outside contracts			181,098	25,000	31,220	
6080.60	Vehicle Parts/Equipments						
6082	Vehicle Purchases						
6083	Furniture Fixtures Purchases						
7055	Capital Outlay						
7060	Acquisition						
7065	Relocation						
7070	Construction						
7075	Rehabilitation						
7080	Design						
7085	Land						
7090	Building						
7100	Capital Renovation						
7115	Building Improvements						
7116	Improvement Other than Bulding					124,878	
	TOTAL CAPITAL OUTLAY	**-**	**-**	**181,098**	**25,000**	**156,098**	
	CAPITAL OUTLAY DETAIL						
	OBJECT						***TOTAL REQ***
100.397.20	Montebello Blvd S- Lincoln to Paramount*			181,098	25,000	156,098	
	TOTALS		**-**	**181,098**	**25,000**	**156,098**	

*indicates carryover projects

DRAFT

	CITY OF MONTEBELLO										
	PROPOSED FY 2018-2019 CAPITAL IMPROVEMENT PROJECT BUDGET										
	5/31/2018										
	FY 2015-2016 CAPITAL IMPROVEMENT PROJECT BUDGET										
ITEM #	**LOCATION**	**NEW / CARRY OVER**	**GAS TAX**	**RMRA**	**PROPOSITION C**	**MEASURE R**	**MEASURE M**	**HSIP**	**STP-L**	**TDA-3**	**TOTAL PROJECT COST**
1	MONTEBELLO WAY TRAFFIC SIGNAL IMPROVEMENT FROM MINES TO OLYMPIC	*CO*						262,985			**262,985**
2	BEVERLY BLVD & WILCOX AVE - CONCRETE INTERSECTION (NEW)	*CO*			292,752						**292,752**
3	MONTEBELLO BLVD SKINPATCHING - LINCOLN TO PARAMOUNT (NEW)	*CO*			129,115				89,000		**218,115**
4	CITYWIDE SIDEWALK AND POTHOLES REPAIRS	*CO*				60,056					**60,056**
5	ARTERIAL STREET STRIPING	CO			31,689						**31,689**
	FY 2016-2017 CAPITAL IMPROVEMENT PROJECT BUDGET										
1	ARROYO DRIVE ST IMPROVEMENTS - ASTRA TO ROSE GLEN	CO				79,373			655,000		**734,373**
2	CONCRETE PROGRAM (ADA ACCESS RAMPS)	CO				4,130				42,478	**46,608**
	FY 2017-2018 CAPITAL IMPROVEMENT PROJECT BUDGET										
ITEM #	**LOCATION**	**NEW / CARRY OVER**	**GAS TAX**	**RMRA**	**PROPOSITION C**	**MEASURE R**	**MEASURE M**	**HSIP**	**STP-L**	**TDA-3**	**TOTAL PROJECT COST**
1	HSIP THREE INTERSECTION SAFETY IMPROVMENTS (GARFIELD/VIA CAMPO, VIA CAMPO/FINDLAY & WHITTIER/GARFIELD)	CO						710,000			**710,000**
2	BEVERLY BLVD TRAFFIC SYNCHRONIZATION PROJECT (GRANT MATCH)	CO			260,000						**260,000**
3	BEVERLY BLVD STREET IMPROVEMENTS (21st TO HOWARD)	CO			461,161				189,000		**650,161**
4	CONCRETE PROGRAM (ADA ACCESS RAMPS)	CO			50,000					41,634	**91,634**
5	MONTEBELLO BLVD (LINCOLN TO PARAMOUNT)		156,098	203,632							
	FY 15-16 CARRYOVER		**-**	**-**	**453,556**	**60,056**	**-**	**262,985**	**89,000**	**-**	**865,597**
	FY 16-17 CARRYOVER		**-**	**-**	**-**	**83,503**	**-**	**-**	**655,000**	**42,478**	**780,981**
	FY 17-18 CARRYOVER		**156,098**	**203,632**	**771,161**	**-**	**-**	**710,000**	**189,000**	**41,634**	**1,711,795**
	FISCAL YEAR CARRYOVER TOTAL		**156,098**	**203,632**	**1,224,717**	**143,559**	**-**	**972,985**	**933,000**	**84,112**	**3,358,373**

TBD

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Craig Koehler, Finance Administrator

SUBJECT: Update on City of Montebello Ad Hoc Citizens Budget Advisory Committee

DATE: June 13, 2018

RECOMMENDATION

That each City Councilmember appoints one or more individuals to the Ad Hoc Citizens Budget Advisory Committee (CBAC).

BACKGROUND

At the March 14 Council meeting, Council discussed a report prepared by staff and provided initial direction for notifying City residents with interest in serving on the Ad Hoc Committee. Following Council's direction, staff prepared and posted a notice on the City's website soliciting City residents interested in serving on the CBAC. A notice was added to the City's Facebook page, and the City also notified local service organizations - Lions Club, Rotary Club, Soroptimist, and the Montebello Chamber of Commerce.

Residents interested in serving on the CBAC were advised to send a letter of interest to the attention of the Acting City Manager's Officee. To date, the City has received letters of interest from a total of 17 residents desiring to serve on the CBAC (see attached list and related correspondence).

Staff is seeking further direction and clarification of the following open items pertaining to the formation and staffing of the ad hoc committee.

1) How shall the members be selected?
   Staff is recommending one or more members selected per City Councilmember.

2) How many members shall the Committee have?

Staff is recommending a minimum of five members.

3) How long shall Ad Hoc Committee members serve?
Staff is recommending six to nine months.

4) When will this Ad Hoc Committee expire?
Staff is recommending the committee member's term run concurrent with the duration of the ad hoc committee.

ANALYSIS

In order to address the City's areas of fiscal concern and educating the public, the formation of an Ad Hoc CBAC is recommended. An example of staffing can consist of one appointment from the community by each Council member, and the Council may consider a range of five to twelve resident members. This may be an opportunity to educate the community on the complexities of municipal finance, and as an alternative, the Council may also consider a larger number of participants.

A designated City staff member, or consultant could serve as the committee facilitator, and selection of a Chair and a Vice-Chair, will be completed by a committee vote. The facilitator position will be assigned the tasks of organizing the committee's focus, conducting the meetings, the liaison between the Committee and Council, and reporting back to Council. The Committee Chair will serve for the period of their term appointment.

Committee meetings will require a quorum of simple majority of their members in order to meet and conduct business. Meetings will be held at City Hall. Frequency of the meetings will be provided by City Council's direction.

The next current year budget process (FY18/19) has started. We are planning to present the budget for FY18/19 to City Council this month. This limits the input of the Ad Hoc Committee for the upcoming fiscal year, but it may be useful for the Ad Hoc Committee members to understand the budget process and assist in addressing the structural imbalance.

The City does not want to delay the budget process as the deadline to approve a City budget is June 30, 2018. Ad Hoc Committee members may make subsequent recommendations to City Council after the budget approval.

FISCAL IMPACTS

There is no direct impact to the General Fund associated with this action. However, administrative and staff expenses will incurred in connection with preparing for, managing, operating, and staffing Committee meetings.

SUMMARY

The City Council will consider the formation, staffing, and purpose of an Ad Hoc Citizens Budget Advisory Committee. Staff is seeking further direction and clarification on open items pertaining to the CBAC.

ATTACHMENTS

A. Master List

Ad Hoc Citizens Budget Advisory Committee (CBAC) Interest

As of May 30, 2018

- Alix Alcazar
- Maribel Briseno
- Carlos Cerdan, Jr.
- Raynier Diaz
- Eduardo Garfias
- Kristina Hilton
- Anthony Lopez
- Salvador Melendez
- Sarah Ochoa
- George Pacheco
- Catherine Salaiz
- Laura Sanchez
- Sam Shioi
- Bob Tapia
- David Torres
- Rosemarie Vasquez
- Colin Whipple

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew Pasmant, Acting City Manager

BY: Craig Koehler, Finance Administrator

SUBJECT: Cost Allocation Plan

DATE: June 13, 2018

RECOMMENDATION

The City Council will consider for approval the Cost Allocation Plan (CAP) prepared by Willdan Financial Services to develop an overhead cost allocation model that establishes a full cost allocation methodology for administrative overhead costs. The cost allocation plan will properly reimburse the City's General Fund and prepare an intergovernmental cost recovery plan that is in compliance with the new Uniform Guidance 2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (previously OMB Circular A-87).

BACKGROUND

At the November 8, 2017 Council meeting, Council awarded a contract to Willdan Financial Services to perform an overhead cost allocation study. Willdan was selected through a completive RFP process, receiving the highest overall evaluation score, being the lowest responsible cost bidder among the three competing firms, and having compliance with the federal OMB A-87 regulations. The last overhead cost allocation study was performed in 2010.

ANALYSIS

The cost allocation plan (CAP) is a comprehensive analysis to determine the appropriate allocation of costs from central service departments (City Attorney, City Council, and Finance) that provide support to the operating departments (Police, Fire, and Engineering) that provide services directly to the public. Willdan analyzed the City's cost code structure to determine which types of costs are allowable and unallowable in

accordance with standard and accepted cost allocation principles to ensure central service department costs are appropriately allocated to the operating departments.

The study is comprised of two separate allocation plans. The attached report summarizes the results of the allocation in two tables: Table 1 is in compliance with the Office of Management and Budget Super Circular and CFR Part 200, and Table 2 is with the full plan. The report includes descriptions of the differences between the two plans, purpose, and when the plans deviate from each other.

The purpose of the CAP is to identify the central support and operating departments, then identify the functions and services provided by the central departments, distinguish allocable and non-allocable costs associated with the City's central service departments, and then distribute those costs to operating entities in a fair and equitable manner. Allocations should represent how operating departments use and benefit from central support services. The CAP is used in the formation of personnel rates, budgeting and cost reimbursement and development of a model that reflects the City's budget structure.

FISCAL IMPACTS

This study will result in an economic benefit to the General Fund and potential recovery of $2,106,117 from other funds. The fee of $11,885 to complete the Cost Allocation Plan is budgeted in the Fiscal Year 2017/2018 budget, and will be allocated among the City's General Fund, Successor Agency Fund, Transit Fund, and other relevant special revenue funds.

SUMMARY

The City Council will consider for approval the Cost Allocation Plan (CAP) prepared by Willdan Financial Services to develop an overhead cost allocation model that establishes a full cost allocation methodology for administrative overhead costs. The cost allocation plan will properly reimburse the City's General Fund and prepare an intergovernmental cost recovery plan that is in compliance with the Full or non OMB compliant plan.

ATTACHMENTS

A. Montebello Cost Allocation Plan Report
B. Montebello Cost Allocation Plan Presentation Power Point

CITY OF MONTEBELLO

Cost Allocation Plan

May 10, 2018

WILLDAN

Table of Contents

Table of Contents i

List of Tables ii

Executive Summary 1

Introduction 4

Approach 5

Methodology *5*

Applications *6*

OMB Super Circular and 2 CFR Part 200 ..... *6*

Central Service Departments *7*

Distribution Bases *8*

Allocable Costs and Distribution Bases 9

Allocable Costs *9*

Allocation Percentages *10*

Section 1: Building Maintenance 10

Section 2: City Clerk 10

Section 3: City Council 11

Section 4: City Treasurer 11

Section 5: Administration 12

Section 6: Finance 12

Section 7: IT/Technology 13

Section 8: Purchasing 13

Section 9: Public Works Administration 14

Iterative Allocation *16*

Appendix A 17

Appendix B 21

List of Tables

Table 1: Allocated Costs to Recipient Departments (OMB Compliant CAP) 2
Table 1: Allocated Costs to Recipient Departments (Full CAP) 3
Table 3: Allocable Cost Summary 9
Table A-1: Initial Allocation Percentages (OMB Compliant CAP) 18
Table A-2: Final Allocation Percentages (OMB Compliant CAP) 19
Table A-3: Final Allocation Amounts (OMB Compliant CAP) 20
Table B-1: Final Allocation Amounts (Full CAP) 22

Executive Summary

This cost allocation plan ("CAP") summarizes a comprehensive analysis that has been completed for the City of Montebello, California (the "City") to determine the appropriate allocation of costs from central service departments to the operating departments. The primary objective is to allocate costs from departments that provide services internally to operating departments that conduct the day-to-day operations necessary to serve the community. The internal service costs typically represent (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. The term "indirect costs," as used herein, applies to costs of this type originating in the central service departments.

To ensure central service department costs are appropriately allocated to the operating departments, Willdan analyzed the City's cost code structure to determine which types costs are allowable versus unallowable in accordance with standard and accepted cost allocation principles. The term "allocable costs" as used herein, applies to costs that are allowable for allocation.

The study is comprised of two separate allocation plans. Table 1 is the summary results of the allocation in compliance with the Office of Management and Budget Super Circular (the OMB Super Circular) and CFR Part 200 (Cost Principles). Table 2 that follows is the summary results of the full plan. The report below includes descriptions of the differences between the two plans, their separate purposes, and specific details of when the plans deviate from each other.

Table 1: Allocated Costs to Recipient Departments (OMB Compliant CAP)

Allocated Cost Summary — **Fiscal Year 2017-2018**

Operating Department / Division / Fund	Total Allocation	Direct Cost Base: Modified Total Direct Cost	Indirect Cost Rate
	$5,135,556	**$89,170,509**	**6%**
Operating Department			
100: Community Development	$475,768	$1,321,697	36%
100: Fire	$466,996	$14,066,741	3%
100: Parks & Recreation	$737,632	$3,527,223	21%
100: Police	$895,564	$20,471,934	4%
100: Public Works	$562,214	$8,211,528	7%
200: Gas Tax Fund	$8,046	$549,730	1%
205: Retirement Fund	$13,833	$834,600	2%
210: Prop A Local Fund	$252	$0	
215: Prop C Local Fund	$17,393	$73,000	24%
220: Measure R Local Fund	$14,378	$0	
222: Measure M Local	$1,261	$0	
223: TDA Article 3 Fund	$0	$0	
225: Metro-Link Fund	$11,849	$284,900	4%
230: Drug Enforcement Fund	$11,687	$683,385	2%
235: Supplemental Law Fund	$6,139	$120,000	5%
240: JAG Fund	$279	$14,000	2%
245: AQMD Fund	$26,962	$35,500	76%
255: CDBG Fund	$39,160	$292,196	13%
260: Home Fund	$8,506	$499,584	2%
265: Grants Fund	$27,287	$702,946	4%
270: Transit Grants	$91,814	$6,436,504	1%
300: Capital Improvement Fund	$3,027	$0	
410: Debt Service II Fund	$279	$10,000	3%
600: Transit Fund	$1,263,783	$26,045,300	5%
605: Water Fund	$125,881	$2,010,948	6%
610: Golf Fund	$317,920	$2,526,583	13%
615: Detention Fund	$7,646	$452,210	2%

Table 1: Allocated Costs to Recipient Departments (Full CAP)

Allocated Cost Summary — **Fiscal Year 2017-2018**

Operating Department / Division / Fund	Total Allocation	Direct Cost Base: Modified Total Direct Cost	Indirect Cost Rate
	$5,374,684	**$89,170,509**	**6%**
Operating Department			
100: Community Development	$492,281	$1,321,697	37%
100: Fire	$495,467	$14,066,741	4%
100: Parks & Recreation	$756,765	$3,527,223	21%
100: Police	$939,878	$20,471,934	5%
100: Public Works	$591,163	$8,211,528	7%
200: Gas Tax Fund	$8,615	$549,730	2%
205: Retirement Fund	$14,698	$834,600	2%
210: Prop A Local Fund	$253	$0	
215: Prop C Local Fund	$17,509	$73,000	24%
220: Measure R Local Fund	$14,413	$0	
222: Measure M Local	$1,264	$0	
223: TDA Article 3 Fund	$0	$0	
225: Metro-Link Fund	$12,211	$284,900	4%
230: Drug Enforcement Fund	$12,403	$683,385	2%
235: Supplemental Law Fund	$6,301	$120,000	5%
240: JAG Fund	$294	$14,000	2%
245: AQMD Fund	$27,226	$35,500	77%
255: CDBG Fund	$42,045	$292,196	14%
260: Home Fund	$9,034	$499,584	2%
265: Grants Fund	$28,059	$702,946	4%
270: Transit Grants	$98,472	$6,436,504	2%
300: Capital Improvement Fund	$3,034	$0	
410: Debt Service II Fund	$290	$10,000	3%
600: Transit Fund	$1,339,894	$26,045,300	5%
605: Water Fund	$130,245	$2,010,948	6%
610: Golf Fund	$324,744	$2,526,583	13%
615: Detention Fund	$8,124	$452,210	2%

Introduction

In the early 1970s, the cost allocation plan concept was introduced to many government agencies. The purpose of a typical cost allocation plan is to identify costs related to rendering internal central support services and allocate those costs to operating departments or programs that utilize and benefit from them, in a fair and equitable manner.

Before indirect costs and central support service charges may be claimed for reimbursement by an operating department, there must be some formal means of identifying, accumulating and distributing these types of costs to all benefiting departments. Regardless of whether an agency has a formal comprehensive cost accounting system, the best method of accumulating, identifying, and determining a distribution of indirect costs is a cost allocation plan.

A City is made up of many departments, each with their own specific purposes or functions. Departments whose primary function is to provide support internally to other City departments are called central services. Examples of central services are the City Council, City Clerk, Finance, and Administration. Within these groups there are numerous functions performed that provides support to the direct cost centers. The direct cost centers, or departments and funds, that require support from Central Services and provide services directly to the community through their day-to-day operations, are called operating departments. Examples of operating departments are Community Development, Police, Public Works, Library, and the Water Operations Fund. The Cost Allocation Plan allocates the costs of the central services to the operating departments based on the nature of the functions of each central service, upon which the operating departments depend. This is done to determine the total cost associated with providing direct services. The overall goal of the cost allocation plan process is to allow cities to allocate a portion of the central service costs to the operating departments, thus 1) accounting for "all" costs, direct and indirect, for each operating department, and 2) facilitating the calculation of a fully burdened cost estimate of providing services to the public.

The purpose of this study is to:

- Identify the central support and operating departments in the City;
- Identify the functions and services provided by the central departments;
- Identify allocable and non-allocable costs associated with the City's central service departments; and
- Distribute those costs to operating entities in a fair and equitable manner.

Approach

Methodology

The way in which each Indirect Service provides support to the operating departments is determined in order to perform allocations in a manner consistent with the nature of that Indirect Service. This ensures that the costs can be allocated to each operating department in a fair and equitable way. The Cost Allocation Plan identifies the functions of each central service department, and then determines a methodology to allocate or spread the central service costs in a manner that best represents the nature of those functions. The mathematical representations of central service functions used to allocate indirect costs are commonly called distribution bases. A distribution basis is a set of data displayed as the level of measure of each department's participation in a specific activity or City function. This basis is then used to distribute costs that reasonably relate to the activity or City function that the basis represents. Some examples of distribution bases are salary and benefits costs, number of full-time equivalent employees, frequencies of city council agenda items, and number of processed transactions. The data sets associated with these distribution bases for each department is collected to facilitate the allocation of indirect costs.

The methodology used for this Cost Allocation Plan is the iterative method, which is one of the most equitable methods for allocating costs from central services to operating departments. While not used as prevalently as simpler allocation methods, it is widely considered to be the most accurate. The iterative method utilizes a recursive application of central service cost distribution to allocate indirect costs. In the first step, the allocable costs of central service departments are identified and distributed to *all* departments including the central service departments themselves, based on the appropriate allocation bases that were selected to represent the manner in which central services are utilized. This is repeated ad infinitum until all costs have been distributed to the operating departments, and none remain with the central service departments.

As an example, consider the allocation of central service costs associated with Government Building Maintenance. The function of Building Maintenance is identified, and the appropriate distribution basis is determined to be the total annual custodial services costs per department and fund. The allowable costs are then distributed to all City departments and funds based on their proportional share of the custodial services charges, including other central services. The costs allocated from central service to central service in the initial allocation are then allocated out using the same distribution methodology. This function is performed as many times as necessary until all costs for Building Maintenance have been allocated.

All central service departments are treated equally. That is to say, this method is performed concurrently for the allowable costs in each of the central service departments for each iteration until all costs associated with the central service departments have been allocated to each direct service department. The method is complete when the total amount of allocable costs remaining in the central service departments is equal to zero.

Applications

Public agencies use cost allocation plans for many purposes such as internal accounting, the justification of user fees, application for reimbursement from federal programs or the determination of administrative effort associated with special districts and/or municipal service activities. In many of these cases, the agency will be required to certify that the costs identified are "reasonable". Per the *Code of Federal Regulations*, a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when determining the amount that a public agency should be reimbursed for central service overhead activities associated with a federally funded program. Additionally, public agencies should consider special care to only identify the portion of central service costs that have not been reimbursed through other means (such as grants, user fee revenues, transfers from other departments or internal service funds) to avoid double-counting. These cost reductions are done before the allocation methodologies are used and are detailed within the model itself.

OMB Super Circular and 2 CFR Part 200

This report details the allocations for two separate cost allocation plans. The primary model, presented in text and tables in the below sections and in Appendix A, provides a plan that complies with the Office of Management and Budget Super Circular (the OMB Super Circular) and CFR Part 200 (Cost Principles) that are used to determine central overhead costs incurred while carrying out activities associated with Federal awards, cost reimbursement contracts and some other intergovernmental agreements (as required). The secondary model presented in Appendix B of this report is the full cost allocation plan, which the City should use for standard City operations and budgeting. Unless otherwise indicated, the details of this report and Appendix A contain the OMB compliant allocation plan. The Appendix B tables contain the full cost plan, and utilize the same distribution methodology as the OMB Compliant plan. While the overall methodology used for both plans is the same, there are specific guidelines that require additional cost exemptions for OMB Super Circular compliance outside of what was done for the full cost plan. Where such exemptions are done in the methodology has been explained below. Some commonly encountered examples that are usually exempt under OMB Super Circular guidelines are:

- General Advertising
- Bad Debt
- Contingencies
- Litigation
- Debt Service
- Entertainment
- Capital
- Lobbying
- Legislative Body (City Council)
- Promotional Items

Central Service Departments

Ten (10) central service functions were identified for the purposes of this cost allocation plan:

- Administration
- City Attorney
- City Clerk
- City Council
- City Treasurer
- Finance
- Government Building Maintenance
- Human Resources
- IT Department
- Purchasing
- Public Works Administration

Distribution Bases

Distribution bases are the allocation factors that may be used to distribute the allocable costs to all departments and funds. As discussed previously, distribution bases are measurable and readily available data that are utilized to represent activities or functions, and which are then used to distribute costs matching that activity or function. Below are the bases that were analyzed in this study and used to allocate Central Services costs to operating departments.

- *City Council Agenda Frequency* – City Council agendas spanning a 12-month period were used to determine the number of times each department and fund had matters brought before the City Council.
- *Number of FTE Employees* – The number of full-time equivalent personnel for each department and fund.
- *Modified Total Direct Cost* – The total allowable expenditure budgeted for each department and funds for FY17/18 which excludes capital, debt, non-operational transfers, and any other costs non-representative of the level of support received.
- *Total Accounts Payable*– The number of accounts payable processed for each department and fund in a year.
- *IT Distribution* – The total number of computers, printers, phones, and tablets for each department and fund that is maintained by IT/Technology.
- *Annual Custodial Services*– The total cost of custodial services for each department and fund.
- *Total Salary & Benefits*– The total salary & benefit expenditures for each department and fund for FY17/18.

Allocable Costs and Distribution Bases

Allocable Costs

Table 3 identifies the allocable cost of each central service department for the OMB compliant allocation plan, with the total allocable costs for this study being $5,135,556. The total expenditures from the central service departments were $6,164,040. However, $1,028,484 of the expenditures identified as unallowable by the 200 CFR Part 200 and have been excluded from allocation. The primary exclusions were related to City Council, Elections, and Capital. The remaining amount was distributed to the operating departments and the central services departments by distribution factor(s) that best represents the functions of each central service department and the demand placed on that central service by all City departments, as previously described in the Methodology section of this report. The allocation methodology for each central service is detailed in the following section of this report.

Table 3: Allocable Cost Summary

Allocable Cost Summary - Central Services			Fiscal Year 2017-2018
	Total Cost	Unallocable Cost	Allocable Cost
Summary	**$ 6,164,040**	**$ 1,028,484**	**$ 5,135,556**
Central Service			
100: Administration	748,607	52,250	696,357
100: City Attorney	450,000	-	450,000
100: City Clerk	23,253	-	23,253
100: City Council	186,878	186,878	-
100: City Treasurer	93,518	-	93,518
100: Finance	1,800,493	284,356	1,516,137
100: Gov. Building Maintenance	1,179,773	505,000	674,773
100: Human Rescources	299,763	-	299,763
100: IT	642,076	-	642,076
100: Purchasing	236,336	-	236,336
100: PW Administration	503,343	-	503,343
	-	-	-
	-	-	-

Allocation Percentages

The first step of the iterative allocation method is to distribute the allocable costs of the central service departments to other central service departments and operating departments based on the distribution methodology and bases that best represent the activity of the central service, and the functions it serves. The sections below describe each central service and the methodology used to allocate their costs. Corresponding tables detailing each distribution are attached in the Appendices as tables A-1 through A-3 for the OMB compliant plan and B-1 for the full cost plan.

Section 1: Government Building Maintenance

Building Maintenance Division is responsible for the maintenance of all City facilities, including the water system, streets, traffic signals, parks, buildings, and fleet of vehicles and heavy equipment.

Allocation Method

Based on the assessment of costs of the Government Building Maintenance Division, it is reasonable to distribute the allocable cost by using the method(s) described below.

- The distribution factor used for Government Building Maintenance is the total annual custodial services maintained by Building Maintenance per department and fund.

100: Gov. Building Maintenance

Annual Custodial Services	100%

Section 2: City Clerk

The City Clerk's responsibilities include administrating democratic processes, including elections. As well as arranging for ceremonial and official functions, managing public inquiries and relationships, and providing access to City records and all legislative actions, which ensures transparency to the public.

Allocation Method

Based on the assessment of duties of the City Clerk, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Due to the many functions, duties, and responsibilities of the City Clerk, multiple distribution bases were used to allocate the costs to represent the pull on their resources and were given equal weight.
- The distribution factors used for the City Clerk include modified total direct cost, total number of Council agendas, and the total number of FTE's per department and fund.

100: City Clerk

Modified Total Direct Cost	33%
Total Agendas	33%
Total FTE's	33%

Section 3: City Council

The City Council provides policy direction for all departments and program activities within the City as a "Charter Law" City operating under the authority granted by the Constitution of the State of California. The City Council is comprised of five members elected at large for four-year terms. Objectives for the City Council include providing policy direction for all departments, providing policy direction and guide program activities, and providing policy direction on the proposed State and Federal legislation.

Allocation Method

Based on the assessment of the duties of the City Council, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Due to the many functions, duties, and responsibilities of the City Council, multiple distribution bases were used to allocate the costs to represent the pull on their resources and were given equal weight.
- The distribution factors used for the City Council include modified total direct cost, total number of Council agendas, and the total number of FTE's per department and fund.
- For the OMB plan the costs of the City Council are not allocated to ensure OMB compliance.

100: City Council

Modified Total Direct Cost	33%
Total Agendas	33%
Total FTE's	33%

Section 4: City Treasurer

The City Treasurer's responsibilities are to receive and safely keep all money which is transmitted to the City. As well as preparing summary of monies received, pay out money only on warrants signed by legally designated persons, submitting to the Financial Director a written report accounting for all monies received and disbursements made.

Allocation Method

Based on the assessment of the duties of the City Treasurer, it is reasonable to distribute the allocable cost by using the method(s) described below.

- The distribution factor used for the City Treasurer include the modified total direct cost per department and fund.

100: City Treasurer

Modified Total Direct Cost	100%

Section 5: Administration

The Administration is responsible for recommending policy to the legislative body (City Council) and for implanting policy when set by the City Council. This department is responsible for planning, coordinating, and directing the work of all City departments and programs. Administration keep the City Council and community informed on the issues and represents the City's interests within the region. As well as representing the City at various Council of Government, League of California Cities, and other regional forums.

Allocation Method

Based on the assessment of duties of the Administration, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Due to the many functions, duties, and responsibilities of the Administration, multiple distribution bases were used to allocate the costs to represent the pull on their resources and were given equal weight.
- The distribution factors used for the Administration include the modified total direct cost, total number of Council agendas, and the total number of FTE's per department and fund.

100: Administration

Modified Total Direct Cost	33%
Total Agendas	33%
Total FTE's	33%

Section 6: Finance

The Finance Department is responsible for the fiscal affairs and overall financial management of the City to provide timely, accurate and relevant budgetary and financial information to the City Council, the City Administration, residents and customers. Including establishing internal controls in line with policies set by the City and assuring compliance with established accounting standards.

Allocation Method

Based on the assessment of duties of the Finance Department, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Based on the operation of the Finance Department and the primary functions they perform distribution bases were chosen to simulate the manner support is provided to the City's departments and funds.
- The distribution factors used for the Finance Department includes the modified total direct costs, number of accounts receivable total number of FTE's, and the total number accounts payable per department and fund.

100: Finance

Modified Total Direct Cost	40%
Number of Accounts Receivable	5%
Total FTE's	20%
Number of Accounts Payable	35%

Section 7: IT/Technology

This division is committed to maintaining and improving operations, services and communications through technology, data and voice support of the City's operational needs and strategic plan. The division also administers the operations of the City's centralized computer network.

Allocation Method

Based on the assessment of the duties of IT/Technology Division, it is reasonable to distribute the allocable cost by using the method(s) described below.

- The distribution factor used for IT/Technology Division is the total number of IT units maintained for each department and fund.

100: IT/Technology

Total IT Unit Equivalents	100%

Section 8: Purchasing

The Purchasing Division handles the acquisition of materials, supplies, and services to ensure the smooth operation of departments in providing services to the public. Insures that the City receives the lowest cost for goods and services, and issues all purchase orders for the City.

Allocation Method

Based on the assessment of costs of the Purchasing Division, it is reasonable to distribute the allocable cost by using the method(s) described below.

- The distribution factor used for the Purchasing Division is total number of FTE's per department and fund that operate in the City Hall.

100: Purchasing

City Hall - Total FTE's - Purchasing	100%

Section 9: Public Works Administration

The Public Works Administration Department's mission is to provide the highest quality public works services to our residential and business communities, as well as, other City departments, while overseeing the City's infrastructure. This mission is accomplished through a balanced and prudent use of resources, technology, innovations, and partnerships with local service providers in the City.

Allocation Method

Based on the assessment of the duties of the Public Works Admin Department, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Public Works Admin received 100% Accounts Payable allocation to arrive at the distribution basis.

100: PW Administration

Number of Public Works Accounts Payable	100%

Section 10: City Attorney

The City Attorney provides legal advice to the City Council, City Clerk, City Treasurer, City Administrator, Department Heads and Commissioners. The City Attorney drafts ordinances and resolutions while ensuring constitutionality and harmony with existing law, and renders opinions on the interpretation of Federal, State, and County laws. The City Attorney also represents the City in litigation.

Allocation Method

Based on the assessment of the duties of the City Attorney, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Due to the many functions, duties, and responsibilities of the City Attorney, multiple distribution bases were used to allocate the costs to represent the pull on their resources and were given equal weight.
- The distribution factors used for the City Attorney include modified total direct cost, total number of Council agendas, and the total number of FTE's per department and fund.

100: City Attorney

Modified Total Direct Cost	33%
Total Agendas	33%
Total FTE's	33%

Section 11: Human Resources

The Human Resources Department provides centralized support to the City's management staff, employees, and to the City Council in the following areas.

Allocation Method

Based on the assessment of the duties of the Human Resources Department, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Due to the primary function of Human Resources, multiple personnel related distribution bases were used to allocate the costs to represent the pull on their resources and were given equal weight.
- The distribution factors used for the Human Resources Department include total salaries and benefits, and the total number of FTE's per department and fund.

100: Human Rescources

Total FTE's	50%
Total Salaries and Benefits	50%

Iterative Allocation

The total allocable expenditures of each central service department were allocated to other departments (including both operating departments and other central service departments) based on the individual methodologies outlined above in Sections 1 through 10 of the Allocation Percentages chapter. Any cost allocated from central service to central service is then reallocated out using the same methodology. This operation is done iteratively until all allocable cost is received by the operating departments and funds, and none remain with the central services. After completion of the iterative allocation method, a total combined allocable cost of $5,135,556 was distributed to all departments and funds until the allocable cost remained only in the operating departments and funds, and the amount of allocable costs remaining in central service departments was equal to zero.

The full cost plan follows the same methodology with the exception that all costs that were excluded solely for OMB compliance, but were reasonable for the full plan, were made allowable and included in the allocation. See Table B-1 for additional details for the full cost plan.

After implementing the iterative allocation methodology, all allocable central service costs have been distributed to the operating departments and funds. Table 1 in the Executive Summary of this report summarized the distribution of the total allocable cost of $5,135,556 to each recipient department for the OMB compliant CAP. Table 2 summarized the distribution of the total allocable cost of $5,374,684 to each recipient department for the full cost CAP.

Appendix A

Appendix A lists the tables detailing the allocation methodology performed in allocating central service costs for the OMB Compliant cost allocation plan.

Table A-1: Initial Allocation Percentages (OMB Compliant CAP)

Central Service/Operating Departments	Central Service Departments										
	100: Administration	100: City Attorney	100: City Clerk	100: City Council	100: City Treasurer	100: Finance	100: Gov. Building Maintenance	100: Human Rescources	100: IT	100: Purchasing	100: PW Administration
100: Administration	5.2%	5.2%	5.2%	5.2%	0.8%	1.5%	0.1%	0.8%	3.4%	1.9%	0.0%
100: City Attorney	0.2%	0.2%	0.2%	0.2%	0.5%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
100: City Clerk	6.6%	6.6%	6.6%	6.6%	0.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%
100: City Council	0.4%	0.4%	0.4%	0.4%	0.2%	0.6%	0.0%	0.6%	0.0%	0.0%	0.0%
100: City Treasurer	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%
100: Finance	5.4%	5.4%	5.4%	5.4%	1.9%	2.0%	0.7%	2.4%	19.2%	13.4%	0.0%
100: Gov. Building Maintenance	0.4%	0.4%	0.4%	0.4%	0.7%	1.0%	0.0%	0.5%	0.0%	0.0%	2.2%
100: Human Rescources	0.2%	0.2%	0.2%	0.2%	0.3%	1.0%	0.1%	0.3%	0.9%	1.8%	0.0%
100: IT	0.5%	0.5%	0.5%	0.5%	0.7%	0.9%	0.0%	0.7%	0.0%	0.0%	0.0%
100: Purchasing	0.1%	0.1%	0.1%	0.1%	0.2%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
100: PW Administration	0.2%	0.2%	0.2%	0.2%	0.5%	0.4%	0.0%	0.4%	0.0%	0.0%	2.8%
100: Community Development	5.7%	5.7%	5.7%	5.7%	1.4%	2.8%	40.8%	1.5%	4.5%	7.4%	0.0%
100: Fire	9.7%	9.7%	9.7%	9.7%	14.8%	10.8%	0.0%	15.4%	10.1%	0.0%	0.0%
100: Parks & Recreation	6.2%	6.2%	6.2%	6.2%	3.7%	8.1%	38.4%	8.1%	5.9%	63.4%	0.0%
100: Police	14.9%	14.9%	14.9%	14.9%	21.6%	18.0%	17.8%	22.9%	20.0%	0.0%	0.0%
100: Public Works	10.1%	10.1%	10.1%	10.1%	8.7%	6.6%	0.7%	1.9%	6.1%	12.1%	39.3%
200: Gas Tax Fund	0.2%	0.2%	0.2%	0.2%	0.6%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
205: Retirement Fund	0.3%	0.3%	0.3%	0.3%	0.9%	0.4%	0.0%	0.7%	0.0%	0.0%	0.0%
210: Prop A Local Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
215: Prop C Local Fund	0.0%	0.0%	0.0%	0.0%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%	2.5%
220: Measure R Local Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	2.2%
222: Measure M Local	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%
223: TDA Article 3 Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
225: Metro-Link Fund	0.1%	0.1%	0.1%	0.1%	0.3%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%
230: Drug Enforcement Fund	0.2%	0.2%	0.2%	0.2%	0.7%	0.3%	0.0%	0.4%	0.0%	0.0%	0.0%
235: Supplemental Law Fund	0.0%	0.0%	0.0%	0.0%	0.1%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
240: JAG Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
245: AQMD Fund	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%
255: CDBG Fund	1.0%	1.0%	1.0%	1.0%	0.3%	0.8%	0.0%	2.2%	0.0%	0.0%	0.4%
260: Home Fund	0.2%	0.2%	0.2%	0.2%	0.5%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
265: Grants Fund	0.2%	0.2%	0.2%	0.2%	0.7%	0.5%	0.0%	0.0%	0.0%	0.0%	2.6%
270: Transit Grants	2.3%	2.3%	2.3%	2.3%	6.8%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
300: Capital Improvement Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.5%
410: Debt Service II Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
600: Transit Fund	25.8%	25.8%	25.8%	25.8%	27.5%	30.1%	0.0%	37.8%	29.8%	0.0%	0.0%
605: Water Fund	1.5%	1.5%	1.5%	1.5%	2.1%	1.8%	0.0%	0.1%	0.0%	0.0%	13.2%
610: Golf Fund	2.1%	2.1%	2.1%	2.1%	2.7%	4.7%	1.4%	3.0%	0.0%	0.0%	34.0%
615: Detention Fund	0.2%	0.2%	0.2%	0.2%	0.5%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%

Table A-2: Final Allocation Percentages (OMB Compliant CAP)

Central Service/Operating Departments	Central Service Departments										
	100: Administration	100: City Attorney	100: City Clerk	100: City Council	100: City Treasurer	100: Finance	100: Gov. Building Maintenance	100: Human Rescources	100: IT	100: Purchasing	100: PW Administration
100: Administration	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: City Attorney	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: City Clerk	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: City Council	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: City Treasurer	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: Finance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: Gov. Building Maintenance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: Human Rescources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: IT	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: Purchasing	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: PW Administration	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100: Community Development	6.9%	6.9%	6.9%	6.9%	1.9%	3.5%	40.8%	1.9%	5.4%	8.0%	0.9%
100: Fire	11.9%	11.9%	11.9%	11.9%	15.4%	11.6%	0.1%	16.1%	12.9%	2.1%	0.0%
100: Parks & Recreation	8.0%	8.0%	8.0%	8.0%	4.5%	9.5%	38.5%	8.7%	8.1%	65.0%	0.9%
100: Police	18.5%	18.5%	18.5%	18.5%	22.6%	19.5%	18.0%	24.0%	24.6%	3.4%	0.4%
100: Public Works	12.1%	12.1%	12.1%	12.1%	9.3%	7.4%	0.7%	2.5%	8.0%	13.3%	40.5%
200: Gas Tax Fund	0.2%	0.2%	0.2%	0.2%	0.6%	0.3%	0.0%	0.0%	0.1%	0.0%	0.0%
205: Retirement Fund	0.4%	0.4%	0.4%	0.4%	0.9%	0.4%	0.0%	0.7%	0.1%	0.1%	0.0%
210: Prop A Local Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
215: Prop C Local Fund	0.0%	0.0%	0.0%	0.0%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%	2.6%
220: Measure R Local Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	2.3%
222: Measure M Local	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%
223: TDA Article 3 Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
225: Metro-Link Fund	0.2%	0.2%	0.2%	0.2%	0.3%	0.6%	0.0%	0.0%	0.1%	0.1%	0.0%
230: Drug Enforcement Fund	0.3%	0.3%	0.3%	0.3%	0.7%	0.4%	0.0%	0.4%	0.1%	0.1%	0.0%
235: Supplemental Law Fund	0.1%	0.1%	0.1%	0.1%	0.1%	0.3%	0.0%	0.0%	0.1%	0.0%	0.0%
240: JAG Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
245: AQMD Fund	0.1%	0.1%	0.1%	0.1%	0.1%	1.5%	0.0%	0.0%	0.3%	0.2%	0.0%
255: CDBG Fund	1.2%	1.2%	1.2%	1.2%	0.4%	0.9%	0.0%	2.2%	0.2%	0.2%	0.4%
260: Home Fund	0.2%	0.2%	0.2%	0.2%	0.5%	0.3%	0.0%	0.0%	0.1%	0.0%	0.0%
265: Grants Fund	0.3%	0.3%	0.3%	0.3%	0.8%	0.5%	0.0%	0.0%	0.1%	0.1%	2.7%
270: Transit Grants	2.8%	2.8%	2.8%	2.8%	6.9%	3.1%	0.0%	0.1%	0.7%	0.5%	0.0%
300: Capital Improvement Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.5%
410: Debt Service II Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
600: Transit Fund	31.8%	31.8%	31.8%	31.8%	29.0%	32.3%	0.3%	39.5%	37.4%	5.7%	0.0%
605: Water Fund	1.8%	1.8%	1.8%	1.8%	2.3%	2.0%	0.0%	0.2%	0.4%	0.3%	13.6%
610: Golf Fund	2.9%	2.9%	2.9%	2.9%	3.0%	5.1%	1.5%	3.3%	1.1%	0.8%	35.0%
615: Detention Fund	0.2%	0.2%	0.2%	0.2%	0.5%	0.3%	0.0%	0.0%	0.1%	0.0%	0.0%

Table A-3: Final Allocation Amounts (OMB Compliant CAP)

		Central Service Departments										
Department Classification	Department	100: Building Maintenance	100: City Clerk	100: City Council	100: City Treasurer	100: Executive Administration	100: Finance	100: IT/Technology	100: Non-Departmental	100: Personnel	100: Program Administration	Total Allocation
		630,010	138,195	0	6,610	618,430	952,425	171,500	1,320,780	282,700	281,590	4,402,240
Central Service	100: Building Maintenance	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: City Clerk	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: City Council	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: City Treasurer	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: Executive Administration	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: Finance	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: IT/Technology	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: Non-Departmental	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: Personnel	0	0	-	0	0	0	0	0	0	0	0
Central Service	100: Program Administration	0	0	-	0	0	0	0	0	0	0	0
Operating Department	100: Community Development	47,113	10,569	-	317	47,298	43,447	19,123	55,961	13,312	21,536	258,676
Operating Department	100: Community Services	175,189	18,250	-	485	81,669	124,181	52,813	226,068	40,081	37,186	755,922
Operating Department	100: Economic Development	1,407	1,803	-	179	8,069	19,589	724	11,796	1,042	3,674	48,282
Operating Department	100: Grounds Maintenance	2,079	3,263	-	250	14,603	24,690	1,106	31,327	5,285	6,649	89,252
Operating Department	100: Library	2,370	4,210	-	160	18,839	24,691	1,292	58,325	11,414	8,578	129,878
Operating Department	100: Police	282,324	50,981	-	2,870	228,142	381,013	17,194	571,814	142,513	103,880	1,780,732
Operating Department	100: Public Works	104,826	27,630	-	996	123,646	148,952	65,193	146,479	29,522	56,300	703,544
Operating Department	201: CDBG Fund	91	50	-	3	222	1,730	42	240	31	101	2,510
Operating Department	202: Proposition A Fund	582	657	-	59	2,941	8,732	294	4,530	494	1,339	19,628
Operating Department	203: Proposition C Fund	9	13	-	1	59	116	5	84	4	27	319
Operating Department	223: Housing Authority Fund	51	68	-	7	303	684	26	426	22	138	1,725
Operating Department	230: Gas Tax Fund	-	-	-	-	-	-	-	-	-	-	-
Operating Department	231: Traffic Safety Fund	-	-	-	-	-	-	-	-	-	-	-
Operating Department	260: Lighting & Landscape Dist Fund	159	168	-	16	752	2,462	80	1,013	93	342	5,085
Operating Department	270: Uasi Grant Fund	175	253	-	27	1,131	2,236	92	1,612	80	515	6,120
Operating Department	277: Supplemental Law Enforcement	931	1,606	-	75	7,189	10,034	504	20,763	4,818	3,273	49,193
Operating Department	500: Water Operations Fund	12,696	18,665	-	1,164	83,527	159,754	13,008	190,282	33,985	38,032	551,112
Operating Department	701: Spring Street JPA Fund	8	10	-	1	43	113	4	59	3	19	260

Appendix B

Appendix B provides the table detailing the allocation performed in allocating central service costs for the full cost allocation plan. The methodology for the full plan is the same as for the OMB compliant plan, as it is the most reasonable and represents how indirect support is provided in the City. The difference between the two plans, as has been described in this report, is in the costs that can be allocated.

Table B-1: Final Allocation Amounts (Full CAP)

			Central Service Departments											
Fund Name	Department Classification	Department	100: Administration	100: City Attorney	100: City Clerk	100: City Council	100: City Treasurer	100: Finance	100: Gov. Building Maintenance	100: Human Rescources	100: IT	100: Purchasing	100: PW Administration	Total Allocation
			748,607	450,000	23,253	186,878	93,518	1,516,137	674,773	299,763	642,076	236,336	503,343	5,374,684
General Fund	Central Service	100: Administration	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: City Attorney	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: City Clerk	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: City Council	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: City Treasurer	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: Finance	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: Gov. Building Maintenance	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: Human Rescources	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: IT	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: Purchasing	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Central Service	100: PW Administration	0	0	0	0	0	0	0	0	0	0	0	0
General Fund	Operating Department	100: Community Development	51,696	31,075	1,606	12,905	1,801	53,413	275,418	5,825	34,894	18,988	4,660	492,281
General Fund	Operating Department	100: Fire	89,130	53,577	2,769	22,250	14,393	176,555	761	48,123	82,990	4,906	13	495,467
General Fund	Operating Department	100: Parks & Recreation	59,898	36,005	1,861	14,952	4,253	143,908	259,607	26,168	52,087	153,635	4,392	756,765
General Fund	Operating Department	100: Police	138,729	83,392	4,309	34,632	21,170	296,275	121,508	71,993	157,769	8,046	2,056	939,878
General Fund	Operating Department	100: Public Works	90,626	54,477	2,815	22,623	8,701	112,861	4,889	7,454	51,405	31,529	203,783	591,163
Gas Tax Fund	Operating Department	200: Gas Tax Fund	1,781	1,071	55	445	551	3,993	15	33	376	95	201	8,615
Retirement Fund	Operating Department	205: Retirement Fund	2,707	1,627	84	676	839	5,743	26	2,239	589	168	0	14,698
Prop A Local Fund	Operating Department	210: Prop A Local Fund	2	1	0	0	0	43	0	1	4	1	200	253
Prop C Local Func	Operating Department	215: Prop C Local Fund	362	218	11	90	90	3,308	11	47	280	72	13,019	17,509
Measure R Local F	Operating Department	220: Measure R Local Fund	112	67	3	28	15	2,469	8	37	204	53	11,417	14,413
Measure M Local	Operating Department	222: Measure M Local	10	6	0	2	1	217	1	3	18	5	1,001	1,264
TDA Article 3 Func	Operating Department	223: TDA Article 3 Fund	-	-	-	-	-	-	-	-	-	-	-	-
Metro-Link Fund	Operating Department	225: Metro-Link Fund	1,131	680	35	282	295	8,769	30	52	745	191	1	12,211
Drug Enforcement	Operating Department	230: Drug Enforcement Fund	2,241	1,347	70	559	687	5,604	23	1,181	543	147	0	12,403
Supplemental Law	Operating Department	235: Supplemental Law Fund	507	305	16	127	125	4,681	16	27	395	101	0	6,301
JAG Fund	Operating Department	240: JAG Fund	47	28	1	12	14	137	1	38	13	4	0	294
AQMD Fund	Operating Department	245: AQMD Fund	825	496	26	206	66	23,027	76	120	1,895	489	1	27,226
CDBG Fund	Operating Department	255: CDBG Fund	9,033	5,430	281	2,255	332	13,792	68	6,700	1,513	437	2,204	42,045
Home Fund	Operating Department	260: Home Fund	1,654	994	51	413	502	4,756	17	99	436	111	0	9,034
Grants Fund	Operating Department	265: Grants Fund	2,417	1,453	75	603	722	8,293	29	110	745	190	13,420	28,059
Transit Grants	Operating Department	270: Transit Grants	20,845	12,530	647	5,204	6,453	46,718	172	386	4,403	1,111	3	98,472
Capital Improveme	Operating Department	300: Capital Improvement Fund	23	14	1	6	3	520	2	8	43	11	2,404	3,034
Debt Service II Fur	Operating Department	410: Debt Service II Fund	36	22	1	9	10	190	1	1	16	4	0	290
Transit Fund	Operating Department	600: Transit Fund	238,273	143,230	7,401	59,481	27,096	490,110	2,071	118,390	240,455	13,354	35	1,339,894
Water Fund	Operating Department	605: Water Fund	13,662	8,212	424	3,411	2,117	29,577	110	705	2,810	713	68,503	130,245
Golf Fund	Operating Department	610: Golf Fund	21,364	12,842	664	5,333	2,826	76,866	9,900	9,990	7,054	1,878	176,027	324,744
Detention Fund	Operating Department	615: Detention Fund	1,497	900	46	374	455	4,311	15	32	394	100	0	8,124

WILLDAN

27368 Via Industria, Suite 200
Temecula, California 92590-4856
800.755.6864 | 951.587.3500 | Fax: 951.587.3510
www.willdan.com

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: David Sosnowski, Director of Parks, Recreation & Community Services

SUBJECT: Award City Wide HVAC Maintenance and Repairs, Request for Proposals No. 18-44

DATE: June 13, 2018

RECOMMENDATION(S)

It is recommended that City Council:

1. Award a three-year contract for $29,405 per year to Johnson Controls, Inc. for HVAC Maintenance for all City facilities with the exception of the Police Department; and
2. Authorize the Acting City Manager to execute the Contract Agreement on behalf of the City.

BACKGROUND

On April 5, 2018 the City issued Request for Proposal (RFP) No. 18-44 for Citywide HVAC Maintenance and Repairs. The solicitation was noticed in “The Wave” newspaper, the Greensheet, and Planet Bids (via the City Website).

On May 7, 2018, the City received five (5) proposals in response to RFP No. 18-44.

ANALYSIS

The Notice Inviting Bids/Proposals was published on March 12, 2018. The City received three (3) proposals on May 7, 2018. The following companies submitted responses to the RFP:

Company

Acco Engineering
Allison Mechanical
F.M. Thomas
Johnson Controls, Inc.

Western Allied Corporation

A four (4) member review panel evaluated the proposals based on the following scoring criteria:

1) Firm's experience with similar projects
2) Ability to Work Effectively with the City
3) Reference Checks
4) Fee/Price

Below are the average panel scores for each firm:

Company	**Average Score**
Johnson Controls, Inc.	94.3
Acco Engineering	88.7
F.M. Thomas	87.3
Allison Mechanical	86.7
Western Allied Corporation	77.0

Below are the final rankings:

Company	**Ranking**
Johnson Controls, Inc.	1
Acco Engineering	2
F.M. Thomas	3
Allison Mechanical	4
Western Allied Corporation	5

Based on the proposals submitted by each firm, the review panel scores (including proposed fee/price), and references, the firm with the best qualifications and experience that meets the needs of the City is Johnson Controls. Additionally, since staff is currently working on the plans and specifications for a complete overhaul and upgrade of the Police Department's HVAC system, staff recommends that the Police Department continues its month-to-month full service with their current service provider.

FISCAL IMPACTS

The annual cost of the HVAC services for the various City Departments will be $29,405.00. This amount will be charged amongst the Public Works, Fire and Parks Departments.

SUMMARY

On April 5, 2018, the City issued Request for Proposal (RFP) No. 18-44 for City Wide HVAC Maintenance and Repairs. There were five (5) respondents to the RFP. The City Council will consider awarding a contract for HVAC maintenance and repairs services and authorizing the Acting City Manager to execute the contract on behalf of the City.

ATTACHMENTS

Draft Contract Agreement

CITY OF MONTEBELLO
PROFESSIONAL SERVICES AGREEMENT NO. _____
BY AND BETWEEN
CITY OF MONTEBELLO
AND
JOHNSON CONTROLS , INC.

THIS AGREEMENT ("Agreement") is made and entered into on **June 13, 2018**, by the CITY OF MONTEBELLO, a municipal corporation (hereinafter referred to as "CITY") and JOHNSON CONTROLS, INC. (hereinafter referred to as "CONTRACTOR"). CITY and CONTRACTOR are sometimes referred to herein individual as the "Party," and jointly as the "Parties."

RECITALS

WHEREAS, the CITY desires to retain a qualified professional contractor to provide HVAC Maintenance and Services at various city-owned buildings in the CITY; and

WHEREAS, the CONTRACTOR represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

SECTION 1. SERVICES / COMPENSATION.

A. All terms, conditions, requirements, and provisions of the Request for Proposals for Citywide HVAC Maintenance and Repairs (April 5, 2018) ("Request for Proposals"), as such is set forth fully in **Exhibit "A**" hereto, are hereby incorporated fully herein by this reference and shall be binding on the Parties. To the extent of a conflict between the terms of this Agreement and that set forth in any exhibits or attachments hereto, the terms of this Agreement shall govern.

B. CONTRACTOR shall provide to CITY all labor, equipment, materials and incidental necessary for a turnkey design-build project as set forth fully in the Request for Proposals, as such is set forth fully in **Exhibit "A**" hereto and incorporated fully herein by this reference (hereinafter "Professional Services").

C. CONTRACTOR shall be shall be compensated for performance of the Professional Services as set forth in the Schedule of Compensation attached hereto as **Exhibit "B"** and incorporated fully herein by this reference ("Compensation"). CONTRACTOR shall provide an itemized billing statement to the CITY each month for Professional Services performed. CONTRACTOR shall no incur fees or costs which exceed the Compensation without the prior written consent of the CITY.

SECTION 2. TERM.

This Agreement shall commence upon issuance of the Notice to Proceed by the City ("Effective Date"), and shall expire three (3) years from the Effective Date, unless terminated

earlier as hereinafter provided. This Agreement may be extended for up to two (2) additional years upon such terms and conditions mutually agreed upon by the Parties in writing.

SECTION 3. PERFORMANCE.

a. CONTRACTOR shall at all times, faithfully, competently, and to the best of its ability, experience and talent, perform all tasks described herein.

b. CONTRACTOR shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of Contractor hereunder, in meeting its obligations under this Agreement.

c. CONTRACTOR shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, standard operating procedures, and the supervisory chain of command.

d. CONTRACTOR shall have the right to retain, subject to CITY's approval, additional individuals, consultants or subcontractors to assist in the completion of services as herein defined. Compensation for additional individuals, consultants or subcontractors shall be the sole and exclusive responsibility of CONTRACTOR.

e. CONTRACTOR shall retain all original reports, field and office notes, correspondence, calculations, maps, and other documents specifically related to the services provided by CONTRACTOR pursuant to this Agreement, other than documents which are exempt from disclosure pursuant to the attorney-client privilege or any other law. Said documents shall be made available for inspection by the CITY upon request.

SECTION 4. WORK PRODUCT.

a. CONTRACTOR hereby agrees that all work product produced pursuant to this Agreement, and provided to CITY during and upon completion of this Agreement, shall be the property of the CITY, and ownership of said work product shall be retained by the CITY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

b. All data, documents, discussion, or other information developed or received by CONTRACTOR or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONTRACTOR without prior written consent by the CITY. The CITY shall grant such consent if disclosure is legally required. All such written products shall be returned to the CITY upon the termination or expiration of this Agreement. CONTRACTOR agrees that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 5. EXTRA SERVICES.

No extra services over and above the Compensation shall be rendered by CONTRACTOR under this Agreement unless such extra services first shall have been duly authorized in writing by the City Manager.

SECTION 6. CITY SUPERVISION.

The City Manager shall have the right of general supervision of all work performed by

CONTRACTOR and shall be the CITY agent with respect to obtaining CONTRACTOR's compliance hereunder. No payment for services rendered under this Agreement shall be made without the prior approval of the City Manager.

SECTION 7. TERMINATION.

In the event that either Party hereto fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default, the nature of the default, and of the steps necessary to cure the default.

a. Termination for Cause. In the event that any of the provisions of the Agreement are violated by either party, the non-defaulting Party may terminate the Agreement by serving written notice upon the other Party, listing the violation(s) and its intent to terminate such Agreement unless within ten (10) days after the serving of such notice, such violation shall cease or be rectified, the contract shall upon the expiration of an additional thirty (30) days cease and terminate. Violations by Contractor which cannot be corrected within ten (10) days, said contract shall at the option of the City cease and terminate upon the giving of like notice. In the event of any such termination for default by Contractor, the City may take over the work and prosecute the same to completion by contract or otherwise for the account and at the expense of the Contractor. The Contractor and his sureties shall be liable to the City for any excess cost occasioned in the event of any such termination. This change shall not be construed to prevent the termination, for other causes authorized by law or other provisions of this contract. In the event of a termination for cause, CONTRACTOR shall only be entitled to the Compensation for those Professional Services satisfactory performed on or before the effective date of termination.

b. Termination For Convenience. The CITY shall have the option, at its sole discretion and without cause, to terminate this Agreement in whole, or in part, by giving ten (30) business days' written notice to CONTRACTOR. Upon the termination of this Agreement as provided herein, the CITY shall provide to CONTRACTOR the part of Compensation which would otherwise be payable to CONTRACTOR for services CONTRACTOR had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by CITY, the Parties agree that CONTRACTOR shall be reimbursed for any "non-refundable" costs that CONTRACTOR has incurred for its services under this Agreement, provided that: (1) such "non- refundable" costs were incurred by the CONTRACTOR prior to the date of termination, and (2) that CONTRACTOR provides the CITY with adequate proof that CONTRACTOR incurred the costs, and is unable to be seek a refund for such costs. Such "non-refundable" costs may include, but are not limited to, travel reservations incurred by CONTRACTOR for its performance of services under this Agreement. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

SECTION 8. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of the CITY shall be employed by CONTRACTOR during the term of this Agreement.

SECTION 9. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES.

No official or employee of the CITY shall be personally liable to CONTRACTOR in the event of

any default or breach by CITY, or for any amount which may become due to CONTRACTOR.

SECTION 10. INDEPENDENT CONTRACTOR.

a. The CONTRACTOR is and shall, at all times, remain as to the CITY a wholly independent contractor. Neither the CITY nor any of its elected officials, officers, employees or agents shall have control over the conduct of the CONTRACTOR except as expressly set forth in this Agreement. The CONTRACTOR shall not at any time or in any manner represent that he is in any manner an elected official, officer, employee or agent of the CITY. No employee benefits shall be available to CONTRACTOR in connection with the performance of this Agreement. Except as provided in this Agreement, CITY shall not pay salary, wages, or other compensation to CONTRACTOR for performance hereunder for CITY, CITY shall not be liable for compensation to CONTRACTOR, CONTRACTOR's employees or CONTRACTOR'S subcontractors for injury or sickness arising out of performing services hereunder.

b. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.

c. CITY shall not deduct from the Compensation paid to CONTRACTOR any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to CONTRACTOR. CITY shall have no responsibility to provide CONTRACTOR, its employees or subcontractors with workers' compensation insurance or any other insurance.

SECTION 11. PERS ELIGIBILITY INDEMNITY.

a. In the event that CONTRACTOR or any employee, agent, or subcontractor of CONTRACTOR providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the CITY, CONTRACTOR shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONTRACTOR or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

b. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, CONTRACTOR and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contribution and/or employee contributions for PERS benefits.

SECTION 12. LEGAL RESPONSIBILITIES.

CONTRACTOR shall at all times observe and comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments including, but not limited to the Montebello Municipal Code. The CITY, and its appointed or elected officers, employees, or

agents, shall not be liable at law or in equity occasioned by failure of the CONTRACTOR to comply with this section.

SECTION 13. INDEMNIFICATION.

The CONTRACTOR agrees to, and shall defend, indemnify, protect and hold harmless, the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of CONTRACTOR'S negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of the CITY.

SECTION 14. INSURANCE COVERAGE.

During the term of this Agreement, CONTRACTOR shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONTRACTOR'S performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

- **Automobile Liability Insurance:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than $1,000,000 per accident for bodily injury and property damage.

- **Worker's Compensation** insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

- **Professional Liability** insurance appropriate to the CONTRACTOR'S profession, with limit no less than $1,000,000 per occurrence or claim, $2,000,000 aggregate.

If the CONTRACTOR maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR.

CONTACTOR shall require each of its subcontractors, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a current rating of at least A:VII in the latest edition of Best's Insurance Guide.

Each insurance policy required above shall state that coverage shall not be canceled,

except after thirty (30) days' prior written notice (ten (10) days for non-payment) has been given to the City. CONTRACTOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either (i) immediately terminate this Agreement for Cause; or (ii) take out the necessary insurance and pay, at CONTRACTOR'S expense, the premium thereon.

At all times during the term of this Agreement, CONTRACTOR shall maintain on file with CITY's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the CITY as an additional insured. CONTRACTOR shall, prior to commencement of work under this Agreement, file with CITY's Risk Manager such certificate(s).

CONTRACTOR shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming CITY, its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to CITY. CONTRACTOR agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or volunteers, shall be in excess of CONTRACTOR'S insurance and shall not contribute with it.

All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR, and CONTRACTOR'S employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against the CITY.

Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

Procurement of insurance by CONTRACTOR shall not be construed as a limitation of CONTRACTOR'S liability or as fall performance of CONTRACTOR'S duties to indemnify, hold harmless and defend under Section 9 of this Agreement.

SECTION 15. <u>SUBCONTRACT, ASSIGNMENT OR DELEGATION.</u>

CONTRACTOR shall not subcontract, delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY. Any proposed subcontract, delegation, or assignment shall provide a description of the services to be covered, identification of the proposed sub-contractor, delegee, or assignee, and an explanation of why and how the same was selected, including the degree of competition involved.

Any subcontract, delegation or assignment shall be made in the name of CONTRACTOR and shall not bind or purport to bind CITY and shall not release CONTRACTOR from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees or sub-contractors. No such subcontract, delegation or assignment shall result in any increase in the amount of total compensation payable to CONTRACTOR under the Agreement.

SECTION 16. NO WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

SECTION 17. DISPUTE RESOLUTION; GOVERNING LAW.

Disputes regarding the interpretation or application of any provision(s) of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Parties. If any action at law or in equity is brought to enforce this Agreement or because of alleged dispute, breach, default or misrepresentation in connection with the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, expert fees, costs and necessary disbursements incurred in that action or proceeding, in addition to such other relief as may be sought and awarded. The venue for any litigation shall be County of Los Angeles, California. The Parties agree that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 18. ATTORNEY'S FEES AND COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 19. WARRANTIES.

Each of the parties represents and warrants to one another as follows:

a. It has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement;

b. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of *any* matter whatsoever; and

c. It is agreed that each party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 20. MISCELLANEOUS.

a. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction of interpretation of any of

its provisions.

b. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.

c. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

d. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.

e. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the party whose signature appears in the facsimile and shall be binding upon such party in the same manner as though an originally signed copy had been delivered.

f. Each of the parties acknowledges that it has been represented by independent counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

SECTION 21. NOTICE.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided. All notices, demands, requests, or approvals hereunder shall be given to the following addresses or such other addresses as the Parties may designate by written notice:

Danilo Batson, Assistant City Manager / Director of Public Works
Public Works Department
City of Montebello
1600 West Beverly Boulevard
Montebello, California 90640
E-mail: dbatson@cityofmontebello.com

SECTION 22. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYER.

In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, sub-contractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, mental condition or sexual orientation. CONTRACTOR will take affirmative action to ensure

that sub-contractor and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

SECTION 23. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by CONTRACTOR under this Agreement, or which would conflict in any manner with the performance of its services hereunder. CONTRACTOR further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, CONTRACTOR shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

CONTRACTOR covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to CITY as a result of the performance of this Agreement, or the services that may be procured by the CITY as a result of the recommendations made by CONTRACTOR. CONTRACTOR's covenant under this section shall survive the termination of this Agreement.

SECTION 24. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the CITY and CONTRACTOR. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

CITY OF MONTEBELLO	**CONTRACTOR**
_____	_____
Andrew G. Pasmant	Name
Acting City Manager	Title of Representative
Dated: _____	Dated: _____

ATTEST:

_____
Irma Barajas
City Clerk

APPROVED AS TO FORM:

_____
Arnold Alvarez-Glasman
City Attorney

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Consideration of a Resolution initiating proceedings for the FY 2018-2019 Levy of Annual Assessments for Landscape Maintenance for the properties located along Natasha Lane; and ordering the City Engineer to prepare and file a Preliminary Engineer's Report.

DATE: June 13, 2018

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution establishing the City's intention for the F.Y. 2018-2019 levy of annual assessments for landscape maintenance for the properties located along Natasha Lane and ordering the City Engineer to prepare and file a Preliminary Engineer's Report.

BACKGROUND

1. Natasha Lane is a twenty-unit housing development located near the intersection of Whittier Boulevard and Bluff road. As part of the development, new landscaping was installed on both sides of Natasha Lane and along the frontage of the property fronting the south side of Whittier Boulevard as well as the rear portion of the property around the cul-de-sac. The City is responsible for the maintenance of the common landscape areas.

2. The properties benefiting from these improvements were assessed in FY 2017-2018. Continued assessment of the properties benefiting from these improvements is being proposed to offset the ongoing cost of maintenance to be incurred in FY 2018-2019.

3. The boundary of the assessment district to be assessed has been shown in Exhibit "A" attached to the Resolution.

4. The attached resolution establishes the City Council's intention to levy the assessment in FY 2018-2019, and orders the preparation of a Preliminary Engineer's Report concerning the amount of the assessments to be levied.

5. The approval of the resolution merely initiates the assessment proceedings. At a further meeting, the City Council will consider approving the Engineer's Report, and thereafter it will hold a public hearing at which the City Council will consider levying the assessments for FY 2018-2019.

ANALYSIS:

The attached resolution establishes the City Council's intention to levy the assessment and orders the preparation of a preliminary Engineer's Report for the assessment district. The approval of the resolution initiates the assessment proceedings.

FISCAL IMPACTS

Landscape maintenance costs will be funded with the annual assessments from the assessment district. No general funds are used for this item.

SUMMARY

The City Council will consider approval of a resolution establishing the City's intention to levy an assessment for landscape maintenance installed as part of the Natasha Lane housing development fronting the south side of Whittier Boulevard and order the preparation and filing of a Preliminary Engineer's Report for the assessment district. The properties benefiting from these improvements were assessed in FY 2017-2018. Continued assessment of the properties benefiting from these improvements is necessary to offset the cost of maintenance and replacement.

ATTACHMENTS

Resolution
Exhibit "A" - Boundary Map

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE FISCAL YEAR 2018-2019 LEVY OF ANNUAL ASSESSMENTS FOR LANDSCAPE MAINTENANCE FOR THE PROPERTIES LOCATED ALONG NATASHA LANE, AND ORDERING THE CITY ENGINEER TO PREPARE AND FILE A PRELIMINARY ENGINEER'S REPORT RELATING THERETO

WHEREAS, the City Council of the City of Montebello proposes to levy the annual assessment for the properties 1 to 20 located along Natasha Lane, and specifically those properties located within the Natasha Lane Landscape Maintenance Assessment District (hereinafter referred to as the District), heretofore created pursuant to the provision of Division 15, Part 2, of the Streets and Highways Code of the State of California, as the boundaries of such District are specifically described in Exhibit "A" hereto; and

WHEREAS, revenues from the assessments are utilized to offset the cost incurred annually in operating and maintaining the above-described improvements benefiting the properties in the District;

WHEREAS, the provisions of Division 15, Part 2, of the Streets and Highways Code require the City Council to adopt a resolution declaring its intent to levy assessments, and directing the City Engineer to prepare a written report in accordance with Chapter 3 (commencing with Section 22620), before levying the assessments in the District for each fiscal year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS FOLLOWS:

SECTION 1. That the above recital are all true and correct and are hereby incorporated herein.

SECTION 2. That the City Council hereby declares its intent to levy assessments in the District for FY 2018-2019, and the City Engineer is hereby ordered to prepare and file with the City Council a preliminary report relating to the F.Y. 2018-2019 levy of annual assessments for said District in accordance with the provisions of Chapter 3 (commencing with Section 22620) of Part 2 of Division 15 of the Streets and Highways Code of the State of California.

SECTION 3. Upon completion, said report shall be filed with the City Clerk who shall than submit the same to this City Council for its consideration pursuant to Section 22623 of said Streets and Highways Code.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2018

Vanessa Delgado, Mayor

APPROVED AS TO FORM:

Arnold Alvarez-Glasman, City Attorney

ATTEST:

Irma Barajas, City Clerk

EXHIBIT "A"

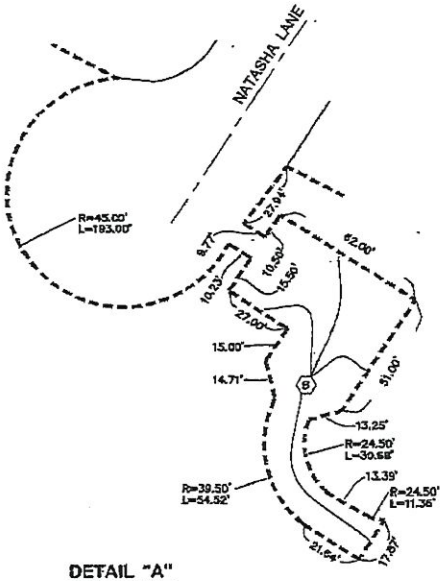
LEGEND:

(A) ALL OF LOTS 11 AND 12 ARE EASEMENT TO THE CITY OF MONTEBELLO FOR SANITARY SEWER PURPOSES.

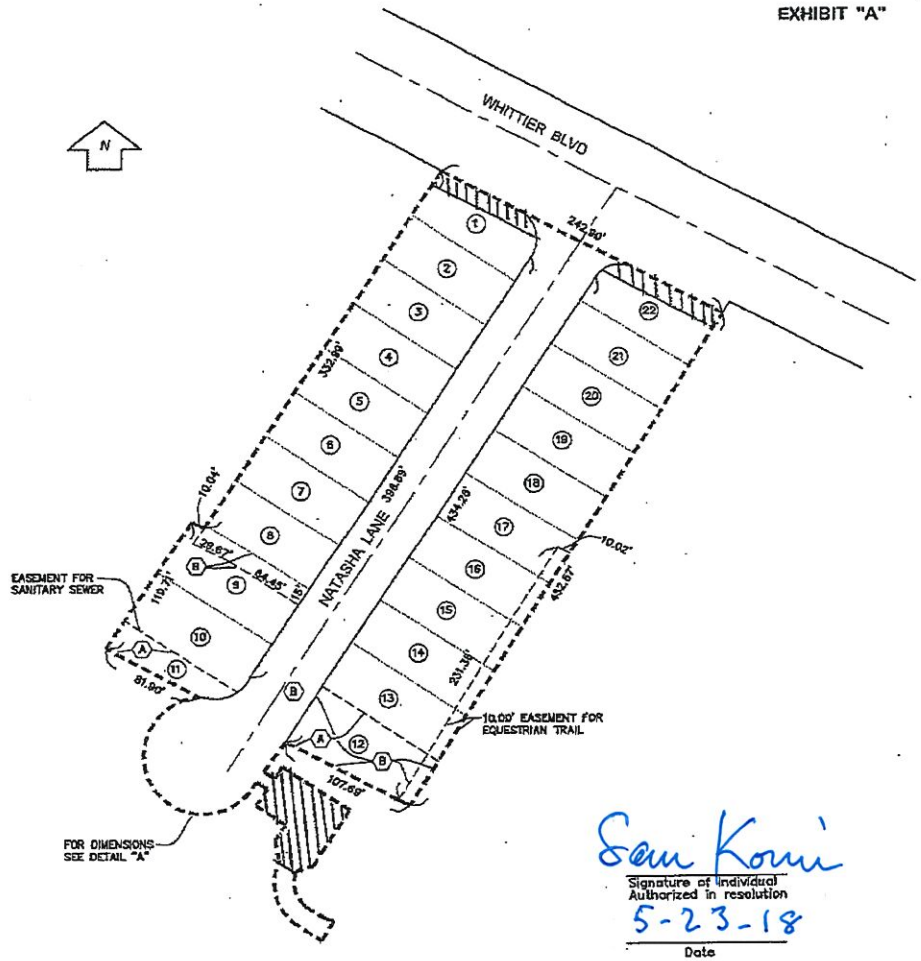
(B) EASEMENT TO THE CITY OF MONTEBELLO FOR COVERED STORM DRAIN, APPURTENANT STRUCTURES AND INGRESS AND EGRESS PURPOSES.

AREAS OF MAINTENANCE

LANDSCAPE ASSESSMENT DISTRICT AREA



DETAIL "A"



Sam Komi
Signature of Individual Authorized in resolution

5-23-18
Date

NATASHA LANE PROPOSED LANDSCAPING ASSESSMENT BOUNDARY MAP

PLANS PREPARED BY: AAE INCORPORATED

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Consideration of a resolution initiating proceedings for the FY 2018-2019 Levy of Annual Assessments to fund Operation and Maintenance of the Sewer Pump Station and Storm Water Pump Station for the properties located on Natasha Lane and ordering the City Engineer to prepare and file a Preliminary Engineer's Report.

DATE: June 13, 2018

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution establishing the City's intention for the FY 2018-2019 levy of annual assessments for operation and maintenance of the sewer pump station and storm water pump station for the properties located along Natasha Lane and ordering the preparation and filing of a Preliminary Engineer's Report for the assessment district.

BACKGROUND

1. Natasha Lane is a twenty-unit housing development located near the intersection of Whittier Boulevard and Bluff Road. This development was completed in September of 2005. Due to the topography of the site, a sewer pump station and storm drain pump station were installed as a component of the development. The City is responsible for the operation and maintenance of the pump stations.

2. The properties benefiting from these improvements were assessed in FY 2017-2018 to reimburse the City for costs of operating and maintaining the improvements. Continued assessment of the properties benefiting from these improvements is being proposed FY 2018-2019 to offset the cost of maintenance.

3. The boundaries of the assessment district to be assessed are shown in Exhibit "A" attached to the Resolution.

4. The attached resolution establishes the City Council's intention to levy the assessment and orders the preparation and filing of a Preliminary Engineer's Report for the assessment district.

5. The approval of the resolution initiates the assessment proceedings.

ANALYSIS

The attached resolution establishes the City Council's intention to levy the assessment and orders the preparation of a Preliminary Engineer's Report for the assessment. The approval of the resolution initiates the assessment proceedings. The item will be brought back to the City Council at a future meeting to consider approving the Engineer's report, and thereafter a public hearing at which the City Council will consider levying the assessments for FY 2018-2019.

FISCAL IMPACTS

Sewer Pump Station and Storm Water Pump Station Operation and Maintenance costs will be funded with the annual assessments from the assessment district. No general funds will be used for this project.

SUMMARY

The City Council will consider approval of a resolution establishing the City's intention to levy an assessment the operation and maintenance of the sewer and storm drain pump stations servicing the twenty-one unit housing development on Natasha Lane and order the preparation of an Engineer's Report for the assessment district. The properties benefiting from these improvements were assessed in FY 2017-2018. Continued assessment of the properties benefiting from these improvements is necessary to offset the cost of maintenance.

ATTACHMENT

Resolution
Exhibit "A" - Boundary Map

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE FISCAL YEAR 2018-2019 LEVY OF ANNUAL ASSESSMENTS FOR SEWER PUMP STATION AND STORM WATER PUMP STATION OPERATION AND MAINTENANCE FOR THE PROPERTIES LOCATED ALONG NATASHA LANE AND ORDERING THE CITY ENGINEER TO PREPARE AND FILE A PRELIMINARY ENGINEER'S REPORT.

WHEREAS, the City Council of the City of Montebello proposes to levy the annual assessment for properties 1 to 20 located along Natasha Lane, for the Natasha Lane Sewer Pump Station and Storm Water Pump Station Operation and Maintenance District (hereinafter referred to as the District), heretofore created pursuant to the provision of Division 15, Part 2, of the Streets and Highways Code of the State of California, as the boundaries of such District are specifically described in Exhibit "A" hereto; and

WHEREAS, revenues from the assessments are utilized to offset the cost incurred annually in operating and maintaining the above-described improvements benefiting the properties in the District; and

WHEREAS, the provisions of Division 15, Part 2, require the City Council to adopt a resolution expressing its intention to levy assessments, and directing the City Engineer to prepare a written report in accordance with Chapter 3 (commencing with Section 22620), before assessments are levied in each fiscal year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS FOLLOWS:

SECTION 1. That the above recital are all true and correct and are hereby incorporated herein.

SECTION 2. That the City Council hereby declares its intention to levy assessments in the District for Fiscal Year 2018-2019, and the City Engineer is hereby ordered to prepare and file with the City Council a preliminary report relating to the F.Y. 2018-2019 levy of annual assessments for said District in accordance with the provisions of Chapter 3 (commencing with Section 22620) of Part 2 of Division 15 of the Streets and Highways Code of the State of California.

SECTION 3. Upon completion, said report shall be filed with the City Clerk who shall than submit the same to this City Council for its consideration pursuant to Section 22623 of said Streets and Highways Code.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2018

Vanessa Delgado, Mayor

APPROVED AS TO FORM:

Arnold Alvarez-Glasman, City Attorney

ATTEST:

Irma Barajas, City Clerk

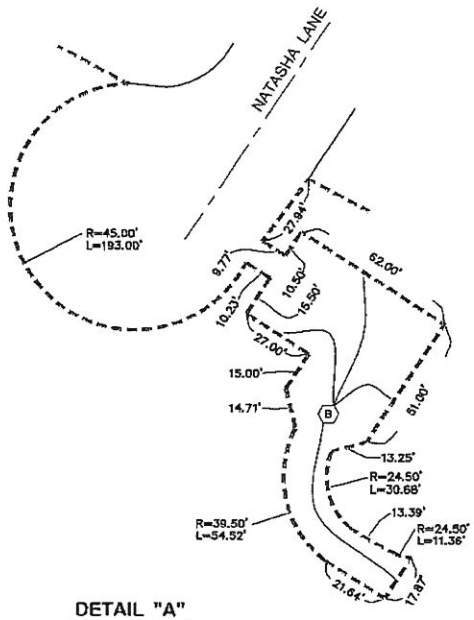
EXHIBIT "A"

LEGEND:

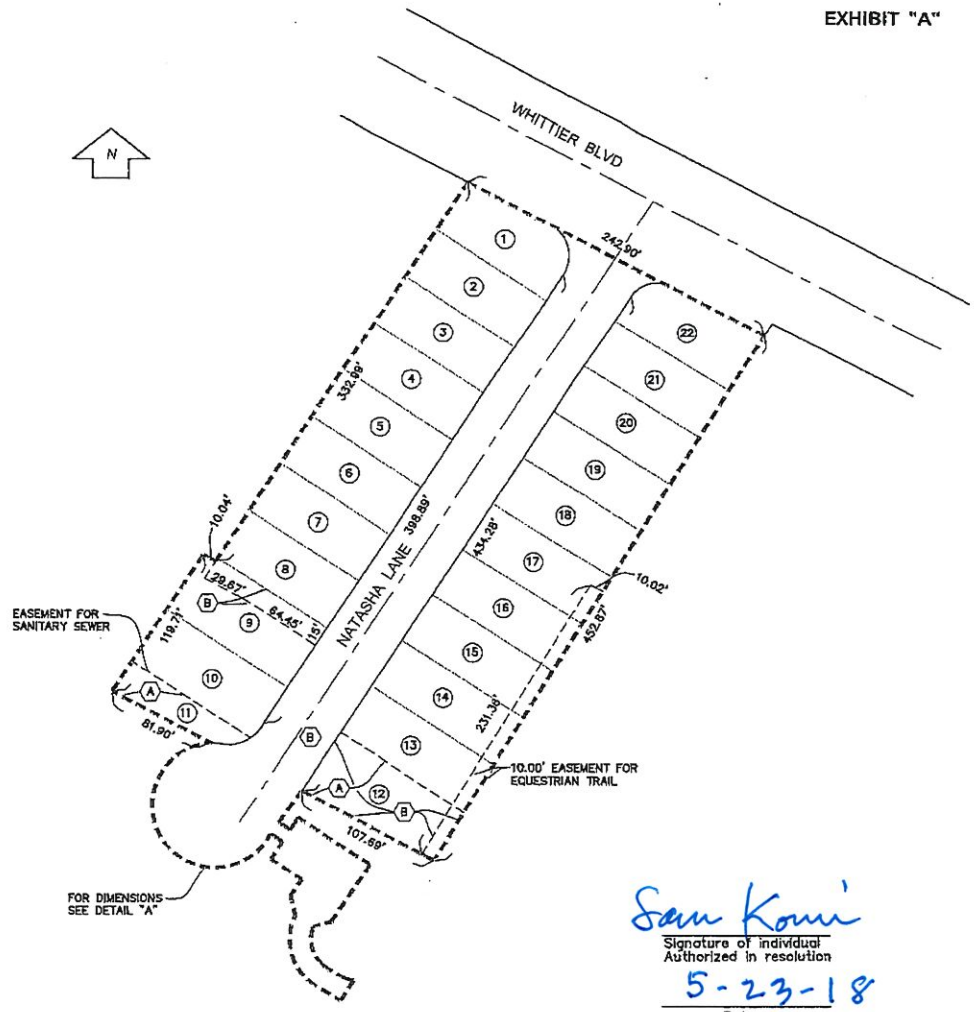
(A) ALL OF LOTS 11 AND 12 ARE EASEMENT TO THE CITY OF MONTEBELLO FOR SANITARY SEWER PURPOSES.

(B) EASEMENT TO THE CITY OF MONTEBELLO FOR COVERED STORM DRAIN, APPURTENANT STRUCTURES AND INGRESS AND EGRESS PURPOSES.

BOUNDARY OF ASSESSMENT DISTRICT



DETAIL "A"



Sam Komi
Signature of individual Authorized in resolution

5-23-18
Date

NATASHA LANE PROPOSED SEWER AND STORM DRAIN PUMP STATION ASSESSMENT BOUNDARY MAP

PLANS PREPARED BY: AAE INCORPORATED
Construction Management & Surveying
607 Valencia Avenue, Suite 250
Brea, CA 92821
Tel:(714)948-0100 Fax:(714)948-0299
e-mail: aae@aaeinc.com

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Approval of Final Parcel Map No. 72524 for Properties Located at 924 Carob Way, (Montebello Housing Development Corporation) MHDC.

DATE: June 13, 2018

RECOMMENDATION

It is recommended that City Council:

1. Approve Final Parcel Map No. 72524.
2. Authorize the City Clerk, City Treasurer, and the City Engineer to execute the certificate on the map showing the City's approval of Final Parcel Map No. 72524.

BACKGROUND

On April 13, 2016, the City Council adopted Resolution 16-21 approving Tentative Parcel Map No. 72524 (See Attachment), CEQA Categorical Exemptions, and NEPA Exemption, and adopted an Ordinance approving an amendment to PD 1-05 allowing development of four (4) new affordable housing units with a two car garages. Under the State Subdivision Map Act, an approved the tentative tract map is valid for two years.

On April 11, 2018, the City Council approved Resolution 18-38 which provided a 12-month extension of Parcel Map 72524, which did not impact the Tentative Parcel Map previously approved for the project.

Final Parcel Map No. 72524 has been checked for mathematical accuracy and survey analysis, title information and for compliance with the State Subdivision Map Act. Montebello Housing Development Corporation, the project developer, has entered into a Home Program Loan Agreement with the City to ensure the completion of onsite and offsite improvements as required for Parcel Map No. 72524.

ANALYSIS

Final Parcel Map No. 72524 has been checked and found to be accurate and complete and in compliance with the State Subdivision Map Act and the City of Montebello Municipal Code; therefore, approval is recommended.

FISCAL IMPACT

There is no impact on the City's General Fund.

SUMMARY

The City Council will consider approval of the Final Parcel Map No. 72524 for properties located at 924 Carob Way.

ATTACHMENTS

Resolution 16-21
Resolution 16-38
Parcel Map No. 72524 (On file in the City Clerk's Office)
Home Program Loan Agreement for Parcel Map 72524

RESOLUTION NO. 16-21

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO APPROVING TENTATIVE PARCEL MAP NO. 72524, AND APPROVING AND ADOPTING CEQA CATEGORICAL EXEMPTIONS CLASS 15 – MINOR LAND DIVISIONS AND CLASS 32 – INFILL PROJECTS, AND A NEPA CATEGORICAL EXCLUSION, FOR A RESIDENTIAL PROJECT LOCATED AT 924 CAROB WAY

WHEREAS, applications for Tentative Parcel Map No. 72524, a Precise Plan of Development, and an Amendment to Planned Development 1-05 (PD 1-05) have been received and accepted for the property located at 924 Carob Way (the "Property"); and

WHEREAS, the Tentative Parcel Map, Precise Plan of Development, and the Amendment to PD 1-05 would allow the construction of four (4) affordable, home ownership, single family residential units on the Property with parking on site, with the residential units each consisting of four (4) bedrooms (the "Project"); and

WHEREAS, pursuant to Section 21067 of the Public Resources Code and Section 15367 of the California Environmental Quality Act ("CEQA") Guidelines (Cal. Code Regs., tit. 14, § 15000 *et seq.*), the City of Montebello is the lead agency for the proposed Project; and

WHEREAS, the Tentative Parcel Map No. 72524, Precise Plan of Development, and Amendment to PD 1-05 are considered a "project" under CEQA; and

WHEREAS, the Project is partially funded by Federal HOME Investment Partnerships Program funds, and accordingly the Project is subject to the National Environmental Protection Act ("NEPA");

WHEREAS, on March 5, 2016, the Planning Commission held a duly noticed public hearing and recommended that the City Council adopt CEQA and NEPA exemptions for the Project, and approve the Tentative Parcel Map, Precise Plan of Development, and Amendment to PD 1-05;

WHEREAS, contemporaneous with this Resolution, the City Council will consider an ordinance approving the Amendment to PD 1-05 and the Precise Plan of Development for the Project;

WHEREAS, a duly noticed public hearing has been held, at which the City Council received and considered staff presentations, recommendations, public testimony, and all other maters presented at the public hearing and included in the record for this matter, and all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, the City Council of the City of Montebello resolves as follows:

SECTION 1. That, based upon staff reports, presentations, public testimony, and all other evidence presented during the public hearing on this matter, the City Council finds that the foregoing recitals are true and correct and incorporates them herein as a material part of this Resolution, and further makes the findings set forth below in this Resolution.

SECTION 2. That the City Council makes the findings set forth below in this Section, and hereby approves and adopts CEQA Categorical Exemptions for the Project in accordance with CEQA Guidelines Section 15315 (Minor Land Divisions) - Class 15, and Section 15332 (In-fill Development Projects) - Class 32, and further finds that the Project is Categorically Excluded under the NEPA pursuant to Section 58.35(a) of Title 24 of the Code of Federal Regulations (rehabilitation of buildings and improvements):

A. The Project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable

zoning designation and regulations;

B. The Project occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses;

C. The Project Site has no value as habitat for endangered, rare or threatened species;

D. Approval of the Project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and

E. The Project Site can be adequately served by all required utilities and public services.

SECTION 3. That the City Council makes the findings set forth below in this Section, and based upon such findings approves Tentative Parcel Map No. 72424:

A. The proposed map is consistent with applicable general and specific plans, and conforms with the City of Montebello General Plan Land Use Element, Goal 1, "To formulate a plan which is responsive to the needs of the community and which permits the orderly arrangement of land uses, permitting sufficient areas for reasonable development," because the Project will occupy revitalize an under-utilized and blighted property and provide affordable housing opportunities to the community.

B. The design or improvement of the proposed subdivision is consistent with applicable general and specific plans. The Project conforms with the City of Montebello General Plan Land Use Element, Goal 1, the Property is located in the R-3-PD (Multiple- Family Residential – Planned Development Overlay) district, which allows the proposed development and densities contemplated therein, other properties in the immediate vicinity of the Property have been developed at densities similar to that of the Project, and the proposed residential units have an overall building height that complies with the surrounding neighborhood.

C. The Property is suitable for the type of development. The Property is located in the R-3-PD (Multiple- Family Residential – Planned Development Overlay) district, which allows the proposed development and densities contemplated therein, other properties in the immediate vicinity of the Property have been developed at densities similar to that of the Project, and the proposed residential units have an overall building height that complies with the surrounding neighborhood.

D. The Property is suitable for the proposed density of development. The Property is located in the R-3-PD (Multiple- Family Residential – Planned Development Overlay) district, which allows the proposed development and densities contemplated therein, other properties in the immediate vicinity of the Property have been developed at densities similar to that of the Project, and the proposed residential units have an overall building height that complies with the surrounding neighborhood.

E. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially avoidably injury fish or wildlife or their habitat. Allowing the construction of four (4) single family residential units in an urban area would not have a significant impact on the environment as evidenced by the CEQA Categorical Exemptions and the NEPA Categorical Exclusion.

F. The design of the subdivision or type of improvements is not likely to cause serious public health problems, as evidenced by the CEQA Categorical Exemptions and the NEPA Categorical Exclusion.

G. The design of the subdivision or type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

H. The design of the project is compatible with the surrounding neighborhood, as set forth above.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution, and it shall become effective immediately upon approval.

PASSED AND ADOPTED this 13th day of April, 2016 by the following vote of the City Council.

Art Barajas, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold M. Alvarez-Glasman
City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEBELLO)

I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing City Council Resolution No. 16- 21 was duly and regularly approved and adopted by the City Council of the City of Montebello at their meeting held on the 13th day of April, 2016, as approved by law by the following vote:

AYES: Romero, Delgado, Molinari, Hadjinian, Barajas
NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City on the 19 day of April, 2016.

IRMA BARAJAS, City Clerk

RESOLUTION NO. 18-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, APPROVING A 12-MONTH EXTENSION OF TIME FOR PARCEL TRACT MAP NO. 72524; A PREVIOUSLY APPROVED RESIDENTIAL PROJECT LOCATED AT 924 CAROB WAY.

WHEREAS, request for Extension of Time for Parcel Tract Map No. 72524 application has been received and accepted;

WHEREAS, the Parcel Tract Map No. 72524 was originally approved on April 13, 2016;

WHEREAS, the original approval of the Tentative Parcel Tract Map No. 72524 was considered a "project" under the terms of the California Environmental Quality Act ("CEQA"), and an accompanying Environmental Impact Report was previously certified (Resolution No. 16-21) by the City Council on April 13, 2016; preparation of additional environmental documentation is not necessary because there are no substantial changes to the Tentative Parcel Tract Map, substantial changes to the circumstances, or new information of substantial importance related to this extension of time that will result in new significant environment effects or a substantial increase in the severity of previously identified significant effects;

WHEREAS, the construction is underway, with anticipated completion in June 2018;

WHEREAS, Tentative Parcel Tract Map No. 72524 is set to expire on April 13, 2018;

WHEREAS, this extension of time would keep the Tentative Parcel Tract Map No. 72524 from expiring;

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, the City Council of the City of Montebello resolves that:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated as substantive findings in this Resolution.

SECTION 2. CEQA Compliance. Pursuant to Public Resources Code section 21166 and State CEQA Guidelines, section 15162, the City Council hereby finds that the extension of time does not result in substantial changes to the Vesting Tentative Tract Map, substantial changes to the circumstances, or new information of substantial importance that will result in new significant environment effects or a substantial increase in the severity of previously identified significant effects; therefore, no further CEQA review is warranted.

SECTION 3. Pursuant to Section 16.12.110 of the Montebello Municipal Code, the City Council hereby approves a twelve month extension of time for Tentative Parcel Tract Map No. 72524, from April 12, 2018, to a new date of April 12, 2019.

SECTION 4. If any section, subsection, paragraph, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have adopted this Resolution, and each section, subsection, paragraph, subdivision, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, subdivisions, sentences, clauses, phrases or portions might subsequently be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution and shall go into effect upon its adoption.

PASSED AND ADOPTED THIS 11th DAY OF APRIL, 2018.

Vanessa Delgado, Mayor

ATTEST:

Irma Barajas, City Clerk

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEBELLO)

I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing City Council Resolution No. 18-38 was duly and regularly approved and adopted by the City Council of the City of Montebello at their meeting held on the 11th day of April, 2018, as approved by law by the following vote:

AYES: Romero, Molinari, Barajas, Hadjinian, Delgado
NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City on the 25 day of APRIL, 2017.

IRMA BARAJAS, City Clerk

Agreement No. 2988

HOME PROGRAM LOAN AGREEMENT

by and between

THE CITY OF MONTEBELLO

and

MONTEBELLO HOUSING DEVELOPMENT CORPORATION

HOME PROGRAM LOAN AGREEMENT BETWEEN THE CITY OF MONTEBELLO AND MONTEBELLO HOUSING DEVELOPMENT CORPORATION

THIS HOME PROGRAM LOAN AGREEMENT (the "**Agreement**") is made and entered as of the 23rd day of July, 2014, by and between THE CITY OF MONTEBELLO, a municipal corporation of the State of California (the "**City**"), and MONTEBELLO HOUSING DEVELOPMENT CORPORATION (the "**Developer**"). The City and Developer (sometimes referred to herein collectively as the "**Parties**", and individually as a "**Party**") hereby agree as follows:

RECITALS

A. The City has entered into an agreement to receive funds under the HOME Investment Partnerships Program (hereinafter called the "**HOME Program**") from the U.S. Department of Housing and Urban Development (hereinafter called "**HUD**").

B. The City wishes to make a portion of its allocation of HOME Program funds available to Developer as a forgivable loan pursuant to HUD regulations (24 CFR Part 92 *et seq.*, hereinafter ("**Home Program Regulations**"), which sets forth regulations to implement the HOME Program Rules and Regulations, to assist Developer's acquisition of the property located at 924 Carob Way, Montebello, CA 90640 (the "**Site**"), as such Site is shown and described in the "Legal Description" and designated in the "Site Map" attached hereto respectively as **Exhibit A** and **Exhibit B**.

C. Upon acquisition of the Site, Developer shall demolish the single family residence existing thereon, subdivide the Site into four (4) separate lots (each a "**Subdivided Lot**", and the Site following subdivision, simply the "**Property**"), and develop four (4) single-family homes thereon for subsequent sale to low and moderate income individuals and families (the "**Project**", and individual homes referred to herein as the "**Housing Unit(s)**").

D. The City's financial assistance will be secured by a lien recorded against the Site (and each and each and every Subdivided Lot thereafter) as a deed of trust, which shall be senior to all other encumbrances, liens, and restrictions which might otherwise impair the Property's use as full and adequate security for the financial assistance.

E. The Parties intend that the financial assistance provided by the City shall be repaid by the Developer as an interest-bearing loan according to the terms provided herein, provided that if Developer causes all Housing Units to adhere to affordability requirements for the period required by HOME Program Regulations, (*i.e.,* twenty (20) years), the loan and all accrued interest will be forgiven.

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions hereinafter set forth, the Parties do hereby agree as follows:

AGREEMENT

I. SUBJECT OF AGREEMENT

A. Purpose of Agreement

The purpose of this Agreement is to provide financial assistance, in the form of a forgivable loan in an amount not greater than One Hundred and Forty-Five Thousand Dollars

($145,000.00, hereafter the "**HOME Fund Loan**") from the City's HOME Program fund allocation towards Developer's acquisition of the Site, in exchange for Developer's construction of the Project; and specifically the Housing Units. All Housing Units shall be dedicated as affordable units in accordance with HOME Program Regulations (24 CFR § 92.254), and restricted for low and moderate income households as set forth in HOME Program Regulations.

By entering into this Agreement, the City finds and declares that the provision of affordable housing, and the development and construction of the Project, are in the vital and best interests of the City and the health, safety and welfare of its residents, and in accord with applicable Federal, State, and local laws and requirements.

B. The Project

1. Scope of Development

The Project, as more particularly described in the "**Scope of Development**" attached hereto as **Exhibit C**, will consist of the acquisition of the Site, the demolition of the single family home current situated thereon, and the development of four (4) single-family homes. As further described in the Scope of Development, the Site will be subdivided into four (4) Subdivided Lots and one (1) Housing Unit will be constructed on each. Each Housing Unit will have 1776 square feet of living space, comprised of four (4) bedrooms and two and one-half (2 ½) bathrooms. Each Subdivided Lot will have an average of 620 square feet of private open space, an enclosed two (2) car garage, and one (1) assigned guest parking space. The Housing Units will be equipped with solar and other conservation / sustainable design features and components.

2. Development Agreement

The exact Scope of Development, referred to immediately hereinabove, shall be subject to further negotiation and agreement by the Parties, and written approval by the City, by way of an Owner Participation Agreement or other such development agreement between Developer and the City (hereinafter "**Development Agreement**"). The Parties shall negotiate in good-faith upon the reasonable terms and conditions of such Development Agreement, which shall cover all necessary details of the Project including, but not limited to, design, layout, aesthetics, building height, building footprint, density, amenities, open space, and parking. In the Parties cannot reach an agreement as to the terms and conditions of the Development Agreement, Developer shall be obligated to return the HOME Fund Loan to the City, with interest.

C. Term

This Project is subject to ongoing compliance requirements of the HOME Program for twenty (20) years from the date of initial occupancy. During this compliance period, the Developer will assure continued compliance with HOME requirements including ongoing property standards, occupancy, affordability and reporting compliance.

D. Federal Terms and Conditions

The HOME Fund loan proceeds shall be used by Developer strictly in accordance with the HOME Program Regulations set forth in **Exhibit D**.

E. Parties to the Agreement

1. The City

The City is a public body, corporate and politic, exercising governmental functions and powers, and organized and existing under the Government Code of the State of California as a general law City. The principal office of the City, for purposes of this Agreement, is located at the Community Development Department, 1600 West Beverly Boulevard, Montebello, California, 90640.

The "City", as used in this Agreement, includes the City of Montebello and any assignee of or successor to its rights, powers, and responsibilities.

For purposes of Section VI.A. of the Agreement, the City Administrator and City Attorney shall be the designated persons for the City.

2. The Developer

The Developer is a non-profit California corporation engaged in the business of real estate development in the County of Los Angeles, State of California. Pursuant to HOME Program Regulations, Developer is the proper recipient of City's HOME Program funds from the City, provided that such funds are utilized by Developer to carry out activities which increase the provision of decent, safe, sanitary, and affordable housing in the City of Montebello in compliance with the HOME Investment Partnerships Program Rules and Regulations (Final Rule 24 CFR 92).

The principal office of the Developer for purposes of this Agreement is located at 1619 Paramount Boulevard, Montebello, CA 60640.

"Developer", as used in this Agreement, includes the Developer as of the date of execution of this Agreement and any assignee of or successor to its rights, powers and responsibilities permitted by this Agreement.

For purposes of Section VI.A. of the Agreement, Joe Robert Monzon, President of Developer, shall be the designated person for Developer.

F. Prohibition Against Change in Ownership, Management, Control and Transfer of Developer

The qualifications and identity of the Developer and its principals are of particular concern to the City. It is because of these qualifications and identity that the City has entered into this Agreement with Developer. No voluntary or involuntary successor in interest of the Developer shall acquire any rights or powers under this Agreement, except as expressly set forth herein.

The Developer shall not assign all or any part of this Agreement without prior written approval of the City. Assignment without prior written approval of City will be a default of this Agreement and shall be void and unenforceable. If Developer seeks an assignment, Developer shall promptly notify the City in writing of any and all changes whatsoever in the identity of the parties thereof, of which it or any of its officers have been notified or otherwise have knowledge or information. The City will have the option to approve any such changes

in writing and the City will not unreasonably withhold such approval.

If not approved by the City, this Agreement may be terminated by the City in the event of significant change (voluntary or involuntary) in membership, management, or control of Developer.

G. Developer's Material Obligations

For purposes of this Agreement, the phrase "**Developer's Material Obligations**" shall mean and include, but not be limited to, the Developer's obligations to perform the following actions when and as required by this Agreement, each of which is more fully described hereinafter:

1. Secure all necessary financing for the acquisition of the Site, in addition to the $145,000 in HOME funds provided by the City pursuant to this Agreement, as well as all necessary financing for the construction and development of the Project sufficient to fund the estimated Project budget, as set forth in **Exhibit E** hereto ("**Budget**").

2. Complete all underwriting for the financing described in subdivision (1) above.

3. Submit to the City Administrator, or their designee, evidence of financing for the total Project Budget, exclusive of the assistance committed by the City, and completion of the underwriting process.

4. Submit to the City Administrator, or their designee, final construction plans, drawings, and specifications for construction of the Project, and to submit such plans, drawings, and specifications to all necessary City Departments for review and approval.

5. Acquire the Site, and own and operate the Property after construction, or to satisfy ownership and control requirements, pursuant to HOME Program requirements.

6. Cause and/or permit to a lien to be recorded against the Site (and each of the Subdivided Lots) that is senior to all other encumbrances, liens, and restrictions thereon that might otherwise impair the Site and Property's use as full and adequate security for the HOME Fund Loan, in accordance with the Recitals and as provided elsewhere in this Agreement.

7. Commence and complete construction in the manner described in this Agreement and within the times set forth in the "**Schedule of Performance**", attached hereto as **Exhibit F**.

8. To designate and restrict the Housing Units as HOME Program assisted units (the "**HOME Assisted Units**") for sale to qualifying, low and moderate income individuals and families.

9. To identify and prepare a list of qualified low and moderate income household purchasers for the HOME Assisted Units (including all necessary income information), and to forward such list to the City for review and approval.

10. To manage and maintain the Project in compliance with HOME Program requirements and the requirements of this Agreement, and to maintain the affordability

provisions as specified therein.

11. To enter into a Development Agreement with the City, in a form and substance satisfactory to the City, providing for all necessary elements of the Project, as further described in Section 1.B.2 of this Agreement.

H. City's Material Obligations

For purposes of this Agreement, the phrase "**City's Material Obligations**" shall mean and include, but not be limited to, the City's obligations to perform the following actions when and as required by this Agreement, each of which is more fully hereinafter:

1. Loan HOME Program funds to the Developer in an amount not to exceed One Hundred and Forty-Five Thousand Dollars ($145,000; the "**HOME Funds**"), in accordance with the terms provided herein and provided the "Conditions Precedent to Disbursement," as described herein below, are first met.

2. Review and approve the tenant's eligibility for the HOME Assisted Units.

3. Monitor the Project through the 20-year affordability period.

4. Forgive the HOME Program Loan if Developer causes all Housing Units to adhere to affordability requirements for the period required by HOME Program Regulations (*i.e.*, twenty (20) years).

5. Negotiate with Developer in good-faith regarding the terms and conditions of the Development Agreement.

I. Occupancy / Income Requirements

The HOME Assisted Units must be occupied by households that are eligible as low and moderate low income families and must meet the requirements as set forth in HOME Program Regulations and other HOME Program requirements. A "**Moderate-Income Household**" for purposes of this Agreement means a household with an annual income that does not exceed eighty percent (80%) of the median income, adjusted by actual household size, for households in the County of Los Angeles, California, as published from time to time by HUD. A "**Low Income Household**" for purposes of this Agreement means a household with an annual income that does not exceed fifty percent (50%) of the median income, adjusted by actual household size, for households in the County of Los Angeles, California, as published from time to time by HUD.

Developer shall determine and verify that all potential tenants meet the low-income and moderate-income requirements under the Home Program Regulations. The Developer shall be responsible for submitting qualifying information for the potential tenants to the City for approval.

J. Affordability

The Developer shall ensure that housing it assists with HOME funds will meet the twenty (20) years affordability requirements for new construction per HOME Program Regulations, as applicable.

II. REPRESENTATIONS AND WARRANTIES

A. City's Representations

The City hereby makes the following representations, each of which is true in all respects as of the date hereof:

1. The execution of this Agreement by the City is authorized pursuant to the approval of the City Council at a regularly scheduled meeting.

2. The City's performance of and the transactions contemplated therein have been duly authorized by the requisite action on the part of the City and no other authorization or consent is required for the execution and performance hereof.

3. Neither this Agreement nor anything provided to be done hereunder by the City violates or shall violate any contract, agreement, or instrument to which the City is a party.

4. The City makes no representation concerning prevailing wage requirements which might be triggered due to this Agreement, nor does the City make representations concerning relocation benefits which might be owed to third parties due to the implementation of this Agreement. The City represents that, in executing this Agreement, it is relying upon Developer to address any and all prevailing wage and relocations issues.

B. Developer's Representations

In addition to the representations contained in other paragraphs of this Agreement, the Developer hereby makes the following representations, each of which is true in all respects as of the date hereof and shall be true and correct in all respects at the execution of this Agreement:

1. The Budget and Schedule of Performance are reasonable and good-faith estimates of the cost and time necessary to complete the Project.

2. The Developer's performance and the transactions contemplated and implied herein have been duly authorized by the requisite action including the execution of this Agreement on the part of the Developer and no other authorization or consent is required for the execution and performance.

3. Except as disclosed to the City in writing, there are no actions or proceedings pending or threatened against the Developer or any managing company, officer, member, director or staff of the Developer before any court or administrative agency which could adversely affect the Developer's ability to perform hereunder.

4. Neither this Agreement nor anything provided to be done hereunder violates or shall violate any contract, agreement or instrument to which the Developer is a party or which affects the Project or any part thereof.

5. The Developer is not in default with respect to any of its obligations or liabilities pertaining to the Project; or has knowledge of any state of facts or circumstances or

conditions or events which, after notice, lapse of time, or both, would constitute or result in any such default. The Developer is not and will not be in default with respect to any agreements, obligations or liabilities which could adversely affect the Developer's ability to perform its obligations under this Agreement.

6. The Developer has not entered into any agreements, which will adversely affect the title to the Project or the Developer's right to construct the Project, as provided in this Agreement, and the Developer will not enter into any such agreements after the date hereof.

7. The Developer, individually and jointly with all its members, has the experience and financial capacity to carry out the approvals, construction, marketing, lease, management and maintenance of the Housing Units including all HOME Assisted Units, as provided in this Agreement.

8. For purposes of assuring the City that the Site has sufficient value to secure the HOME Fund Loan, Developer represents that its purchase of the Site will be free and clear of all other encumbrances, liens, interests, and restrictions.

9. Developer represents that the units which will serve as Housing Units pursuant to this Agreement would, if not for the HOME Fund Loan, be marketed, leased, and/or sold by Developer at their full market value.

10. Developer represents that, to the best of Developer's knowledge, the execution and implementation of this Agreement will not trigger any statute or regulation which would require the payment of prevailing wages; nor does the execution and implementation of this Agreement trigger any statute or regulation which would require relocation benefits to be paid to third parties.

III. THE HOME FUND LOAN

A. Structure of the HOME Fund Loan

1. General Provisions

Subject to all of the terms, conditions, and provisions set forth in this Agreement, and in reliance on Developers Representations, the City agrees to loan the Developer and Developer agrees to accept from City, HOME Program funds in the maximum amount of One Hundred and Forty-Five Thousand Dollars ($145,000.00) to be used in acquiring the Site, in exchange for Developer causing construction of the Project in accordance with this Agreement. Any HOME Fund Loan funds not used by Developer shall be duly refunded to the City upon City's request. The terms and conditions of the HOME Fund Loan, and City's security interest in connection therewith, shall be in substantially the form provided in the promissory note ("**Promissory Note**"; **Exhibit G**) and trust deed ("**Deed of Trust**"; **Exhibit H**), and that complies with all requirements of the HOME Program Regulations. No provision of this Agreement of the HOME Fund Loan shall waive or limit Developer's responsibility for all financing for the acquisition, development, and construction of the Project.

2. Security for HOME Fund Loan

The HOME Fund Loan shall be secured by the Site, and each and every one of the Subdivided

Lots. Developer represents and warrants that, as of the date of this Agreement, Developer is in escrow for the purchase of the Site and that, upon the closing of escrow, Developer will have full fee simple ownership of the Site, free and clear of any and all encumbrances, liens, and restrictions which might otherwise impair the Site's use as full and adequate security for the HOME Fund Loan. Developer further represents and warrants that Developer will retain ownership of the Site and the Property in such manner for the term of this Agreement (except as provided otherwise herein). Developer further represents that the Site has a fair market value sufficient to secure the entire HOME Fund Loan amount.

The Property Deed of Trust (Exhibit H) shall be executed and recorded on the Site, and subsequently each and every Subdivided Lot, along with any additional instrument necessary to adequately secure the HOME Fund Loan in accordance with these terms.

(a) Priority of HOME Fund Loan Security

City's security for the HOME Loan Fund on the Site and the Subdivided Lots shall be superior and senior to all other liens, encumbrances, restrictions, and other interests in such Property unless City subordinates its interest(s), which subordination may only be made by written document executed by the City Administrator and approved by the City Attorney as to form.

(b) Additional Instruments to Perfect HOME Fund Loan Security

Developer agrees to execute and record any and all additional or alternative trust deeds or security instruments necessary to implement the foregoing terms.

3. Conditions Precedent to Disbursement of HOME Fund Loan

Disbursement of the HOME Fund Loan shall be conditioned on Developer meeting all requirements of the City, including but not limited to: (a) securing all necessary financing for the acquisition of the Site, in addition to the $145,000 in HOME funds provided by the City pursuant to this Agreement; (b) securing all necessary financing for the construction and development of the Project; (c) completing all underwriting for the financing; (d) executing certificates for all insurance policies required in this Agreement; and (e) delivering to the City documentary evidence, to the satisfaction of the City, of Developer's satisfaction of (a) through (d), inclusive.

In addition, prior to disbursement of any portion of the HOME Fund Loan, the Developer shall deliver to City the following documents or instruments, all of which shall be in full force and effect at the time of disbursement of any portion of the HOME Fund Loan:

a. A Project *pro forma* deemed satisfactory to the City;

b. Construction plans, conceptual drawings, elevations, and other developer and construction-related documents deemed necessary by the City to verify the viability of proposed Project construction;

c. A preliminary construction budget, demonstrating to the satisfaction of the City the viability of the Project;

d. Instruments, escrow agreement, escrow instructions, and/or other

documents to the satisfaction of the City of Developer's pending purchase of the Site.

The City's disbursement of the HOME Fund Loan proceeds to Escrow shall be conclusive evidence that the foregoing conditions precedent have been satisfied. The satisfaction of the foregoing conditions under this Agreement shall not restrict, limit, or preclude the City from requiring that the Developer provide similar or alternate documents or instruments in connection with any further Development Agreement concerning the Project.

4. <u>Repayment of HOME Fund Loan</u>

(a) The HOME Fund Loan shall bear interest at the Interest Rate (as defined in the Promissory Note) which interest shall accrue as set forth in said Note. The HOME Fund Loan shall be repaid upon the terms set forth in said Note and this Agreement, including without limitation, that the HOME Fund Loan and any accrued interest thereon shall be immediately due and payable on the Maturity Date. The City, in its sole discretion, may forgive Developer's obligation to repay, or pay interest on, any part of the HOME Fund Loan any time after twenty (20) years from the date of the Project is first occupied, provided that Developer and its successors and assigns have complied with all of its obligations under this Agreement. Principle and interest on the Note shall be due and payable twenty (20) years from the date of the initial occupancy of the affordable Housing Units or July 1, 2034, whichever last occurs but not before the maturity date of the Note and Deed of Trust held by the City securing the HOME Fund Loan. Unless Developer is in default of this Agreement, not interest or principal payments shall be due until twenty (20) years from the date of the initial occupancy of the affordable Housing Units or July 1, 2034, whichever last occurs but not before the maturity date of the Note and Deed of Trust held by the City securing the Home Fund Loan. If Developer causes all Housing Units to adhere to affordability requirements for the period required by HOME Program Regulations (i.e. twenty (20) years), the HOME Fund Loan and all accrued interest thereon shall be forgiven by City in its entirety, and no principal or interest shall be due or payable, and the Deed of Trust shall be re-conveyed.

(b) The entire HOME Fund Loan shall be repayable immediately if the Project, or any portion thereof or interest therein, is sold, transferred, assigned or refinanced without the prior written consent of the City.

(c) The entire HOME Fund Loan, and all accrued interest and penalties, shall be repayable immediately if, concurrent with the disbursal of HOME Fund Loan proceeds to Developer, the HOME Fund Loan cannot be, or is not, secured by a lien or trust deed recorded against the Site (and each of the Subdivided Lots) in accordance with the provisions of this Agreement.

(d) The entire HOME Fund Loan, and all accrued interest, shall be repayable immediately if the Parties do not enter into a Development Agreement within eight (8) months of the execution of this Agreement; provided that the Parties may agree to reasonable extensions of this deadline in writing.

(e) The entire HOME Fund Loan, and all accrued interest, shall be repayable immediately if the Developer does not commence construction of the Project within one (1) year of the date of this Agreement.

(f) The entire HOME Fund Loan, and all accrued interest and penalties, shall be repayable immediately if Developer transfers, conveys, or encumbers (or attempts to transfer, convey, or encumber) the Site and/or any other parcel serving as security for the HOME Fund Loan, unless such transfer, conveyance, or encumbrance (or related attempt) is authorized under this Agreement or agreed to by City. Any sale, refinance, mortgage, or act to encumber or restrict the Site / Property, or any attempt to sell, refinance, mortgage, or so act, shall constitute an improper transfer, conveyance, or encumbrance requiring the immediate repayment of the entire HOME Fund Loan, and all accrued interest and penalties, unless the City first provides written consent to such sale, refinance, mortgage or act.

(f) In the event the Site / Property is sold or refinanced prior to the end of the term without the prior written consent of the City, the net proceeds of such sale or refinancing shall be paid to the extent necessary to pay the accrued interest computed at a rate equal to six percent (6%) per annum from the date of default, and the full amount of the HOME Fund Loan.

B. Escrow For HOME Fund Loan

1. Escrow Account

For the purpose of coordinating the disbursement of the HOME Fund Loan, the recordation of the Property Deed of Trust, the satisfaction of all conditions precedent to disbursement of HOME Fund Loan proceeds, and (if necessary) the return of HOME Fund Loan proceeds to City, the Parties shall utilize an escrow account (the "**Escrow**"). Developer represents that, prior to the execution of this Agreement, it had caused Escrow to be opened, as follows:

Company:	Penn Escrow, Inc.
Address:	1818 W. Beverly Boulevard, Suite 103 Montebello, CA 90640
Phone No.:	(323) 722-4562
Escrow No.:	48512-RP

The Parties agree that the foregoing shall serve as the Escrow for facilitating this Agreement.

2. Use of Agreement as Escrow Instructions

The terms of this Agreement shall supplement and amend any escrow instructions existing prior to the execution of this Agreement ("**Pre-Existing Instructions**"), and any Pre-Existing Instructions shall, in addition to this Agreement, together jointly constitute the instructions for Escrow (the "**Escrow Instructions**") concerning Developer's acquisition of the Site. To the extent the Pre-Existing Instructions contradict the terms of this Agreement, the Pre-Existing Instruction shall be deemed amended by this Section such that the all Escrow Instructions shall be wholly consistent with all terms of this Agreement. Developer shall, upon the execution of this Agreement by both Parties, provide a fully-executed copy of this Agreement to Escrow.

3. Instructions to Escrow

Escrow is hereby instructed to undertake the following pursuant to this Agreement:

a. To receive and maintain on deposit all HOME Funds provided by the City pursuant to this Agreement. Such Funds shall be deposited in an interest-bearing account with a federally-insured financial institution approved by both the City and the Developer.

b. To receive and hold the Property Deed of Trust (Exhibit H), pending notification from the City of Developer's satisfaction of all contingencies to disbursal of HOME Funds to Developer.

c. To cause the conveyance of the Site from its current owner to Developer upon the satisfaction of all contingencies provided in Developer's third-party agreement for Developer's purchase of the Property; provided, however, that Escrow shall not cause a conveyance of the Site to Developer if the Site remains subject to any encumbrances, liens, or other restrictions which might impair Lot 1's use as full and adequate security for the HOME Fund Loan, unless City first provides its written consent for such conveyance.

d. To disburse all HOME Funds to Developer upon the satisfaction of all contingencies provided in this Agreement. Furthermore, Escrow is instructed to disburse such HOME Funds to the third-party seller of the Site if necessary to accomplish the conveyance described in subsection (c), immediately above.

e. To disburse to the City all interest earned on the HOME Funds as of the date of HOME Fund disbursal to Developer.

f. To cause the Property Deed of Trust (Exhibit H) to be recorded against the Property immediately upon the conveyance of the Site to Developer, such that the Property Deed of Trust is recorded prior to all other encumbrances, liens, and other restrictions in the Site, and such that the Property Deed of Trust is senior to all other encumbrances, liens, and other restrictions.

g. If escrow for Developer's purchase of the Site does not close on or before July 28, 2014, all Home Funds (plus interest accrued) shall be returned to the City within fifteen (15) days from the date the funds were first transferred by the City to the escrow account, in accordance with HOME Program Regulations.

IV. ASSURANCES AND CONDUCT

A. Insurance

1. At the time of the execution of this Agreement, and at all times during the term of this Agreement, the Developer agrees to and shall defend, indemnify and hold the City harmless from and against all liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) arising from or as a result of the death of any person or any accident, injury, loss and damage whatsoever caused to any person or to the property of any person which shall be directly or indirectly caused by any acts done on or adjacent the Property, or arising from or related to the Agreement, or any errors or omissions of the

Developer and its agents, servants, employees and contractors, but excluding any such liability, loss, damage, costs or expenses arising from a breach by or misrepresentation of the City under this Agreement.

2. Prior to the commencement of any construction improvements, the Developer shall furnish to the City original duplicates of appropriate certificates of insurance or insurance policies in the following amounts:

General Liability:

a.	General Aggregate	$2,000,000
b.	Products Comp/Op Aggregate	$2,000,000
c.	Personal & Advertising Injury	$1,000,000
d.	Each Occurrence	$1,000,000
e.	Fire Damage (any one fire)	$50,000
f.	Medical Expense (any one person)	$5,000

Workers' Compensation:

a.	Workers' Compensation	Statutory Limits

Automobile Liability:

a.	Any vehicle, combined single limit	$1,000,000

The insurance certificates shall name the City as an additional insured, and maintain such policy in effect at all times during the term of this Agreement.

3. Developer shall obtain fire insurance in an amount equal to the full insurable value of the property with the construction improvements, with extended coverage including vandalism, malicious mischief and a loss payable endorsement naming City as loss payee during the construction period and at all times during the term of this Agreement.

4. Developer shall comply with all of the provisions of the Workers' Compensation Insurance and Safety Acts of the State of California, the applicable provisions of the California Labor Code, and all amendments thereto, and all applicable State and/or Federal laws and/or regulations. Developer shall furnish to City a current Certificate of Worker's Compensation insurance.

5. Insurance coverage furnished by the Developer pursuant to this Agreement may be submitted as one or more policies or part of a blanket policy, but coverage shall conform to the requirements herein and shall pertain to all activities pursuant to this Agreement and shall require approval by the City, which approval shall not be unreasonably withheld.

6. All required insurance policies shall not be subject to cancellation, reduction in coverage, or non-renewal except after notice in writing shall have been sent by first-class mail addressed to the City not less than thirty (30) business days prior to the effective date thereof.

7. All insurance provided under this Section shall be for the benefit of the

Developer and City, any mortgagee, and any contractor(s) at Developer's discretion. Developer agrees to timely pay all premiums for such insurance and, at its sole cost and expense, to comply and secure compliance with all insurance requirements necessary for the maintenance of such insurance. Developer shall not utilize any federal HOME Funds provided by City pursuant to this Agreement to cover such insurance payments.

8. All insurance provided for in this Agreement shall become effective under policies issued by insurers of recognized responsibility, licensed or permitted to do business in the State of California and subject to approval by City's Risk Manager.

9. If Developer fails or refuses to procure or maintain insurance as required by this Agreement, City shall have the right, at City's election, and upon ten (10) business days prior written notice to Developer and all mortgagees entitled to notice, to procure and maintain such insurance or to cancel this Agreement. Any premiums paid by City shall be charged to the Developer.

B. <u>City and Other Governmental Agency Permits</u>

Before commencement of construction or development of any buildings, structures, or other work of improvement required or authorized by this Agreement, Developer shall at its own expense secure or cause to be secured any and all permits and pay all related fees associated with the permits, which may be required by the City or any other governmental agency affected by such construction, development or work.

C. <u>Rights of Access</u>

For the purposes of assuring compliance with this Agreement, representatives of the City shall have the reasonable right of access to the Site / Property without charges or fees, at normal construction hours during the period of construction for the purposes of this Agreement, including but not limited to, the inspection of the work being performed.

D. <u>Rights of Access – Public Improvements and Facilities</u>

The City and other public agencies, at their sole risk and expense, reserves the right to enter the Site / Property or any part thereof at all reasonable times and with as little interference as possible for the purposes of construction, reconstruction, maintenance, repair or service of any public improvements or public facilities located on the Site / Property. Any such entry shall be made only after reasonable notice to the Developer and the City shall indemnify and hold the Developer harmless for any claims or liabilities pertaining to any such entry. Any damage or injury to the Site / Property resulting from such entry shall be promptly repaired at the sole expense of the public agency responsible for the entry.

E. <u>Local, State and Federal Laws</u>

The Developer shall carry out its obligations under this Agreement in conformity with all applicable laws, including all applicable federal and state labor standards, provided, however, Developer and their contractors, successors, assigns and transferees, and lessees are not waiving their rights to contest any such laws, rules or standards.

F. Taxes, Assessments, Encumbrances and Liens

Developer shall pay when due all real estate taxes and assessments assessed and levied on the Site / Property and on any other property which shall serve as security for the Loan. . Developer shall not place or allow to be placed on the Site / Property or any part thereof, any mortgage, trust deed, encumbrance or lien unauthorized by this Agreement.

Nothing herein contained shall be deemed to prohibit Developer from contesting the validity or amounts of any tax assessment, encumbrance or lien, nor to limit the remedies available to Developer in respect thereto.

G. Security Financing

1. Encumbrances Permitted

Unless specifically provided otherwise elsewhere in this Agreement, no mortgage, deed of trust, or any other form of conveyance for financing may be recorded against the Site / Property, or any parcel serving as security for the HOME Fund Loan, without the City's prior written consent.

2. Notice of Default to Mortgage, Deed of Trust or Other Security Interest Holders; Right to Cure

Whenever City shall deliver any notice or demand to the Developer with respect to any breach or default by the Developer in acquiring title and completion of the Project, the City shall at the same time deliver to each holder of record of any mortgage, deed of trust or other security interest authorized by this Agreement who has requested in writing notices from the City, a copy of such notice or demand. Each such holder shall (insofar as the rights of City are concerned) have the right, at its option within sixty (60) days after the receipt of the notice, to cure or remedy any such default and to add the cost thereof to the security interest debt and the lien on its security interest. The time for such party's(ies') lender to cure may be extended if they have undertaken steps to cure, in which case such time will be extended for so long as such party's(ies') reasonably need, providing they are acting diligently. Nothing contained in this Agreement shall be deemed to permit or authorize such holder to undertake or continue the construction or completion of the Project without first having expressly assumed the Developer's remaining obligations to City by written agreement satisfactory to the City. The holder in that event must agree to complete the Project, in the manner provided in this Agreement, to which the lien or title of such holder relates, and submit evidence satisfactory to City that it has the qualifications and financial responsibility necessary to perform such obligations.

H. Non Discrimination; Equal Opportunity

The Developer, for itself and its successors and assigns, agrees that during the term of this Agreement, Developer will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, familial status, ancestry, national origin or disability. Developer shall comply with Federal requirements (set forth in 24 CFR Part 5, Subpart A), including nondiscrimination and equal opportunity; disclosure requirements; debarred, suspended or ineligible contractors.

There shall be no discrimination against or segregation of any person, a group of persons,

on account of race, color, religion, familial status, disability, age, national origin or ancestry in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the Project, nor shall the Developer itself or any person claiming under or through the Developer establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenant, lessees, subtenants, sublessees or vendees of the Site / Property. The forgoing covenants shall run with the land.

I. Form of Nondiscrimination and Non-segregation Clauses

The Developer shall refrain from restricting the rental, sale or lease of the Site / Property on the basis of race, color, creed, religion, sex, marital status, ancestry, disability, age or national origin of any person. All such deeds or contracts shall contain or subject to substantially the following non-discrimination or non-segregation clauses:

1. In deeds:

"The borrower herein covenants by and for himself or herself, his or her heirs, executors, administrators and assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, marital status, ancestry, disability, age or national origin in the sale, lease, sublease, transfer, use, occupancy tenure or enjoyment of the land herein conveyed, nor shall the grantee himself or herself or any person claiming under or through him, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sub-tenants, sub-lessees or vendees in the land herein conveyed. The foregoing covenant shall run with the land."

2. In Leases:

"The lessee herein covenants by and for itself, its heirs, executors, administrators, and assigns, and all persons claiming under or through him or her, and this lease is made and accepted upon and subject to the following conditions:

"That there shall be no discrimination against, or segregation of, any persons, or groups or persons, on account of sex, race, color, creed, familial status, religion, disability, age, national origin or ancestry in the leasing, subleasing, transferring, use, occupancy, tenure or enjoyment of the premises herein leased, nor shall the Developer itself, or any person claiming under or through it establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, or use or occupancy of tenants, lessees, subtenants, sublessees, or vendees."

3. In contracts:

"There shall be no discrimination against or segregation of any person, or group of persons on account of race, color, creed, religion, sex, marital status, ancestry, disability, age or national origin, in the sale, lease, transfer, use, occupancy, tenure or enjoyment of land, nor shall the transferee himself or any person claiming under or through him, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of

tenants, lessees, subtenants, sublessees or vendees."

J. Covenants for Affordability

The HOME Program affordability requirements for the HOME Assisted Units required herein shall be established through the recordation of a Declaration of Covenants, Conditions and Restrictions ("**Declaration**") on the Site (and each of the Subdivided Lots). The Declaration shall be substantially in the form as that attached hereto as **Exhibit I,** and that complies with all requirements of the HOME Program Regulations, be binding for the benefit and in favor of the City, its successors and assigns, the City and any successor in interest to the Site / Property.

The covenants against discrimination shall also be binding for the benefit and in favor of the City and HUD, and shall run with the land in perpetuity. The covenants requiring low and moderate income households and affordability shall remain in effect for twenty (20) years following the initial occupancy of the HOME Assisted Unit to be developed pursuant to this Agreement.

Developer shall cause a Declaration (or Declarations, as may be appropriate or necessary to fully implement the affordability provisions required herein) to be recorded against any and all units which are created as Housing Units/HOME Assisted Units. Such recordation shall be accomplished in a manner that ensures, to the maximum extent and in compliance with all HOME Program requirements, that the affordability restrictions will remain binding upon the Housing Units/HOME Assisted Units for the twenty (20) year affordability period. Developer failure to cause such recordation shall constitute a material breach of this Agreement.

The Parties agree to cooperate to prepare a mutually-agreeable Declaration which may be used by Developer to satisfy the foregoing obligations. The preparation of such Declaration may be performed subsequent to the execution of this Agreement, but shall be completed in sufficient time to meet all HOME Program deadlines.

The City is deemed the beneficiary of the terms and provisions of this Agreement and of the covenants running with the land, for and in its own rights and for the purposes of protecting the interests of the community and other parties, public or private, in whose favor and for whose benefit this Agreement and the covenant running with the land have been provided. The Agreement and the covenant shall run in favor of the City, without regard to whether the City has been, remains or is an owner of any land or interest therein in the Site / Property. The City shall have the right, if the Agreement or covenant are breached, to exercise all rights and remedies, and to maintain any actions or suits at law or in equity or other proper proceedings to enforce the curing of such breaches to which it or any other beneficiaries of this Agreement and covenant may be entitled.

K. INDEMNIFICATION

Developer agrees to indemnify and defend the City from and against any and all claims asserted against City which arise from or are related to the City's execution of this Agreement, and/or the implementation of this Agreement, including but not limited to claims relating to prevailing wage requirements and claims relating to the provision of relocation assistance to third parties.

V. DEFAULTS AND REMEDIES

A. Defaults – General

Subject to the extensions of time set forth in this Agreement, failure or delay by either Party to perform any term or provision of this Agreement, or the breach of any representation or warranty, constitutes a default under this Agreement. The Party who so fails or delays must immediately cure, correct, or remedy such failure or delay and shall complete such cure, correction or remedy with reasonable diligence and during any period of curing, shall not be otherwise in default of this Agreement.

The injured Party shall give written notice of default to the Party in default, specifying the default complained of by the injured Party. Except as required to protest against further damages, the injured Party may not institute proceedings against the Party in default until at least sixty (60) days after giving such notice. Delay in giving such notice shall not constitute a waiver of any default, nor shall it change the time of default. Except as otherwise expressly provided in this Agreement, any failures or delays by either Party in asserting any of its rights and remedies as to any default, shall not operate as a waiver of any default or of any such rights or remedies, or deprive either such Party of its rights to institute and maintain any actions or proceedings which it may deem necessary to protect, assert, or enforce any such rights or remedies.

B. Legal Actions

1. Institution of Legal Actions

In addition to any other rights or remedies, City may institute legal action to seek specific performance of the terms of this Agreement, or to cure, correct or remedy any default, to recover damages for any default, or to obtain any other remedy consistent with the purpose of this Agreement. Such legal actions must be instituted in the Superior Court of the County of Los Angeles, East District, State of California, or in the Federal District Court of California.

2. Acceptance of Service of Process

In the event that any legal action is commenced by the Developer against the City, service of process on the City shall be made in such other manner as may be provided by law. This provision shall not waive or relieve Developer of satisfying its obligations pursuant to the Government Claims Act (California Government Code § 900, *et seq.*) as a prerequisite to bringing or maintaining any legal action against the City. This provision shall not waive the requirements of the Government Claims Act as to Developer or any other party.

In the event that any legal action is commenced by the City against the Developer, service of process on the Developer shall be made by personal service upon the agent for service of process or in such other manner as may be provided by law.

C. Rights and Remedies Are Cumulative

Except as otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

D. Remedies and Rights of Termination

1. Termination by Developer

The Developer, at its option, may terminate this Agreement, if the City is in default of its Material obligations under this Agreement and such default is not cured within sixty (60) days after written notice by the Developer.

2. Termination by City

The City may terminate this Agreement, if any of the following defaults exist:

(a) Developer (or any successor in interest) wrongfully assigns or attempts to assign this Agreement or any rights therein, or in the Project, Site or part thereof without the written consent of City;

(b) Developer fails to cause or permit the Site / Property to serve as security for the HOME Fund Loan in accordance with the deadlines and requirements provided herein;

(c) Developer is in breach of any material term herein;

(d) Developer fails to create and maintain for the entire affordability period the Housing Units/HOME Assisted Units;

(e) Violates any provisions of the Agreement or the Declaration.

If any default or failure referred to in subdivisions (a) or through (e) inclusive shall not be cured within sixty (60) days after the date of written demand, by City, then this Agreement with respect to any rights of Developer or any assignee or transferee in this Agreement, pertaining there to or arising therefrom with respect to City, shall, at the option of the City, be terminated by City. In the event of such termination, Developer (or assignee or transferee) shall have no further rights against the City under this Agreement. However, if any such default is of a nature such that it is incapable of being cured, no sixty (60) day cure period or written demand shall be required of the City.

3. Repayment to City In the Case of Default

Should the Developer fail to create and maintain the Housing Units/HOME Assisted Units as provided herein, the amount of the City assistance shall be repaid to the City with interest. The City shall serve a written notice to the Developer requesting the repayment, which shall be paid to the City within sixty (60) days of service of the notice.

4. Termination by Failure of Special Condition

The Parties understand, acknowledge, and agree that this Agreement, and all instruments and other documents required or arising herefrom, are subject to those certain Special Conditions described at Section VII.A. and B., below (namely, HOME Program environmental clearance and CEQA and/or NEPA review and compliance). In the event this Agreement or the Project is made impractical, or the Project or any necessary component thereof is otherwise not approved by the City (or other government agency with authority or

jurisdiction over the subject matter of this Agreement) pursuant to such Special Conditions, then the Parties agree that this Agreement shall terminate automatically unless the Parties execute an amendment (according to the provisions of Section VIII.C., below) which allows this Agreement to be modified so as to remain effective in light of such Special Conditions (provided, however, that neither Party shall have any obligation to negotiate or enter-into an amendment of this Agreement, and the decision to enter into any such amendment shall be at each Party's sole and absolute discretion). In the event of termination for failure of a Special Condition pursuant to this subdivision 4, neither Party shall bear any liability to the other under this Agreement, nor owe any duty or obligation to the other under this Agreement, except as to duties or obligations which survive termination of this Agreement as expressly stated herein.

VI. GENERAL PROVISIONS

A. Notices, Demands and Communications Between the Parties

Written notices, demands and communications between the City and the Developer shall be sufficiently given if dispatched by registered or certified mail, postage prepaid, return receipt requested, addressed to the designated person or persons at the principal offices of the City and the Developer, as set forth at Sections I.E.1 and I.E.2 respectively. Such written notices, demands and communications may be sent in the same manner to such other addresses as either party may from time to time designate by mail.

B. Conflicts of Interest

No member, official or employee of the City shall have any personal interest, direct or indirect, in this Agreement, nor shall any member, official or employee participate in any decision relating to the Agreement which affects their personal interests or the interests of any corporation, partnership or association in which they are directly or indirectly interested.

C. Enforced Delay; Extension of Times of Performance

In addition to specific provisions of this Agreement, performance by either Party hereunder shall not be deemed to be in default, and all performance and other dates specified in this Agreement shall be extended, where delays or defaults are due to: war; insurrection; strikes; lockouts; riots; floods; earthquakes; fires; casualties; acts of God; acts of the public enemy; epidemics; quarantine restrictions; freight embargoes; lack of transportation; governmental restrictions (other than restrictions of City) or priority; litigation; unusually severe weather; inability to secure necessary labor, materials or tools; acts of omissions of the other party; acts or failures to act of the City or any other public or governmental agency or entity (other than the acts or failures to act of the City which shall not excuse performance by the City); or any other causes beyond the control or without the fault of the Party claiming an extension of time to perform.

Notwithstanding anything to the contrary in this Agreement, an extension of time for any such cause shall be for the period of the enforced delay and shall commence to run from the time of the commencement of the cause, if notice by the Party claiming such extension is sent to the other Party within thirty (30) days of the commencement of the cause. Times of performance under this Agreement may also be extended in writing by the mutual agreement of the City, and Developer.

D. Non-Liability of Officials and Employees of the City

No member, official or employee of the City shall be personally liable to the Developer or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Developer, its successors, or on any obligations under the terms of this Agreement.

VII. SPECIAL PROVISIONS

A. Environmental Clearance

This Agreement is subject to the City's environmental review as required under HOME Program Regulations (24 CFR Part 58).

B. CEQA / NEPA Review and Compliance

1. This Agreement is subject to and contingent upon the City's consideration and review of development proposed for the Site pursuant to the requirements of the California Environmental Quality Act (California Public Resources Code § 21000, *et seq.*; "**CEQA**"), and or the National Environmental Policy Act (42 U.S.C. § 4321 *et seq.*). To the extent this Agreement and/or the Project constitutes a "project" for purposes of CEQA or NEPA, this Agreement is subject to modification or rescission based upon the outcome of any applicable environmental review and/or final determination by the City pursuant to such review. In such event, the terms of this Agreement shall be modified, or this Agreement shall be rescinded in its entirety, should City's CEQA and/or NEPA review and/or final determination so require.

2. Developer shall bear the risk of loss as to any damages or injuries which may be incurred in connection with City's CEQA and/or NEPA review, and Developer shall be responsible for the all costs incurred by the City in connection with any such review. The City shall bear no liability in any manner, whatsoever, in connection with such CEQA and/or NEPA review and/or any final CEQA and/or NEPA determination relating to or affecting the Project.

3. In the event modification of this Agreement is necessary in order to comply with City's final CEQA and/or NEPA determination, the Parties shall meet-and-confer in good faith on such modifications and shall amend this Agreement (in accordance with the requirements for amendment herein) as may be necessary to ensure CEQA and/or NEPA compliance. In the event the Parties are unable or unwilling to agree to such amendment, this Agreement shall be immediately rescinded, and shall be entirely null and void. In the event City has disbursed to Developer any portion of the HOME Fund Loan proceeds prior to final CEQA and/or NEPA determination, then Developer shall refund to City, at Developer's sole expense, all such proceeds upon City's request. In this event, City's sole remedy shall be limited to the City's security in the Site. Neither Developer nor any project entity shall have any individual or personal liability.

4. Nothing in this Agreement shall minimize, waive, void, or annul the City's obligations and rights to fully evaluate the Project pursuant to CEQA and/or NEPA, and to adopt alternatives to the Project (including the "no Project" alternative) as may be required by CEQA and/or NEPA.

C. Amendments to this Agreement

Developer and City agree to mutually consider reasonable requests for amendments to this Agreement which may be made by lending institutions, or other parties, provided the requests are consistent with this Agreement and would not substantially alter the basic business terms included herein.

D. Records, Reports and Audits

Developer shall maintain and, at reasonable times and places, make available to the City such records and accounts, including property, personnel, financial records the City and/or State and/or Federal agencies deem necessary to assure a proper accounting for all HOME Program funds.

Developer shall provide the City with information necessary for it to complete the Consolidated Annual Performance and Evaluation Review report and other reports required by HUD.

Developer shall provide an annual audit report performed in compliance with OMB Circular A-133.

Developer shall allow the City to conduct monitoring and evaluation activities as determined necessary by the City and HUD.

Developer shall maintain all books, records, plans, and data relating to this Agreement for five (5) years.

D. Attorneys' Fees

If either Party hereto should retain legal counsel for the purpose of enforcing any term or condition of this Agreement, the prevailing Party shall be entitled to recover actual and reasonable costs and expenses, including but not limited to reasonable attorneys, fees. No payment of attorney fees by Developer to City pursuant to this Section VII.D shall be made from HOME Program funds.

VIII. EXHIBITS INCORPORATED

All exhibit and attachments referred to in this Agreement are expressly incorporated herein in their entirety, as if set forth fully in this Agreement.

IX. ENTIRE AGREEMENT, WAIVERS

This Agreement is executed in triplicate, each of which is deemed to be an original.

This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties or their predecessors in interest with respect to all or any part of the subject matter hereof.

The waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the City, Developer, and all amendments hereto must be in writing by the appropriate authorities of the City and the Developer.

any matter, approval shall not be unreasonably withheld.

X. TIME FOR ACCEPTANCE OF AGREEMENT BY CITY

This Agreement, when executed by the Developer, and delivered to the City, must be authorized, executed and delivered by the City within thirty (30) days after the date of signature by Developer or this Agreement may be terminated by Developer on written notice to City.

IN WITNESS WHEREOF, City and Developer have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized. Unless otherwise specified herein, this Agreement shall become effective as the date when the Agreement is signed by City (which date is the date set forth next to the signature on behalf of the City).

[***signature page follows***]

IN WITNESS WHEREOF, City and Developer have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized. Unless otherwise specified herein, this Agreement shall become effective as the date when the Agreement is signed by City (which date is the date set forth next to the signature on behalf of the City).

CITY OF MONTEBELLO ("City")

By: Francesca Tucker-Schuyler
Francesca Tucker-Schuyler
City Administrator

Date: 7/24/14

ATTEST:

By: _____
CITY CLERK, Daniel Hernandez

APPROVED AS TO FORM:

By: _____
CITY ATTORNEY, Arnold Alvarez-Glasman

MONTEBELLO HOUSING DEVELOPMENT CORPORATION, ("Developer")

By: _____

Name: J. Robert Monzon

Title: President

Date: 7/24/14

EXHIBIT A

LEGAL DESCRIPTION

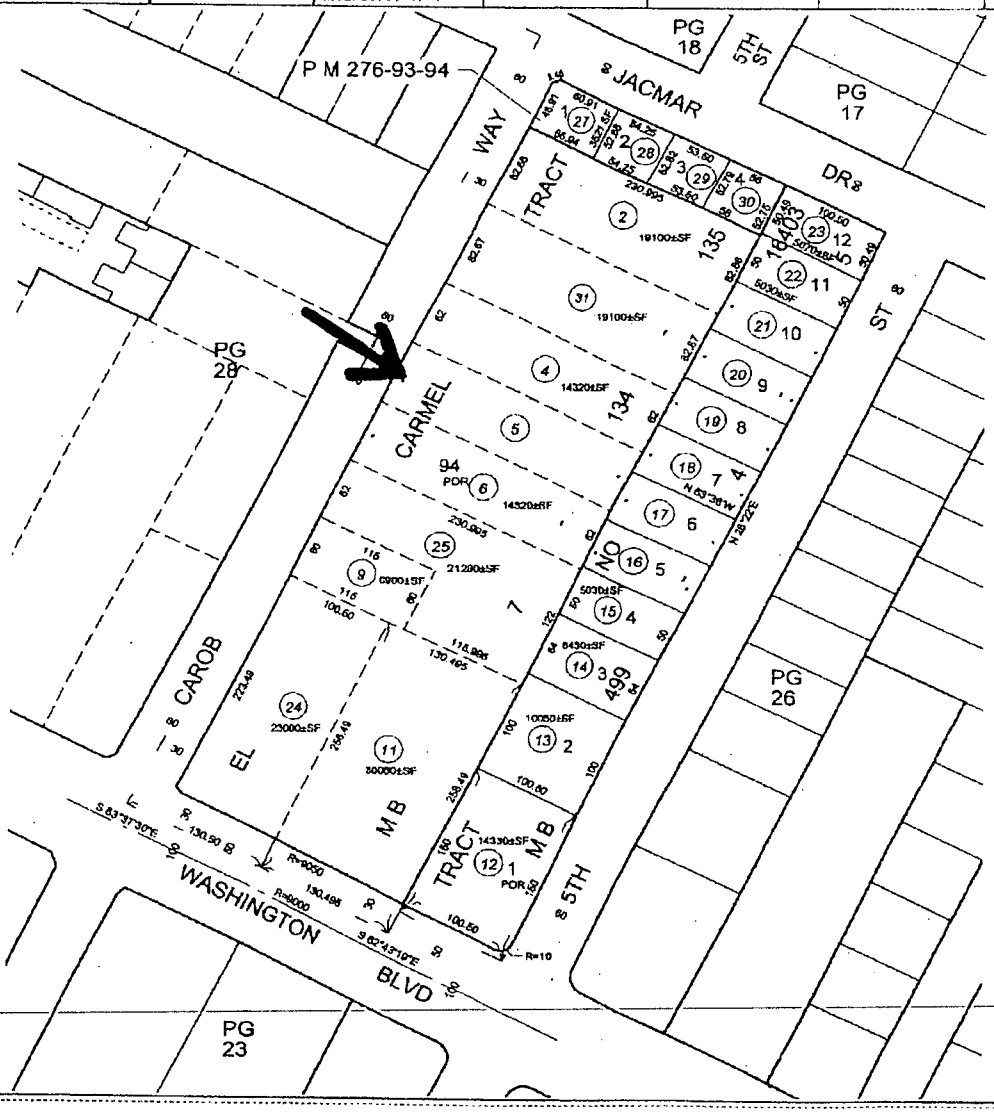
The Site referred to herein is situated in the State of California, County of Los Angeles and is described as follows:

> THE NORTHEASTERLY 62 FEET OF THE SOUTHWESTERLY 504.49 FEET OF THE NORTHWESTERLY HALF OF LOT 94 OF THE EL CARMEL TRACT, AS PER MAP RECORDED IN BOOK 7, PG. 134 OF MAPS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

Said Site is commonly known as 924 Carob Way, City of Montebello, California 90640, and is designated Assessor's Parcel Number(s) 6352-029-005 by the Los Angeles County Assessor.

6352	29 SHEET	P. A. 6352-29	TRA 6330	REVISED 97062304001001-11 97071404001001-11	97082207004001-11 2003102304003001-11 2012050112001001-11				SEARCH NO		OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002

2013



THIS MAP SHOULD BE USED FOR REFERENCE PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDINANCES.

Description: Los Angeles, CA Assessor Map 6352.29 Page: 1 of 1
Order: 305-1437877-01 Comment:

EXHIBIT C

SCOPE OF DEVELOPMENT

A. General Project Description

See preliminary plans for development of the Project prepared by Developer, attached hereto this Exhibit "C" as **Attachment "1"**.

B. Development Standards

The Project shall be designed and constructed in accordance with the approved terms and conditions of approval of the land use entitlements approved by the City for this Project, incorporated herein by this reference, as well as the Development Agreement.

924 CAROB WAY

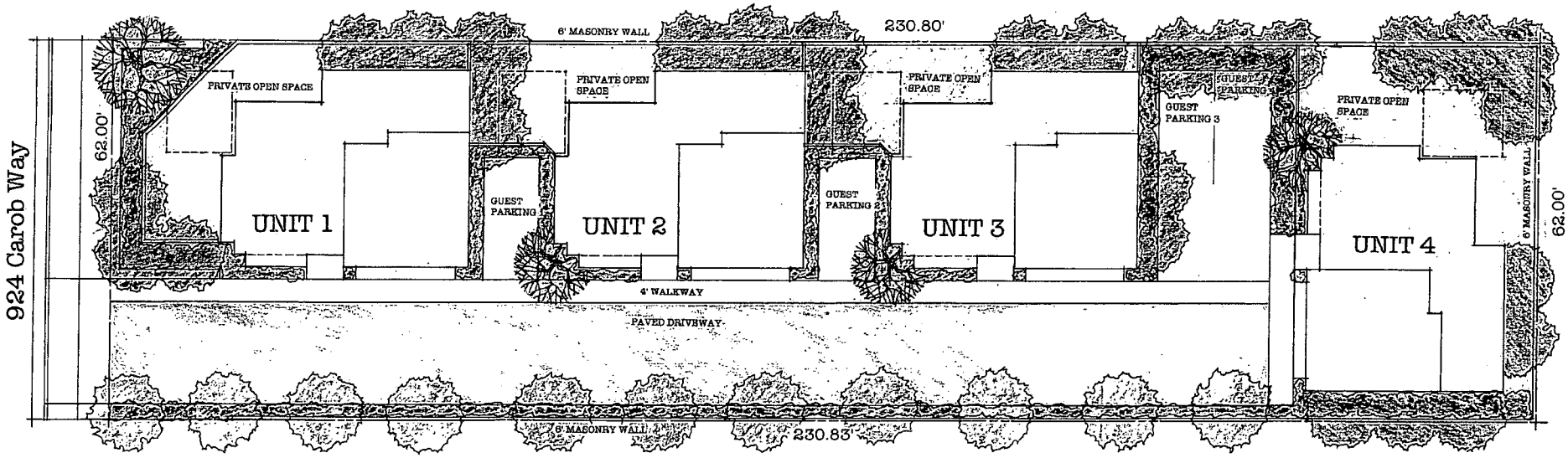
A FOUR UNIT
SINGLE FAMILY
SMALL LOT
PROJECT

MONTEBELLO
HOUSING
DEVELOPMENT
CORPORATION

1619 Paramount Blvd.
Montebello, CA 90640

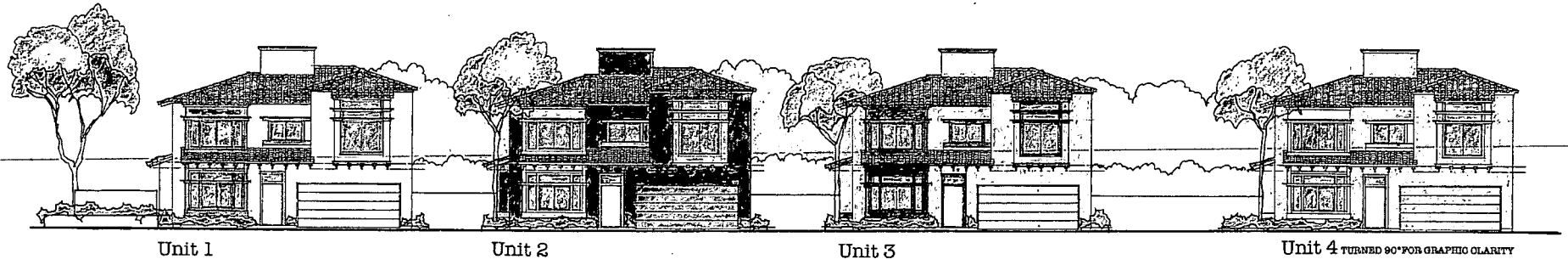
WARKENTIN
architects

PO Box 1176
Riverside CA
92502
C: 951.588.7136
wjwarkentin@att.net



ILLUSTRATIVE SITE PLAN

SCALE:" 1/8" = 1' 0'



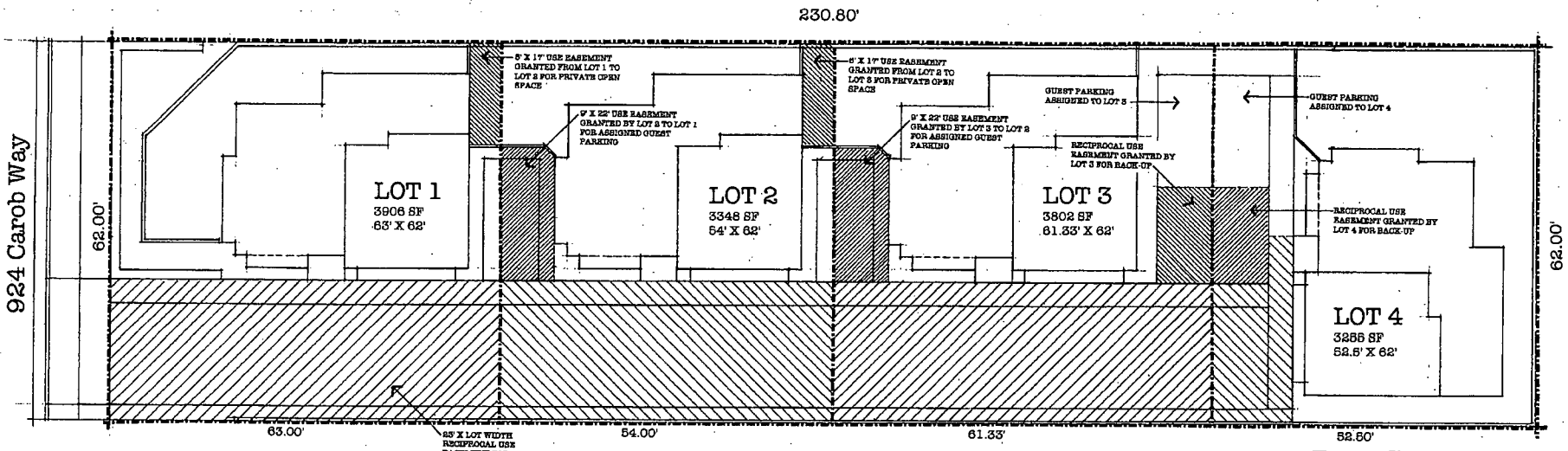
ON-SITE STREET SCENE

SCALE:" 1/8" = 1' 0'

924 Carob Way
Montebello, CA

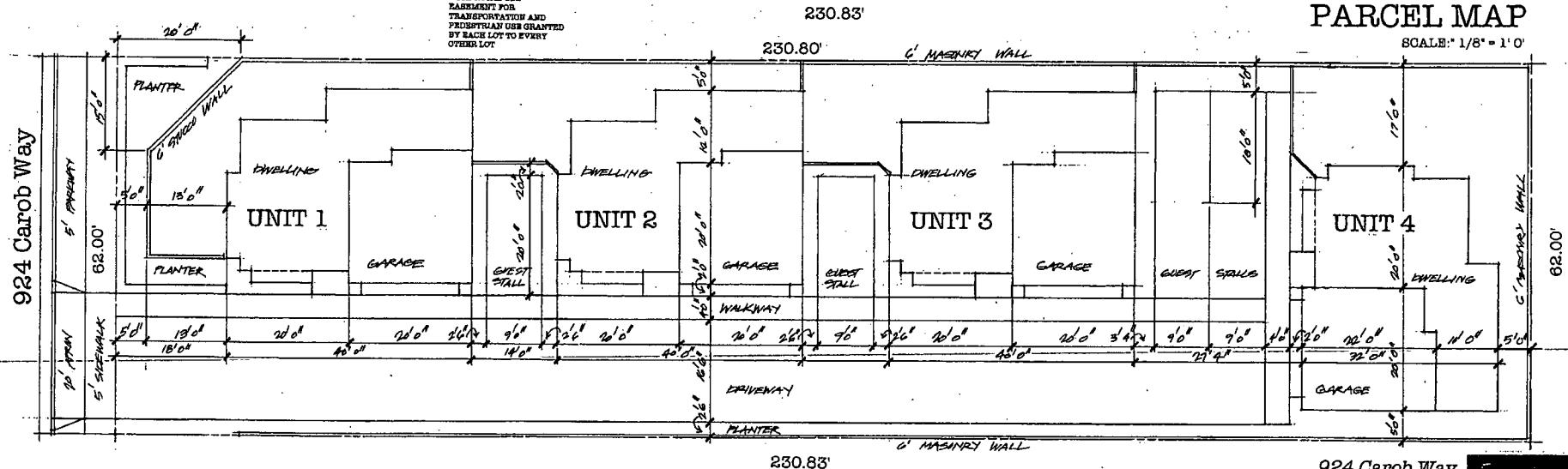
Wa Job No. 1501
May 7, 2013

WARKENTIN



PARCEL MAP

SCALE:" 1/8" = 1' 0'



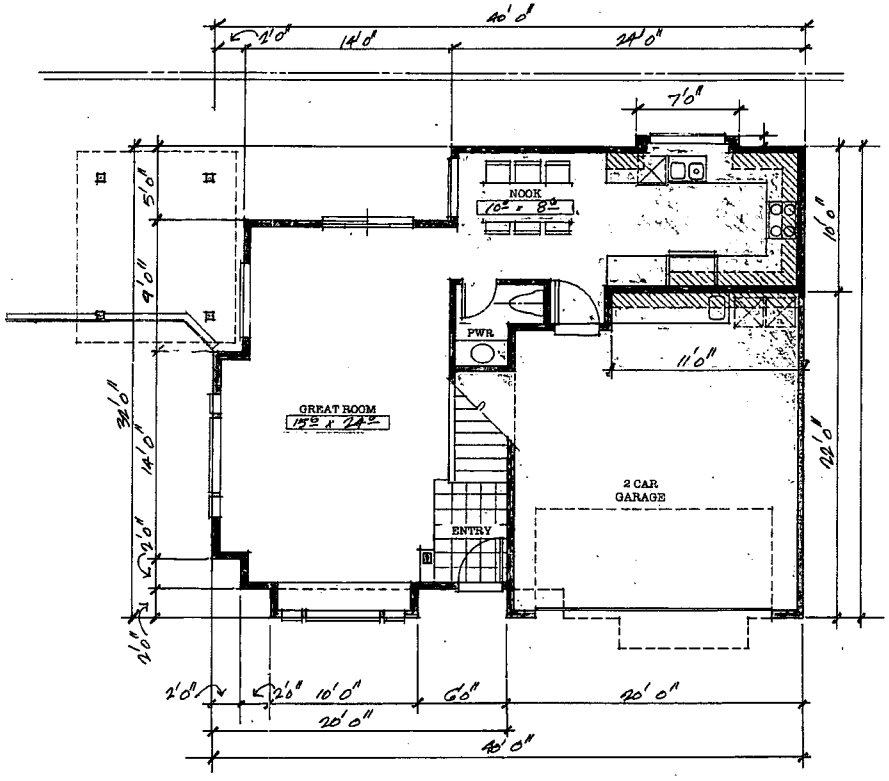
ARCHITECTURAL SITE PLAN

SCALE:" 1/8" = 1' 0'

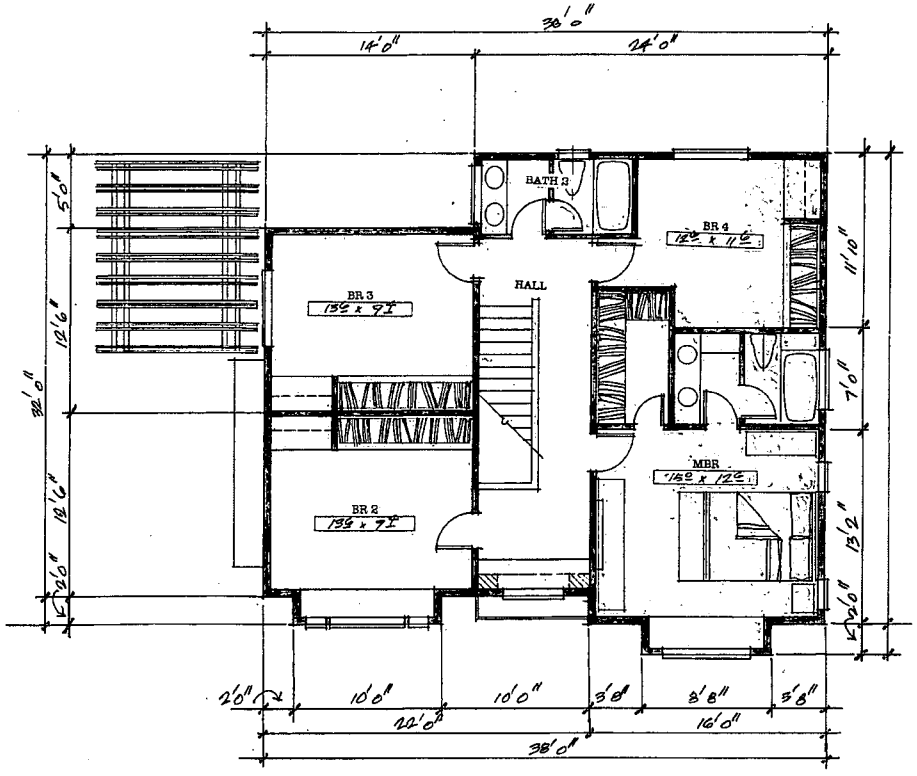
924 Carob Way
Montebello, CA

Wa Job No. 1501
May 7, 2015

WARKENTIN
ARCHITECTS



GROUND FLOOR PLAN



SECOND FLOOR PLAN

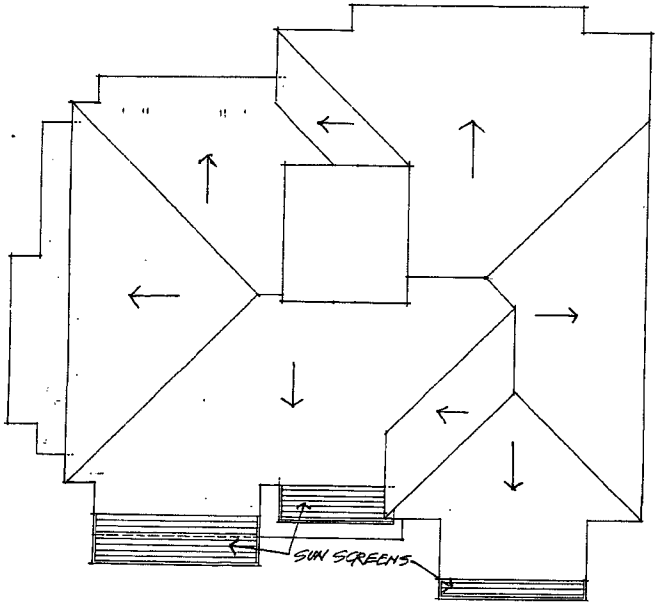
UNIT STATS
4 BEDROOM, 2.5 BATHS, 1776 SF
GROUND FLOOR: 723 SF, BAYS: 20 SF
SECOND FLOOR: 1053 SF, BAYS: 40 SF

UNIT PLANS

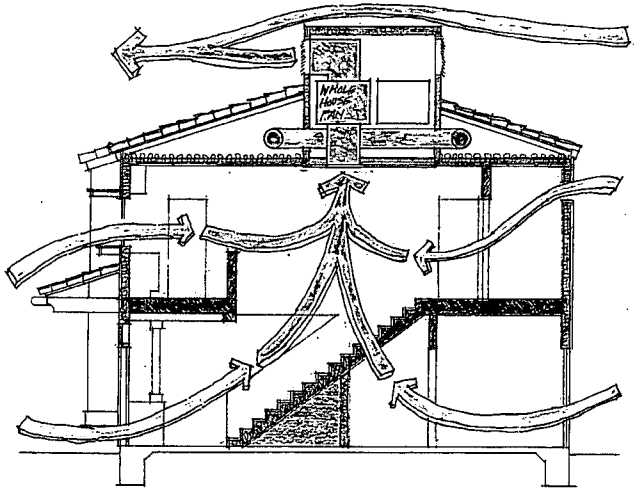
SCALE: ¼" = 1' 0"

924 Carob Way
Montebello, CA

Wa Job No. 1501
May 7, 2015
WA ARCHITECTS



ROOF PLAN
SCALE: ¼" = 1' 0"

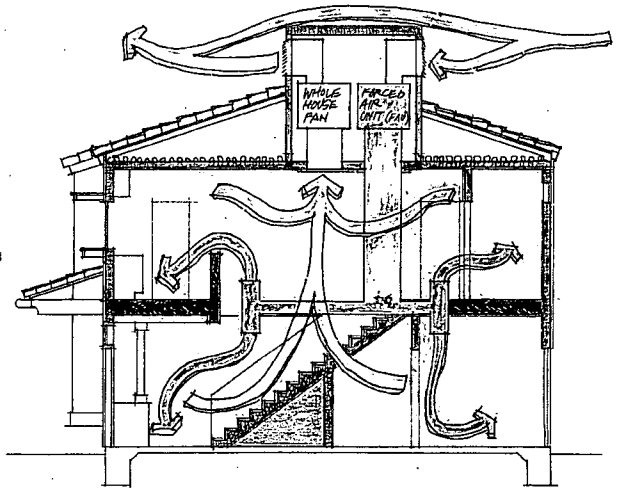


VENTILATION CYCLE

The venting cycle is a pre-cooling function that uses the "thermal flywheel" effect. During the early morning hours, the whole house fan draws in cool night air to flush the home and all its contents. Even in high summer, the air can be sufficiently cool that sleeping inhabitants often use blankets and comforters in the morning hours. Windows should be left open as should vents under bays and sliding glass doors from covered patios.

The thermal chimney acts to collect warm interior air and the night breeze draws it out on a convection current. Because the breeze creates a low pressure zone on the lee side of the chimney, it acts to pull the warm air out in support of the natural convection current. The cool prevailing winds are out of the northwest and blow to the southeast.

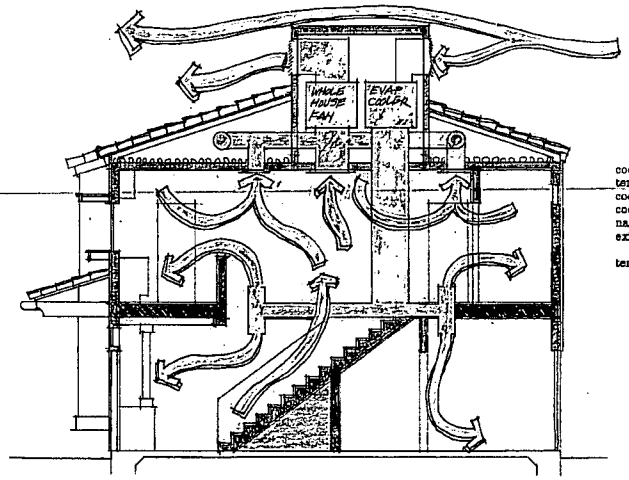
Warm attic air is drawn out during the cooling sequence, open registers between the chimney and the attic space allow warm air to flow up and out. Aside from the whole house fan, a low voltage minimum power motor, this entire cycle is natural using breezes, convection currents and high/low pressure zones to facilitate natural cooling.



HEATING CYCLE

The exterior wall insulation (batts and foam) keeps most of the heat inside on those few days when heating is needed. Additional heat is provided by a small forced air unit in the attic mechanical chamber. Using the same ducts as the cooling system, the FAU, delivers warm air to all parts of the home.

The air cools and is returned to the FAU via a return air duct system running parallel to the delivery system until the final register placement, when the return air register is kept well away from the supply duct. Since warm air rises naturally (the convection cycle) the entire return air system can be limited to a register directly under the whole house fan, virtually eliminating ductwork..



COOLING CYCLE

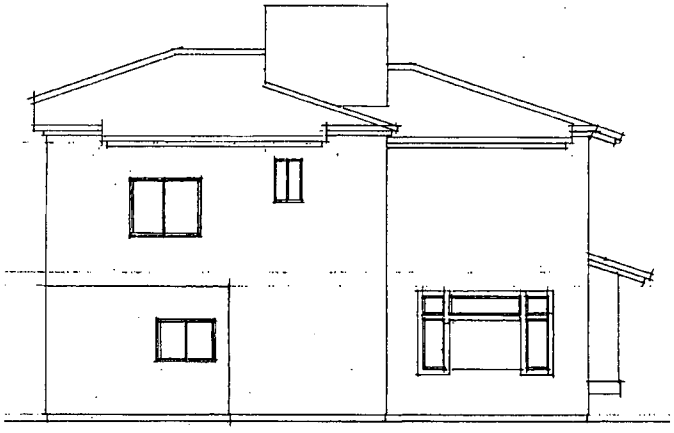
The cooling cycle begins with the ventilation cycle, using the cool night air to cool down the home until the temperature rises to the threshold level. Once the temperature rises above the threshold level, the ultra-efficient evaporative cooler turns on and draws fresh air through the cooling pads and then forces the cool air through the duct system to the entire home. As the air warms, it rises naturally to the upper floor where it is collected by the whole house fan and exhausted to the outside.

At the same time the whole house fan also clears out the attic where temperatures can rise to over 140 degrees F.

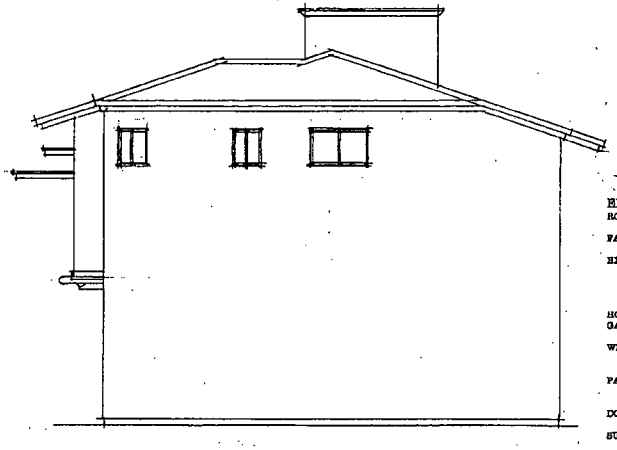
THE CLIMATE CONTROL SYSTEM

924 Carob Way
Montebello, CA

Wa Job No. 1301
May 7, 2015
WARKENTIN



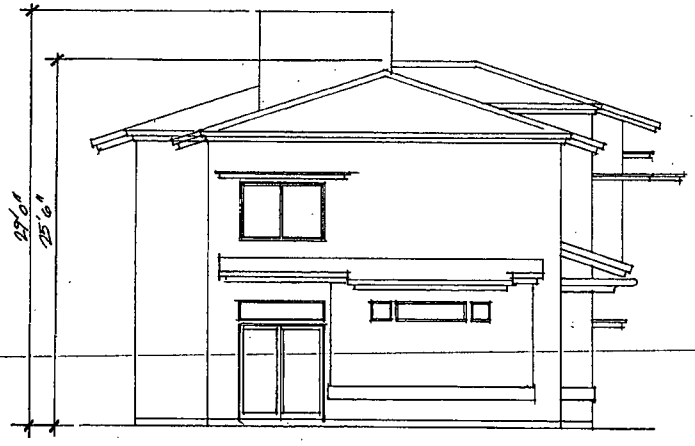
NORTH/REAR ELEVATION



EAST/RIGHT SIDE ELEVATION

EXTERIOR MATERIALS

ROOF:	LIGHT WEIGHT CONC. BARRELL TILE
FASCIA:	SHAPED FOAM, EXT. PLASTER OVER
EXTERIOR WALLS:	2X6 STUDS, 16/32 OSB, 1 1/2" FOAM INSUL R-19 BATTS, ¾" EXTERIOR 3 LAYER PLASTER
HOUSE TRIM:	NO APPLIED TRIM
GARAGE TRIM:	NARROW PAINTED WOOD TRIM
WINDOWS:	DUAL GLAZED SLIDING METAL/VINYL SASH WINDOW
PATIO DOORS	DUAL GLAZED SLIDING METAL VINYL FRAME DOOR
DOOR/WINDOW TRIM:	1X4, 1X6 ROUGH SAWN TRIM
SUN SCREENS:	STEEL BRACE BOLTED TO STUDS, 1X4 TREX 1X6 TREX LAID FLAT
ARBORS:	6X6 POSTS, 4X10 GIRDERS, 2X4 JOISTS,



WEST/LEFT SIDE ELEVATION

SOUTH/FRONT ELEVATION

EXTERIOR ELEVATIONS

SCALE: ¼" = 1' 0"

924 Carob Way
Montebello, CA

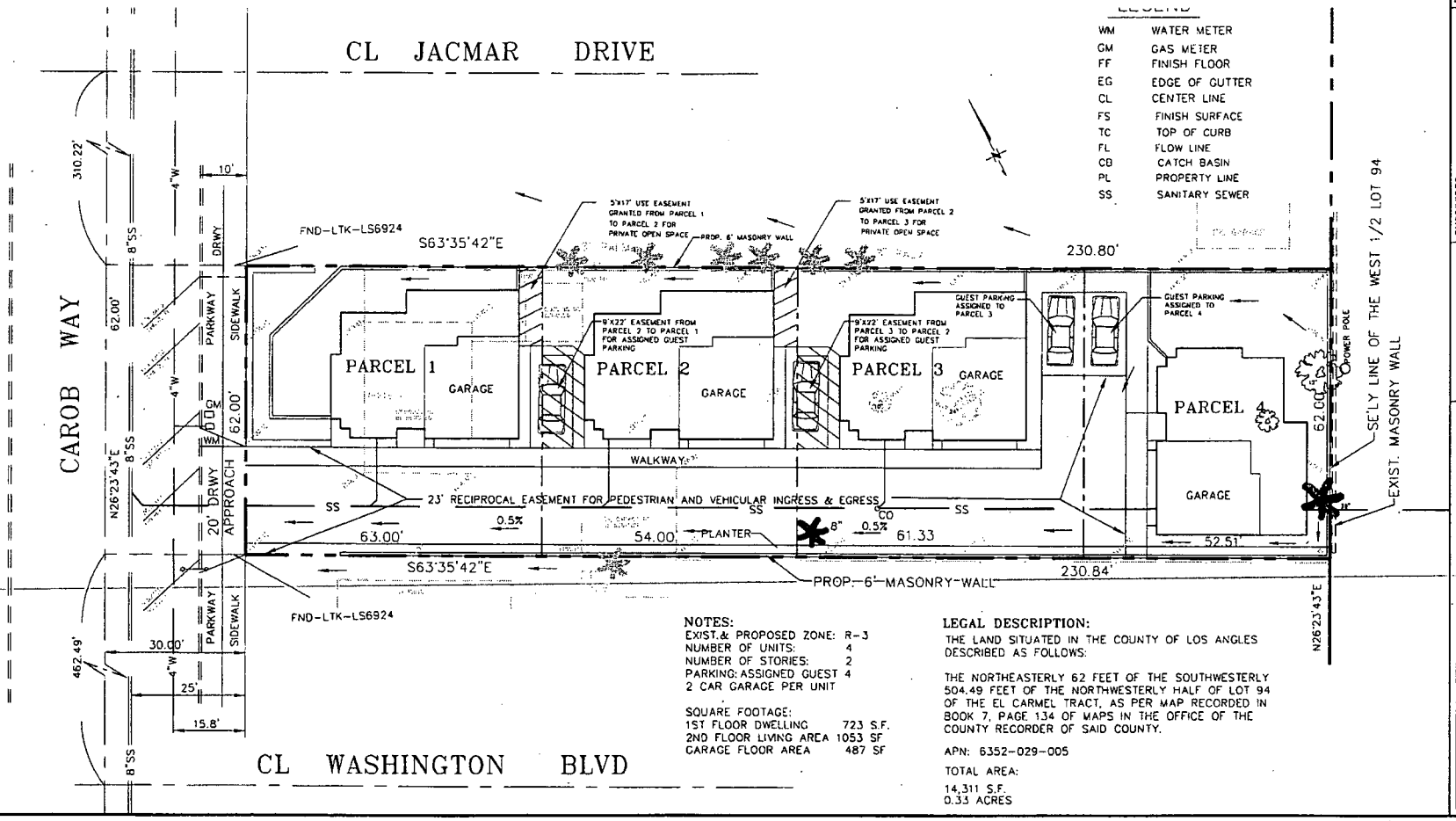
Wa Job No. 1501
May 7, 2015

WARKENTIN
architects

TENTATIVE
PARCEL MAP NO. 72524

IN THE CITY OF MONTEBELLO, COUNTY
LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF LOT 94 OF EL CARMEL TRACT, AS PER MAP RECORDED IN BOOK 7 PAGES 134 AND 135 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID LOS ANGELES COUNTY.



NOTES:
EXIST.& PROPOSED ZONE: R-3
NUMBER OF UNITS: 4
NUMBER OF STORIES: 2
PARKING: ASSIGNED GUEST 4
2 CAR GARAGE PER UNIT

SQUARE FOOTAGE:
1ST FLOOR DWELLING 723 S.F.
2ND FLOOR LIVING AREA 1053 SF
GARAGE FLOOR AREA 487 SF

LEGAL DESCRIPTION:
THE LAND SITUATED IN THE COUNTY OF LOS ANGLES DESCRIBED AS FOLLOWS:

THE NORTHEASTERLY 62 FEET OF THE SOUTHWESTERLY 504.49 FEET OF THE NORTHWESTERLY HALF OF LOT 94 OF THE EL CARMEL TRACT, AS PER MAP RECORDED IN BOOK 7, PAGE 134 OF MAPS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

APN: 6352-029-005

TOTAL AREA:

14,311 S.F.
0.33 ACRES

DATE	REVISIONS	DATE	DRAWN	SHEET
		9/20/13		1
		SCALE 1"=40'		OF
		DRAWN RD		1
		APPROVED		JOB NUMBER 407

SUBDIVIDER:
MONTEBELLO HOUSING DEVELOPMENT CORP.
11619 PARAMOUNT BOULEVARD
MONTEBELLO, CALIFORNIA 90640
(323) 722-3955

OWNER:
ROBERT COBOS
924 CAROB WAY
MONTEBELLO, CALIFORNIA
(323) 721-5827

RD CIVIL ENGINEERING
505 DOBBINS DRIVE
SAN GABRIEL,CA 91775
(626) 288-7911

EXHIBIT D

HOME PROGRAM TERMS AND CONDITIONS

A. Developer shall comply with all codified regulations of the Home Investment Partnership Program in Title 24, Part 92 of the Federal Code of Regulations. **Attachment "1"** to this Exhibit "D" is Title 24, Part 92 of the Federal Code of Regulations, which is incorporated fully herein.

B. In addition, Developer will comply with all codified and uncodified guidelines, policies, directives, and orders of the U.S. Department of Housing and Urban Development which concern, relate to, implement, or interpret the Home Investment Partnership Program in Title 24, Part 92 of the Federal Code of Regulations.

PART 92—HOME INVESTMENT PARTNERSHIPS PROGRAM

Contents

Subpart A—General

§92.1 Overview.
§92.2 Definitions.
§92.3 Applicability of 2013 regulatory changes.
§92.4 Waivers and suspension of requirements for disaster areas.

Subpart B—Allocation Formula

§92.50 Formula allocation.
INSULAR AREAS PROGRAM

§92.60 Allocation amounts for insular areas.
§92.61 Program description.
§92.62 Review of program description and certifications.
§92.63 Amendments to program description.
§92.64 Applicability of requirements to insular areas.
§92.65 Funding sanctions.
§92.66 Reallocation.

Subpart C—Consortia; Designation and Revocation of Designation as a Participating Jurisdiction

§92.100 [Reserved]
§92.101 Consortia.
§92.102 Participation threshold amount.
§92.103 Notification of intent to participate.
§92.104 Submission of a consolidated plan.
§92.105 Designation as a participating jurisdiction.
§92.106 Continuous designation as a participating jurisdiction.
§92.107 Revocation of designation as a participating jurisdiction.

Subpart D—Submission Requirements

§92.150 Submission requirements.

Subpart E—Program Requirements

§92.200 Private-public partnership.
§92.201 Distribution of assistance.

§92.202 Site and neighborhood standards.
§92.203 Income determinations.
§92.204 Applicability of requirements to entities that receive a reallocation of HOME funds, other than participating jurisdictions.

ELIGIBLE AND PROHIBITED ACTIVITIES

§92.205 Eligible activities: General.
§92.206 Eligible project costs.
§92.207 Eligible administrative and planning costs.
§92.208 Eligible community housing development organization (CHDO) operating expense and capacity building costs.
§92.209 Tenant-based rental assistance: Eligible costs and requirements.
§92.210 Troubled HOME-assisted rental housing projects.
§92.212 Pre-award costs.
§92.213 HOME Funds and Public Housing.
§92.214 Prohibited activities and fees.
§92.215 Limitation on jurisdictions under court order.

INCOME TARGETING

§92.216 Income targeting: Tenant-based rental assistance and rental units.
§92.217 Income targeting: Homeownership.

MATCHING CONTRIBUTION REQUIREMENT

§92.218 Amount of matching contribution.
§92.219 Recognition of matching contribution.
§92.220 Form of matching contribution.
§92.221 Match credit.
§92.222 Reduction of matching contribution requirement.

Subpart F—Project Requirements

§92.250 Maximum per-unit subsidy amount, underwriting, and subsidy layering.
§92.251 Property standards.
§92.252 Qualification as affordable housing: Rental housing.
§92.253 Tenant protections and selection.
§92.254 Qualification as affordable housing: Homeownership.
§92.255 Converting rental units to homeownership units for existing tenants.
§92.256 [Reserved]
§92.257 Faith-based activities.
§92.258 Elder cottage housing opportunity (ECHO) units.

Subpart G—Community Housing Development Organizations

§92.300 Set-aside for community housing development organizations (CHDOs).
§92.301 Project-specific assistance to community housing development organizations.
§92.302 Housing education and organizational support.
§92.303 Tenant participation plan.

Subpart H—Other Federal Requirements

§92.350 Other Federal requirements and nondiscrimination.
§92.351 Affirmative marketing; minority outreach program.
§92.352 Environmental review.
§92.353 Displacement, relocation, and acquisition.
§92.354 Labor.
§92.355 Lead-based paint.
§92.356 Conflict of interest.
§92.357 Executive Order 12372.
§92.358 Consultant activities.

Subpart I—Technical Assistance

§92.400 Coordinated Federal support for housing strategies.

Subpart J—Reallocations

§92.450 General.
§92.451 Reallocation of HOME funds from a jurisdiction that is not designated a participating jurisdiction or has its designation revoked.
§92.452 Reallocation of community housing development organization set-aside.
§92.453 Competitive reallocations.
§92.454 Reallocations by formula.

Subpart K—Program Administration

§92.500 The HOME Investment Trust Fund.
§92.501 HOME Investment Partnership Agreement.
§92.502 Program disbursement and information system.
§92.503 Program income, repayments, and recaptured funds.
§92.504 Participating jurisdiction responsibilities; written agreements; on-site inspection.
§92.505 Applicability of uniform administrative requirements.
§92.506 Audit.
§92.507 Closeout.
§92.508 Recordkeeping.
§92.509 Performance reports.

Subpart L—Performance Reviews and Sanctions

§92.550 Performance reviews.
§92.551 Corrective and remedial actions.
§92.552 Notice and opportunity for hearing; sanctions.

Subpart M—American Dream Downpayment Initiative

§92.600 Purpose.
§92.602 Eligible activities.

§92.604 ADDI allocation formula.
§92.606 Reallocations.
§92.608 Consolidated plan.
§92.610 Program requirements.
§92.612 Project requirements.
§92.614 Other Federal requirements.
§92.616 Program administration.
§92.618 Performance reviews and sanctions.

Subpart A—General

§92.1 Overview.

This part implements the HOME Investment Partnerships Act (the HOME Investment Partnerships Program). In general, under the HOME Investment Partnerships Program, HUD allocates funds by formula among eligible State and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low-income and low-income families. Generally, HOME funds must be matched by nonfederal resources. State and local governments that become participating jurisdictions may use HOME funds to carry out multi-year housing strategies through acquisition, rehabilitation, and new construction of housing, and tenant-based rental assistance. Participating jurisdictions may provide assistance in a number of eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves.

§92.2 Definitions.

The terms *1937 Act, ALJ, Fair Housing Act, HUD, Indian Housing Authority (IHA), Public housing, Public Housing Agency (PHA),* and *Secretary* are defined in 24 CFR 5.100.

Act means the HOME Investment Partnerships Act at title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 *et seq.*

ADDI funds means funds made available under subpart M through allocations and reallocations.

Adjusted income. See §92.203.

Annual income. See §92.203.

CDBG program means the Community Development Block Grant program under 24 CFR part 570.

Certification shall have the meaning provided in section 104(21) of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12704.

Commitment means:

(1) The participating jurisdiction has executed a legally binding written agreement (that includes the date of the signature of each person signing the agreement) with a State recipient, a subrecipient, or a contractor to use a specific amount of HOME funds to produce affordable housing, provide downpayment assistance, or provide tenant-based rental assistance; or has met the requirements to commit to a specific local project, as defined in paragraph (2) of this definition. (See §92.504(c) for minimum requirements for a written agreement.) An agreement between the participating jurisdiction and a

subrecipient that is controlled by the participating jurisdiction (e.g., an agency whose officials or employees are official or employees of the participating jurisdiction) does not constitute a commitment. An agreement between the representative unit and a member unit of general local government of a consortium does not constitute a commitment.

(2) *Commit to a specific local project* means:

(i) If the project consists of rehabilitation or new construction (with or without acquisition) the participating jurisdiction (or State recipient or sub recipient) and project owner have executed a written legally binding agreement under which HOME assistance will be provided to the owner for an identifiable project for which all necessary financing has been secured, a budget and schedule have been established, and underwriting has been completed and under which construction is scheduled to start within twelve months of the agreement date. If the project is owned by the participating jurisdiction or State recipient, the project has been set up in the disbursement and information system established by HUD, and construction can reasonably be expected to start within twelve months of the project set-up date.

(ii)(A) If the project consists of acquisition of standard housing and the participating jurisdiction (or State recipient or subrecipient) is acquiring the property with HOME funds, the participating jurisdiction (or State recipient or subrecipient) and the property owner have executed a legally binding contract for sale of an identifiable property and the property title will be transferred to the participating jurisdiction (or State recipient or subrecipient) within six months of the date of the contract.

(B) If the project consists of acquisition of standard housing and the participating jurisdiction (or State recipient or subrecipient) is providing HOME funds to a family to acquire single family housing for homeownership or to a purchaser to acquire rental housing, the participating jurisdiction (or State recipient or subrecipient) and the family or purchaser have executed a written agreement under which HOME assistance will be provided for the purchase of the single family housing or rental housing and the property title will be transferred to the family or purchaser within six months of the agreement date.

(iii) If the project consists of tenant-based rental assistance, the participating jurisdiction (or State recipient, or subrecipient) has entered into a rental assistance contract with the owner or the tenant in accordance with the provisions of §92.209.

Community housing development organization means a private nonprofit organization that:

(1) Is organized under State or local laws;

(2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;

(3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:

(i) The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.

(ii) The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;

(iii) The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and

(iv) The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.

(4) Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1)), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization;"

(5) Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one- third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;

(6) Has standards of financial accountability that conform to 24 CFR 84.21, "Standards for Financial Management Systems;"

(7) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;

(8) Maintains accountability to low-income community residents by:

(i) Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and

(ii) Providing a formal process for low-income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;

(9) Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A designated organization undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. For its first year of funding as a community housing development organization, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization. An organization that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of §92.300(a)(2). A nonprofit organization does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated by another organization; and

(10) Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before

HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

Consolidated plan means the plan submitted and approved in accordance with 24 CFR part 91.

Displaced homemaker means an individual who:

(1) Is an adult;

(2) Has not worked full-time full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family; and

(3) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Family has the same meaning given that term in 24 CFR 5.403.

First-time homebuyer means an individual and his or her spouse who have not owned a home during the three-year period prior to purchase of a home with assistance under the American Dream Downpayment Initiative (ADDI) described in subpart M of this part. The term first-time homebuyer also includes an individual who is a displaced homemaker or single parent, as those terms are defined in this section. An individual shall not be excluded from consideration as a first-time homebuyer on the basis that the individual owns or owned, as a principal residence during the three-year period, a dwelling unit whose structure is not permanently affixed to a permanent foundation in accordance with local or other applicable regulations or is not in compliance with State, local, or model building codes, or other applicable codes, and cannot be brought into compliance with the codes for less than the cost of constructing a permanent structure.

HOME funds means funds made available under this part through allocations and reallocations, plus program income.

Homeownership means ownership in fee simple title in a 1- to 4-unit dwelling or in a condominium unit, or equivalent form of ownership approved by HUD.

(1) The land may be owned in fee simple or the homeowner may have a 99-year ground lease.

(i) For housing located in the insular areas, the ground lease must be 40 years or more.

(ii) For housing located on Indian trust or restricted Indian lands or a Community Land Trust, the ground lease must be 50 years or more.

(iii) For manufactured housing, the ground lease must be for a period at least equal to the applicable period of affordability in §92.254.

(2) Right to possession under a contract for deed, installment contract, or land contract (pursuant to which the deed is not given until the final payment is made) is not an equivalent form of ownership.

(3) The ownership interest may be subject only to the restrictions on resale required under §92.254(a); mortgages, deeds of trust, or other liens or instruments securing debt on the property as approved by the participating jurisdiction; or any other restrictions or encumbrances that do not impair the good and marketable nature of title to the ownership interest.

(4) The participating jurisdiction must determine whether or not ownership or membership in a cooperative or mutual housing project constitutes homeownership under State law; however, if the cooperative or mutual housing project receives Low Income Housing Tax Credits, the ownership or membership does not constitute homeownership.

Household means one or more persons occupying a housing unit.

Housing includes manufactured housing and manufactured housing lots, permanent housing for disabled homeless persons, transitional housing, single-room occupancy housing, and group homes. Housing also includes elder cottage housing opportunity (ECHO) units that are small, free- standing, barrier-free, energy-efficient, removable, and designed to be installed adjacent to existing single-family dwellings. Housing does not include emergency shelters (including shelters for disaster victims) or facilities such as nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities, halfway houses, housing for students, or dormitories (including farmworker dormitories).

Insular areas means Guam, the Northern Mariana Islands, the United States Virgin Islands, and American Samoa.

Jurisdiction means a State or unit of general local government.

Low-income families means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. An individual does not qualify as a low-income family if the individual is a student who is not eligible to receive Section 8 assistance under 24 CFR 5.612.

Metropolitan city has the meaning given the term in 24 CFR 570.3.

Neighborhood means a geographic location designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation that is within the boundary but does not encompass the entire area of a unit of general local government; except that if the unit of general local government has a population under 25,000, the neighborhood may, but need not, encompass the entire area of a unit of general local government.

Participating jurisdiction means a jurisdiction (as defined in this section) that has been so designated by HUD in accordance with §92.105.

Person with disabilities means a household composed of one or more persons, at least one of whom is an adult, who has a disability.

(1) A person is considered to have a disability if the person has a physical, mental, or emotional impairment that:

(i) Is expected to be of long-continued and indefinite duration;

(ii) Substantially impedes his or her ability to live independently; and

(iii) Is of such a nature that such ability could be improved by more suitable housing conditions.

(2) A person will also be considered to have a disability if he or she has a developmental disability, which is a severe, chronic disability that:

(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) Is manifested before the person attains age 22;

(iii) Is likely to continue indefinitely;

(iv) Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and

(v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated. Notwithstanding the preceding provisions of this definition, the term "person with disabilities" includes two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their care or well-being, and the surviving member or members of any household described in the first sentence of this definition who were living, in a unit assisted with HOME funds, with the deceased member of the household at the time of his or her death.

Program income means gross income received by the participating jurisdiction, State recipient, or a subrecipient directly generated from the use of HOME funds or matching contributions. When program income is generated by housing that is only partially assisted with HOME funds or matching funds, the income shall be prorated to reflect the percentage of HOME funds used. Program income includes, but is not limited to, the following:

(1) Proceeds from the disposition by sale or long-term lease of real property acquired, rehabilitated, or constructed with HOME funds or matching contributions;

(2) Gross income from the use or rental of real property, owned by the participating jurisdiction, State recipient, or a subrecipient, that was acquired, rehabilitated, or constructed, with HOME funds or matching contributions, less costs incidental to generation of the income (*Program income* does not include gross income from the use, rental or sale of real property received by the project owner, developer, or sponsor, unless the funds are paid by the project owner, developer, or sponsor to the participating jurisdiction, subrecipient or State recipient);

(3) Payments of principal and interest on loans made using HOME funds or matching contributions;

(4) Proceeds from the sale of loans made with HOME funds or matching contributions;

(5) Proceeds from the sale of obligations secured by loans made with HOME funds or matching contributions;

(6) Interest earned on program income pending its disposition; and

(7) Any other interest or return on the investment permitted under §92.205(b) of HOME funds or matching contributions.

Project means a site or sites together with any building (including a manufactured housing unit) or buildings located on the site(s) that are under common ownership, management, and financing and are to

be assisted with HOME funds as a single undertaking under this part. The project includes all the activities associated with the site and building. For tenant-based rental assistance, project means assistance to one or more families.

Project completion means that all necessary title transfer requirements and construction work have been performed; the project complies with the requirements of this part (including the property standards under §92.251); the final drawdown of HOME funds has been disbursed for the project; and the project completion information has been entered into the disbursement and information system established by HUD, except that with respect to rental housing project completion, for the purposes of §92.502(d) of this part, project completion occurs upon completion of construction and before occupancy. For tenant-based rental assistance, project completion means the final drawdown has been disbursed for the project.

Reconstruction means the rebuilding, on the same lot, of housing standing on a site at the time of project commitment, except that housing that was destroyed may be rebuilt on the same lot if HOME funds are committed within 12 months of the date of destruction. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project, but the number of rooms per unit may be increased or decreased. Reconstruction also includes replacing an existing substandard unit of manufactured housing with a new or standard unit of manufactured housing. Reconstruction is rehabilitation for purposes of this part.

Single family housing means a one-to four-family residence, condominium unit, cooperative unit, combination of manufactured housing and lot, or manufactured housing lot.

Single parent means an individual who:

(1) Is unmarried or legally separated from a spouse; and

(2) Has one or more minor children of whom the individual has custody or joint custody, or is pregnant.

Single room occupancy (SRO) housing means housing (consisting of single- room dwelling units) that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (and may contain both) if the project consists of new construction, conversion of nonresidential space, or reconstruction. For acquisition or rehabilitation of an existing residential structure or hotel, neither food preparation nor sanitary facilities are required to be in the unit. If the units do not contain sanitary facilities, the building must contain sanitary facilities that are shared by tenants. A project's designation as an SRO cannot be inconsistent with the building's zoning and building code classification.

State means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any agency or instrumentality thereof that is established pursuant to legislation and designated by the chief executive officer to act on behalf of the state with regard to the provisions of this part; however, for purposes of the American Dream Downpayment Initiative (ADDI) described in subpart M of this part, the term "state" does not include the Commonwealth of Puerto Rico (except for FY2003 ADDI funds).

State recipient. See §92.201(b)(2).

Subrecipient means a public agency or nonprofit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction's HOME programs to produce affordable housing, provide downpayment assistance, or provide tenant-based rental assistance. A public agency or nonprofit organization that receives HOME funds solely as a developer or owner of a housing project is not a subrecipient. The participating jurisdiction's selection of a subrecipient is not subject to the procurement procedures and requirements.

Tenant-based rental assistance is a form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. Tenant-based rental assistance under this part also includes security deposits for rental of dwelling units.

Transitional housing means housing that:

(1) Is designed to provide housing and appropriate supportive services to persons, including (but not limited to) deinstitutionalized individuals with disabilities, homeless individuals with disabilities, and homeless families with children; and

(2) Has as its purpose facilitating the movement of individuals and families to independent living within a time period that is set by the participating jurisdiction or project owner before occupancy.

Uniform Physical Condition Standards (UPCS) means uniform national standards established by HUD pursuant to 24 CFR 5.703 for housing that is decent, safe, sanitary, and in good repair. Standards are established for inspectable items for each of the following areas: site, building exterior, building systems, dwelling units, and common areas.

Unit of general local government means a city, town, township, county, parish, village, or other general purpose political subdivision of a State; a consortium of such political subdivisions recognized by HUD in accordance with §92.101; and any agency or instrumentality thereof that is established pursuant to legislation and designated by the chief executive to act on behalf of the jurisdiction with regard to provisions of this part. When a county is an urban county, the urban county is the unit of general local government for purposes of the HOME Investment Partnerships Program.

Urban county has the meaning given the term in 24 CFR 570.3.

Very low-income families means low- income families whose annual incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. An individual does not qualify as a very low-income family if the individual is a student who is not eligible to receive Section 8 assistance under 24 CFR 5.612.

[61 FR 48750, Sept. 16, 1996, as amended at 67 FR 61755, Oct. 1, 2002; 69 FR 16765, Mar. 30, 2004; 72 FR 16685, Apr. 4, 2007; 78 FR 44664, July 24, 2013]

§92.3 Applicability of 2013 regulatory changes.

The regulations of this part, as revised by final rule published on July 24, 2013 are applicable to projects for which HOME funds are committed on or after August 23, 2013, with the exception of the following provisions;

(a) Section 92.2, for the definition of commitment, the change which eliminates reservations of funds that are not project-specific to CHDOs as a commitment will be applicable on October 22, 2013 and will be implemented by HUD for deadlines that occur on or after January 1, 2015;

(b) Section 92.251, Property Standards, will apply to projects to which funds are committed on or after January 24, 2015;

(c) Section 92.254(f). Homebuyer program policies, for written policies related to underwriting, responsible lending, and refinancing, will be applicable on January 24, 2014;

(d) Section 92.500(d)(1)(C), establishing the separate 5-year deadline for expenditure of CHDO set-aside funds will be applicable on January 1, 2015 and will be implemented by HUD for all deadlines that occur on or after that date; and

(e) Section 92.504(a), for written policies, procedures, and systems, will be applicable on July 24, 2014.

(f) Section 92.504(d)(2), for financial oversight of projects assisted with HOME funds, will be applicable on July 24, 2014.

[78 FR 44666, Aug. 22, 2013]

§92.4 Waivers and suspension of requirements for disaster areas.

HUD's authority for waiver of regulations and for the suspension of requirements to address damage in a Presidentially declared disaster area is described in 24 CFR 5.110 and in section 290 of the Act, respectively.

Subpart B—Allocation Formula

§92.50 Formula allocation.

(a) *Jurisdictions eligible for a formula allocation.* HUD will provide allocations of funds in amounts determined by the formula described in this section to units of general local governments that, as of the end of the previous fiscal year, are metropolitan cities, urban counties, or consortia approved under §92.101; and States.

(b) *Amounts available for allocation; State and local share.* The amount of funds that are available for allocation by the formula under this section is equal to the balance of funds remaining after reserving amounts for insular areas, housing education and organizational support, other support for State and local housing strategies, and other purposes authorized by Congress, in accordance with the Act and appropriations.

(c) *Formula factors.* The formula for determining allocations uses the following factors. The first and sixth factors are weighted 0.1; the other four factors are weighted 0.2.

(1) Vacancy-adjusted rental units where the household head is at or below the poverty level. These rental units are multiplied by the ratio of the national rental vacancy rate over a jurisdiction's rental vacancy rate.

(2) Occupied rental units with at least one of four problems (overcrowding, incomplete kitchen facilities, incomplete plumbing, or high rent costs). *Overcrowding* is a condition that exists if there is more than one person per room occupying the unit. *Incomplete kitchen facilities* means the unit lacks a sink with running water, a range, or a refrigerator. *Incomplete plumbing* means the unit lacks hot and cold piped water, a flush toilet, or a bathtub or shower inside the unit for the exclusive use of the occupants of the unit. *High rent costs* occur when more than 30 percent of household income is used for rent.

(3) Rental units built before 1950 occupied by poor households.

(4) Rental units described in paragraph (c)(2) of this section multiplied by the ratio of the cost of producing housing for a jurisdiction divided by the national cost.

(5) Number of families at or below the poverty level.

(6) Population of a jurisdiction multiplied by a net per capita income (pci). To compute net pci for a jurisdiction or for the nation, the pci of a three person family at the poverty threshold is subtracted from the pci of the jurisdiction or of the nation. The index is constructed by dividing the national net pci by the net pci of a jurisdiction.

(d) *Calculating formula allocations for units of general local government.* (1) Initial allocation amounts for units of general local government described in paragraph (a) of this section are determined by multiplying the sum of the shares of the six factors in paragraph (c) of this section by 60 percent of the amount available under paragraph (b) of this section for formula allocation. The shares are the ratio of the weighted factor for each jurisdiction over the corresponding factor for the total for all of these units of general local government.

(2) If any of the initial amounts for such units of general local government in Puerto Rico exceeds twice the national average, on a per rental unit basis, that amount is capped at twice the national average.

(3) To determine the maximum number of units of general local government that receive a formula allocation, only one jurisdiction (the unit of general local government with the smallest allocation of HOME funds) is dropped from the pool of eligible jurisdictions on each successive recalculation, except that jurisdictions that are participating jurisdictions (other than consortia that fail to renew the membership of all of their member jurisdictions) are not dropped. Then the amount of funds available for units of general local government is redistributed to all others. This recalculation/redistribution continues until all remaining units of general local government receive an allocation of $500,000 or more or are participating jurisdictions. Only units of general local government which receive an allocation of $500,000 or more under the formula or which are participating jurisdictions will be awarded an allocation. In fiscal years in which Congress appropriates less than $1.5 billion of HOME funds, $335,000 is substituted for $500,000.

(4) The allocation amounts determined under paragraph (d)(3) of this section are reduced by any amounts that are necessary to provide increased allocations to States that have no unit of general local government receiving a formula allocation (see paragraph (e)(4) of this section). These reductions are made on a *pro rata* basis, except that no unit of general local government allocation is reduced below $500,000 (or $335,000 in fiscal years in which Congress appropriates less than $1.5 billion of HOME funds) and no participating jurisdiction allocation which is below this amount is reduced.

(e) *Calculating formula allocations for States.* (1) Forty percent of the funds available for allocation under paragraph (b) of this section are allocated to States. The allocation amounts for States are calculated by determining initial amounts for each State, based on the sum of the shares of the six factors. For 20 percent of the funds to be allocated to States, the shares are the ratio of the weighted factor for the entire State over the corresponding factor for the total for all States. For 80 percent of the funds to be allocated to States, the shares are the ratio of the weighted factor for all units of general local government within the State that do not receive a formula allocation over the corresponding factor for the total for all States.

(2) If the initial amounts for Puerto Rico (based on either or both the 80 percent of funds or 20 percent of funds calculation) exceed twice the national average, on a per rental unit basis, each amount that exceeds the national average is capped at twice the national average, and the resultant funds are reallocated to other States on a prorata basis.

(3) If the initial amounts when combined for any State are less than the $3,000,000, the allocation to that State is increased to the $3,000,000 and all other State allocations are reduced by an equal amount on a prorata basis, except that no State allocation is reduced below $3,000,000.

(4) The allocation amount for each State that has no unit of general local government within the State receiving an allocation under paragraph (d) of this section is increased by $500,000. Funds for this

increase are derived from the funds available for units of general local government, in accordance with paragraph (d)(4) of this section.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 67 FR 61755, Oct. 1, 2002]

INSULAR AREAS PROGRAM

§92.60 Allocation amounts for insular areas.

(a) *Initial allocation amount for each insular area.* The initial allocation amount for each insular area is determined based upon the insular area's population and occupied rental units compared to all insular areas.

(b) *Threshold requirements.* The HUD Field Office shall review each insular area's progress on outstanding allocations made under this section, based on the insular area's performance report, the timeliness of close-outs, and compliance with fund management requirements and regulations, taking into consideration the size of the allocation and the degree and complexity of the program. If HUD determines from this review that the insular area does not have the capacity to administer effectively a new allocation, or a portion of a new allocation, in addition to allocations currently under administration, HUD may reduce the insular area's initial allocation amount.

(c) *Previous audit findings and outstanding monetary obligations.* HUD shall not make an allocation to an insular area that has either an outstanding audit finding for any HUD program, or an outstanding monetary obligation to HUD that is in arrears, or for which a repayment schedule has not been established. This restriction does not apply if the HUD Field Office finds that the insular area has made a good faith effort to clear the audit and, when there is an outstanding monetary obligation to HUD, the insular area has made a satisfactory arrangement for repayment of the funds due HUD and payments are current.

(d) *Increases to the initial allocation amount.* If funds reserved for the insular areas are available because HUD has decreased the amount for one or more insular areas in accordance with paragraphs (b) or (c) of this section, or for any other reason, HUD may increase the allocation amount for one or more of the remaining insular areas based upon the insular area's performance in committing HOME funds within the 24 month deadline, producing housing units described in its program description, and meeting HOME program requirements. Funds that become available but which are not used to increase the allocation amount for one or more of the remaining insular areas will be reallocated in accordance with §92.66.

(e) *Notice of allocation amounts.* HUD will notify each insular area, in writing, as to the amount of its HOME allocation.

§92.61 Program description.

(a) *Submission requirement.* Not later than 90 days after HUD notifies the insular area of the amount of its allocation, the insular area must submit a program description and certifications to HUD.

(b) *Content of program description.* The program description must contain the following:

(1) An executed Standard Form 424;

(2) The estimated use of HOME funds and a description of projects and eligible activities, including number of units to be assisted, estimated costs, and tenure type (rental or owner occupied) and, for tenant assistance, number of households to be assisted;

(3) A timetable for the implementation of the projects or eligible activities;

(4) If the insular area intends to use HOME funds for homebuyers, the guidelines for resale or recapture as required in §92.254(a)(5);

(5) If the insular area intends to use HOME funds for tenant-based rental assistance, a description of how the program will be administered consistent with the minimum guidelines described in §92.209;

(6) If an insular area intends to use other forms of investment not described in §92.205(b), a description of the other forms of investment;

(7) A statement of the policy and procedures to be followed by the insular area to meet the requirements for affirmative marketing, and establishing and overseeing a minority and women business outreach program under §92.351;

(8) If the insular intends to use HOME funds for refinancing along with rehabilitation, the insular area's guidelines described in §92.206(b).

(c) *Certifications.* The following certifications must accompany the program description:

(1) A certification that, before committing funds to a project, the insular area will evaluate the project in accordance with guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;

(2) If the insular area intends to provide tenant-based rental assistance, the certification required by §92.209;

(3) A certification that the submission of the program description is authorized under applicable law and the insular area possesses the legal authority to carry out the HOME Investment Partnerships Program, in accordance with the HOME regulations;

(4) A certification that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, implementing regulations at 49 CFR part 24 and the requirements of §92.353;

(5) A certification that the insular area will use HOME funds in compliance with all requirements of this part;

(6) The certification required with regard to lobbying required by 24 CFR part 87, together with disclosure forms, if required by 24 CFR part 87.

[61 FR 48750, Sept. 16, 1996, as amended at 72 FR 73493, Dec. 27, 2007]

§92.62 Review of program description and certifications.

(a) *Review of program description.* The responsible HUD Field Office will review an insular area's program description and will approve the description unless the insular area has failed to submit information sufficient to allow HUD to make the necessary determinations required for §92.61 (b)(4), (b)(6), and (b)(7), or the guidelines under (b)(8) are not satisfactory to HUD, if applicable; or if the level of proposed projects or eligible activities is not within the management capability demonstrated by past performance in housing and community development programs. If the insular area has not submitted information on §92.61 (b)(4), (b)(6), and (b)(7), or the guidelines under (b)(8) are not satisfactory to HUD, if applicable; or if the level of proposed projects or eligible activities is not within the management

capability demonstrated by past performance in housing and community development programs, the insular area may be required to furnish such further information or assurances as HUD may consider necessary to find the program description and certifications satisfactory. The HUD Field Office shall work with the insular area to achieve a complete and satisfactory program description.

(b) *Review period.* Within thirty days of receipt of the program description, the HUD Field Office will notify the insular area if determinations cannot be made under §92.61 (b)(4), (b)(6), (b)(7), or (b)(8) with the supporting information submitted, or if the proposed projects or activities are beyond currently demonstrated capability. The insular area will have a reasonable period of time, agreed upon mutually, to submit the necessary supporting information or to revise the proposed projects or activities in its program description.

(c) *HOME Investment Partnership Agreement.* After HUD Field Office approval under this section, a HOME funds allocation is made by HUD execution of the agreement, subject to execution by the insular area. The funds are obligated on the date HUD notifies the insular area of HUD's execution of the agreement.

§92.63 Amendments to program description.

An insular area must submit to HUD for approval any substantial change in its HUD-approved program description that it makes and must document any other changes in its file. A substantial change involves a change in the guidelines for resale or recapture (§92.61(b)(4)), other forms of investment (§92.61(b)(6)), minority and women business outreach program (§92.61(b)(7)) or refinancing (§92.61(b)(8)); or a change in the tenure type of the project or activities; or a funding increase to a project or activity of $100,000 or 50% (whichever is greater). The HUD Field Office will notify the insular area if its program description, as amended, does not permit determinations to be made under §92.61 (b)(4), (b)(6), (b)(7), or (b)(8), or if the level of proposed projects or eligible activities is not within the management capability demonstrated by past performance in housing and community development programs, within 30 days of receipt. The insular area will have a reasonable period of time, agreed upon mutually, to submit the necessary supporting information to revise the proposed projects or activities in its program description.

§92.64 Applicability of requirements to insular areas.

(a) Insular areas are subject to the same requirements in subpart E (Program Requirements), subpart F (Project Requirements), subpart K (Program Administration), and subpart L (Performance Reviews and Sanctions) of this part as participating jurisdictions, except for the following:

(1) Subpart E (Program Requirements): Administrative costs, as described in §92.207, are eligible costs for insular areas in an amount not to exceed 15 percent of the HOME funds provided to the insular area. The matching contribution requirements in this part do not apply.

(2) Subpart K (Program Administration):

(i) Section 92.500 (The HOME Investment Trust Fund) does not apply. HUD will establish a HOME account in the United States Treasury for each insular area and the HOME funds must be used for approved activities. A local account must be established for program income. Each insular area may use either a separate local HOME account or a subsidiary account within its general fund (or other appropriate fund) as the local HOME account. HUD will recapture HOME funds in the HOME Treasury account by the amount of:

(A) Any funds that are not committed within 24 months after the last day of the month in which HUD notifies the insular area of HUD's execution of the HOME Investment Partnership Agreement;

(B) Any funds that are not expended within five years after the last day of the month in which HUD notifies the insular area of HUD's execution of the HOME Investment Partnership Agreement; and

(C) Any penalties assessed by HUD under §92.552.

(ii) Section 92.502 (Program disbursement and information system) applies, except that references to the HOME Investment Trust Fund mean HOME account. In addition, §92.502(c) does not apply, and instead compliance with Treasury Circular No. 1075 (31 CFR part 205) and 24 CFR 85.21 is required.

(iii) Section 92.503 (Program income, repayments, and recaptured funds) applies, except that the funds may be retained provided the funds are used for eligible activities in accordance with the requirements of this section.

(3) Section 92.504 (Participating jurisdiction responsibilities; written agreements; on-site inspections) applies, except that the written agreement must ensure compliance with the requirements in this section.

(4) Section 92.508 (Recordkeeping) applies with respect to the records that relate to the requirements of this section.

(5) Section 92.509 (Performance reports) applies, except that a performance report is required for the fiscal year allocation only after completion of the approved projects funded by the allocation.

(6) Subpart L (Performance Reviews and Sanctions): Section 92.552 does not apply. Instead, §92.65 applies.

(b) The requirements of subpart H (Other Federal Requirements) of this part apply as follows: §92.357 Executive Order 12372 applies as written, and the requirements of the remaining sections which apply to participating jurisdictions are applicable to the insular areas.

(c) Subpart B (Allocation Formula), subpart C (Consortia; Designation and Revocation as a Participating Jurisdiction), subpart D (Submission Requirements), and subpart G (Community Housing Development Organizations) of this part do not apply.

(d) Subpart A (General) applies, except that for the definitions of *commitment*, *program income*, and *subrecipient*, "participating jurisdiction" means "insular area."

§92.65 Funding sanctions.

Following notice and opportunity for informal consultation, HUD may withhold, reduce or terminate the assistance where any corrective or remedial actions taken under §92.551 fail to remedy an insular area's performance deficiencies, and the deficiencies are sufficiently substantial, in the judgment of HUD, to warrant sanctions.

§92.66 Reallocation.

Any HOME funds which are reduced or recaptured from an insular area's allocation and which are not used to increase the allocation amount for one or more of the remaining insular areas as provided in §92.60 of this part, will be reallocated by HUD to the States in accordance with the requirements in subpart J for reallocating funds initially allocated to a State.

Subpart C—Consortia; Designation and Revocation of Designation as a Participating Jurisdiction

§92.100 [Reserved]

§92.101 Consortia.

(a) A consortium of geographically contiguous units of general local government is a unit of general local government for purposes of this part if the requirements of this section are met.

(1) One or more members of a proposed consortium or an existing consortium whose consortium qualification terminates at the end of the fiscal year, must provide written notification to the HUD Field Office of its intent to participate as a consortium in the HOME Program for the following fiscal year. HUD shall establish the deadline for this submission.

(2) The proposed consortium must provide, at such time and in a manner and form prescribed by HUD, the qualification documents, which will include submission of:

(i) A written certification by the State that the consortium will direct its activities to alleviation of housing problems within the State; and

(ii) Documentation which demonstrates that the consortium has executed one legally binding cooperation agreement among its members authorizing one member unit of general local government to act in a representative capacity for all member units of general local government for the purposes of this part and providing that the representative member assumes overall responsibility for ensuring that the consortium's HOME Program is carried out in compliance with the requirements of this part.

(3) Before the end of the fiscal year in which the notice of intent and documentation are submitted, HUD must determine that a proposed consortium has sufficient authority and administrative capability to carry out the purposes of this part on behalf of its member jurisdictions. HUD will endeavor to make its determination as quickly as practicable after receiving the consortium's documentation in order to provide the consortium an opportunity to correct its submission, if necessary. If the submission is deficient, HUD will work with the consortium to resolve the issue, but will not delay the formula allocations. HUD, at its discretion, may review the performance of an existing consortium that wishes to requalify to determine whether it continues to have sufficient authority and administrative capacity to successfully administer the program.

(b) A metropolitan city or an urban county may be a member of a consortium. A unit of general local government that is included in an urban county may be part of a consortium, only if the urban county joins the consortium. The included local government cannot join the consortium except through participation in the urban county.

(c) A non-urban county may be a member of a consortium. However, the county cannot on its own include the whole county in the consortium. A unit of local government located within the non-urban county that wishes to participate as a member of the consortium must sign the HOME consortium agreement.

(d) If the representative unit of general local government distributes HOME funds to member units of general local government, the representative unit is responsible for applying to the member units of general local government the same requirements as are applicable to subrecipients.

(e) The consortium's qualification as a unit of general local government continues for a period of three successive Federal fiscal years, or until HUD revokes its designation as a participating jurisdiction, or until an urban county member fails to requalify under the CDBG program as an urban county for a fiscal year included in the consortium's qualification period, or the consortium fails to receive a HOME

allocation for the first Federal fiscal year of the consortium's qualification period and does not request to be considered to receive a HOME allocation in each of the subsequent two years. However, if a member urban county's three year CDBG qualification cycle is not the same as the consortium, the consortium may elect a shorter qualification period than three years to synchronize with the urban county's qualification period. During the period of qualification, additional units of general local government may join the consortium, but no included unit of general local government may withdraw from the consortium. See 24 CFR part 91, subpart E, for consolidated plan requirements for consortia, including the requirement that all members of the consortia must be on the same program year.

(f) The consortium agreement may, at the option of its member units of general local government, contain a provision that authorizes automatic renewals for the successive qualification period of three Federal fiscal years. The provision authorizing automatic renewal must require the lead consortium member to give the consortium members written notice of their right to elect not to continue participation for the new qualification period.

[61 FR 48750, Sept. 16, 1996, as amended at 67 FR 61756, Oct. 1, 2002]

§92.102 Participation threshold amount.

(a) To be eligible to become a participating jurisdiction, a unit of general local government must have a formula allocation under §92.50 that is equal to or greater than $750,000; or

(b) If a unit of general local government's formula allocation is less than $750,000, HUD must find:

(1) The unit of general local government has a local PHA and has demonstrated a capacity to carry out the provisions of this part, as evidenced by satisfactory performance under one or more HUD-administered programs that provide assistance for activities comparable to the eligible activities under this part; and

(2) The State has authorized HUD to transfer to the unit of general local government a portion of the State's allocation or the State, the unit of general local government, or both, has made available its own resources such that the sum of the amounts transferred or made available are equal to or greater than the difference between the unit of general local government's formula allocation and $750,000.

(c) In fiscal years in which Congress appropriates less than $1.5 billion for this part, $500,000 is substituted for $750,000 each time it appears in this section.

§92.103 Notification of intent to participate.

(a) Not later than 30 days after receiving notice of its formula allocation amount, a jurisdiction must notify HUD in writing of its intention to become a participating jurisdiction.

(b) A unit of general local government that has a formula allocation of less than $750,000, or less than $500,000 in fiscal years in which Congress appropriates less than $1.5 billion for this part, must submit, with its notice, one or more of the following, as appropriate, as evidence that it has met the threshold allocation requirements in §92.102(b):

(1) Authorization from the State to transfer a portion of its allocation to the unit of general local government;

(2) A letter from the governor or designee indicating that the required funds have been approved and budgeted for the unit of general local government;

(3) A letter from the chief executive officer of the unit of general local government indicating that the required funds have been approved and budgeted.

§92.104 Submission of a consolidated plan.

A jurisdiction that has not submitted a consolidated plan to HUD must submit to HUD, not later than 90 days after providing notification under §92.103, a consolidated plan in accordance with 24 CFR part 91.

§92.105 Designation as a participating jurisdiction.

When a jurisdiction has complied with the requirements of §§92.102 through 92.104 and HUD has approved the jurisdiction's consolidated plan in accordance with 24 CFR part 91, HUD will designate the jurisdiction as a participating jurisdiction.

§92.106 Continuous designation as a participating jurisdiction.

Once a State or unit of general local government is designated a participating jurisdiction, it remains a participating jurisdiction for subsequent fiscal years and the requirements of §§92.102 through 92.105 do not apply, unless HUD revokes the designation in accordance with §92.107.

§92.107 Revocation of designation as a participating jurisdiction.

HUD may revoke a jurisdiction's designation as a participating jurisdiction if:

(a) HUD finds, after reasonable notice and opportunity for hearing as provided in §92.552(b) that the jurisdiction is unwilling or unable to carry out the provisions of this part, including failure to meet matching contribution requirements; or

(b) The jurisdiction's formula allocation falls below $750,000 (or below $500,000 in fiscal years in which Congress appropriates less than $1.5 billion for this part) for three consecutive years, below $625,000 (or below $410,000 in fiscal years in which Congress appropriates less than $1.5 billion for this part) for two consecutive years, or the jurisdiction does not receive a formula allocation in any one year.

(c) When HUD revokes a participating jurisdiction's designation as a participating jurisdiction, HUD will reallocate any remaining funds in the jurisdiction's HOME Investment Trust Fund established under §92.500 in accordance with §92.451.

Subpart D—Submission Requirements

§92.150 Submission requirements.

In order to receive its HOME allocation, a participating jurisdiction must submit a consolidated plan in accordance with 24 CFR part 91. That part includes requirements for the content of the consolidated plan, the process of developing the consolidated plan, including citizen participation, the submission date, HUD approval, and amendments.

Subpart E—Program Requirements

§92.200 Private-public partnership.

Each participating jurisdiction must make all reasonable efforts to maximize participation by the private sector in accordance with section 221 of the Act.

§92.201 Distribution of assistance.

(a) *Local.* (1) Each local participating jurisdiction must, insofar as is feasible, distribute HOME funds geographically within its boundaries and among different categories of housing need, according to the priorities of housing need identified in its approved consolidated plan.

(2) The participating jurisdiction may only invest its HOME funds in eligible projects within its boundaries, or in jointly funded projects within the boundaries of contiguous local jurisdictions which serve residents from both jurisdictions. For a project to be jointly funded, both jurisdictions must make a financial contribution to the project. A jurisdiction's financial contribution may take the form of a grant or loan (including a loan of funds that comes from other federal sources and that are in the jurisdiction's control, such as CDBG program funds) or relief of a significant tax or fee (such as waiver of impact fees, property taxes, or other taxes or fees customarily imposed on projects within the jurisdiction).

(b) *State.* (1) Each State participating jurisdiction is responsible for distributing HOME funds throughout the State according to the State's assessment of the geographical distribution of the housing needs within the State, as identified in the State's approved consolidated plan. The State must distribute HOME funds to rural areas in amounts that take into account the non-metropolitan share of the State's total population and objective measures of rural housing need, such as poverty and substandard housing, as set forth in the State's approved consolidated plan. To the extent the need is within the boundaries of a participating unit of general local government, the State and the unit of general local government shall coordinate activities to address that need.

(2) A State may carry out its own HOME program without active participation of units of general local government or may distribute HOME funds to units of general local government to carry out HOME programs in which both the State and all or some of the units of general local government perform specified program functions. A unit of general local government designated by a State to receive HOME funds from a State is a State recipient.

(3)(i) A State that uses State recipients to perform program functions shall ensure that the State recipients use HOME funds in accordance with the requirements of this part and other applicable laws. The State may require the State recipient to comply with requirements established by the State or may permit the State recipient to establish its own requirements to comply with this part.

(ii) The State shall conduct such reviews and audit of its State recipients as may be necessary or appropriate to determine whether the State recipient has committed and expended the HOME funds in the United States Treasury account as required by §92.500, and has met the requirements of this part, particularly eligible activities, income targeting, affordability, and matching contribution requirements.

(4) A State and local participating jurisdiction may jointly fund a project within the boundaries of the local participating jurisdiction. The State may provide the HOME funds to the project or it may provide the HOME funds to the local participating jurisdiction to fund the project.

(5) A State may fund projects on Indian reservations located within the State provided that the State includes Indian reservations in its consolidated plan.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44666, July 24, 2013]

§92.202 Site and neighborhood standards.

(a) *General.* A participating jurisdiction must administer its HOME program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d—2000d-4), the Fair

Housing Act (42 U.S.C. 3601 *et seq.*, E.O. 11063 (3 CFR, 1959-1963 Comp., p. 652), and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

(b) *New rental housing.* In carrying out the site and neighborhood requirements with respect to new construction of rental housing, a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR 983.57(e)(2) and (3).

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 78 FR 44666, July 24, 2013]

§92.203 Income determinations.

(a) The HOME program has income targeting requirements for the HOME program and for HOME projects. Therefore, the participating jurisdiction must determine each family is income eligible by determining the family's annual income.

(1) For families who are tenants in HOME-assisted housing and not receiving HOME tenant-based rental assistance, the participating jurisdiction must initially determine annual income using the method in paragraph (a)(1)(i) of this section. For subsequent income determinations during the period of affordability, the participating jurisdiction may use any one of the following methods in accordance with §92.252(h):

(i) Examine at least 2 months of source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement) for the family.

(ii) Obtain from the family a written statement of the amount of the family's annual income and family size, along with a certification that the information is complete and accurate. The certification must state that the family will provide source documents upon request.

(iii) Obtain a written statement from the administrator of a government program under which the family receives benefits and which examines each year the annual income of the family. The statement must indicate the tenant's family size and state the amount of the family's annual income; or alternatively, the statement must indicate the current dollar limit for very low- or low-income families for the family size of the tenant and state that the tenant's annual income does not exceed this limit.

(2) For all other families (i.e., homeowners receiving rehabilitation assistance, homebuyers, and recipients of HOME tenant-based rental assistance), the participating jurisdiction must determine annual income by examining at least 2 months of source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement) for the family.

(b) When determining whether a family is income eligible, the participating jurisdiction must use one of the following two definitions of "annual income":

(1) Annual income as defined at 24 CFR 5.609 (except when determining the income of a homeowner for an owner-occupied rehabilitation project, the value of the homeowner's principal residence may be excluded from the calculation of Net Family Assets, as defined in 24 CFR 5.603); or

(2) Adjusted gross income as defined for purposes of reporting under Internal Revenue Service Form 1040 series for individual Federal annual income tax purposes.

(c) Although the participating jurisdiction may use either of the definitions of "annual income" permitted in paragraph (b) of this section to calculate adjusted income, it must apply exclusions from income established at 24 CFR 5.611. The HOME rents for very low-income families established under §92.252(b)(2) are based on adjusted income. In addition, the participating jurisdiction may base the

amount of tenant-based rental assistance on the adjusted income of the family. The participating jurisdiction may use only one definition for each HOME-assisted program (e.g., downpayment assistance program) that it administers and for each rental housing project.

(d)(1) The participating jurisdiction must calculate the annual income of the family by projecting the prevailing rate of income of the family at the time the participating jurisdiction determines that the family is income eligible. Annual income shall include income from all persons in the household. Income or asset enhancement derived from the HOME-assisted project shall not be considered in calculating annual income.

(2) The participating jurisdiction is not required to re-examine the family's income at the time the HOME assistance is provided, unless more than six months has elapsed since the participating jurisdiction determined that the family qualified as income eligible.

(3) The participating jurisdiction must follow the requirements in §5.617 when making subsequent income determinations of persons with disabilities who are tenants in HOME-assisted rental housing or who receive tenant-based rental assistance.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 66 FR 6224, Jan. 19, 2001; 78 FR 44666, July 24, 2013]

§92.204 Applicability of requirements to entities that receive a reallocation of HOME funds, other than participating jurisdictions.

(a) Jurisdictions other than participating jurisdictions and community housing development organizations receiving competitive reallocations from HUD are subject to the same requirements in subpart E (Program Requirements), subpart F (Project Requirements), subpart K (Program Administration), and subpart L (Performance Reviews and Sanctions) of this part as participating jurisdictions, except for the following:

(1) Subpart E (Program Requirements): the matching contribution requirements in §92.218 through §92.221 do not apply.

(2) Subpart K (Program Administration):

(i) Section 92.500 (The HOME Investment Trust Fund) does not apply. HUD will establish a HOME account in the United States Treasury and the HOME funds must be used for approved activities. A local account must be established for program income. HUD will recapture HOME funds in the HOME Treasury account by the amount of:

(A) Any funds that are not committed within 24 months after the last day of the month in which HUD notifies the entity of HUD's execution of the HOME Investment Partnership Agreement;

(B) Any funds that are not expended within five years after the last day of the month in which HUD notifies the entity of HUD's execution of the HOME Investment Partnership Agreement; and

(C) Any penalties assessed by HUD under §92.552.

(ii) Section 92.502 (Program disbursement and information system) applies, except that references to the HOME Investment Trust Fund mean HOME account and the reference to 24 CFR part 58 does not apply. In addition, §92.502(c) does not apply, and instead, compliance with Treasury Circular No. 1075 (31 CFR part 205) and 24 CFR 85.21 is required.

(iii) Section 92.503 (Program income, repayments, and recaptured funds) applies, except that program income may be retained provided the funds are used for eligible activities in accordance with the requirements of this section.

(3) Section 92.504 (Participating jurisdiction responsibilities; written agreements; on-site inspections) applies, except that the written agreement must ensure compliance with the requirements in this section.

(4) Section 92.508 (Recordkeeping) applies with respect to the records that relate to the requirements of this section.

(5) Section 92.509 (Performance reports) applies, except that a performance report is required only after completion of the approved projects.

(b) The requirements in subpart H (Other Federal Requirements) of this part apply as written, except that jurisdictions and community housing development organizations receiving reallocations from HUD must comply with affirmative marketing requirements, labor requirements, and lead-based paint requirements, applicable to participating jurisdictions.

(c) Subpart B (Allocation Formula), subpart C (Consortia; Designation and Revocation of Designation as a Participating Jurisdiction), and subpart G (Community Housing Development Organizations) of this part do not apply.

(d) Subpart A (General) applies, except that for the definitions of *commitment, program income,* and *subrecipient,* "participating jurisdiction" means jurisdiction or community housing development organization receiving the competitive reallocation.

ELIGIBLE AND PROHIBITED ACTIVITIES

§92.205 Eligible activities: General.

(a) *Eligible activities.* (1) HOME funds may be used by a participating jurisdiction to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of nonluxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide tenant-based rental assistance, including security deposits; to provide payment of reasonable administrative and planning costs; and to provide for the payment of operating expenses of community housing development organizations. The housing must be permanent or transitional housing. The specific eligible costs for these activities are set forth in §§92.206 through 92.209. The activities and costs are eligible only if the housing meets the property standards in §92.251 upon project completion.

(2) Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable housing within the time frames established in paragraph (2) of the definition of "commitment" in §92.2.

(3) Conversion of an existing structure to affordable housing is rehabilitation, unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction for purposes of this part.

(4) *Manufactured housing.* HOME funds may be used to purchase and/or rehabilitate a manufactured housing unit, or purchase the land upon which a manufactured housing unit is located. Except for existing, owner-occupied manufactured housing that is rehabilitated with HOME funds, the manufactured housing unit must, at the time of project completion, be connected to permanent utility

hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability.

(b) *Forms of assistance.* (1) A participating jurisdiction may invest HOME funds as equity investments, interest-bearing loans or advances, non-interest-bearing loans or advances, interest subsidies consistent with the purposes of this part, deferred payment loans, grants, or other forms of assistance that HUD determines to be consistent with the purposes of this part and specifically approves in writing. Each participating jurisdiction has the right to establish the terms of assistance, subject to the requirements of this part.

(2) A participating jurisdiction may invest HOME funds to guarantee loans made by lenders and, if required, the participating jurisdiction may establish a loan guarantee account with HOME funds. The HOME funds may be used to guarantee the timely payment of principal and interest or payment of the outstanding principal and interest upon foreclosure of the loan. The amount of the loan guarantee account must be based on a reasonable estimate of the default rate on the guaranteed loans, but under no circumstances may the amount on deposit exceed 20 percent of the total outstanding principal amount guaranteed; except that the account may include a reasonable minimum balance. While loan funds guaranteed with HOME funds are subject to all HOME requirements, funds which are used to repay the guaranteed loans are not.

(c) *Minimum amount of assistance.* The minimum amount of HOME funds that must be invested in a project involving rental housing or homeownership is $1,000 times the number of HOME-assisted units in the project.

(d) *Multi-unit projects.* HOME funds may be used to assist one or more housing units in a multi-unit project.

(1) Only the actual HOME eligible development costs of the assisted units may be charged to the HOME program. If the assisted and nonassisted units are not comparable, the actual costs may be determined based on a method of cost allocation. If the assisted and non- assisted units are comparable in terms of size, features, and number of bedrooms, the actual cost of the HOME- assisted units can be determined by prorating the total HOME eligible development costs of the project so that the proportion of the total development costs charged to the HOME program does not exceed the proportion of the HOME-assisted units in the project.

(2) After project completion, the number of units designated as HOME- assisted may be reduced only in accordance with §92.210, except that in a project consisting of all HOME- assisted units, one unit may be subsequently converted to an on-site manager's unit if the participating jurisdiction determines that the conversion will contribute to the stability or effectiveness of the housing and that, notwithstanding the loss of one HOME-assisted unit, the costs charged to the HOME program do not exceed the actual costs of the HOME- assisted units and do not exceed the subsidy limit in §92.250(b).

(e) *Terminated projects.* A HOME assisted project that is terminated before completion, either voluntarily or involuntarily, constitutes an ineligible activity, and the participating jurisdiction must repay any HOME funds invested in the project to the participating jurisdiction's HOME Investment Trust Fund in accordance with §92.503(b) (except for project- specific assistance to community housing development organizations as provided in §92.301(a)(3) and (b)(3)).

(1) A project that does not meet the requirements for affordable housing must be terminated and the participating jurisdiction must repay all HOME funds invested in the project to the participating jurisdiction's HOME Investment Trust Fund in accordance with §92.503(b).

(2) If a participating jurisdiction does not complete a project within 4 years of the date of commitment of funds, the project is considered to be terminated and the participating jurisdiction must repay all funds invested in the project to the participating jurisdiction's HOME Investment Trust Fund in accordance with §92.503(b). The participating jurisdiction may request a one-year extension of this deadline in writing, by submitting information about the status of the project, steps being taken to overcome any obstacles to completion, proof of adequate funding to complete the project, and a schedule with milestones for completion of the project for HUD's review and approval.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 78 FR 44667, July 24, 2013]

§92.206 Eligible project costs.

HOME funds may be used to pay the following eligible costs:

(a) *Development hard costs.* The actual cost of constructing or rehabilitating housing. These costs include the following:

(1) For new construction projects, costs to meet the new construction standards in §92.251;

(2) For rehabilitation, costs to meet the property standards for rehabilitation projects in §92.251;

(3) For both new construction and rehabilitation projects, costs:

(i) To demolish existing structures;

(ii) To make utility connections including off-site connections from the property line to the adjacent street; and

(iii) To make improvements to the project site that are in keeping with improvements of surrounding, standard projects. Site improvements may include on-site roads and sewer and water lines necessary to the development of the project. The project site is the property, owned by the project owner, upon which the project is located.

(4) For both new construction and rehabilitation of multifamily rental housing projects, costs to construct or rehabilitate laundry and community facilities that are located within the same building as the housing and which are for the use of the project residents and their guests.

(5) Costs to make utility connections or to make improvements to the project site, in accordance with the provisions of §92.206(a)(3) (ii) and (iii) are also eligible in connection with acquisition of standard housing.

(b) *Refinancing costs.* The cost to refinance existing debt secured by a housing project that is being rehabilitated with HOME funds. These costs include the following:

(1) For single-family (one- to four- family) owner-occupied housing, when loaning HOME funds to rehabilitate the housing, if the refinancing is necessary to reduce the overall housing costs to the borrower and make the housing more affordable and if the rehabilitation cost is greater than the amount of debt that is refinanced.

(2) For single family or multifamily projects, when loaning HOME funds to rehabilitate the units if refinancing is necessary to permit or continue affordability under §92.252. The participating jurisdiction must establish refinancing guidelines and state them in its consolidated plan described in 24 CFR part 91. Regardless of the amount of HOME funds invested, the minimum affordability period shall be 15 years.

The guidelines shall describe the conditions under which the participating jurisdictions will refinance existing debt. At minimum, the guidelines must:

(i) Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;

(ii) Require a review of management practices to demonstrate that disinvestment in the property has not occurred, that the long term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;

(iii) State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both;

(iv) Specify the required period of affordability, whether it is the minimum 15 years or longer;

(v) Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community; and

(vi) State that HOME funds cannot be used to refinance single family or multifamily housing loans made or insured by any Federal program, including CDBG.

(c) *Acquisition costs.* Costs of acquiring improved or unimproved real property, including acquisition by homebuyers.

(d) *Related soft costs.* Other reasonable and necessary costs incurred by the owner or participating jurisdiction and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds. These costs include, but are not limited to:

(1) Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups. The costs may be paid if they were incurred not more than 24 months before the date that HOME funds are committed to the project and the participating jurisdiction expressly permits HOME funds to be used to pay the costs in the written agreement committing the funds.

(2) Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees.

(3) Costs of a project audit, including certification of costs performed by a certified public accountant, that the participating jurisdiction may require with respect to the development of the project.

(4) Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants as required by §92.351.

(5) For new construction or rehabilitation, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up (not to exceed 18 months) and which may only be used to pay project operating expenses, scheduled payments to a replacement reserve, and debt service. Any HOME funds placed in an operating deficit reserve that remain unexpended after the period of project rent-up may be retained for project reserves if permitted by the participating jurisdiction.

(6) Staff and overhead costs of the participating jurisdiction directly related to carrying out the project, such as work specifications preparation, loan processing inspections, and other services related to assisting potential owners, tenants, and homebuyers, e.g., housing counseling, may be charged to project costs only if the project is funded and the individual becomes the owner or tenant of the HOME-assisted project. For multi-unit projects, such costs must be allocated among HOME-assisted units in a reasonable manner and documented. Although these costs may be charged as project costs, these costs (except housing counseling) cannot be charged to or paid by low-income families.

(7) For both new construction and rehabilitation, costs for the payment of impact fees that are charged for all projects within a jurisdiction.

(8) Costs of environmental review and release of funds in accordance with 24 CFR part 58 which are directly related to the project.

(e) *Community housing development organization costs.* Eligible costs of project-specific assistance are set forth in §92.301.

(f) *Relocation costs.* The cost of relocation payments and other relocation assistance to persons displaced by the project are eligible costs.

(1) Relocation payments include replacement housing payments, payments for moving expenses, and payments for reasonable out-of-pocket costs incurred in the temporary relocation of persons.

(2) Other relocation assistance means staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship.

(g) *Costs relating to payment of loans.* If the HOME funds are not used to directly pay a cost specified in this section, but are used to pay off a construction loan, bridge financing loan, or guaranteed loan, the payment of principal and interest for such loan is an eligible cost only if:

(1) The loan was used for eligible costs specified in this section, and

(2) The HOME assistance is part of the original financing for the project and the project meets the requirements of this part.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 64 FR 50224, Sept. 15, 1999; 78 FR 44667, July 24, 2013]

§92.207 Eligible administrative and planning costs.

A participating jurisdiction may expend, for payment of reasonable administrative and planning costs of the HOME program and ADDI, an amount of HOME funds that is not more than ten percent of the sum of the Fiscal Year HOME basic formula allocation plus any funds received in accordance with §92.102(b) to meet or exceed participation threshold requirements that Fiscal Year. A state that transfers any HOME funds in accordance with §92.102(b) must exclude these funds in calculating the amount it may expend for administrative and planning costs. A participating jurisdiction may also expend, for payment of reasonable administrative and planning costs of the HOME program and the ADDI described in subpart M of this part, a sum up to ten percent of the program income deposited into its local account or received and reported by its state recipients or subrecipients during the program year. A participating jurisdiction may expend such funds directly or may authorize its state recipients or subrecipients, if any, to expend all

or a portion of such funds, provided total expenditures for planning and administrative costs do not exceed the maximum allowable amount. Reasonable administrative and planning costs include:

(a) *General management, oversight and coordination.* Reasonable costs of overall program management, coordination, monitoring, and evaluation. Such costs include, but are not limited to, necessary expenditures for the following:

(1) Salaries, wages, and related costs of the participating jurisdiction's staff. In charging costs to this category the participating jurisdiction may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involves program administration assignments, or the prorated share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments. The participating jurisdiction may use only one of these methods. Program administration includes the following types of assignments:

(i) Developing systems and schedules for ensuring compliance with program requirements;

(ii) Developing interagency agreements and agreements with entities receiving HOME funds;

(iii) Monitoring HOME-assisted housing for progress and compliance with program requirements;

(iv) Developing agreements and monitoring housing not assisted with HOME funds that the participating jurisdiction designates as a matching contribution in accordance with §92.219(b) for compliance with applicable program requirements;

(v) Preparing reports and other documents related to the program for submission to HUD;

(vi) Coordinating the resolution of audit and monitoring findings;

(vii) Evaluating program results against stated objectives; and

(viii) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraphs (a)(1)(i) through (vii) of this section;

(2) Travel costs incurred for official business in carrying out the program;

(3) Administrative services performed under third party contracts or agreements, including such services as general legal services, accounting services, and audit services;

(4) Other costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space; and

(5) Costs of administering tenant-based rental assistance programs.

(b) *Staff and overhead.* Staff and overhead costs of the participating jurisdiction directly related to carrying out the project, such as work specifications preparation, loan processing, inspections, lead-based paint evaluations (visual assessments, inspections, and risk assessments) and other services related to assisting potential owners, tenants, and homebuyers (e.g., housing counseling); and staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship. These costs may be charged as administrative costs or as project costs under §92.206(d)(6)

and (f)(2), at the discretion of the participating jurisdiction; however, these costs (except housing counseling) cannot be charged to or paid by the low-income families.

(c) *Public information.* The provision of information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of projects being assisted with HOME funds.

(d) *Fair housing.* Activities to affirmatively further fair housing in accordance with the participating jurisdiction's certification under 24 CFR part 91.

(e) *Indirect Costs.* Indirect costs may be charged to the HOME program under a cost allocation plan prepared in accordance with OMB Circulars A-87 or A-122 as applicable.

(f) *Preparation of the consolidated plan.* Preparation of the consolidated plan required under 24 CFR part 91. Preparation includes the costs of public hearings, consultations, and publication.

(g) *Other Federal requirements.* Costs of complying with the Federal requirements in subpart H of this part. Project-specific environmental review costs may be charged as administrative costs or as project costs in accordance with §92.206(d)(8), at the discretion of the participating jurisdiction.

(h) *Preserving affordable housing already assisted with HOME funds.* Costs specified under §92.254(a)(9) may be charged as an administrative cost or may be charged to the project as provided in §92.254(a)(9). In addition, the foreclosure cost of a HOME-assisted rental housing project with a HOME loan in default is an eligible administrative cost.

[61 FR 48750, Sept. 16, 1996, as amended at 67 FR 61756, Oct. 1, 2002; 69 FR 16766, Mar. 30, 2004; 72 FR 16685, Apr. 4, 2007; 78 FR 44668, July 24, 2013]

§92.208 Eligible community housing development organization (CHDO) operating expense and capacity building costs.

(a) Up to 5 percent of a participating jurisdiction's fiscal year HOME allocation may be used for the operating expenses of community housing development organizations (CHDOs). This amount is in addition to amounts set aside for housing projects that are owned, developed, or sponsored by CHDOs as described in §92.300(a). These funds may not be used to pay operating expenses incurred by a CHDO acting as a subrecipient or contractor under the HOME Program. Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies. The requirements and limitations on the receipt of these funds by CHDOs are set forth in §92.300(e) and (f).

(b) HOME funds may be used for capacity building costs under §92.300(b).

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44668, July 24, 2013]

§92.209 Tenant-based rental assistance: Eligible costs and requirements.

(a) *Eligible costs.* Eligible costs are the rental assistance and security deposit payments made to provide tenant-based rental assistance for a family pursuant to this section. Eligible costs also include utility deposit assistance, but only if this assistance is provided with tenant-based rental assistance or security deposit payment. Administration of tenant-based rental assistance is eligible only under general management oversight and coordination at §92.207(a), except that the costs of inspecting the housing

and determining the income eligibility of the family are eligible as costs of the tenant-based rental assistance.

(b) *General requirement.* A participating jurisdiction may use HOME funds for tenant-based rental assistance only if the participating jurisdiction makes the certification about inclusion of this type of assistance in its consolidated plan in accordance with 24 CFR 91.225(d)(1), 91.325(d)(1), or 91.425(a)(2)(i), and specifies local market conditions that lead to the choice of this option.

(c) *Tenant selection.* The participating jurisdiction must select low-income families in accordance with written tenant selection policies and criteria that are based on local housing needs and priorities established in the participating jurisdiction's consolidated plan.

(1) *Low-income families.* Tenant-based rental assistance may only be provided to very low- and low-income families. The participating jurisdiction must determine that the family is very low- or low-income before the assistance is provided. During the period of assistance, the participating jurisdiction must annually determine that the family continues to be low-income.

(2) *Targeted assistance.* (i) The participating jurisdiction may establish a preference for individuals with special needs (e.g., homeless persons or elderly persons) or persons with disabilities. The participating jurisdiction may offer, in conjunction with a tenant-based rental assistance program, particular types of nonmandatory services that may be most appropriate for persons with a special need or a particular disability. Generally, tenant-based rental assistance and the related services should be made available to all persons with special needs or disabilities who can benefit from such services. Participation may be limited to persons with a specific disability if necessary to provide as effective housing, aid, benefit, or services as those provided to others in accordance with 24 CFR 8.4(b)(1)(iv).

(ii) The participating jurisdiction may also provide a preference for a specific category of individuals with disabilities (e.g., persons with HIV/AIDS or chronic mental illness) if the specific category is identified in the participating jurisdiction's consolidated plan as having unmet need and the preference is needed to narrow the gap in benefits and services received by such persons.

(iii) *Self-sufficiency program.* The participating jurisdiction may require the family to participate in a self- sufficiency program as a condition of selection for assistance. The family's failure to continue participation in the self-sufficiency program is not a basis for terminating the assistance; however, renewal of the assistance may be conditioned on participation in the program. Tenants living in a HOME-assisted rental project who receive tenant-based rental assistance as relocation assistance must not be required to participate in a self- sufficiency program as a condition of receiving assistance.

(iv) *Homebuyer program.* HOME tenant-based rental assistance may assist a tenant who has been identified as a potential low-income homebuyer through a lease-purchase agreement, with monthly rental payments for a period up to 36 months (i.e., 24 months, with a 12-month renewal in accordance with paragraph (e) of this section). The HOME tenant-based rental assistance payment may not be used to accumulate a downpayment or closing costs for the purchase; however, all or a portion of the homebuyer-tenant's monthly contribution toward rent may be set aside for this purpose. If a participating jurisdiction determines that the tenant has met the lease-purchase criteria and is ready to assume ownership, HOME funds may be provided for downpayment assistance in accordance with the requirements of this part.

(v) Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a). For example, a participating jurisdiction may not determine that persons given a preference under the program are therefore prohibited from applying for or participating in other programs or forms of assistance. Persons who are eligible for a preference must have the opportunity to participate in all programs of the participating jurisdiction, including programs that are not separate or different.

(3) *Existing tenants in the HOME-assisted projects.* A participating jurisdiction may select low-income families currently residing in housing units that are designated for rehabilitation or acquisition under the participating jurisdiction's HOME program. Participating jurisdictions using HOME funds for tenant-based rental assistance programs may establish local preferences for the provision of this assistance. Families so selected may use the tenant-based assistance in the rehabilitated or acquired housing unit or in other qualified housing.

(d) *Portability of assistance.* A participating jurisdiction may require the family to use the tenant-based assistance within the participating jurisdiction's boundaries or may permit the family to use the assistance outside its boundaries.

(e) *Term of rental assistance contract.* The term of the rental assistance contract providing assistance with HOME funds may not exceed 24 months, but may be renewed, subject to the availability of HOME funds. The term of the rental assistance contract must begin on the first day of the term of the lease. For a rental assistance contract between a participating jurisdiction and an owner, the term of the contract must terminate on termination of the lease. For a rental assistance contract between a participating jurisdiction and a family, the term of the contract need not end on termination of the lease, but no payments may be made after termination of the lease until a family enters into a new lease.

(f) *Rent reasonableness.* The participating jurisdiction must disapprove a lease if the rent is not reasonable, based on rents that are charged for comparable unassisted rental units.

(g) *Tenant protections.* The tenant must have a lease that complies with the requirements in §92.253 (a) and (b).

(h) *Maximum subsidy.* (1) The amount of the monthly assistance that a participating jurisdiction may pay to, or on behalf of, a family may not exceed the difference between a rent standard for the unit size established by the participating jurisdiction and 30 percent of the family's monthly adjusted income.

(2) The participating jurisdiction must establish a minimum tenant contribution to rent.

(3) The participating jurisdiction's rent standard for a unit size must be based on:

(i) Local market conditions; or

(ii) The Section 8 Housing Choice Voucher Program (24 CFR part 982).

(i) *Housing quality standards.* Housing occupied by a family receiving tenant-based assistance under this section must meet the requirements set forth in 24 CFR 982.401. The participating jurisdiction must inspect the housing initially and re-inspect it annually.

(j) *Security deposits.* (1) A participating jurisdiction may use HOME funds provided for tenant-based rental assistance to provide loans or grants to very low- and low-income families for security deposits for rental of dwelling units whether or not the participating jurisdiction provides any other tenant-based rental assistance under this section.

(2) The relevant State or local definition of "security deposit" in the jurisdiction where the unit is located is applicable for the purposes of this part, except that the amount of HOME funds that may be provided for a security deposit may not exceed the equivalent of two month's rent for the unit.

(3) Only the prospective tenant may apply for HOME security deposit assistance, although the participating jurisdiction may pay the funds directly to the tenant or to the landlord.

(4) HOME funds for security deposits may be provided as a grant or as a loan. If they are provided as a loan, the loan repayments are program income to be used in accordance with §92.503.

(5) Paragraphs (b), (c), (d), (f), (g), and (i) of this section are applicable to HOME security deposit assistance, except that income determinations pursuant to paragraph (c)(1) of this section and Housing Quality Standard inspections pursuant to paragraph (i) of this section are required only at the time the security deposit assistance is provided.

(k) *Program operation.* A tenant-based rental assistance program must be operated consistent with the requirements of this section. The participating jurisdiction may operate the program itself, or may contract with a PHA or other entity with the capacity to operate a rental assistance program. The tenant-based rental assistance may be provided through an assistance contract to an owner that leases a unit to an assisted family or directly to the family. In either case, the participating jurisdiction (or entity operating the program) must approve the lease.

(l) *Use of Section 8 assistance.* In any case where assistance under section 8 of the 1937 Act becomes available, recipients of tenant-based rental assistance under this part will qualify for tenant selection preferences to the same extent as when they received the HOME tenant-based rental assistance under this part.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28928, May 28, 1997; 67 FR 61756, Oct. 1, 2002; 78 FR 44668, July 24, 2013]

§92.210 Troubled HOME-assisted rental housing projects.

(a) The provisions of this section apply only to an existing HOME- assisted rental project that, within the HOME period of affordability, is no longer financially viable. For purposes of this section, a HOME assisted rental project is no longer financially viable if its operating costs significantly exceed its operating revenue. HUD may approve one or both of the actions described in paragraphs (b) and (c) of this section to strategically preserve a rental project after consideration of market needs, available resources, and the likelihood of long-term viability of the project.

(b) Notwithstanding §92.214, a participating jurisdiction may request and HUD may permit, pursuant to a written memorandum of agreement, a participating jurisdiction to invest additional HOME funds in the existing HOME-assisted rental project. The total HOME funding for the project (original investment plus additional investment) must not exceed the per-unit subsidy limit in §92.250(a). The use of HOME funds may include, but is not limited to, rehabilitation of the HOME units and recapitalization of project reserves for the HOME units (to fund capital costs). If additional HOME funds are invested, HUD may require the period of affordability to be extended, based on such considerations as the amount of additional HOME funds or additional units.

(c) HUD Headquarters may, through written approval, permit the participating jurisdiction to reduce the number of HOME-assisted units, if the project contains more than the minimum number of units required to be designated as HOME-assisted under §92.205(d). In determining whether to permit a reduction in the number of HOME-assisted units, HUD will take into account the required period of affordability and the amount of HOME assistance provided to the project.

[78 FR 44669, July 24, 2013]

§92.212 Pre-award costs.

(a) *General.* Before the effective date of the HOME Investment Partnership Agreement, the participating jurisdiction may incur costs which may be charged to the HOME allocation after the award of

the HOME allocation, provided the costs are in compliance with the requirements of this part (including environmental review requirements) and with the statutory and regulatory requirements in effect at the time the costs are charged to the HOME allocation.

(b) *Administrative and planning costs.* Eligible administrative and planning costs may be incurred as of the beginning of the participating jurisdiction's consolidated program year (see 24 CFR 91.10) or the date the consolidated plan describing the HOME allocation to which the costs will be charged is received by HUD, whichever is later.

(c) *Project costs.* Eligible project costs may be incurred during the current program year in an amount not to exceed 25% of the current HOME allocation amount, to be charged to the following year's HOME allocation. Before incurring the pre-award costs, the participating jurisdiction must comply with its citizen participation plan requirements addressing 24 CFR 91.105(b)(2), (4), (5) and (g) (local governments) or 24 CFR 91.115(b)(2), (4), (5) and (f) (States). In lieu of a full action plan, the participating jurisdiction may develop a mini-action plan which describes the proposed pre-award projects and costs in accordance with 24 CFR 91.220(c) and includes, if applicable, 24 CFR 91.220(g)(2) (local governments) or 24 CFR 91.320(c) and, if applicable, 24 CFR 91.320(g)(2) (States). The mini-action plan must state that HOME funding for the project(s) is subject to the future availability of HOME funds. The subsequent action plan (i.e., action plan for the HOME allocation to which the costs will be charged) must also include the use of HOME funds contained in the mini-action plan.

(d) *Subrecipient or State recipient costs.* The participating jurisdiction may authorize its subrecipient or State recipient to incur pre-award costs in accordance with the requirements of this section. The authorization must be in writing.

(e) *Other pre-agreement costs.* Pre-agreement costs in excess of the amount set forth in paragraph (c) of this section must be approved, in writing, by the HUD Field Office before the costs are incurred.

§92.213 HOME Funds and Public Housing.

(a) *General rule.* HOME funds may not be used for public housing units. HOME-assisted housing units may not receive Operating Fund or Capital Fund assistance under section 9 of the 1937 Act during the HOME period of affordability.

(b) *Exception.* HOME funds may be used for the development of public housing units, if the units are developed under section 24 of the 1937 Act (HOPE VI) and no Capital Fund assistance under section 9(d) of the Act is used for the development of the unit. Units developed with both HOME and HOPE VI may receive operating assistance under section 9 of the 1937 Act. Units developed with HOME and HOPE VI funds under this paragraph may subsequently receive Capital Funds for rehabilitation or modernization.

(c) *Using HOME funds in public housing projects.* Consistent with §92.205(d), HOME funds may be used for affordable housing units in a project that also contains public housing units, provided that the HOME funds are not used for the public housing units (except as provided in paragraph (b) of this section) and HOME funds are used only for eligible costs in accordance with this part.

(d) The HOME funds must be used in accordance with the requirements of this part and the project must meet the requirements of this part, including rent requirements in §92.252.

[78 FR 44669, July 24, 2013]

§92.214 Prohibited activities and fees.

(a) HOME funds may not be used to:

(1) Provide project reserve accounts, except as provided in §92.206(d)(5), or operating subsidies;

(2) Provide tenant-based rental assistance for the special purposes of the existing section 8 program, in accordance with section 212(d) of the Act;

(3) Provide non-federal matching contributions required under any other Federal program;

(4) Provide assistance for uses authorized under section 9 of the 1937 Act (Public Housing Capital and Operating Funds);

(5) Provide assistance to eligible low-income housing under 24 CFR part 248 (Prepayment of Low Income Housing Mortgages), except that assistance may be provided to priority purchasers as defined in 24 CFR 248.101;

(6) Provide assistance (other than tenant-based rental assistance, assistance to a homebuyer to acquire housing previously assisted with HOME funds, or assistance to preserve affordability of homeownership housing in accordance with §92.254(a)(9)) to a project previously assisted with HOME funds during the period of affordability established by the particular jurisdiction in the written agreement under §92.504. However, additional HOME funds may be committed to a project for up to one year after project completion (see §92.502), but the amount of HOME funds in the project may not exceed the maximum per-unit subsidy amount established under §92.250.

(7) Pay for the acquisition of property owned by the participating jurisdiction, except for property acquired by the participating jurisdiction with HOME funds, or property acquired in anticipation of carrying out a HOME project; or

(8) Pay delinquent taxes, fees or charges on properties to be assisted with HOME funds.

(9) Pay for any cost that is not eligible under §§92.206 through 92.209.

(b)(1) Participating jurisdictions may not charge (and must prohibit State recipients, subrecipients, and community housing development organizations from charging) servicing, origination, or other fees for the purpose of covering costs of administering the HOME program (e.g., fees on low-income families for construction management or for inspections for compliance with property standards) (see §92.206(d)(6) and §92.207), except that:

(i) Participating jurisdictions and State recipients may charge owners of rental projects reasonable annual fees for compliance monitoring during the period of affordability. The fees must be based upon the average actual cost of performing the monitoring of HOME-assisted rental projects. The basis for determining the amount of for the fee amount must be documented and the fee must be included in the costs of the project as part of the project underwriting;

(ii) Participating jurisdictions, subrecipients and State recipients may charge nominal application fees (although these fees are not an eligible HOME cost) to project owners to discourage frivolous applications. The amount of application fees must be appropriate to the type of application and may not create an undue impediment to a low-income family's, subrecipient's, State recipient's, or other entity's participation in the participating jurisdiction's program; and

(iii) Participating jurisdictions, subrecipients and State recipients may charge homebuyers a fee for housing counseling.

(2) All fees charged under paragraph (b)(1) of this section are applicable credits under 2 CFR part 225 (OMB Circular A-87, entitled "Cost Principles for State, Local, and Indian Tribal Governments").

(3) The participating jurisdiction must prohibit project owners from charging fees that are not customarily charged in rental housing (e.g., laundry room access fees), except that rental project owners may charge:

(i) Reasonable application fees to prospective tenants;

(ii) Parking fees to tenants only if such fees are customary for rental housing projects in the neighborhood; and

(iii) Fees for services such as bus transportation or meals, as long as the services are voluntary and fees are charged for services provided.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28929, May 28, 1997; 67 FR 61756, Oct. 1, 2002; 72 FR 16685, Apr. 4, 2007; 78 FR 44669, July 24, 2013]

§92.215 Limitation on jurisdictions under court order.

Limitations on the use of HOME funds in connection with litigation involving discrimination or fair housing are set forth in section 224 of the Act.

INCOME TARGETING

§92.216 Income targeting: Tenant-based rental assistance and rental units.

Each participating jurisdiction must invest HOME funds made available during a fiscal year so that, with respect to tenant-based rental assistance and rental units:

(a) Not less than 90 percent of:

(1) The families receiving such rental assistance are families whose annual incomes do not exceed 60 percent of the median family income for the area, as determined and made available by HUD with adjustments for smaller and larger families (except that HUD may establish income ceilings higher or lower than 60 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction cost or fair market rent, or unusually high or low family income) at the time of occupancy or at the time funds are invested, whichever is later; or

(2) The dwelling units assisted with such funds are occupied by families having such incomes; and

(b) The remainder of:

(1) The families receiving such rental assistance are households that qualify as low-income families (other than families described in paragraph (a)(1) of this section) at the time of occupancy or at the time funds are invested, whichever is later; or

(2) The dwelling units assisted with such funds are occupied by such households.

§92.217 Income targeting: Homeownership.

Each participating jurisdiction must invest HOME funds made available during a fiscal year so that with respect to homeownership assistance, 100 percent of these funds are invested in dwelling units that are occupied by households that qualify as low-income families.

[67 FR 61756, Oct. 1, 2002]

MATCHING CONTRIBUTION REQUIREMENT

§92.218 Amount of matching contribution.

(a) *General.* Each participating jurisdiction must make contributions to housing that qualifies as affordable housing under the HOME program, throughout a fiscal year. The contributions must total not less than 25 percent of the funds drawn from the jurisdiction's HOME Investment Trust Fund Treasury account in that fiscal year, excluding funds drawn for purposes identified in paragraph (c) of this section.

(b) *Shortfall amount from State or local resources.* Amounts made available under §92.102(b)(2) from the resources of a State (other than a transfer of the State's formula allocation), the local participating jurisdiction, or both, to enable the local participating jurisdiction to meet the participation threshold amount are not required to be matched and do not constitute matching contributions.

(c) *HOME funds not required to be matched.* HOME funds used for administrative and planning costs (pursuant to §92.207); community housing development organization operating expenses (pursuant to §92.208); capacity building (pursuant to §92.300(b)) of community housing development organizations; and project specific assistance to community housing development organizations (pursuant to §92.301) when the participating jurisdiction waives repayment under the provisions of §92.301(a)(3) or §92.301(b)(3) are not required to be matched.

(d) *Match contribution for other programs.* Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching contribution requirement for the HOME program.

§92.219 Recognition of matching contribution.

(a) *Match contribution to HOME-assisted housing.* A contribution is recognized as a matching contribution if it is made with respect to:

(1) A tenant who is assisted with HOME funds;

(2) A HOME-assisted unit;

(3) The portion of a project that is not HOME-assisted provided that at least 50 percent of the housing units in the project are HOME-assisted. If the match contribution to the portion of the project that is not HOME-assisted meets the affordable housing requirements of §92.219(b)(2), the percentage requirement for HOME-assisted units does not apply; or

(4) The commercial space in a mixed-use project in which at least 51 percent of the floor space is residential provided that at least 50 percent of the dwelling units are HOME-assisted.

(b) *Match contribution to affordable housing that is not HOME-assisted.* The following requirements apply for recognition of matching contributions made to affordable housing that is not HOME-assisted:

(1) For tenant-based rental assistance that is not HOME-assisted:

(i) The contribution must be made with respect to a tenant who is assisted with tenant-based rental assistance that meets the requirements of §92.203 (Income determinations) and paragraphs (a), (c), (f), and (i) of §92.209 (Tenant-based rental assistance); and

(ii) The participating jurisdiction must demonstrate in writing that such assistance meets the provisions of §§92.203 and 92.209 (except §92.209(e)).

(2) For affordable housing that is not HOME-assisted:

(i) The contribution must be made with respect to housing that qualifies as affordable housing under §92.252 or §92.254.

(ii) The participating jurisdiction or its instrumentality must execute, with the owner of the housing (or, if the participating jurisdiction is the owner, with the manager or developer), a written agreement that imposes and enumerates all of the affordability requirements from §92.252 and §92.253(a) and (b) (Tenant protections), or §92.254, whichever are applicable; the property standards requirements of §92.251; and income determinations made in accordance with §92.203. This written agreement must be executed before any match contributions may be made.

(iii) A participating jurisdiction must establish a procedure to monitor HOME match-eligible housing to ensure continued compliance with the requirements of §§92.203 (Income determinations), 92.252 (Qualification as affordable housing: Rental housing), 92.253(a) and (b) (Tenant protections) and 92.254 (Qualification as affordable housing: Homeownership). No other HOME requirements apply.

(iv) The match may be in any eligible form of match except those in §92.220(a)(2) (forbearance of fees), (a)(4) (on-site and off-site infrastructure), (a)(10) (direct cost of supportive services) and (a)(11) (direct costs of homebuyer counseling services).

(v) Match contributions to mixed-use or mixed-income projects that contain affordable housing units will be recognized only if the contribution is made to the project's affordable housing units.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28929, May 28, 1997]

§92.220 Form of matching contribution.

(a) *Eligible forms.* Matching contributions must be made from nonfederal resources and may be in the form of one or more of the following:

(1) *Cash contributions from nonfederal sources.* To be recognized as a cash contribution, funds must be contributed permanently to the HOME program (or to affordable housing not assisted with HOME funds), regardless of the form of investment provided to the project. Therefore, to receive match credit for the full amount of a loan to a HOME project, all repayment, interest, or other return on investment of the contribution must be deposited in the local account of the participating jurisdiction's HOME Investment Trust Fund to be used for eligible HOME activities in accordance with the requirements of this part. A cash contribution to affordable housing that is not assisted with HOME funds must be contributed permanently to the project. Repayments of matching contributions in affordable housing projects, as defined in §92.219(b), that are not HOME-assisted, must be made to the local account of the participating jurisdiction's HOME Investment Trust Fund to get match credit for the full loan amount.

(i) A cash contribution may be made by the participating jurisdiction, non-Federal public entities, private entities, or individuals, except as prohibited under paragraph (b)(4) of this section. A cash

contribution made to a nonprofit organization for use in a HOME project may be counted as a matching contribution.

(ii) A cash contribution may be made from program income (as defined by 24 CFR 85.25(b)) from a Federal grant earned after the end of the award period if no Federal requirements govern the disposition of the program income. Included in this category are repayments from closed out grants under the Urban Development Action Grant Program (24 CFR part 570, subpart G) and the Housing Development Grant Program (24 CFR part 850), and from the Rental Rehabilitation Grant Program (24 CFR part 511) after all fiscal year Rental Rehabilitation grants have been closed out.

(iii) The grant equivalent of a below-market interest rate loan to the project that is not repayable to the participating jurisdiction's HOME Investment Trust Fund may be counted as a cash contribution, as follows:

(A) If the loan is made from funds borrowed by a jurisdiction or public agency or corporation the contribution is the present discounted cash value of the difference between the payments to be made on the borrowed funds and payments to be received from the loan to the project based on a discount rate equal to the interest rate on the borrowed funds.

(B) If the loan is made from funds other than funds borrowed by a jurisdiction or public agency or corporation, the contribution is the present discounted cash value of the yield foregone. In determining the yield foregone, the participating jurisdiction must use as a measure of a market rate yield one of the following, as appropriate:

(*1*) With respect to one- to four-unit housing financed with a fixed interest rate mortgage, a rate equal to the 10-year Treasury note rate plus 200 basis points;

(*2*) With respect to one- to four-unit housing financed with an adjustable interest rate mortgage, a rate equal to the one-year Treasury bill rate plus 250 basis points;

(*3*) With respect to a multifamily project, a rate equal to the 10-year Treasury note rate plus 300 basis points; or

(*4*) With respect to housing receiving financing for rehabilitation, a rate equal to the 10-year Treasury note rate plus 400 basis points.

(iv) Proceeds of bonds that are not repaid with revenue from an affordable housing project (e.g., general obligation bonds) and that are loaned to a HOME-assisted or other qualified affordable housing project constitute a cash contribution under this paragraph.

(v) A cash contribution may be counted as a matching contribution only if it is used for costs eligible under §§92.206 or 92.209, or for the following (which are not HOME eligible costs): the cost of removing and relocating an ECHO housing unit during the period of affordability in accordance with §92.258(d)(3)(ii), payments to a project reserve account beyond payments permitted by §92.206(d)(5), operating subsidies, or costs relating to the portion of a mixed-income or mixed-use HOME-assisted project not related to the affordable housing units.

(2) *Forbearance of fees*—(i) *State and local taxes, charges or fees.* The value (based on customary and reasonable means for establishing value) of State or local taxes, fees, or other charges that are normally and customarily imposed or charged by a State or local government on all transactions or projects in the conduct of its operations, which are waived, foregone, or deferred (including State low-income housing tax credits) in a manner that achieves affordability of HOME-assisted projects, may be counted as match. The amount of any real estate taxes may be based on post-improvement property

value. For taxes, fees, or charges that are forgiven for future years, the value is the present discounted cash value, based on a rate equal to the rate for the Treasury security with a maturity closest to the number of years for which the taxes, fees, or charges are waived, foregone, or deferred.

(ii) *Other charges or fees.* The value of fees or charges associated with the transfer or development of real estate that are normally and customarily imposed or charged by public or private entities, which are waived or foregone, in whole or in part, in a manner that achieves affordability of HOME-assisted projects, may be counted as match. Fees and charges under this paragraph do not include fees or charges for legal or other professional services; professional services which are donated, in whole or in part, are an eligible matching contribution in accordance with paragraph (a)(7) of this section.

(iii) Fees or charges that are associated with the HOME Program only (rather than normally and customarily imposed or charged on all transactions or projects) are not eligible forms of matching contributions.

(3) *Donated Real Property.* The value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of donated land or other real property may be counted as match. The donation may be made by the participating jurisdiction, non-Federal public entities, private entities, or individuals, except as prohibited under paragraph (b)(4) of this section.

(i) Donated property not acquired with Federal resources is a contribution in the amount of 100% of the value.

(ii) Donated property acquired with Federal assistance may provide a partial contribution as follows. The property must be acquired with Federal assistance specifically for a HOME project (or for affordable housing that will be counted as match pursuant to §92.219(b)(2)). The property must be acquired with the Federal assistance at demonstrably below the appraised value and must be acknowledged by the seller as a donation to affordable housing at the time of the acquisition with the Federal assistance. The amount of the contribution is the difference between the acquisition price and the appraised value at the time of acquisition with the Federal assistance. If the property is acquired with the Federal assistance by someone other than the HOME project (or affordable housing) owner, to continue to qualify as a contribution, the property must be given to the HOME project (or affordable housing) owner at a price that does not exceed the amount of the Federal assistance used to acquire the property.

(iii) Property must be appraised in conformance with established and generally recognized appraisal practice and procedures in common use by professional appraisers. Opinions of value must be based on the best available data properly analyzed and interpreted. The appraisal of land and structures must be performed by an independent, certified appraiser.

(4) The cost, not paid with Federal resources, of on-site and off-site infrastructure that the participating jurisdiction documents are directly required for HOME-assisted projects. The infrastructure must have been completed no earlier than 12 months before HOME funds are committed to the project.

(5) Proceeds from multifamily and single family affordable housing project bond financing validly issued by a State or local government, or an agency or instrumentality of a State or local government or a political subdivision of a State and repayable with revenues from the affordable housing project financed as follows:

(i) Fifty percent of the loan amount made from bond proceeds to a multifamily affordable housing project owner may qualify as match.

(ii) Twenty-five percent of the loan amount from bond proceeds made to a single-family affordable housing project owner may qualify as match.

(iii) Loans made from bond proceeds may not constitute more than 25 percent of a participating jurisdiction's total annual match contribution.

(6) The reasonable value of donated site-preparation and construction materials, not acquired with Federal resources. The value of site-preparation and construction materials is to be determined in accordance with the participating jurisdiction's cost estimate procedures.

(7) The reasonable rental value of the donated use of site preparation or construction equipment.

(8) The value of donated or voluntary labor or professional services (see §92.354(b)) in connection with the provision of affordable housing. A single rate established by HUD shall be applicable for determining the value of unskilled labor. The value of skilled labor or professional services shall be determined by the rate that the individual or entity performing the labor or service normally charges.

(9) The value of sweat equity (see §92.354(c)) provided to a homeownership project, under an established component of a participating jurisdiction's program, up until the time of project completion (i.e., submission of a project completion form). Such labor shall be valued at the rate established for unskilled labor at paragraph (a)(8) of this section.

(10) The direct cost of supportive services provided to families residing in HOME-assisted units during the period of affordability or receiving HOME tenant-based rental assistance during the term of the tenant-based rental assistance contract. The supportive services must be necessary to facilitate independent living or be required as part of a self-sufficiency program. Examples of supportive services include: case management, mental health services, assistance with the tasks of daily living, substance abuse treatment and counseling, day care, and job training and counseling.

(11) The direct cost of homebuyer counseling services provided to families that acquire properties with HOME funds under the provisions of §92.254(a), including ongoing counseling services provided during the period of affordability. These services may be provided as part of a homebuyer counseling program that is not specific to the HOME Program, but only the cost of services to families that complete purchases with HOME assistance may be counted as match.

(b) *Ineligible forms.* The following are examples that do not meet the requirements of paragraph (a) of this section and do not count toward meeting a participating jurisdiction's matching contribution requirement:

(1) Contributions made with or derived from Federal resources or funds, regardless of when the Federal resources or funds were received or expended. CDBG funds (defined in 24 CFR 570.3) are Federal funds for this purpose;

(2) The interest rate subsidy attributable to the Federal tax-exemption on financing or the value attributable to Federal tax credits;

(3) Owner equity or investment in a project; and

(4) Cash or other forms of contributions from applicants for or recipients of HOME assistance or contracts, or investors who own, are working on, or are proposing to apply for assistance for a HOME-assisted project. The prohibition in this paragraph (b)(4) does not apply to contractors (who do not own any HOME project) contributing professional services in accordance with paragraph (a)(8) of this section or to persons contributing sweat equity in accordance with paragraph (a)(9) of this section.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28929, May 28, 1997; 62 FR 44840, Aug. 22, 1997]

§92.221 Match credit.

(a) *When credit is given.* Contributions are credited on a fiscal year basis at the time the contribution is made, as follows:

(1) A cash contribution is credited when the funds are expended.

(2) The grant equivalent of a below-market interest rate loan is credited at the time of the loan closing.

(3) The value of state or local taxes, fees, or other charges that are normally and customarily imposed but are waived, foregone, or deferred is credited at the time the state or local government or other public or private entity officially waives, forgoes, or defers the taxes, fees, or other charges and notifies the project owner.

(4) The value of donated land or other real property is credited at the time ownership of the property is transferred to the HOME project (or affordable housing) owner.

(5) The cost of investment in infrastructure directly required for HOME-assisted projects is credited at the time funds are expended for the infrastructure or at the time the HOME funds are committed to the project if the infrastructure was completed before the commitment of HOME funds.

(6) The value of donated material is credited as match at the time it is used for affordable housing.

(7) The value of the donate use of site preparation or construction equipment is credited as match at the time the equipment is used for affordable housing.

(8) The value of donated or voluntary labor or professional services is credited at the time the work is performed.

(9) A loan made from bond proceeds under §92.220(a)(5) is credited at the time of the loan closing.

(10) The direct cost of social services provided to residents of HOME-assisted units is credited at the time that the social services are provided during the period of affordability.

(11) The direct cost of homebuyer counseling services provided to families that purchase HOME-assisted units is credited at the time that the homebuyer purchases the unit or for post-purchase counseling services, at the time the counseling services are provided.

(b) *Excess match.* Contributions made in a fiscal year that exceed the participating jurisdiction's match liability for the fiscal year in which they were made may be carried over and applied to future fiscal years' match liability. Loans made from bond proceeds in excess of 25 percent of a participating jurisdiction's total annual match contribution may be carried over to subsequent fiscal years as excess match, subject to the annual 25 percent limitation.

(c) Credit for match contributions shall be assigned as follows:

(1) For HOME-assisted projects involving more than one participating jurisdiction, the participating jurisdiction that makes the match contribution may decide to retain the match credit or permit the other participating jurisdiction to claim the credit.

(2) For HOME match contributions to affordable housing that is not HOME-assisted (match pursuant to §92.219(b)) involving more than one participating jurisdiction, the participating jurisdiction that makes the match contribution receives the match credit.

(3) A State that provides non-Federal funds to a local participating jurisdiction to be used for a contribution to affordable housing, whether or not HOME-assisted, may take the match credit for itself or may permit the local participating jurisdiction to receive the match credit.

(d) Match credit for the development of affordable homeownership housing for sale to homebuyers. Contributions to the development of homeownership housing may be credited as a match only to the extent that the sales price of the housing is reduced by the amount of the contribution or, if the development costs exceed the fair market value of the housing, the contribution may be credited to the extent that the contributions enable the housing to be sold for less than the cost of development.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44670, July 24, 2013]

§92.222 Reduction of matching contribution requirement.

(a) *Reduction for fiscal distress.* HUD will determine match reductions annually.

(1) *Distress criteria for local government participating jurisdictions.* If a local government participating jurisdiction satisfies both of the distress factors in paragraphs (a)(1)(i) and (ii) of this section, it is in severe fiscal distress and its match requirement will be reduced by 100% for the period specified in paragraph (a)(3) of this section. If a local government participating jurisdiction satisfies either distress factor in paragraphs (a)(1)(i) or (ii) of this section, it is in fiscal distress and its match requirement will be reduced by 50 percent, for the period specified in paragraph (a)(4) of this section.

(i) *Poverty rate.* The average poverty rate in the participating jurisdiction was equal to or greater than 125 percent of the average national poverty rate during the calendar year for which the most recent data are available, as determined according to information of the Bureau of the Census.

(ii) *Per capita income.* The average per capita income in the participating jurisdiction was less than 75 percent of the average national per capita income, during the calendar year for which the most recent data are available, as determined according to information from the Bureau of the Census.

(2) *Distress criteria for participating jurisdictions that are States.* If a State satisfies at least 2 of the 3 distress factors in paragraphs (a)(2)(i) through (iii) of this section, it is in severe fiscal distress and its match requirement will be reduced by 100% for the period specified in paragraph (a)(3) of this section. If a State satisfies any 1 of the 3 distress factors in paragraphs (a)(2)(i) through (iii) of this section, it is in fiscal distress and its match requirement will be reduced by 50 percent, for the period specified in paragraph (a)(4) of this section.

(i) *Poverty rate.* The average poverty rate in the State was equal to or greater than 125 percent of the average national poverty rate during the calendar year for which the most recent data are available, as determined according to information from the Bureau of the Census.

(ii) *Per capita income.* The average per capita income in the State was less than 75 percent of the average national per capita income, during the calendar year for which the most recent data are available, as determined according to information from the Bureau of the Census.

(iii) *Personal income growth.* The average personal income growth rate in the State over the most recent four quarters for which the data are available was less than 75 percent of the average national

personal income growth rate during that period, as determined according to information from the Bureau of Economic Analysis.

(3) *Period of match reduction for severe fiscal distress.* A 100% match reduction is effective for the fiscal year in which the severe fiscal distress determination is made and for the following fiscal year.

(4) *Period of match reduction for fiscal distress.* A 50% match reduction is effective for the fiscal year in which the fiscal distress determination is made and for the following fiscal year, except that if a severe fiscal distress determination is published in that following fiscal year, the participating jurisdiction starts a new two-year match reduction period in accordance with the provisions of paragraph (a)(3) of this section.

(b) Reduction of match for participating jurisdictions in disaster areas. If a participating jurisdiction is located in an area in which a declaration of major disaster is made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5206), the participating jurisdiction may request a reduction of its matching requirement.

(1) In determining whether to grant the request and the amount and duration of the reduction, if any, HUD must consider the fiscal impact of the disaster on the participating jurisdiction.

(i) For a local participating jurisdiction, the HUD Field office may reduce the matching requirement specified in §92.218 by up to 100 percent for the fiscal year in which the declaration of major disaster is made and the following fiscal year.

(ii) For a State participating jurisdiction, the HUD Field office may reduce the matching requirement specified in §92.218, by up to 100 percent for the fiscal year in which the declaration of major disaster is made and the following fiscal year with respect to any HOME funds expended in an area to which the declaration of a major disaster applies.

(2) At its discretion and upon request of the participating jurisdiction, the HUD Field Office may extend the reduction for an additional year.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44670, July 24, 2013]

Subpart F—Project Requirements

§92.250 Maximum per-unit subsidy amount, underwriting, and subsidy layering.

(a) *Maximum per-unit subsidy amount.* The total amount of HOME funds and ADDI funds that a participating jurisdiction may invest on a per-unit basis in affordable housing may not exceed the per-unit dollar limitations established under section 221(d)(3)(ii) of the National Housing Act (12 U.S.C.17151(d)(3)(ii)) for elevator- type projects that apply to the area in which the housing is located. HUD will allow the per-unit subsidy amount to be increased on a program-wide basis to an amount, up to 240 percent of the original per unit limits, to the extent that the costs of multifamily housing construction exceed the section 221(d)(3)(ii) limit.

(b) *Underwriting and subsidy layering.* Before committing funds to a project, the participating jurisdiction must evaluate the project in accordance with guidelines that it has adopted for determining a reasonable level of profit or return on owner's or developer's investment in a project and must not invest any more HOME funds, alone or in combination with other governmental assistance, than is necessary to provide quality affordable housing that is financially viable for a reasonable period (at minimum, the period of affordability in §92.252 or §92.254) and that will not provide a profit or return on the owner's or developer's investment that exceeds the participating jurisdiction's established standards for the size,

type, and complexity of the project. The participating jurisdiction's guidelines must require the participating jurisdiction to undertake:

(1) An examination of the sources and uses of funds for the project and a determination that the costs are reasonable; and

(2) An assessment, at minimum, of the current market demand in the neighborhood in which the project will be located, the experience of the developer, the financial capacity of the developer, and firm written financial commitments for the project.

(3) For projects involving rehabilitation of owner-occupied housing pursuant to §92.254(b):

(i) An underwriting analysis is required only if the HOME-funded rehabilitation loan is an amortizing loan; and

(ii) A market analysis or evaluation of developer capacity is not required.

(4) For projects involving HOME-funded downpayment assistance pursuant to §92.254(a) and which do not include HOME-funded development activity, a market analysis or evaluation of developer capacity is not required.

[78 FR 44670, July 24, 2013]

§92.251 Property standards.

(a) *New construction projects.* (1) *State and local codes, ordinances, and zoning requirements.* Housing that is newly constructed with HOME funds must meet all applicable State and local codes, ordinances, and zoning requirements. HOME-assisted new construction projects must meet State or local residential and building codes, as applicable or, in the absence of a State or local building code, the International Residential Code or International Building Code (as applicable to the type of housing) of the International Code Council. The housing must meet the applicable requirements upon project completion.

(2) *HUD requirements.* All new construction projects must also meet the requirements described in paragraphs (a)(2)(i) through (v) of this section:

(i) *Accessibility.* The housing must meet the accessibility requirements of 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. Covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619).

(ii) [Reserved]

(iii) *Disaster mitigation.* Where relevant, the housing must be constructed to mitigate the impact of potential disasters (e.g., earthquakes, hurricanes, flooding, and wildfires), in accordance with State and local codes, ordinances, or other State and local requirements, or such other requirements as HUD may establish.

(iv) *Written cost estimates, construction contracts and construction documents.* The participating jurisdiction must ensure the construction contract(s) and construction documents describe the work to be undertaken in adequate detail so that inspections can be conducted. The participating jurisdiction must review and approve written cost estimates for construction and determining that costs are reasonable.

(v) *Construction progress inspections.* The participating jurisdiction must conduct progress and final inspections of construction to ensure that work is done in accordance with the applicable codes, the construction contract, and construction documents.

(b) *Rehabilitation projects.* All rehabilitation that is performed using HOME funds must meet the requirements of this paragraph (b).

(1) *Rehabilitation standards.* The participating jurisdiction must establish rehabilitation standards for all HOME- assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The participating jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The rehabilitation standards must address each of the following:

(i) *Health and safety.* The participating jurisdiction's standards must identify life-threatening deficiencies that must be addressed immediately if the housing is occupied.

(ii) *Major systems.* Major systems are: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning. For rental housing, the participating jurisdiction's standards must require the participating jurisdiction to estimate (based on age and condition) the remaining useful life of these systems, upon project completion of each major systems. For multifamily housing projects of 26 units or more, the participating jurisdiction's standards must require the participating jurisdiction to determine the useful life of major systems through a capital needs assessment of the project. For rental housing, if the remaining useful life of one or more major system is less than the applicable period of affordability, the participating jurisdiction's standards must require the participating jurisdiction to ensure that a replacement reserve is established and monthly payments are made to the reserve that are adequate to repair or replace the systems as needed. For homeownership housing, the participating jurisdiction's standards must require, upon project completion, each of the major systems to have a remaining useful life for a minimum of 5 years or for such longer period specified by the participating jurisdiction, or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

(iii) *Lead-based paint.* The participating jurisdiction's standards must require the housing to meet the lead-based paint requirements at 24 CFR part 35.

(iv) *Accessibility.* The participating jurisdiction's standards must require the housing to meet the accessibility requirements in 24 CFR part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) implemented at 28 CFR parts 35 and 36, as applicable. Covered multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implements the Fair Housing Act (42 U.S.C. 3601-3619). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.

(v) [Reserved]

(vi) *Disaster mitigation.* Where relevant, the participating jurisdiction's standards must require the housing to be improved to mitigate the impact of potential disasters (e.g., earthquake, hurricanes, flooding, and wildfires) in accordance with State and local codes, ordinances, and requirements.

(vii) *State and local codes, ordinances, and zoning requirements.* The participating jurisdiction's standards must require the housing to meet all applicable State and local codes, ordinances, and requirements or, in the absence of a State or local building code, the International Existing Building Code of the International Code Council.

(viii) *Uniform Physical Condition Standards.* The standards of the participating jurisdiction must be such that, upon completion, the HOME-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. HUD will establish the minimum deficiencies that must be corrected under the participating jurisdiction's rehabilitation standards based on inspectable items and inspected areas from HUD-prescribed physical inspection procedures (Uniform Physical Conditions Standards) pursuant to 24 CFR 5.705.

(ix) *Capital Needs Assessments.* For multifamily rental housing projects of 26 or more total units, the participating jurisdiction must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a capital needs assessment of the project.

(2) *Construction documents and cost estimates.* The participating jurisdiction must ensure that the work to be undertaken will meet the participating jurisdiction's rehabilitation standards. The construction documents (i.e., written scope of work to be performed) must be in sufficient detail to establish the basis for a uniform inspection of the housing to determine compliance with the participating jurisdiction's standards. The participating jurisdiction must review and approve a written cost estimate for rehabilitation after determining that costs are reasonable.

(3) *Frequency of inspections.* The participating jurisdiction must conduct an initial property inspection to identify the deficiencies that must be addressed. The participating jurisdiction must conduct progress and final inspections to determine that work was done in accordance with work write-ups.

(c) *Acquisition of standard housing.* (1) Existing housing that is acquired with HOME assistance for rental housing, and that was newly constructed or rehabilitated less than 12 months before the date of commitment of HOME funds, must meet the property standards of paragraph (a) or paragraph (b) of this section, as applicable, of this section for new construction and rehabilitation projects. The participating jurisdiction must document this compliance based upon a review of approved building plans and Certificates of Occupancy, and an inspection that is conducted no earlier than 90 days before the commitment of HOME assistance.

(2) All other existing housing that is acquired with HOME assistance for rental housing must meet the rehabilitation property standards requirements of paragraph (b) of this section. The participating jurisdiction must document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME assistance. If the property does not meet these standards, HOME funds cannot be used to acquire the property unless it is rehabilitated to meet the standards of paragraph (b) of this section.

(3) Existing housing that is acquired for homeownership (e.g., downpayment assistance) must be decent, safe, sanitary, and in good repair. The participating jurisdiction must establish standards to determine that the housing is decent, safe, sanitary, and in good repair. At minimum, the standards must provide that the housing meets all applicable State and local housing quality standards and code requirements and the housing does not contain the specific deficiencies proscribed by HUD based on the applicable inspectable items and inspected areas in HUD-prescribed physical inspection procedures (Uniform Physical Condition Standards) issued pursuant to 24 CFR 5.705. The participating jurisdiction must inspect the housing and document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME assistance. If the housing does not meet these standards, the housing must be rehabilitated to meet the standards of this paragraph (c)(3) or it cannot be acquired with HOME funds.

(d) *Occupied housing by tenants receiving HOME tenant-based rental assistance.* All housing occupied by tenants receiving HOME tenant-based rental assistance must meet the standards in 24 CFR 982.401, or the successor requirements as established by HUD.

(e) *Manufactured housing.* Construction of all manufactured housing including manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must meet the Manufactured Home Construction and Safety Standards codified at 24 CFR part 3280. These standards preempt State and local codes which are not identical to the federal standards for the new construction of manufactured housing. Participating jurisdictions providing HOME funds to assist manufactured housing units must comply with applicable State and local laws or codes. In the absence of such laws or codes, the installation must comply with the manufacturer's written instructions for installation of manufactured housing units. All new manufactured housing and all manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must be on a permanent foundation that meets the requirements for foundation systems as set forth in 24 CFR 203.43f(c)(i). All new manufactured housing and all manufactured housing that replaces an existing substandard unit under the definition of "reconstruction" must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing unit owner or land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability. In HOME-funded rehabilitation of existing manufactured housing the foundation and anchoring must meet all applicable State and local codes, ordinances, and requirements or in the absence of local or state codes, the Model Manufactured Home Installation Standards at 24 CFR part 3285. Manufactured housing that is rehabilitated using HOME funds must meet the property standards requirements in paragraph (b) of this section, as applicable. The participating jurisdiction must document this compliance in accordance with inspection procedures that the participating jurisdiction has established pursuant to §92.251, as applicable.

(f) *Ongoing property condition standards: Rental housing.* (1) Ongoing property standards. The participating jurisdiction must establish property standards for rental housing (including manufactured housing) that apply throughout the affordability period. The standards must ensure that owners maintain the housing as decent, safe, and sanitary housing in good repair. The participating jurisdiction's description of its property standards must be in sufficient detail to establish the basis for a uniform inspection of HOME rental projects. The participating jurisdiction's ongoing property standards must address each of the following:

(i) *Compliance with State and local codes, ordinances, and requirements.* The participating jurisdiction's standards must require the housing to meet all applicable State and local code requirements and ordinances. In the absence of existing applicable State or local code requirements and ordinances, at a minimum, the participating jurisdiction's ongoing property standards must include all inspectable items and inspectable areas specified by HUD based on the HUD physical inspection procedures (Uniform Physical Condition Standards (UPCS)) prescribed by HUD pursuant to 24 CFR 5.705. The participating jurisdiction's property standards are not required to use any scoring, item weight, or level of criticality used in UPCS.

(ii) *Health and safety.* The participating jurisdiction's standards must require the housing to be free of all health and safety defects. The standards must identify life-threatening deficiencies that the owner must immediately correct and the time frames for addressing these deficiencies.

(iii) *Lead-based paint.* The participating jurisdiction's standards must require the housing to meet the lead-based paint requirements in 24 CFR part 35.

(2) Projects to which HOME funds were committed before January 24, 2015 must meet all applicable State or local housing quality standards or code requirements, and if there are no such standard or code requirements, the housing must meet the housing quality standards in 24 CFR 982.401.

(3) *Inspections.* The participating jurisdiction must undertake ongoing property inspections, in accordance with §92.504(d).

(4) *Corrective and remedial actions.* The participating jurisdiction must have procedures for ensuring that timely corrective and remedial actions are taken by the project owner to address identified deficiencies.

(5) *Inspection procedures.* The participating jurisdiction must establish written inspection procedures inspections. The procedures must include detailed inspection checklists, description of how and by whom inspections will be carried out, and procedures for training and certifying qualified inspectors. The procedures must also describe how frequently the property will be inspected, consistent with this section, §92.209, and §92.504(d).

[78 FR 44670, July 24, 2013]

§92.252 Qualification as affordable housing: Rental housing.

The HOME-assisted units in a rental housing project must be occupied by households that are eligible as low- income families and must meet the requirements of this section to qualify as affordable housing. If the housing is not occupied by eligible tenants within six months following the date of project completion, HUD will require the participating jurisdiction to submit marketing information and, if appropriate, submit a marketing plan. HUD will require the participating jurisdiction to repay HOME funds invested in any housing unit that has not been rented to eligible tenants 18 months after the date of project completion. The affordability requirements also apply to the HOME- assisted non-owner-occupied units in single-family housing purchased with HOME funds in accordance with §92.254. The tenant must have a written lease that complies with §92.253.

(a) *Rent limitation.* HUD provides the following maximum HOME rent limits. The rent limits apply to the rent plus the utilities or the utility allowance. The maximum HOME rents (High HOME Rents) are the lesser of:

(1) The fair market rent for existing housing for comparable units in the area as established by HUD under 24 CFR 888.111; or

(2) A rent that does not exceed 30 percent of the adjusted income of a family whose annual income equals 65 percent of the median income for the area, as determined by HUD, with adjustments for number of bedrooms in the unit. The HOME rent limits provided by HUD will include average occupancy per unit and adjusted income assumptions.

(b) *Additional rent limitations (Low HOME Rents).* The participating jurisdiction may designate (in its written agreement with the project owner) more than the minimum HOME units in a rental housing project, regardless of project size, to have Low HOME Rents that meet the requirements of this paragraph (b). In rental projects with five or more HOME-assisted rental units, at least 20 percent of the HOME-assisted units must be occupied by very low-income families and meet one of the following rent requirements:

(1) The rent does not exceed 30 percent of the annual income of a family whose income equals 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD provides the HOME rent limits which include average occupancy per unit and adjusted income assumptions. However, if the rent determined under this paragraph is higher than the applicable rent under paragraph (a) of this section, then the maximum rent for units under this paragraph is that calculated under paragraph (a) of this section.

(2) The rent does not exceed 30 percent of the family's adjusted income. If the unit receives Federal or State project-based rental subsidy and the very low-income family pays as a contribution toward rent not more than 30 percent of the family's adjusted income, then the maximum rent (i.e., tenant contribution plus project-based rental subsidy) is the rent allowable under the Federal or State project-based rental subsidy program.

(c) *Additional rent limitations for SRO projects.* (1) For SRO units that have both sanitary and food preparation facilities, the maximum HOME rent is based on the zero-bedroom fair market rent. The project must meet the requirements of paragraphs (a) and (b) of this section.

(2) For SRO units that have no sanitary or food preparation facilities or only one of the two, the maximum HOME rent is based on 75 percent of the zero-bedroom fair market rent. The project is not required to have low HOME rents in accordance with paragraph (b)(1) or (2) of this section, but must meet the occupancy requirements of paragraph (b) of this section.

(d) *Initial rent schedule and utility allowances.* (1) The participating jurisdiction must establish maximum monthly allowances for utilities and services (excluding telephone) and update the allowances annually. The participating jurisdiction must use the HUD Utility Schedule Model or otherwise determine the utility allowance for the project based on the type of utilities used at the project.

(2) The participating jurisdiction must review and approve rents proposed by the owner for units, subject to the maximum rent limitations in paragraphs (a) or (b) of this section. For all units subject to the maximum rent limitations in paragraphs (a) or (b) of this section for which the tenant is paying utilities and services, the participating jurisdiction must ensure that the rents do not exceed the maximum rent minus the monthly allowances for utilities and services.

(e) *Periods of affordability.* The HOME-assisted units must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion.

(1) The affordability requirements:

(i) Apply without regard to the term of any loan or mortgage, repayment of the HOME investment, or the transfer of ownership;

(ii) Must be imposed by a deed restriction, a covenant running with the land, an agreement restricting the use of the property, or other mechanisms approved by HUD and must give the participating jurisdiction the right to require specific performance (except that the participating jurisdiction may provide that the affordability restrictions may terminate upon foreclosure or transfer in lieu of foreclosure); and

(iii) Must be recorded in accordance with State recordation laws.

(2) The participating jurisdiction may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure or deed in lieu of foreclosure in order to preserve affordability.

(3) The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the foreclosure, or deed in lieu of foreclosure, or any entity that includes the former owner or those with whom the former owner has or had family or business ties, obtains an ownership interest in the project or property.

(4) The termination of the restrictions on the project does not terminate the participating jurisdiction's repayment obligation under §92.503(b).

Rental housing activity	**Minimum period of affordability in years**
Rehabilitation or acquisition of existing housing per unit amount of HOME funds: Under $15,000	5

$15,000 to $40,000	10
Over $40,000 or rehabilitation involving refinancing	15
New construction or acquisition of newly constructed housing	20

(f) *Subsequent rents during the affordability period.* (1) The maximum HOME rent limits are recalculated on a periodic basis after HUD determines fair market rents and median incomes. HUD then provides the new maximum HOME rent limits to participating jurisdictions. Regardless of changes in fair market rents and in median income over time, the HOME rents for a project are not required to be lower than the HOME rent limits for the project in effect at the time of project commitment.

(2) The participating jurisdiction must provide project owners with information on updated HOME rent limits so that rents may be adjusted (not to exceed the maximum HOME rent limits in paragraph (f)(1) of this section) in accordance with the written agreement between the participating jurisdiction and the owner. Owners must annually provide the participating jurisdiction with information on rents and occupancy of HOME-assisted units to demonstrate compliance with this section. The participating jurisdiction must review rents for compliance and approve or disapprove them every year.

(3) Any increase in rents for HOME-assisted units is subject to the provisions of outstanding leases, and in any event, the owner must provide tenants of those units not less than 30 days prior written notice before implementing any increase in rents.

(g) *Adjustment of HOME rent limits for an existing project.* (1) Changes in fair market rents and in median income over time should be sufficient to maintain the financial viability of a project within the HOME rent limits in this section.

(2) HUD may adjust the HOME rent limits for a project, only if HUD finds that an adjustment is necessary to support the continued financial viability of the project and only by an amount that HUD determines is necessary to maintain continued financial viability of the project. HUD expects that this authority will be used sparingly.

(h) *Tenant income.* The income of each tenant must be determined initially in accordance with §92.203(a)(1)(i). In addition, each year during the period of affordability the project owner must re-examine each tenant's annual income in accordance with one of the options in §92.203 selected by the participating jurisdiction. An owner of a multifamily project with an affordability period of 10 years or more who re-examines tenant's annual income through a statement and certification in accordance with §92.203(a)(1)(ii), must examine the income of each tenant, in accordance with §92.203(a)(1)(i), every sixth year of the affordability period. Otherwise, an owner who accepts the tenant's statement and certification in accordance with §92.203(a)(1)(ii) is not required to examine the income of tenants in multifamily or single-family projects unless there is evidence that the tenant's written statement failed to completely and accurately state information about the family's size or income.

(i) *Over-income tenants.* (1) HOME-assisted units continue to qualify as affordable housing despite a temporary noncompliance caused by increases in the incomes of existing tenants if actions satisfactory to HUD are being taken to ensure that all vacancies are filled in accordance with this section until the noncompliance is corrected.

(2) Tenants who no longer qualify as low-income families must pay as rent the lesser of the amount payable by the tenant under State or local law or 30 percent of the family's adjusted income, except that tenants of HOME-assisted units that have been allocated low-income housing tax credits by a housing credit agency pursuant to section 42 of the Internal Revenue Code of 1986 (26 U.S.C. 42) must pay rent governed by section 42. In addition, in projects in which the Home units are designated as floating pursuant to paragraph (j) of this section, tenants who no longer qualify as low-income are not required to

pay as rent an amount that exceeds the market rent for comparable, unassisted units in the neighborhood.

(j) *Fixed and floating HOME units.* In a project containing HOME-assisted and other units, the participating jurisdiction may designate fixed or floating HOME units. This designation must be made at the time of project commitment in the written agreement between the participating jurisdiction and the owner, and the HOME units must be identified not later than the time of initial unit occupancy. Fixed units remain the same throughout the period of affordability. Floating units are changed to maintain conformity with the requirements of this section during the period of affordability so that the total number of housing units meeting the requirements of this section remains the same, and each substituted unit is comparable in terms of size, features, and number of bedrooms to the originally designated HOME-assisted unit.

(k) *Tenant selection.* The tenants must be selected in accordance with §92.253(d).

(l) *Ongoing responsibilities.* The participating jurisdiction's responsibilities for on-site inspections and financial oversight of rental projects are set forth in §92.504(d).

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28929, May 28, 1997; 62 FR 44840, Aug. 22, 1997; 78 FR 44672, July 24, 2013]

§92.253 Tenant protections and selection.

(a) *Lease.* There must be a written lease between the tenant and the owner of rental housing assisted with HOME funds that is for a period of not less than one year, unless by mutual agreement between the tenant and the owner a shorter period is specified.

(b) *Prohibited lease terms.* The lease may not contain any of the following provisions:

(1) *Agreement to be sued.* Agreement by the tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit brought in connection with the lease;

(2) *Treatment of property.* Agreement by the tenant that the owner may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with State law;

(3) *Excusing owner from responsibility.* Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent;

(4) *Waiver of notice.* Agreement of the tenant that the owner may institute a lawsuit without notice to the tenant;

(5) *Waiver of legal proceedings.* Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties;

(6) *Waiver of a jury trial.* Agreement by the tenant to waive any right to a trial by jury;

(7) *Waiver of right to appeal court decision.* Agreement by the tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease;

(8) *Tenant chargeable with cost of legal actions regardless of outcome.* Agreement by the tenant to pay attorney's fees or other legal costs even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses; and

(9) *Mandatory supportive services.* Agreement by the tenant (other than a tenant in transitional housing) to accept supportive services that are offered.

(c) *Termination of tenancy.* An owner may not terminate the tenancy or refuse to renew the lease of a tenant of rental housing assisted with HOME funds, except for serious or repeated violation of the terms and conditions of the lease; for violation of applicable Federal, State, or local law; for completion of the tenancy period for transitional housing or failure to follow any required transitional housing supportive services plan; or for other good cause. Good cause does not include an increase in the tenant's income or refusal of the tenant to purchase the housing. To terminate or refuse to renew tenancy, the owner must serve written notice upon the tenant specifying the grounds for the action at least 30 days before the termination of tenancy.

(d) *Tenant selection.* An owner of rental housing assisted with HOME funds must comply with the affirmative marketing requirements established by the participating jurisdiction pursuant to §92.351(a). The owner must adopt and follow written tenant selection policies and criteria that:

(1) Limit the housing to very low- income and low-income families;

(2) Are reasonably related to the applicants' ability to perform the obligations of the lease (i.e., to pay the rent, not to damage the housing; not to interfere with the rights and quiet enjoyment of other tenants);

(3) Limit eligibility or give a preference to a particular segment of the population if permitted in its written agreement with the participating jurisdiction (and only if the limitation or preference is described in the participating jurisdiction's consolidated plan).

(i) Any limitation or preference must not violate nondiscrimination requirements in §92.350. A limitation or preference does not violate nondiscrimination requirements if the housing also receives funding from a Federal program that limits eligibility to a particular segment of the population (e.g., the Housing Opportunity for Persons with AIDS program under 24 CFR part 574, the Shelter Plus Care program under 24 CFR part 582, the Supportive Housing program under 24 CFR part 583, supportive housing for the elderly or persons with disabilities under 24 CFR part 891), and the limit or preference is tailored to serve that segment of the population.

(ii) If a project does not receive funding from a Federal program that limits eligibility to a particular segment of the population, the project may have a limitation or preference for persons with disabilities who need services offered at a project only if:

(A) The limitation or preference is limited to the population of families (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing;

(B) Such families will not be able to obtain or maintain themselves in housing without appropriate supportive services; and

(C) Such services cannot be provided in a nonsegregated setting. The families must not be required to accept the services offered at the project. In advertising the project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible persons with disabilities who may benefit from the services provided in the project.

(4) Do not exclude an applicant with a certificate or voucher under the Section 8 Tenant-Based Assistance: Housing Choice Voucher Program (24 CFR part 982) or an applicant participating in a HOME tenant-based rental assistance program because of the status of the prospective tenant as a holder of such certificate, voucher, or comparable HOME tenant-based assistance document.

(5) Provide for the selection of tenants from a written waiting list in the chronological order of their application, insofar as is practicable; and

(6) Give prompt written notification to any rejected applicant of the grounds for any rejection.

[61 FR 48750, Sept. 16, 1996, as amended at 67 FR 61756, Oct. 1, 2002; 78 FR 44674, July 24, 2013]

§92.254 Qualification as affordable housing: Homeownership.

(a) *Acquisition with or without rehabilitation.* Housing that is for acquisition by a family must meet the affordability requirements of this paragraph (a).

(1) The housing must be single family housing.

(2) The housing must be modest housing as follows:

(i) In the case of acquisition of newly constructed housing or standard housing, the housing has a purchase price for the type of single family housing that does not exceed 95 percent of the median purchase price for the area, as described in paragraph (a)(2)(iii) of this section.

(ii) In the case of acquisition with rehabilitation, the housing has an estimated value after rehabilitation that does not exceed 95 percent of the median purchase price for the area, described in paragraph (a)(2)(iii) of this section.

(iii) If a participating jurisdiction intends to use HOME funds for homebuyer assistance or for the rehabilitation of owner-occupied single- family properties, the participating jurisdiction must use the HOME affordable homeownership limits provided by HUD for newly constructed housing and for existing housing. HUD will provide limits for affordable newly constructed housing based on 95 percent of the median purchase price for the area using Federal Housing Administration (FHA) single family mortgage program data for newly constructed housing, with a minimum limit based on 95 percent of the U.S. median purchase price for new construction for nonmetropolitan areas. HUD will provide limits for affordable existing housing based on 95 percent of the median purchase price for the area using Federal FHA single family mortgage program data for existing housing data and other appropriate data that are available nation-wide for sales of existing housing, with a minimum limit based on 95 percent of the state-wide nonmetropolitan area median purchase price using this data. In lieu of the limits provided by HUD, the participating jurisdiction may determine 95 percent of the median area purchase price for single family housing in the jurisdiction annually, as follows. The participating jurisdiction must set forth the price for different types of single family housing for the jurisdiction. The participating jurisdiction may determine separate limits for existing housing and newly constructed housing. For housing located outside of metropolitan areas, a State may aggregate sales data from more than one county, if the counties are contiguous and similarly situated. The following information must be included in the annual action plan of the Consolidated Plan submitted to HUD for review and updated in each action plan.

(A) The 95 percent of median area purchase price must be established in accordance with a market analysis that ensured that a sufficient number of recent housing sales are included in the survey.

(B) Sales must cover the requisite number of months based on volume: For 500 or more sales per month, a one- month reporting period; for 250 through 499 sales per month, a 2-month reporting period;

for less than 250 sales per month, at least a 3-month reporting period. The data must be listed in ascending order of sales price.

(C) The address of the listed properties must include the location within the participating jurisdiction. Lot, square, and subdivision data may be substituted for the street address.

(D) The housing sales data must reflect all, or nearly all, of the one- family house sales in the entire participating jurisdiction.

(E) To determine the median, take the middle sale on the list if an odd number of sales, and if an even number, take the higher of the middle numbers and consider it the median. After identifying the median sales price, the amount should be multiplied by 0.95 to determine the 95 percent of the median area purchase price.

(3) The housing must be acquired by a homebuyer whose family qualifies as a low-income family, and the housing must be the principal residence of the family throughout the period described in paragraph (a)(4) of this section. If there is no ratified sales contract with an eligible homebuyer for the housing within 9 months of the date of completion of construction or rehabilitation, the housing must be rented to an eligible tenant in accordance with §92.252. In determining the income eligibility of the family, the participating jurisdiction must include the income of all persons living in the housing. The homebuyer must receive housing counseling.

(4) *Periods of affordability.* The HOME-assisted housing must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion. The per unit amount of HOME funds and the affordability period that they trigger are described more fully in paragraphs (a)(5)(i) (resale) and (ii) (recapture) of this section.

Homeownership assistance HOME amount per-unit	**Minimum period of affordability in years**
Under $15,000	5
$15,000 to $40,000	10
Over $40,000	15

(5) *Resale and recapture.* The participating jurisdiction must establish the resale or recapture requirements that comply with the standards of this section and set forth the requirements in its consolidated plan. HUD must determine that they are appropriate and must specifically approve them in writing.

(i) *Resale.* Resale requirements must ensure, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as the family's principal residence. The resale requirement must also ensure that the price at resale provides the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure that the housing will remain affordable to a reasonable range of low- income homebuyers. The participating jurisdiction must specifically define "fair return on investment" and "affordability to a reasonable range of low-income homebuyers," and specifically address how it will make the housing affordable to a low-income homebuyer in the event that the resale price necessary to provide fair return is not affordable to the subsequent buyer. The period of affordability is based on the total amount of HOME funds invested in the housing.

(A) Except as provided in paragraph (a)(5)(i)(B) of this section, deed restrictions, covenants running with the land, or other similar mechanisms must be used as the mechanism to impose the resale

requirements. The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. The participating jurisdiction may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

(B) Certain housing may be presumed to meet the resale restrictions (i.e., the housing will be available and affordable to a reasonable range of low-income homebuyers; a low-income homebuyer will occupy the housing as the family's principal residence; and the original owner will be afforded a fair return on investment) during the period of affordability without the imposition of enforcement mechanisms by the participating jurisdiction. The presumption must be based upon a market analysis of the neighborhood in which the housing is located. The market analysis must include an evaluation of the location and characteristics of the housing and residents in the neighborhood (e.g., sale prices, age and amenities of the housing stock, incomes of residents, percentage of owner-occupants) in relation to housing and incomes in the housing market area. An analysis of the current and projected incomes of neighborhood residents for an average period of affordability for homebuyers in the neighborhood must support the conclusion that a reasonable range of low-income families will continue to qualify for mortgage financing. For example, an analysis shows that the housing is modestly priced within the housing market area and that families with incomes of 65% to 80% of area median can afford monthly payments under average FHA terms without other government assistance and housing will remain affordable at least during the next five to seven years compared to other housing in the market area; the size and amenities of the housing are modest and substantial rehabilitation will not significantly increase the market value; the neighborhood has housing that is not currently owned by the occupants, but the participating jurisdiction is encouraging homeownership in the neighborhood by providing homeownership assistance and by making improvements to the streets, sidewalks, and other public facilities and services. If a participating jurisdiction in preparing a neighborhood revitalization strategy under §91.215(e)(2) of its consolidated plan or Empowerment Zone or Enterprise Community application under 24 CFR part 597 has incorporated the type of market data described above, that submission may serve as the required analysis under this section. If the participating jurisdiction continues to provide homeownership assistance for housing in the neighborhood, it must periodically update the market analysis to verify the original presumption of continued affordability.

(ii) *Recapture.* Recapture provisions must ensure that the participating jurisdiction recoups all or a portion of the HOME assistance to the homebuyers, if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. The participating jurisdiction may structure its recapture provisions based on its program design and market conditions. The period of affordability is based upon the total amount of HOME funds subject to recapture described in paragraph (a)(5)(ii)(A)(*5*) of this section. Recapture provisions may permit the subsequent homebuyer to assume the HOME assistance (subject to the HOME requirements for the remainder of the period of affordability) if the subsequent homebuyer is low-income, and no additional HOME assistance is provided.

(A) The following options for recapture requirements are acceptable to HUD. The participating jurisdiction may adopt, modify or develop its own recapture requirements for HUD approval. In establishing its recapture requirements, the participating jurisdiction is subject to the limitation that when the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit, the amount recaptured cannot exceed the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

(*1*) *Recapture entire amount.* The participating jurisdiction may recapture the entire amount of the HOME investment from the homeowner.

(*2*) *Reduction during affordability period.* The participating jurisdiction may reduce the HOME investment amount to be recaptured on a prorata basis for the time the homeowner has owned and occupied the housing measured against the required affordability period.

(3) *Shared net proceeds.* If the net proceeds are not sufficient to recapture the full HOME investment (or a reduced amount as provided for in paragraph (a)(5)(ii)(A)(2) of this section) plus enable the homeowner to recover the amount of the homeowner's downpayment and any capital improvement investment made by the owner since purchase, the participating jurisdiction may share the net proceeds. The net proceeds are the sales price minus loan repayment (other than HOME funds) and closing costs. The net proceeds may be divided proportionally as set forth in the following mathematical formulas:

$$\frac{HOME\,investment}{HOME\,investment + \text{homeowner}\,investment} \times Net\ proceeds = HOME\ amount\ to\ be\ recaptured$$

$$\frac{homeowner\,investment}{HOME\,investment + \text{homeowner}\,investment} \times Net\ proceeds = amount\ to\ \text{homeowner}$$

(4) *Owner investment returned first.* The participating jurisdiction may permit the homebuyer to recover the homebuyer's entire investment (downpayment and capital improvements made by the owner since purchase) before recapturing the HOME investment.

(5) *Amount subject to recapture.* The HOME investment that is subject to recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value of the property (i.e., the development subsidy). The recaptured funds must be used to carry out HOME-eligible activities in accordance with the requirements of this part. If the HOME assistance is only used for the development subsidy and therefore not subject to recapture, the resale option must be used.

(6) *Special considerations for single-family properties with more than one unit.* If the HOME funds are only used to assist a low-income homebuyer to acquire one unit in single-family housing containing more than one unit and the assisted unit will be the principal residence of the homebuyer, the affordability requirements of this section apply only to the assisted unit. If HOME funds are also used to assist the low-income homebuyer to acquire one or more of the rental units in the single-family housing, the affordability requirements of §92.252 apply to assisted rental units, except that the participating jurisdiction may impose resale or recapture restrictions on all assisted units (owner-occupied and rental units) in the single family housing. If resale restrictions are used, the affordability requirements on all assisted units continue for the period of affordability. If recapture restrictions are used, the affordability requirements on the assisted rental units may be terminated, at the discretion of the participating jurisdiction, upon recapture of the HOME investment. (If HOME funds are used to assist only the rental units in such a property then the requirements of §92.252 would apply and the owner-occupied unit would not be subject to the income targeting or affordability provisions of §92.254.)

(7) *Lease-purchase.* HOME funds may be used to assist homebuyers through lease-purchase programs for existing housing and for housing to be constructed. The housing must be purchased by a homebuyer within 36 months of signing the lease'purchase agreement. The homebuyer must qualify as a low-income family at the time the lease-purchase agreement is signed. If HOME funds are used to acquire housing that will be resold to a homebuyer through a lease-purchase program, the HOME affordability requirements for rental housing in §92.252 shall apply if the housing is not transferred to a homebuyer within forty-two months after project completion.

(8) *Contract to purchase.* If HOME funds are used to assist a homebuyer who has entered into a contract to purchase housing to be constructed, the homebuyer must qualify as a low-income family at the time the contract is signed.

(9) *Preserving affordability of housing that was previously assisted with HOME funds.*

(i) To preserve the affordability of HOME-assisted housing a participating jurisdiction may use additional HOME funds for the following costs:

(A) The cost to acquire the housing through a purchase option, right of first refusal, or other preemptive right before foreclosure, or at the foreclosure sale. (The foreclosure costs to acquire housing with a HOME loan in default are eligible. However, HOME funds may not be used to repay a loan made with HOME funds.)

(B) The cost to undertake any necessary rehabilitation for the housing acquired.

(C) The cost of owning/holding the housing pending resale to another homebuyer.

(D) The cost to assist another homebuyer in purchasing the housing.

(ii) When a participating jurisdiction uses HOME funds to preserve the affordability of such housing, the additional investment must be treated as an amendment to the original project. The housing must be sold to a new eligible homebuyer in accordance with the requirements of §92.254(a) within a reasonable period of time.

(iii) The total amount of the original and additional HOME assistance may not exceed the maximum per unit subsidy amount established under §92.250. Alternatively to charging the cost to the HOME program under §92.206, the participating jurisdiction may charge the cost to the HOME program under §92.207 as a reasonable administrative cost of its HOME program, so that the additional HOME funds for the housing are not subject to the maximum per-unit subsidy amount. To the extent administrative funds are used, they may be reimbursed, in whole or in part, when the housing is sold to a new eligible homebuyer.

(b) *Rehabilitation not involving acquisition.* Housing that is currently owned by a family qualifies as affordable housing only if:

(1) The estimated value of the property, after rehabilitation, does not exceed 95 percent of the median purchase price for the area, described in paragraph (a)(2)(iii) of this section; and

(2) The housing is the principal residence of an owner whose family qualifies as a low-income family at the time HOME funds are committed to the housing. In determining the income eligibility of the family, the participating jurisdiction must include the income of all persons living in the housing.

(c) *Ownership interest.* The ownership in the housing assisted under this section must meet the definition of "homeownership" in §92.2, except that housing that is rehabilitated pursuant to paragraph (b) of this section may also include inherited property with multiple owners, life estates, living trusts and beneficiary deeds under the following conditions. The participating jurisdiction has the right to establish the terms of assistance.

(1) *Inherited property.* Inherited property with multiple owners: Housing for which title has been passed to several individuals by inheritance, but not all heirs reside in the housing, sharing ownership with other nonresident heirs. (The occupant of the housing has a divided ownership interest.) The participating jurisdiction may assist the owner-occupant if the occupant is low-income, occupies the housing as his or her principal residence, and pays all the costs associated with ownership and maintenance of the housing (e.g., mortgage, taxes, insurance, utilities).

(2) *Life estate.* The person who has the life estate has the right to live in the housing for the remainder of his or her life and does not pay rent. The participating jurisdiction may assist the person

holding the life estate if the person is low-income and occupies the housing as his or her principal residence.

(3) *Inter vivos trust, also known as a living trust.* A living trust is created during the lifetime of a person. A living trust is created when the owner of property conveys his or her property to a trust for his or her own benefit or for that of a third party (the beneficiaries). The trust holds legal title and the beneficiary holds equitable title. The person may name him or herself as the beneficiary. The trustee is under a fiduciary responsibility to hold and manage the trust assets for the beneficiary. The participating jurisdiction may assist if all beneficiaries of the trust qualify as a low-income family and occupy the property as their principal residence (except that contingent beneficiaries, who receive no benefit from the trust nor have any control over the trust assets until the beneficiary is deceased, need not be low-income). The trust must be valid and enforceable and ensure that each beneficiary has the legal right to occupy the property for the remainder of his or her life.

(4) *Beneficiary deed.* A beneficiary deed conveys an interest in real property, including any debt secured by a lien on real property, to a grantee beneficiary designated by the owner and that expressly states that the deed is effective on the death of the owner. Upon the death of the owner, the grantee beneficiary receives ownership in the property, subject to all conveyances, assignments, contracts, mortgages, deeds of trust, liens, security pledges, and other encumbrances made by the owner or to which the owner was subject during the owner's lifetime. The participating jurisdiction may assist if the owner qualifies as low-income and the owner occupies the property as his or her principal residence.

(d) *New construction without acquisition.* Newly constructed housing that is built on property currently owned by a family which will occupy the housing upon completion, qualifies as affordable housing if it meets the requirements under paragraph (a) of this section.

(e) *Providing homeownership assistance through lenders.* Subject to the requirements of this paragraph (e), the participating jurisdiction may provide homeownership assistance through for-profit or nonprofit lending institutions that provide the first mortgage loan to a low-income family.

(1) The homeownership assistance may be provided only as specified in a written agreement between the participating jurisdiction and the lender. The written agreement must specify the forms and amounts of homeownership assistance that the participating jurisdiction authorizes the lender to provide to families and any conditions that apply to the provision of such homeownership assistance.

(2) Before the lender provides any homeownership assistance to a family, the participating jurisdiction must verify that the family is low-income and must inspect the housing for compliance with the property standards in §92.251.

(3) No fees (e.g., origination fees or points) may be charged to a family for the HOME homeownership assistance provided pursuant to this paragraph (e), and the participating jurisdiction must determine that the fees and other amounts charged to the family by the lender for the first mortgage financing are reasonable. Reasonable administrative costs may be charged to the HOME program as a project cost. If the participating jurisdiction requires lenders to pay a fee to participate in the HOME program, the fee is program income to the HOME program.

(4) If the nonprofit lender is a subrecipient or contractor that is receiving HOME assistance to determine that the family is eligible for homeownership assistance, but the participating jurisdiction or another entity is making the assistance to the homebuyer (e.g., signing the documents for the loan or the grant), the requirements of paragraphs (e)(2) and (3) of this section are applicable.

(f) *Homebuyer program policies.* The participating jurisdiction must have and follow written policies for:

(1) Underwriting standards for homeownership assistance that evaluate housing debt and overall debt of the family, the appropriateness of the amount of assistance, monthly expenses of the family, assets available to acquire the housing, and financial resources to sustain homeownership;

(2) Responsible lending, and

(3) Refinancing loans to which HOME loans are subordinated to ensure that the terms of the new loan are reasonable.

[61 FR 48750, Sept. 16, 1996, as amended at 67 FR 61756, Oct. 1, 2002; 68 FR 10161, Mar. 4, 2003; 69 FR 16766, Mar. 30, 2004; 69 FR 68052, Nov. 22, 2004; 72 FR 16685, Apr. 4, 2007; 78 FR 44674, July 24, 2013]

§92.255 Converting rental units to homeownership units for existing tenants.

(a) The participating jurisdiction may permit the owner of HOME-assisted rental units to convert the rental units to homeownership units by selling, donating, or otherwise conveying the units to the existing tenants to enable the tenants to become homeowners in accordance with the requirements of §92.254. However, refusal by the tenant to purchase the housing does not constitute grounds for eviction or for failure to renew the lease.

(b) If no additional HOME funds are used to enable the tenants to become homeowners, the homeownership units are subject to a minimum period of affordability equal to the remaining affordable period if the units continued as rental units. If additional HOME funds are used to directly assist the tenants to become homeowners, the minimum period of affordability is the affordability period under §92.254(a)(4), based on the amount of direct homeownership assistance provided.

[78 FR 44676, July 24, 2013]

§92.256 [Reserved]

§92.257 Faith-based activities.

(a) *Equal treatment of program participants and program beneficiaries.* (1) *Program participants.* Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in HOME program. Neither the Federal Government nor a State or local government receiving funds under the HOME program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(2) *Beneficiaries.* In providing services supported in whole or in part with federal financial assistance, and in their outreach activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(b) *Separation of explicitly religious activities.* Recipients and subrecipients of HOME program funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(c) *Religious identity.* A faith-based organization that is a recipient or subrecipient of HOME program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a HOME program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

(d) *Alternative provider.* If a program participant or prospective program participant of the HOME program supported by HUD objects to the religious character of an organization that provides services under the program, that organization shall, within a reasonably prompt time after the objection, undertake reasonable efforts to identify and refer the program participant to an alternative provider to which the prospective program participant has no objection. Except for services provided by telephone, the Internet, or similar means, the referral must be to an alternate provider in reasonable geographic proximity to the organization making the referral. In making the referral, the organization shall comply with applicable privacy laws and regulations. Recipients and subrecipients shall document any objections from program participants and prospective program participants and any efforts to refer such participants to alternative providers in accordance with the requirements of §92.508(a)(2)(xiii). Recipients shall ensure that all subrecipient agreements make organizations receiving program funds aware of these requirements.

(e) *Structures.* Program funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for explicitly religious activities. Program funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. When a structure is used for both eligible and explicitly religious activities, program funds may not exceed the cost of those portions of the acquisition, new construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to the HOME program. Sanctuaries, chapels, or other rooms that a HOME program-funded religious congregation uses as its principal place of worship, however, are ineligible for HOME program-funded improvements. Disposition of real property after the term of the grant, or any change in the use of the property during the term of the grant, is subject to governmentwide regulations governing real property disposition (see 24 CFR parts 84 and 85).

(f) *Supplemental funds.* If a State or local government voluntarily contributes its own funds to supplement federally funded activities, the State or local government has the option to segregate the federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.

[78 FR 44676, July 24, 2013]

§92.258 Elder cottage housing opportunity (ECHO) units.

(a) *General.* HOME funds may be used for the initial purchase and initial placement costs of elder cottage housing opportunity (ECHO) units that meet the requirements of this section, and that are small, free-standing, barrier-free, energy-efficient, removable, and designed to be installed adjacent to existing single-family dwellings.

(b) *Eligible owners.* The owner of a HOME-assisted ECHO unit may be:

(1) The owner-occupant of the single-family host property on which the ECHO unit will be located;

(2) A participating jurisdiction; or

(3) A non-profit organization.

(c) *Eligible tenants.* During the affordability period, the tenant of a HOME-assisted ECHO unit must be an elderly or disabled family as defined in 24 CFR 5.403 and must also be a low-income family.

(d) *Applicable requirements.* The requirements of §92.252 apply to HOME-assisted ECHO units, with the following modifications:

(1) Only one ECHO unit may be provided per host property.

(2) The ECHO unit owner may choose whether or not to charge the tenant of the ECHO unit rent, but if a rent is charged, it must meet the requirements of §92.252.

(3) The ECHO housing must remain affordable for the period specified in §92.252(e). If within the affordability period the original occupant no longer occupies the unit, the ECHO unit owner must:

(i) Rent the unit to another eligible occupant on site;

(ii) Move the ECHO unit to another site for occupancy by an eligible occupant; or

(iii) If the owner of the ECHO unit is the host property owner-occupant, the owner may repay the HOME funds in accordance with the recapture provisions imposed by the participating jurisdiction consistent with §92.254(a)(5)(ii). The participating jurisdiction must use the recaptured HOME funds for additional HOME activities.

(4) The participating jurisdiction has the responsibility to enforce the project requirements applicable to ECHO units.

Subpart G—Community Housing Development Organizations

§92.300 Set-aside for community housing development organizations (CHDOs).

(a) Within 24 months after the date that HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnerships Agreement, the participating jurisdiction must reserve not less than 15 percent of the HOME allocation for investment only in housing to be owned, developed or sponsored by community housing development organizations. For a State, the HOME allocation includes funds reallocated under §92.451(c)(2)(i) and, for a unit of general local government, includes funds transferred from a State under §92.102(b). The participating jurisdiction must certify the organization as meeting the definition of "community housing development organization" and must document that the organization has capacity to own, develop, or sponsor housing each time it commits funds to the organization. For purposes of this paragraph:

(1) Funds are reserved when a participating jurisdiction enters into a written agreement with the community housing development organization (or project owner as described in paragraph (a)(4) of this section) committing the funds to a specific local project in accordance with paragraph (2) of the definition of "commitment" in §92.2.

(2) Rental housing is "owned" by the community housing development organization if the community housing development organization is the owner in fee simple absolute of multifamily or single family

housing (or has a long term ground lease) for rental to low-income families in accordance with §92.252. If the housing is to be rehabilitated or constructed, the community housing development organization hires and oversees the developer that rehabilitates or constructs the housing. At minimum, the community housing development organization must hire or contract with an experienced project manager to oversee all aspects of the development, including obtaining zoning, securing non-HOME financing, selecting a developer or general contractor, overseeing the progress of the work and determining the reasonableness of costs. The community housing development organization must own the rental housing during development and for a period at least equal to the period of affordability in §92.252. If the CHDO acquires housing that meets the property standards in §92.251, the CHDO must own the rental housing for a period at least equal to the period of affordability in §92.252.

(3) Rental housing is "developed" by the community development housing organization if the community housing development organization is the owner of multifamily or single family housing in fee simple absolute (or has a long term ground lease) and the developer of new housing that will be constructed or existing substandard housing that will be rehabilitated for rent to low-income families in accordance with §92.252. To be the "developer," the community development housing organization must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME financing, selecting architects, engineers and general contractors, overseeing the progress of the work and determining the reasonableness of costs. At a minimum, the community housing development organization must own the housing during development and for a period at least equal to the period of affordability in §92.252.

(4) Rental housing is "sponsored" by the community development housing organization if it is rental housing "owned" or "developed" by a subsidiary of a community housing development organization, a limited partnership of which the community housing development organization or its subsidiary is the sole general partner, or a limited liability company of which the community housing development organization or its subsidiary is the sole managing member.

(i) The subsidiary of the community housing development organization may be a for-profit or nonprofit organization and must be wholly owned by the community housing development organization. If the limited partnership or limited liability company agreement permits the community housing development organization to be removed as general partner or sole managing member, the agreement must provide that the removal must be for cause and that the community housing development organization must be replaced with another community housing development organization.

(ii) The HOME funds must be provided to the entity that owns the project.

(5) HOME-assisted rental housing is also "sponsored" by a community housing development organization if the community housing development organization "developed" the rental housing project that it agrees to convey to an identified private nonprofit organization at a predetermined time after completion of the development of the project. Sponsored rental housing, as provided in this paragraph (a)(5), is subject to the following requirements:

(i) The private nonprofit organization may not be created by a governmental entity.

(ii) The HOME funds must be invested in the project that is owned by the community housing development organization.

(iii) Before commitment of HOME funds, the community housing development organization sponsor must select the nonprofit organization that will obtain ownership of the property.

(A) The nonprofit organization assumes the community housing development organization's HOME obligations (including any repayment of loans) for the rental project at a specified time after completion of development.

(B) If the housing is not transferred to the nonprofit organization, the community housing development organization sponsor remains responsible for the HOME assistance and the HOME project.

(6) Housing for homeownership is "developed" by the community development housing organization if the community housing development organization is the owner (in fee simple absolute) and developer of new housing that will be constructed or existing substandard housing that will be rehabilitated for sale to low-income families in accordance with §92.254.

(i) To be the "developer" the community development housing organization must arrange financing of the project and be in sole charge of construction. The community housing development organization may provide direct homeownership assistance (e.g., downpayment assistance) when it sells the housing to low-income families and the community housing development organization will not be considered a subrecipient. The HOME funds for downpayment assistance shall not be greater than 10 percent of the amount of HOME funds for development of the housing.

(ii) The participating jurisdiction must determine and set forth in its written agreement with the community housing development organization the actual sales prices of the housing or the method by which the sales prices for the housing will be established and whether the proceeds must be returned to the participating jurisdiction or may be retained by the community housing development organization.

(A) While proceeds that the participating jurisdiction permits the community housing development organization to retain are not subject to the requirements of this part, the participating jurisdiction must specify in the written agreement with the community housing development organization whether the proceeds are to be used for HOME-eligible activities or other housing activities to benefit low-income families.

(B) Funds that are recaptured because the housing no longer meets the affordability requirements under §92.254(a)(5)(ii) are subject to the requirements of this part in accordance with §92.503.

(7) The participating jurisdiction determines the form of assistance (e.g., grant or loan) that it will provide to the community housing development organization receives or, for rental housing projects under paragraph (a)(4) of this section, to the entity that owns the project.

(b) Each participating jurisdiction must make reasonable efforts to identify community housing development organizations that are capable, or can reasonably be expected to become capable, of carrying out elements of the jurisdiction's approved consolidated plan and to encourage such community housing development organizations to do so. If during the first 24 months of its participation in the HOME Program a participating jurisdiction cannot identify a sufficient number of capable community housing development organizations, up to 20 percent of the minimum community housing development organization setaside of 15 percent specified in paragraph (a) of this section, above, (but not more than $150,000 during the 24 month period) may be committed to develop the capacity of community housing development organizations in the jurisdiction.

(c) Up to 10 percent of the HOME funds reserved under this section may be used for activities specified under §92.301.

(d) HOME funds required to be reserved under this section are subject to reduction, as provided in §92.500(d).

(e) If funds for operating expenses are provided under §92.208 to a community housing development organization that is not also receiving funds under paragraph (a) of this section for housing to be owned, developed or sponsored by the community housing development organization, the participating jurisdiction's written agreement with the community housing development organization must provide that the community housing development organization is expected to receive funds under

paragraph (a) of this section for a project within 24 months of the date of receiving the funds for operating expenses, and specifies the terms and conditions upon which this expectation is based.

(f) The participating jurisdiction must ensure that a community housing development organization does not receive HOME funding for any fiscal year in an amount that provides more than 50 percent or $50,000, whichever is greater, of the community housing development organization's total operating expenses in that fiscal year. This also includes organizational support and housing education provided under section 233(b)(1), (2), and (6) of the Act, as well as funds for operating expenses provided under §92.208.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28930, May 28, 1997; 78 FR 44677, July 24, 2013]

§92.301 Project-specific assistance to community housing development organizations.

(a) *Project-specific technical assistance and site control loans*—(1) *General.* Within the percentage specified in §92.300(c), HOME funds may be used by a participating jurisdiction to provide technical assistance and site control loans to community housing development organizations in the early stages of site development for an eligible project. These loans may not exceed amounts that the participating jurisdiction determines to be customary and reasonable project preparation costs allowable under paragraph (a)(2) of this section. All costs must be related to a specific eligible project or projects.

(2) *Allowable costs.* A loan may be provided to cover project costs necessary to determine project feasibility (including costs of an initial feasibility study), consulting fees, costs of preliminary financial applications, legal fees, architectural fees, engineering fees, engagement of a development team, option to acquire property, site control and title clearance. General operational expenses of the community housing development organization are not allowable costs.

(3) *Repayment.* The community housing development organization must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in part or in whole, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the borrower.

(b) *Project-specific seed money loans*—(1) *General.* Within the percentage specified in §92.300(c), HOME funds may be used to provide loans to community housing development organizations to cover preconstruction project costs that the participating jurisdiction determines to be customary and reasonable, including, but not limited to the costs of obtaining firm construction loan commitments, architectural plans and specifications, zoning approvals, engineering studies, and legal fees.

(2) *Eligible sponsors.* A loan may be provided only to a community housing development organization that has, with respect to the project concerned, site control (evidenced by a deed, a sales contract, or an option contract to acquire the property), a preliminary financial commitment, and a capable development team.

(3) *Repayment.* The community housing development organization must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in whole or in part, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the community housing development organization.

§92.302 Housing education and organizational support.

HUD is authorized to provide education and organizational support assistance, in conjunction with HOME funds made available to community housing development organizations in accordance with section 233 of the Act. HUD will publish a notice in the FEDERAL REGISTER announcing the availability of funding under this section, as appropriate. The notice need not include funding for each of the eligible activities, but may target funding from among the eligible activities.

§92.303 Tenant participation plan.

A community housing development organization that receives assistance under this part must adhere to a fair lease and grievance procedure approved by the participating jurisdiction and provide a plan for and follow a program of tenant participation in management decisions.

Subpart H—Other Federal Requirements

§92.350 Other Federal requirements and nondiscrimination.

(a) The Federal requirements set forth in 24 CFR part 5, subpart A, are applicable to participants in the HOME program. The requirements of this subpart include: nondiscrimination and equal opportunity; disclosure requirements; debarred, suspended or ineligible contractors; and drug-free workplace.

(b) The nondiscrimination requirements at section 282 of the Act are applicable. These requirements are waived in connection with the use of HOME funds on lands set aside under the Hawaiian Homes Commission Act, 1920 (42 Stat. 108).

[62 FR 28930, May 28, 1997]

§92.351 Affirmative marketing; minority outreach program.

(a) *Affirmative marketing.* (1) Each participating jurisdiction must adopt and follow affirmative marketing procedures and requirements for rental and homebuyer projects containing five or more HOME-assisted housing units. Affirmative marketing requirements and procedures also apply to all HOME- funded programs, including, but not limited to, tenant-based rental assistance and downpayment assistance programs. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status, or disability. If participating jurisdiction's written agreement with the project owner permits the rental housing project to limit tenant eligibility or to have a tenant preference in accordance with §92.253(d)(3), the participating jurisdiction must have affirmative marketing procedures and requirements that apply in the context of the limited/preferred tenant eligibility for the project.

(2) The affirmative marketing requirements and procedures adopted must include:

(i) Methods for informing the public, owners, and potential tenants about Federal fair housing laws and the participating jurisdiction's affirmative marketing policy (e.g., the use of the Equal Housing Opportunity logotype or slogan in press releases and solicitations for owners, and written communication to fair housing and other groups);

(ii) Requirements and practices each subrecipient and owner must adhere to in order to carry out the participating jurisdiction's affirmative marketing procedures and requirements (e.g., use of commercial media, use of community contacts, use of the Equal Housing Opportunity logotype or slogan, and display of fair housing poster);

(iii) Procedures to be used by subrecipients and owners to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing program or the housing without special outreach (e.g., through the use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies);

(iv) Records that will be kept describing actions taken by the participating jurisdiction and by subrecipients and owners to affirmatively market the program and units and records to assess the results of these actions; and

(v) A description of how the participating jurisdiction will annually assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.

(3) A State that distributes HOME funds to units of general local government must require each unit of general local government to adopt affirmative marketing procedures and requirements that meet the requirement in paragraphs (a) and (b) of this section.

(b) *Minority outreach.* A participating jurisdiction must prescribe procedures acceptable to HUD to establish and oversee a minority outreach program within its jurisdiction to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including, without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing authorized under this Act or any other Federal housing law applicable to such jurisdiction. Section 85.36(e) of this title describes actions to be taken by a participating jurisdiction to assure that minority business enterprises and women business enterprises are used when possible in the procurement of property and services.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

§92.352 Environmental review.

(a) *General.* The environmental effects of each activity carried out with HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58. The applicability of the provisions of 24 CFR part 50 or part 58 is based on the HOME project (new construction, rehabilitation, acquisition) or activity (tenant-based rental assistance) as a whole, not on the type of the cost paid with HOME funds.

(b) *Responsibility for review.* (1) The jurisdiction (e.g., the participating jurisdiction or State recipient) or insular area must assume responsibility for environmental review, decisionmaking, and action for each activity that it carries out with HOME funds, in accordance with the requirements imposed on a recipient under 24 CFR part 58. No funds may be committed to a HOME activity or project before the completion of the environmental review and approval of the request for release of funds and related certification, except as authorized by 24 CFR part 58.

(2) A State participating jurisdiction must also assume responsibility for approval of requests for release of HOME funds submitted by State recipients.

(3) HUD will perform the environmental review, in accordance with 24 CFR part 50, for a competitively awarded application for HOME funds submitted to HUD by an entity that is not a jurisdiction.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

§92.353 Displacement, relocation, and acquisition.

(a) *Minimizing displacement.* Consistent with the other goals and objectives of this part, the participating jurisdiction must ensure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted with HOME funds. To the extent feasible, residential tenants must be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary, and affordable dwelling unit in the building/complex upon completion of the project.

(b) *Temporary relocation.* The following policies cover residential tenants who will not be required to move permanently but who must relocate temporarily for the project. Such tenants must be provided:

(1) Reimbursement for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly rent/utility costs.

(2) Appropriate advisory services, including reasonable advance written notice of:

(i) The date and approximate duration of the temporary relocation;

(ii) The location of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period;

(iii) The terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling in the building/complex upon completion of the project; and

(iv) The provisions of paragraph (b)(1) of this section.

(c) *Relocation assistance for displaced persons*—(1) *General.* A displaced person (defined in paragraph (c)(2) of this section) must be provided relocation assistance at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and 49 CFR part 24. A "displaced person" must be advised of his or her rights under the Fair Housing Act and, if the comparable replacement dwelling used to establish the amount of the replacement housing payment to be provided to a minority person is located in an area of minority concentration, the minority person also must be given, if possible, referrals to comparable and suitable, decent, safe, and sanitary replacement dwellings not located in such areas.

(2) *Displaced Person.* (i) For purposes of paragraph (c) of this section, the term *displaced person* means a person (family individual, business, nonprofit organization, or farm, including any corporation, partnership or association) that moves from real property or moves personal property from real property, permanently, as a direct result of acquisition, rehabilitation, or demolition for a project assisted with HOME funds. This includes any permanent, involuntary move for an assisted project, including any permanent move from the real property that is made:

(A) After notice by the owner to move permanently from the property, if the move occurs on or after:

(*1*) The date of the submission of an application to the participating jurisdiction or HUD, if the applicant has site control and the application is later approved; or

(*2*) The date the jurisdiction approves the applicable site, if the applicant does not have site control at the time of the application; or

(B) Before the date described in paragraph (c)(2)(i)(A) of this section, if the jurisdiction or HUD determines that the displacement resulted directly from acquisition, rehabilitation, or demolition for the project; or

(C) By a tenant-occupant of a dwelling unit, if any one of the following three situations occurs:

(*1*) The tenant moves after execution of the agreement covering the acquisition, rehabilitation, or demolition and the move occurs before the tenant is provided written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe, and sanitary dwelling in the same building/complex upon completion of the project under reasonable terms and conditions. Such reasonable terms and conditions must include a term of at least one year at a monthly rent and estimated average monthly utility costs that do not exceed the greater of:

(*i*) The tenant's monthly rent before such agreement and estimated average monthly utility costs; or

(*ii*) The total tenant payment, as determined under 24 CFR 5.628, if the tenant is low-income, or 30 percent of gross household income, if the tenant is not low-income;

(*2*) The tenant is required to relocate temporarily, does not return to the building/complex, and either

(*i*) The tenant is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation; or

(*ii*) Other conditions of the temporary relocation are not reasonable; or

(*3*) The tenant is required to move to another dwelling unit in the same building/complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move, or other conditions of the move are not reasonable.

(ii) Notwithstanding paragraph (c)(2)(i) of this section, a person does not qualify as a *displaced person* if:

(A) The person has been evicted for cause based upon a serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable federal, State or local law, or other good cause, and the participating jurisdiction determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance. The effective date of any termination or refusal to renew must be preceded by at least 30 days advance written notice to the tenant specifying the grounds for the action.

(B) The person moved into the property after the submission of the application but, before signing a lease and commencing occupancy, was provided written notice of the project, its possible impact on the person (e.g., the person may be displaced, temporarily relocated, incur a rent increase), and the fact that the person would not qualify as a "displaced person" (or for any assistance under this section) as a result of the project;

(C) The person is ineligible under 49 CFR 24.2(g)(2); or

(D) HUD determines that the person was not displaced as a direct result of acquisition, rehabilitation, or demolition for the project.

(iii) The jurisdiction may, at any time, ask HUD to determine whether a displacement is or would be covered by this rule.

(3) *Initiation of negotiations.* For purposes of determining the formula for computing replacement housing assistance to be provided under paragraph (c) of this section to a tenant displaced from a dwelling as a direct result of private-owner rehabilitation, demolition or acquisition of the real property, the term *initiation of negotiations* means the execution of the agreement covering the acquisition, rehabilitation, or demolition.

(d) *Optional relocation assistance.* The participating jurisdiction may provide relocation payments and other relocation assistance to families, individuals, businesses, nonprofit organizations, and farms displaced by a project assisted with HOME funds where the displacement is not subject to paragraph (c) of this section. The jurisdiction may also provide relocation assistance to persons covered under paragraph (c) of this section beyond that required. For any such assistance that is not required by State or local law, the jurisdiction must adopt a written policy available to the public that describes the optional relocation assistance that it has elected to furnish and provides for equal relocation assistance within each class of displaced persons.

(e) *Residential antidisplacement and relocation assistance plan.* The participating jurisdiction shall comply with the requirements of 24 CFR part 42, subpart C.

(f) *Real property acquisition requirements.* The acquisition of real property for a project is subject to the URA and the requirements of 49 CFR part 24, subpart B.

(g) *Appeals.* A person who disagrees with the participating jurisdiction's determination concerning whether the person qualifies as a displaced person, or the amount of relocation assistance for which the person may be eligible, may file a written appeal of that determination with the jurisdiction. A low-income person who is dissatisfied with the jurisdiction's determination on his or her appeal may submit a written request for review of that determination to the HUD Field Office.

[61 FR 48750, Sept. 16, 1996, as amended at 61 FR 51760, Oct. 3, 1996; 62 FR 28930, May 28, 1997; 67 FR 61756, Oct. 1, 2002; 78 FR 44678, July 24, 2013]

§92.354 Labor.

(a) *General.* (1) Every contract for the construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141), to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701).

(2) The contract for construction must contain these wage provisions if HOME funds are used for any project costs in §92.206, including construction or nonconstruction costs, of housing with 12 or more HOME-assisted units. When HOME funds are only used to assist homebuyers to acquire single-family housing, and not for any other project costs, the wage provisions apply to the construction of the housing if there is a written agreement with the owner or developer of the housing that HOME funds will be used to assist homebuyers to buy the housing and the construction contract covers 12 or more housing units to be purchased with HOME assistance. The wage provisions apply to any construction contract that includes a total of 12 or more HOME-assisted units, whether one or more than one project is covered by the construction contract. Once they are determined to be applicable, the wage provisions must be contained in the construction contract so as to cover all laborers and mechanics employed in the development of the entire project, including portions other than the assisted units. Arranging multiple construction contracts within a single project for the purpose of avoiding the wage provisions is not permitted.

(3) Participating jurisdictions, contractors, subcontractors, and other participants must comply with regulations issued under these acts and with other Federal laws and regulations pertaining to labor standards, as applicable. Participating jurisdictions shall be responsible for ensuring compliance by contractors and subcontractors with labor standards described in this section. In accordance with procedures specified by HUD, participating jurisdictions shall:

(i) Ensure that bid and contract documents contain required labor standards provisions and the appropriate Department of Labor wage determinations;

(ii) Conduct on-site inspections and employee interviews;

(iii) Collect and review certified weekly payroll reports;

(iv) Correct all labor standards violations promptly;

(v) Maintain documentation of administrative and enforcement activities; and

(vi) Require certification as to compliance with the provisions of this section before making any payment under such contracts.

(b) *Volunteers.* The prevailing wage provisions of paragraph (a) of this section do not apply to an individual who receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and who is not otherwise employed at any time in the construction work. See 24 CFR part 70.

(c) *Sweat equity.* The prevailing wage provisions of paragraph (a) of this section do not apply to members of an eligible family who provide labor in exchange for acquisition of a property for homeownership or provide labor in lieu of, or as a supplement to, rent payments.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44678, July 24, 2013]

§92.355 Lead-based paint.

Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, M and R of this title.

[64 FR 50224, Sept. 15, 1999]

§92.356 Conflict of interest.

(a) *Applicability.* In the procurement of property and services by participating jurisdictions, State recipients, and subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.

(b) *Conflicts prohibited.* No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include

(whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

(d) *Exceptions: Threshold requirements.* Upon the written request of the participating jurisdiction, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. An exception may be considered only after the participating jurisdiction has provided the following:

(1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(2) An opinion of the participating jurisdiction's or State recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(e) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraph (d) of this section, HUD will consider the cumulative effect of the following factors, where applicable:

(1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

(2) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(3) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decisionmaking process with respect to the specific assisted activity in question;

(4) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;

(5) Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(6) Any other relevant considerations.

(f) *Owners and developers.* (1) No owner, developer, or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor) whether private, for-profit or nonprofit (including a community housing development organization (CHDO) when acting as an owner, developer, or sponsor) may occupy a HOME-assisted affordable housing unit in a project during the required period of affordability specified in §92.252(e) or §92.254(a)(4). This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

(2) *Exceptions.* Upon written request of a housing owner or developer, the participating jurisdiction (or State recipient, if authorized by the State participating jurisdiction) may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME program and the effective and efficient administration of the owner's or developer's HOME-assisted project. In determining whether to grant a requested exception, the participating jurisdiction shall consider the following factors:

(i) Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(ii) Whether the person has withdrawn from his or her functions or responsibilities, or the decisionmaking process with respect to the specific assisted housing in question;

(iii) Whether the tenant protection requirements of §92.253 are being observed;

(iv) Whether the affirmative marketing requirements of §92.351 are being observed and followed; and

(v) Any other factor relevant to the participating jurisdiction's determination, including the timing of the requested exception.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28930, May 28, 1997; 78 FR 44679, July 24, 2013]

§92.357 Executive Order 12372.

(a) *General.* Executive Order 12372, as amended by Executive Order 12416 (3 CFR, 1982 Comp., p. 197 and 3 CFR, 1983 Comp., p. 186) (Intergovernmental Review of Federal Programs) and HUD's implementing regulations at 24 CFR part 52, allow each State to establish its own process for review and comment on proposed Federal financial assistance programs.

(b) *Applicability.* Executive Order 12372 applies to applications submitted with respect to HOME funds being competitively reallocated under subpart J of this part to units of general local government.

§92.358 Consultant activities.

No person providing consultant services in an employer-employee type relationship shall receive more than a reasonable rate of compensation for personal services paid with HOME funds. In no event, however, shall such compensation exceed the limits in effect under the provisions of any applicable statute (e.g., annual HUD appropriations acts which have set the limit at the equivalent of the daily rate paid for Level IV of the Executive Schedule, see the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1997, Pub. L. 104-204 (September 26, 1996)). Such services shall be evidenced by written agreements between the parties which detail the responsibilities, standards, and compensation. Consultant services provided under an independent contractor relationship are not subject to the compensation limitation of Level IV of the Executive Schedule.

[62 FR 28930, May 28, 1997]

Subpart I—Technical Assistance

§92.400 Coordinated Federal support for housing strategies.

(a) *General.* HUD will provide assistance in accordance with Subtitle C of the Act.

(b) *Notice of funding.* HUD will publish a notice in the FEDERAL REGISTER announcing the availability of funding under this section as appropriate.

Subpart J—Reallocations

§92.450 General.

(a) This subpart J sets out the conditions under which HUD reallocates HOME funds that have been allocated, reserved, or placed in a HOME Investment Trust Fund.

(b) A jurisdiction that is not a participating jurisdiction but is meeting the requirements of §§92.102, 92.103, and 92.104, (participation threshold, notice of intent, and submission of consolidated plan) is treated as a participating jurisdiction for purposes of receiving a reallocation under subpart J of this part.

§92.451 Reallocation of HOME funds from a jurisdiction that is not designated a participating jurisdiction or has its designation revoked.

(a) *Failure to be designated a participating jurisdiction.* HUD will reallocate, under this section, any HOME funds allocated to or reserved for a jurisdiction that is not a participating jurisdiction if:

(1) HUD determines that the jurisdiction has failed to:

(i) Meet the participation threshold amount in §92.102;

(ii) Provide notice of its intent to become a participating jurisdiction in accordance with §92.103; or

(iii) Submit its consolidated plan, in accordance with 24 CFR part 91; or

(2) HUD after providing for amendments and resubmissions in accordance with 24 CFR part 91 disapproves the jurisdiction's consolidated plan.

(b) *Designation revoked.* HUD will reallocate, under this section, any funds remaining in a jurisdiction's HOME Investment Trust Fund after HUD has revoked the jurisdiction's designation as a participating jurisdiction under §92.107.

(c) *Manner of reallocation.* HUD will reallocate funds that are subject to reallocation under this section in the following manner:

(1) If the funds to be reallocated under this section are from a State, HUD will:

(i) Make the funds available by competition in accordance with criteria in §92.453 among applications submitted by units of general local government within the State and with preference being given to applications from units of general local government that are not participating jurisdictions, and

(ii) Reallocate the remainder by formula in accordance with §92.454.

(2) If the funds to be reallocated are from a unit of general local government:

(i) Located in a State that is participating jurisdiction, HUD will reallocate the funds to that State. The State, in distributing these funds, must give preference to the provision of affordable housing within the unit of general local government; or

(ii) Located in a State that is not a participating jurisdiction, HUD will reallocate the funds by competition among units of general local government and community housing development organizations within the State, with priority going to applications for affordable housing within the unit of general local government; and reallocate the remainder by formula in accordance with §92.454.

§92.452 Reallocation of community housing development organization set-aside.

HUD will reallocate, under this section, any HOME funds reduced or recaptured by HUD from a participating jurisdiction's HOME Investment Trust Fund under §92.300(d). HUD will reallocate these funds by competition in accordance with criteria in §92.453 to other participating jurisdictions for affordable housing developed, sponsored, or owned by community housing development organizations.

§92.453 Competitive reallocations.

(a) HUD will invite applications through FEDERAL REGISTER publication of a Notice of Funding Availability (NOFA), in accordance with section 102 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3545) and the requirements of sec. 217(c) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12747(c)), for HOME funds that become available for competitive reallocation under §92.451 or §92.452, or both. The NOFA will describe the application requirements and procedures, including the total funding available for the competition and any maximum amount of individual awards. The NOFA will also describe the selection criteria and any special factors to be evaluated in awarding points under the selection criteria.

(b) The NOFA will include the selection criteria at sec. 217(c) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12747(c)), with the following maximum number of points awarded for each category of criteria:

(1) *Commitment.* Up to 25 points for the criteria at sec. 217(c)(1) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12747(c)(1));

(2) *Actions.* Up to 50 points for the criteria at sec. 217(c)(2) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12747(c)(2)); and

(3) *Policies.* Up to 25 points for the criteria at sec. 217(c)(3) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12747(c)(3)).

[62 FR 44840, Aug. 22, 1997]

§92.454 Reallocations by formula.

(a) HUD will reallocate under this section:

(1) Any HOME funds remaining available for reallocation after HUD has made competitive reallocations under §92.451 and §92.452;

(2) Any HOME funds available for reallocation because HUD reduced or recaptured funds from participating jurisdiction under §92.500(d) for failure to commit the funds within the time specified;

(3) Any HOME funds withdrawn by HUD from a participating jurisdiction under 24 CFR 91.520(f) for failure to submit in a timely manner a performance report required by 24 CFR 91.520 that is satisfactory to HUD; and

(4) Any HOME funds remitted to HUD under §92.503(b) when a jurisdiction ceases to be a participating jurisdiction.

(b) Any reallocation of funds from a State must be made only among all participating States, and any reallocation of funds from units of general local government must be made only among all participating units of general local government, except those participating jurisdictions that HUD has removed from participating in reallocations under §92.552.

(c) A local participating jurisdiction's share of a reallocation is calculated by multiplying the amount available for reallocation to units of general local government by a factor that is that ratio of the participating jurisdiction's formula allocation provided under §92.50 to the total of the formula allocations provided for all local participating jurisdictions sharing in the reallocation. A State participating jurisdiction's share is comparably determined using the amount available for reallocation to States.

(d) HUD will make reallocations under this section quarterly, unless the amount available for such reallocation is insufficient to warrant making a reallocation. In any event, HUD will make a reallocation under this section at least once a year. The minimum amount of a reallocation is $1000.

Subpart K—Program Administration

§92.500 The HOME Investment Trust Fund.

(a) *General.* A HOME Investment Trust Fund consists of the accounts described in this section solely for investment in accordance with the provisions of this part. HUD will establish a HOME Investment Trust Fund United States Treasury account for each participating jurisdiction. Each participating jurisdiction may use either a separate local HOME Investment Trust Fund account or, a subsidiary account within its general fund (or other appropriate fund) as the local HOME Investment Trust Fund account.

(b) *Treasury Account.* The United States Treasury account of the HOME Investment Trust Fund includes funds allocated to the participating jurisdiction under §92.50 (including for a local participating jurisdiction, any transfer of the State's allocation pursuant to §92.102(b)(2)) and funds reallocated to the participating jurisdiction, either by formula or by competition, under subpart J of this part; and

(c) *Local account.* (1) The local account of the HOME Investment Trust Fund includes deposits of HOME funds disbursed from the Treasury account; the deposit of any State funds (other than HOME funds transferred pursuant to §92.102(b)(2)) or local funds that enable the jurisdiction to meet the participating threshold amount in §92.102, any program income (from both the allocated funds and matching contributions in accordance with the definition of program income), and any repayments or recaptured funds as required by §92.503. The local account must be interest-bearing.

(2) The participating jurisdiction may establish a second local account of the HOME Investment Trust Funds if:

(i) The participating jurisdiction has its own affordable housing trust fund that the participating jurisdiction will use for matching contributions to the HOME program;

(ii) The statute or local ordinance requires repayments from its own trust fund to be made to the trust fund;

(iii) The participating jurisdiction establishes a separate account within its own trust fund for repayments of the matching contributions; and

(iv) The funds in the account are used solely for investment in eligible activities within the participating jurisdiction's boundaries in accordance with the provisions of this part, except as provided under §92.201(a)(2).

(3) The funds in the local account cannot be used for the matching contribution and do not need to be matched.

(d)(1) *Reductions.* HUD will reduce or recapture HOME funds in the HOME Investment Trust Fund by the amount of:

(A) Any funds in the United States Treasury account that are required to be reserved (i.e., 15 percent of the funds) by a participating jurisdiction under §92.300 that are not committed to a community housing development organization project within 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnership Agreement;

(B) Any funds in the United States Treasury account that are not committed within 24 months after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnership Agreement;

(C) Any funds in the United States Treasury account that are not expended within 5 years after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnership Agreement and any funds in the United States Treasury account that were committed to community housing development organization projects that are not expended within 5 years after the last day of the month in which HUD notifies the participating jurisdiction of HUD's execution of the HOME Investment Partnership Agreement; and

(D) Any penalties assessed by HUD under §92.552.

(2) For purposes of determining the amount by which the HOME Investment Trust Fund will be reduced or recaptured under paragraphs (d)(1)(A), (B) and (C) of this section, HUD will consider the sum of commitments to CHDOs, commitments, or expenditures, as applicable, from all fiscal year allocations. This sum must be equal to or greater than the sum of all fiscal year allocations through the fiscal year allocation being examined (minus previous reductions to the HOME Investment Trust Fund), or in the case of commitments to CHDOs, 15 percent of those fiscal year allocations.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28930, May 28, 1997; 78 FR 44679, July 24, 2013]

§92.501 HOME Investment Partnership Agreement.

Allocated and reallocated funds will be made available pursuant to a HOME Investment Partnership Agreement. The agreement ensures that HOME funds invested in affordable housing are repayable if the housing ceases to qualify as affordable housing before the period of affordability expires.

§92.502 Program disbursement and information system.

(a) *General.* The HOME Investment Trust Fund account established in the United States Treasury is managed through a computerized disbursement and information system established by HUD. The system disburses HOME funds that are allocated or reallocated, and collects and reports information on the use of HOME funds in the United States Treasury account. (For purposes of reporting in the Integrated

Disbursement and Information System, a HOME project is an activity.) The participating jurisdiction must report all program income in HUD's computerized disbursement and information system.

(b) *Project set-up.* (1) After the participating jurisdiction executes the HOME Investment Partnership Agreement, submits the applicable banking and security documents, complies with the environmental requirements under 24 CFR part 58 for release of funds and commits funds to a specific local project, the participating jurisdiction may identify (set up) specific investments in the disbursement and information system. Investments that require the set-up of projects in the system are the acquisition, new construction, or rehabilitation of housing, and the provision of tenant-based rental assistance. The participating jurisdiction is required to enter complete project set-up information at the time of project set-up.

(2) If the project set-up information is not completed within 20 days of the project set-up, the project may be cancelled by the system. In addition, a project that has been committed in the system for 12 months without an initial disbursement of funds may be cancelled by the system.

(c) *Disbursement of HOME funds.* (1) After complete project set-up information is entered into the disbursement and information system, HOME funds for the project may be drawn down from the United States Treasury account by the participating jurisdiction by electronic funds transfer. The funds will be deposited in the local account of the HOME Investment Trust Fund of the participating jurisdiction within 48 to 72 hours of the disbursement request. Any drawdown of HOME funds from the United States Treasury account is conditioned upon the provision of satisfactory information by the participating jurisdiction about the project or tenant-based rental assistance and compliance with other procedures, as specified by HUD.

(2) HOME funds drawn from the United States Treasury account must be expended for eligible costs within 15 days. Any interest earned within the 15 day period may be retained by the participating jurisdiction as HOME funds. Any funds that are drawn down and not expended for eligible costs within 15 days of the disbursement must be returned to HUD for deposit in the participating jurisdiction's United States Treasury account of the HOME Investment Trust Fund. Interest earned after 15 days belongs to the United States and must be remitted promptly, but at least quarterly, to HUD, except that a local participating jurisdiction may retain interest amounts up to $100 per year for administrative expenses and States are subject to the Intergovernmental Cooperation Act (31 U.S.C. 6501 *et seq.*).

(3) HOME funds in the local account of the HOME Investment Trust Fund must be disbursed before requests are made for HOME funds in the United States Treasury account.

(4) A participating jurisdiction will be paid on an advance basis provided it complies with the requirements of this part.

(d) *Project completion.* (1) Complete project completion information must be entered into the disbursement and information system, or otherwise provided, within 120 days of the final project drawdown. If satisfactory project completion information is not provided, HUD may suspend further project set-ups or take other corrective actions.

(2) Additional HOME funds may be committed to a project up to one year after project completion, but the amount of HOME funds in the project may not exceed the maximum per-unit subsidy amount established under §92.250.

(e) *Access by other participants.* Access to the disbursement and information system by other entities participating in the HOME program (e.g., State recipients) will be governed by procedures established by HUD. Only participating jurisdictions and State recipients (if permitted by the State) may request disbursement.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44679, July 24, 2013]

§92.503 Program income, repayments, and recaptured funds.

(a) *Program income.* (1) Program income must be used in accordance with the requirements of this part. Program income must be deposited in the participating jurisdiction's HOME Investment Trust Fund local account unless the participating jurisdiction permits the State recipient or subrecipient to retain the program income for additional HOME projects pursuant to the written agreement required by §92.504.

(2) If the jurisdiction is not a participating jurisdiction when the program income is received, the funds are not subject to the requirements of this part.

(3) Program income derived from consortium activities undertaken by or within a member unit of general local government which thereafter terminates its participation in the consortium continues to be program income of the consortium.

(b) *Repayments.* (1) Any HOME funds invested in housing that does not meet the affordability requirements for the period specified in §92.252 or §92.254, as applicable, must be repaid by the participating jurisdiction in accordance with paragraph (b)(3) of this section.

(2) Any HOME funds invested in a project that is terminated before completion, either voluntarily or otherwise, must be repaid by the participating jurisdiction in accordance with paragraph (b)(3) of this section except for repayments of project specific community housing development organization loans which are waived in accordance with §§92.301(a)(3) and 92.301(b)(3).

(3) HUD will instruct the participating jurisdiction to either repay the funds to the HOME Investment Trust Fund Treasury account or the local account. Generally, if the HOME funds were disbursed from the participating jurisdiction's HOME Investment Trust Fund Treasury account, they must be repaid to the Treasury account. If the HOME funds were disbursed from the participating jurisdiction's HOME Investment Trust Fund local account, they must be repaid to the local account. If the jurisdiction is not a participating jurisdiction at the time the repayment is made, the funds must be remitted to HUD, and reallocated in accordance with §92.454.

(c) *Recaptures.* HOME funds recaptured in accordance with §92.254(a)(5)(ii) must be used in accordance with the requirements of this part. Recaptured funds must be deposited in the participating jurisdiction's HOME Investment Trust Fund local account unless the participating jurisdiction permits the State recipient, subrecipient, or community housing development organization to retain the recaptured funds for additional HOME projects pursuant to the written agreement required by §92.504. If the jurisdiction is not a participating jurisdiction when the recaptured funds are received, the funds must be remitted to HUD and reallocated in accordance with §92.454.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44680, July 24, 2013]

§92.504 Participating jurisdiction responsibilities; written agreements; on-site inspection.

(a) *Responsibilities.* The participating jurisdiction is responsible for managing the day-to-day operations of its HOME program, ensuring that HOME funds are used in accordance with all program requirements and written agreements, and taking appropriate action when performance problems arise. The use of State recipients, subrecipients, or contractors does not relieve the participating jurisdiction of this responsibility. The performance and compliance of each contractor, State recipient, and subrecipient must be reviewed at least annually. The participating jurisdiction must have and follow written policies, procedures, and systems, including a system for assessing risk of activities and projects and a system for monitoring entities consistent with this section, to ensure that the requirements of this part are met.

(b) *Executing a written agreement.* Before disbursing any HOME funds to any entity, the participating jurisdiction must enter into a written agreement with that entity. Before disbursing any HOME funds to any entity, a State recipient, subrecipient, or contractor which is administering all or a part of the HOME program on behalf of the participating jurisdiction, must also enter into a written agreement with that entity. The written agreement must ensure compliance with the requirements of this part.

(c) *Provisions in written agreements.* The contents of the agreement may vary depending upon the role the entity is asked to assume or the type of project undertaken. This section details basic requirements by role and the minimum provisions that must be included in a written agreement.

(1) *State recipient.* The provisions in the written agreement between the State and a State recipient will depend on the program functions that the State specifies the State recipient will carry out in accordance with §92.201(b). In accordance with §92.201, the written agreement must either require the State recipient to comply with the requirements established by the State or require the State recipient to establish its own requirements to comply with this part, including requirements for income determinations and underwriting subsidy layering guidelines, rehabilitation standards, refinancing guidelines, homebuyer program policies, and affordability.

(i) *Use of the HOME funds.* The agreement must describe the amount and use of the HOME funds to administer one or more programs to produce affordable housing, provide downpayment assistance, or provide tenant-based rental assistance, including the type and number of housing projects to be funded (e.g. the number of single- family homeowner loans to be made or number of homebuyers to receive downpayment assistance), tasks to be performed, a schedule for completing the tasks (including a schedule for committing funds to projects that meet the deadlines established by this part), a budget for each program, and any requirement for matching contributions. These items must be in sufficient detail to provide a sound basis for the State to effectively monitor performance under the agreement.

(ii) *Affordability.* The agreement must require housing assisted with HOME funds to meet the affordability requirements of §92.252 or §92.254, as applicable, and must require repayment of the funds if the housing does not meet the affordability requirements for the specified time period. The agreement must state if repayment of HOME funds or recaptured HOME funds must be remitted to the State or retained by the State recipient for additional eligible activities.

(iii) *Program income.* The agreement must state if program income is to be remitted to the State or to be retained by the State recipient for additional eligible activities.

(iv) *Uniform administrative requirements.* The agreement must require the State recipient to comply with applicable uniform administrative requirements, as described in §92.505.

(v) *Project requirement.* The agreement must require compliance with project requirements in subpart F of this part, as applicable in accordance with the type of project assisted.

(vi) *Other program requirements.* The agreement must require the State recipient to carry out each activity in compliance with all Federal laws and regulations described in subpart H of this part, except that the State recipient does not assume the State's responsibilities for release of funds under §92.352 and the intergovernmental review process in §92.357 does not apply to the State recipient.

(vii) *Affirmative marketing.* The agreement must specify the State recipient's affirmative marketing responsibilities in accordance with §92.351.

(viii) *Requests for disbursement of funds.* The agreement must specify that the State recipient may not request disbursement of HOME funds under this agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed. Program income must be disbursed before the State recipient requests funds from the State.

(ix) *Records and reports.* The agreement must specify the particular records that must be maintained and the information or reports that must be submitted in order to assist the State in meeting its recordkeeping and reporting requirements.

(x) *Enforcement of the agreement.* The agreement must provide for a means of enforcement of affordable housing requirements by the State or the intended beneficiaries, if the State recipient will be the owner at project completion of the affordable housing. The means of enforcement may include liens on real property, deed restrictions, or covenants running with the land. The affordability requirements in §92.252 must be enforced by deed restriction. In addition, the agreement must specify remedies for breach of the HOME requirements. The agreement must specify that, in accordance with 24 CFR 85.43, suspension or termination may occur if the State recipient materially fails to comply with any term of the agreement. The State may permit the agreement to be terminated for convenience in accordance with 24 CFR 85.44.

(xi) *Written agreement.* Before the State recipient provides funds to for-profit owners or developers, nonprofit owners or developers or sponsors, subrecipients, homeowners, homebuyers, tenants (or landlords) receiving tenant-based rental assistance, or contractors who are providing services to the State recipient, the State recipient must have a written agreement with such entities that meets the requirements of this section.

(xii) *Duration of the agreement.* The duration of the agreement will depend on which functions the State recipient performs (e.g., whether the State recipient or the State has responsibility for monitoring rental projects for the period of affordability) and which activities are funded under the agreement.

(xiii) *Fees.* The agreement must prohibit the State recipient and its subrecipients and community housing development organizations from charging servicing, origination, processing, inspection, or other fees for the costs of administering a HOME program, except as permitted by §92.214(b)(1).

(2) *Subrecipient.* A subrecipient is a public agency or nonprofit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction's HOME programs to produce affordable housing, provide downpayment assistance, or provide tenant-based rental assistance. The agreement must set forth and require the subrecipient to follow the participating jurisdiction's requirements, including requirements for income determinations, underwriting and subsidy layering guidelines, rehabilitation standards, refinancing guidelines, homebuyer program policies, and affordability requirements. The agreement between the participating jurisdiction and the subrecipient must include:

(i) *Use of the HOME funds.* The agreement must describe the amount and use of the HOME funds for one or more programs, including the type and number of housing projects to be funded (e.g., the number of single-family homeowners loans to be made or the number of homebuyers to receive downpayment assistance), tasks to be performed, a schedule for completing the tasks (including a schedule for committing funds to projects in accordance with deadlines established by this part), a budget, any requirement for matching contributions and the period of the agreement. These items must be in sufficient detail to provide a sound basis for the participating jurisdiction to effectively monitor performance under the agreement.

(ii) *Program income.* The agreement must state if program income is to be remitted to the participating jurisdiction or to be retained by the subrecipient for additional eligible activities.

(iii) *Uniform administrative requirements.* The agreement must require the subrecipient to comply with applicable uniform administrative requirements, as described in §92.505.

(iv) *Other program requirements.* The agreement must require the subrecipient to carry out each activity in compliance with all Federal laws and regulations described in subpart H of this part, except that the subrecipient does not assume the participating jurisdiction's responsibilities for environmental review

under §92.352 and the intergovernmental review process in §92.357 does not apply. The agreement must set forth the requirements the subrecipient must follow to enable the participating jurisdiction to carry environmental review responsibilities before HOME funds are committed to a project.

(v) *Affirmative marketing.* The agreement must specify the subrecipient's affirmative marketing responsibilities in accordance with §92.351.

(vi) *Requests for disbursement of funds.* The agreement must specify that the subrecipient may not request disbursement of funds under the agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed. Program income must be disbursed before the subrecipient requests funds from the participating jurisdiction.

(vii) *Reversion of assets.* The agreement must specify that upon expiration of the agreement, the subrecipient must transfer to the participating jurisdiction any HOME funds on hand at the time of expiration and any accounts receivable attributable to the use of HOME funds.

(viii) *Records and reports.* The agreement must specify the particular records that must be maintained and the information or reports that must be submitted in order to assist the participating jurisdiction in meeting its recordkeeping and reporting requirements.

(ix) *Enforcement of the agreement.* The agreement must specify remedies for breach of the provisions of the agreement. The agreement must specify that, in accordance with 24 CFR 85.43, suspension or termination may occur if the subrecipient materially fails to comply with any term of the agreement. The participating jurisdiction may permit the agreement to be terminated for convenience in accordance with 24 CFR 85.44.

(x) *Written agreement.* Before the subrecipient provides HOME funds to for-profit owners or developers, nonprofit owners or developers or sponsors, subrecipients, homeowners, homebuyers, tenants (or landlords) receiving tenant-based rental assistance, or contractors, the subrecipient must have a written agreement that meets the requirements of this section. The agreement must state if repayment of HOME funds or recaptured HOME funds must be remitted to the participating jurisdiction or retained by the subrecipient for additional eligible activities.

(xi) *Fees.* The agreement must prohibit the subrecipient and any community housing development organizations from charging servicing, origination, or other fees for the costs of administering the HOME program, except as permitted by §92.214(b)(1).

(3) *For-profit or nonprofit housing owner, sponsor, or developer (other than single-family owner-occupant).* The participating jurisdiction may preliminarily award HOME funds for a proposed project, contingent on conditions such as obtaining other financing for the project. This preliminary award is not a commitment to a project. The written agreement committing the HOME funds to the project must meet the requirements of "commit to a specific local project" in the definition of "commitment" in §92.2 and contain the following:

(i) *Use of the HOME funds.* The agreement between the participating jurisdiction and a for-profit or nonprofit housing owner, sponsor, or developer must describe the address of the project or the legal description of the property if a street address has not been assigned to the property, the use of the HOME funds and other funds for the project, including the tasks to be performed for the project, a schedule for completing the tasks and the project, and a complete budget. These items must be in sufficient detail to provide a sound basis for the participating jurisdiction to effectively monitor performance under the agreement to achieve project completion and compliance with the HOME requirements.

(ii) *Affordability.* The agreement must require housing assisted with HOME funds to meet the affordability requirements of §92.252 or §92.254, as applicable, and must require repayment of the funds

if the housing does not meet the affordability requirements for the specified time period. The affordability requirements in §92.252 must be imposed by deed restrictions, covenants running with the land, use restrictions, or other mechanisms approved by HUD under which the participating jurisdiction has the right to require specific performance.

(A) If the owner or developer is undertaking rental projects, the agreement must establish the initial rents, the procedures for rent increases pursuant to §92.252(f)(2), the number of HOME units, the size of the HOME units, and the designation of the HOME units as fixed or floating, and include the requirement that the owner or developer provide the address (e.g., street address and apartment number) of each HOME unit no later than the time of initial occupancy.

(B) If the owner or developer is undertaking a homeownership project for sale to homebuyers in accordance with §92.254(a), the agreement must set forth the resale or recapture requirements that must be imposed on the housing, the sales price or the basis upon which the sales price will be determined, and the disposition of the sales proceeds. Recaptured funds must be returned to the participating jurisdiction.

(iii) *Project requirements.* The agreement must require compliance with project requirements in subpart F of this part, as applicable in accordance with the type of project assisted. The agreement may permit the owner to limit eligibility or give a preference to a particular segment of the population in accordance with §92.253(d).

(iv) *Property standards.* The agreement must require the housing to meet the property standards in §92.251, upon project completion. The agreement must also require owners of rental housing assisted with HOME funds to maintain the housing compliance with §92.251 for the duration of the affordability period.

(v) *Other program requirements.* The agreement must require the owner, developer or sponsor to carry out each project in compliance with the following requirements of subpart H of this part:

(A) The agreement must specify the owner or developer's affirmative marketing responsibilities as enumerated by the participating jurisdiction in accordance with §92.351.

(B) The federal requirements and nondiscrimination established in §92.350.

(C) Any displacement, relocation, and acquisition requirements imposed by the participating jurisdiction consistent with §92.353.

(D) The labor requirements in §92.354.

(E) The conflict of interest provisions prescribed in §92.356(f).

(vi) *Records and reports.* The agreement must specify the particular records that must be maintained and the information or reports that must be submitted in order to assist the participating jurisdiction in meeting its recordkeeping and reporting requirements. The owner of rental housing must annually provide the participating jurisdiction with information on rents and occupancy of HOME-assisted units to demonstrate compliance with §92.252. If the rental housing project has floating HOME units, the owner must provide the participating jurisdiction with information regarding unit substitution and filling vacancies so that the project remains in compliance with HOME rental occupancy requirements. The agreement must specify the reporting requirements (including copies of financial statements) to enable the participating jurisdiction to determine the financial condition (and continued financial viability) of the rental project.

(vii) *Enforcement of the agreement.* The agreement must provide for a means of enforcement of the affordable housing requirements by the participating jurisdiction and the intended beneficiaries. This means of enforcement may include liens on real property, deed restrictions, or covenants running with the land. The affordability requirements in §92.252 must be imposed by deed restrictions, covenants running with the land, use restrictions, or other mechanisms approved by HUD under which the participating jurisdiction has the right to require specific performance. In addition, the agreement must specify remedies for breach of the provisions of the agreement.

(viii) *Requests for disbursement of funds.* The agreement must specify that the developer may not request disbursement of funds under the agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

(ix) *Duration of the agreement.* The agreement must specify the duration of the agreement. If the housing assisted under this agreement is rental housing, the agreement must be in effect through the affordability period required by the participating jurisdiction under §92.252. If the housing assisted under this agreement is homeownership housing, the agreement must be in effect at least until completion of the project and ownership by the low-income family.

(x) *Community housing development organization provisions.* If the nonprofit owner or developer is a community housing development organization and is using set-aside funds under §92.300, the agreement must include the appropriate provisions under §§92.300, 92.301, and 92.303. If the community development organization is receiving HOME funds as a developer of homeownership housing, the agreement must specify if the organization may retain proceeds from the sale of the housing and whether the proceeds are to be used for HOME-eligible or other housing activities to benefit low-income families. Recaptured funds are subject to the requirements of §92.503. If the community housing development organization is receiving assistance for operating expenses, see paragraph (c)(6) of this section.

(xi) *Fees.* The agreement must prohibit project owners from charging fees that are not customarily charged in rental housing such as laundry room access fees, and other fees. However, rental project owners may charge reasonable application fees to prospective tenants may charge parking fees to tenants only if such fees are customary for rental housing projects in the neighborhood; and may charge fees for services such as bus transportation or meals, as long as such services are voluntary. The agreement must also prohibit the developer that is undertaking a homeownership project from charging servicing, origination, processing, inspection, or other fees for the costs of providing homeownership assistance.

(4) *Contractor.* The participating jurisdiction selects a contractor through applicable procurement procedures and requirements. The contractor provides goods or services in accordance with a written agreement (the contract). For contractors who are administering all or some of the participating jurisdiction's HOME programs or specific services for one or more programs, the contract must include at a minimum the following provisions:

(i) *Use of the HOME funds.* The agreement must describe the use of the HOME funds, including the tasks to be performed, a schedule for completing the tasks, a budget, and the length of the agreement.

(ii) *Program requirements.* The agreement must provide that the contractor is subject to the requirements in part 92 that are applicable to the participating jurisdiction, except §§92.505 and 92.506 do not apply, and the contractor cannot assume the participating jurisdiction responsibilities for environmental review, decisionmaking, and action under §92.352. Where the contractor is administering only a portion of the program, the agreement must list the requirements applicable to the activities the contractor is administering.

(iii) *Duration of agreement.* The agreement must specify the duration of the contract. Generally, the duration of a contract should not exceed two years.

(5) *Homebuyer, homeowner or tenant receiving tenant-based rental or security deposit assistance.* When a participating jurisdiction provides assistance to a homebuyer, homeowner or tenant the written agreement may take many forms depending upon the nature of assistance. As appropriate, it must include as a minimum:

(i) For homebuyers, the agreement must conform to the requirements in §92.254(a), the value of the property, principal residence, lease-purchase, if applicable, and the resale or recapture provisions. The agreement must specify the amount of HOME funds, the form of assistance, e.g., grant, amortizing loan, deferred payment loan, the use of the funds (e.g., down-payment, closing costs, rehabilitation) and the time by which the housing must be acquired.

(ii) For homeowners, the agreement must conform to the requirements in §92.254(b) and specify the amount and form of HOME assistance, rehabilitation work to be undertaken, date for completion, and property standards to be met.

(iii) For tenants, the rental assistance contract or the security deposit contract must conform to §§92.209 and 92.253.

(6) *Community housing development organization receiving assistance for operating expenses.* The agreement must describe the use of HOME funds for operating expenses; e.g., salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; and materials and supplies. If the community housing development organization is not also receiving funds for a housing project to be developed, sponsored, or owned by the community housing development organization, the agreement must provide that the community housing development organization is expected to receive funds for a project within 24 months of the date of receiving the funds for operating expenses, and must specify the terms and conditions upon which this expectation is based and the consequences of failure to receive funding for a project.

(d) *On-site inspections and financial oversight.* (1) *Inspections.* The participating jurisdiction must inspect each project at project completion and during the period of affordability to determine that the project meets the property standards of §92.251.

(i) *Completion inspections.* Before completing the project in the disbursement and information system established by HUD, the participating jurisdiction must perform an on-site inspection of HOME-assisted housing to determine that all contracted work has been completed and that the project complies with the property standards of §92.251.

(ii) *Ongoing periodic inspections of HOME-assisted rental housing.* During the period of affordability, the participating jurisdiction must perform on-site inspections of HOME-assisted rental housing to determine compliance with the property standards of §92.251 and to verify the information submitted by the owners in accordance with the requirements of §92.252. The inspections must be in accordance with the inspection procedures that the participating jurisdiction establishes to meet the inspection requirements of §92.251.

(A) The on-site inspections must occur within 12 months after project completion and at least once every 3 years thereafter during the period of affordability.

(B) If there are observed deficiencies for any of the inspectable items in the property standards established by the participating jurisdiction, in accordance with the inspection requirements of §92.251, a follow-up on-site inspection to verify that deficiencies are corrected must occur within 12 months. The participating jurisdiction may establish a list of non-hazardous deficiencies for which correction can be

verified by third party documentation (e.g., paid invoice for work order) rather than re-inspection. Health and safety deficiencies must be corrected immediately, in accordance with §92.251. The participating jurisdiction must adopt a more frequent inspection schedule for properties that have been found to have health and safety deficiencies.

(C) The property owner must annually certify to the participating jurisdiction that each building and all HOME- assisted units in the project are suitable for occupancy, taking into account State and local health, safety, and other applicable codes, ordinances, and requirements, and the ongoing property standards established by the participating jurisdiction to meet the requirements of §92.251.

(D) Inspections must be based on a statistically valid sample of units appropriate for the size of the HOME-assisted project, as set forth by HUD through notice. For projects with one-to-four HOME-assisted units, participating jurisdiction must inspect 100 percent of the HOME-assisted units and the inspectable items (site, building exterior, building systems, and common areas) for each building housing HOME-assisted units.

(iii) *Annual inspections.* Tenant- based rental assistance (TBRA). All housing occupied by tenants receiving HOME tenant-based rental assistance must meet the standards in 24 CFR 982.401 or the successor requirements as established by HUD. The participating jurisdiction must perform annual on-site inspections of rental housing occupied by tenants receiving HOME-assisted TBRA to determine compliance with these standards.

(2) *Financial oversight.* During the period of affordability, the participating jurisdiction must examine at least annually the financial condition of HOME-assisted rental projects with 10 units or more to determine the continued financial viability of the housing and must take actions to correct problems, to the extent feasible.

[61 FR 48750, Sept. 16, 1996, as amended at 64 FR 50224, Sept. 15, 1999; 67 FR 61757, Oct. 1, 2002; 68 FR 56404, Sept. 30, 2003; 78 FR 44680, July 24, 2013]

§92.505 Applicability of uniform administrative requirements.

(a) *Governmental entities.* The requirements of 2 CFR part 225 (OMB Circular No. A-87) and the following requirements of 24 CFR part 85 apply to the participating jurisdictions, State recipients, and governmental subrecipients receiving HOME funds: §§85.6, 85.12, 85.20, 85.22, 85.26, 85.32 through 85.34, 85.36, 85.44, 85.51, and 85.52.

(b) *Nonprofit organizations.* The requirements of 2 CFR part 230 (OMB Circular No. A-122) and the following requirements of 24 CFR part 84 apply to subrecipients receiving HOME funds that are nonprofit organizations that are not governmental subrecipients: §§84.2, 84.5, 84.13 through 84.16, 84.21, 84.22, 84.26 through 84.28, 84.30, 84.31, 84.34 through 84.37, 84.40 through 84.48, 84.51, 84.60 through 84.62, 84.72, and 84.73.

[78 FR 44682, July 24, 2013]

§92.506 Audit.

Audits of the participating jurisdiction, State recipients, and subrecipients must be conducted in accordance with 24 CFR 84.26 and 85.26.

[67 FR 61757, Oct. 1, 2002]

§92.507 Closeout.

Home funds will be closed out in accordance with procedures established by HUD.

[62 FR 44840, Aug. 22, 1997]

§92.508 Recordkeeping.

(a) *General.* Each participating jurisdiction must establish and maintain sufficient records to enable HUD to determine whether the participating jurisdiction has met the requirements of this part. At a minimum, the following records are needed:

(1) *Records concerning designation as a participating jurisdiction.* (i) For a consortium, the consortium agreement among the participating member units of general local government as required by §92.101.

(ii) For a unit of general local government receiving a formula allocation of less than $750,000 (or less than $500,000 in fiscal years in which Congress appropriates less than $1.5 billion for this part), records demonstrating that funds have been made available (either by the State or the unit of general local government, or both) equal to or greater than the difference between its formula allocation and $750,000 (or $500,000 in fiscal years in which Congress appropriates less than $1.5 billion) as required by §92.102(b).

(2) *Program records.* (i) Records of the efforts to maximize participation by the private sector as required by §92.200.

(ii) The forms of HOME assistance used in the program, including any forms of investment described in the Consolidated Plan under 24 CFR part 91 that are not identified in §92.205(b), and which are specifically approved by HUD.

(iii) The underwriting and subsidy layering guidelines adopted in accordance with §92.250 that support the participating jurisdiction's Consolidated Plan certification.

(iv) If existing debt is refinanced for multi-family rehabilitation projects, the refinancing guidelines established in accordance with §92.206(b), described in the Consolidated Plan.

(v) If HOME funds are used for tenant-based rental assistance, records supporting the participating jurisdiction's Consolidated Plan certification in accordance with §92.209(b), including documentation of the local market conditions that led to the choice of this option; written selection policies and criteria; supporting documentation for preferences for specific categories of individuals with disabilities; and records supporting the rent standard and minimum tenant contribution established in accordance with §92.209(h).

(vi) If HOME funds are used for tenant-based rental assistance or rental housing, records evidencing that not less than 90 percent of the families receiving such rental assistance meet the income requirements of §92.216.

(vii) If HOME funds are used for homeownership housing, the procedures used for establishing 95 percent of the median purchase price for the area in accordance with §92.254(a)(2), in the Consolidated Plan.

(viii) If HOME funds are used for acquisition of housing for homeownership, the resale or recapture guidelines established in accordance with §92.254(a)(5), as set forth in the Consolidated Plan.

(ix) Records demonstrating compliance with the matching requirements of §92.218 through §92.222 including a running log and project records documenting the type and amount of match contributions by project.

(x) Records documenting compliance with the 24 month commitment deadline of §92.500(d).

(xi) Records demonstrating compliance with the fifteen percent CHDO set-aside requirement of §92.300(a).

(xii) Records documenting compliance with the ten percent limitation on administrative and planning costs in accordance with §92.207.

(xiii) Records documenting objections to the religious character of an organization that provides services under the HOME program, and the reasonable efforts undertaken to identify and refer the program participant to an alternative provider to which the prospective program participant has no objection, as provided in §92.257(d).

(3) *Project records.* (i) A full description of each project assisted with HOME funds, including the location (address of each unit), form of HOME assistance, and the units or tenants assisted with HOME funds.

(ii) The source and application of funds for each project, including supporting documentation in accordance with 24 CFR 85.20; and records to document the eligibility and permissibility of the project costs, including the documentation of the actual HOME-eligible development costs of each HOME-assisted unit (through allocation of costs, if permissible under §92.205(d)) where HOME funds are used to assist less than all of the units in a multi-unit project.

(iii) Records demonstrating that each rental housing or homeownership project meets the minimum per-unit subsidy amount of §92.205(c), the maximum per-unit subsidy amount of §92.250(a), and the subsidy layering and underwriting evaluation adopted in accordance with §92.250(b).

(iv) Records (e.g., inspection reports) demonstrating that each project meets the property standards of §92.251 at project completion. In addition, during the period of affordability, records for rental projects demonstrating compliance with the property standards and financial reviews and actions pursuant to §92.504(d).

(v) Records demonstrating that each family is income eligible in accordance with §92.203.

(vi) Records demonstrating that each tenant-based rental assistance project meets the written tenant selection policies and criteria of §92.209(c), including any targeting requirements, the rent reasonableness requirements of §92.209(f), the maximum subsidy provisions of §92.209(h), property inspection reports, and calculation of the HOME subsidy.

(vii) Records demonstrating that each rental housing project meets the affordability and income targeting requirements of §92.252 for the required period. Records must be kept for each family assisted.

(viii) Records demonstrating that each multifamily rental housing project involving rehabilitation with refinancing complies with the refinancing guidelines established in accordance with §92.206(b).

(ix) Records demonstrating that each lease for a tenant receiving tenant-based rental assistance and for an assisted rental housing unit complies with the tenant and participant protections of §92.253. Records must be kept for each family.

(x) Records demonstrating that the purchase price or estimated value after rehabilitation for each homeownership housing project does not exceed 95 percent of the median purchase price for the area in accordance with §92.254(a)(2). The records must demonstrate how the estimated value was determined.

(xi) Records demonstrating that each homeownership project meets the affordability requirements of §92.254 for the required period.

(xii) Records demonstrating that any pre-award costs charged to the HOME allocation meet the requirements of §92.212.

(xiii) Records demonstrating that a site and neighborhood standards review was conducted for each project which includes new construction of rental housing assisted under this part to determine that the site meets the requirements of 24 CFR 983.57(e)(2) and (e)(3), in accordance with §92.202.

(xiv) Records (written agreements) demonstrating compliance with the written agreements requirements in §92.504.

(4) *Community Housing Development Organizations (CHDOs) Records.* (i) Written agreements committing HOME funds to CHDO projects in accordance with §92.300(a).

(ii) Records setting forth the efforts made to identify and encourage CHDOs, as required by §92.300(b).

(iii) The name and qualifications of each CHDO and amount of HOME CHDO set-aside funds committed.

(iv) Records demonstrating that each CHDO complies with the written agreements required by §92.504.

(v) Records concerning the use of CHDO setaside funds, including funds used to develop CHDO capacity pursuant to §92.300(b).

(vi) Records concerning the use of funds for CHDO operating expenses and demonstrating compliance with the requirements of §§92.208, 92.300(e) and 92.300(f).

(vii) Records concerning the tenant participation plan required by §92.303.

(viii) Records concerning project-specific assistance to CHDOs pursuant to §92.301, including the impediments to repayment, if repayment is waived.

(5) *Financial records.* (i) Records identifying the source and application of funds for each fiscal year, including the formula allocation, any reallocation (identified by federal fiscal year appropriation), and any State or local funds provided under §92.102(b).

(ii) Records concerning the HOME Investment Trust Fund Treasury account and local account required to be established and maintained by §92.500, including deposits, disbursements, balances, supporting documentation and any other information required by the program disbursement and information system established by HUD.

(iii) Records identifying the source and application of program income, repayments and recaptured funds.

(iv) Records demonstrating adequate budget control, in accordance with 24 CFR 85.20, including evidence of periodic account reconciliations.

(6) *Program administration records.* (i) Written policies, procedures, and systems, including a system for assessing risk of activities and projects and a system for monitoring entities consistent with this section, to ensure that the requirements of this part are met.

(ii) Records demonstrating compliance with the written agreements required by §92.504.

(iii) Records demonstrating compliance with the applicable uniform administrative requirements required by §92.505.

(iv) Records documenting required inspections, monitoring reviews and audits, and the resolution of any findings or concerns.

(7) *Records concerning other Federal requirements*—(i) *Equal opportunity and fair housing records.* (A) Data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HOME funds.

(B) Documentation of actions undertaken to meet the requirements of 24 CFR part 135 which implements section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701u).

(C) Documentation of the actions the participating jurisdiction has taken to affirmatively further fair housing.

(ii) Affirmative marketing and MBE/WBE records.

(A) Records demonstrating compliance with the affirmative marketing procedures and requirements of §92.351.

(B) Documentation and data on the steps taken to implement the jurisdiction's outreach programs to minority-owned (MBE) and female-owned (WBE) businesses including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of $25,000 or more paid, or to be paid, with HOME funds; the amount of the contract or subcontract, and documentation of participating jurisdiction's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.

(iii) Records demonstrating compliance with the environmental review requirements of §92.352 and 24 CFR part 58, including flood insurance requirements.

(iv) Records demonstrating compliance with the requirements of §92.353 regarding displacement, relocation, and real property acquisition, including project occupancy lists identifying the name and address of all persons occupying the real property on the date described in §92.353(c)(2)(i)(A), moving into the property on or after the date described in §92.353(c)(2)(i)(A), and occupying the property upon completion of the project.

(v) Records demonstrating compliance with the labor requirements of §92.354, including contract provisions and payroll records.

(vi) Records demonstrating compliance with the lead-based paint requirements of part 35, subparts A, B, J, K, M and R of this title.

(vii) Records supporting exceptions to the conflict of interest prohibition pursuant to §92.356.

(viii) Records demonstrating compliance with debarment and suspension requirements in 2 CFR part 2424.

(ix) Records concerning intergovernmental review, as required by §92.357.

(b) *States with State Recipients.* A State that distributes HOME funds to State recipients must require State recipients to keep the records required by paragraphs (a)(2), (a)(3), (a)(5), (a)(6) and (a)(7) of this section, and such other records as the State determines to be necessary to enable the State to carry out its responsibilities under this part. The State need not duplicate the records kept by the State recipients. The State must keep records concerning its review of State recipients required under §92.201(b)(3).

(c) *Period of record retention.* All records pertaining to each fiscal year of HOME funds must be retained for the most recent five year period, except as provided below.

(1) For rental housing projects, records may be retained for five years after the project completion date; except that records of individual tenant income verifications, project rents and project inspections must be retained for the most recent five year period, until five years after the affordability period terminates.

(2) For homeownership housing projects, records may be retained for five years after the project completion date, except for documents imposing recapture/resale restrictions which must be retained for five years after the affordability period terminates.

(3) For tenant-based rental assistance projects, records must be retained for five years after the period of rental assistance terminates.

(4) Written agreements must be retained for five years after the agreement terminates.

(5) Records covering displacements and acquisition must be retained for five years after the date by which all persons displaced from the property and all persons whose property is acquired for the project have received the final payment to which they are entitled in accordance with §92.353.

(6) If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.

(d) *Access to records.* (1) The participating jurisdiction must provide citizens, public agencies, and other interested parties with reasonable access to records, consistent with applicable state and local laws regarding privacy and obligations of confidentiality.

(2) HUD and the Comptroller General of the United States, any of their representatives, have the right of access to any pertinent books, documents, papers or other records of the participating jurisdiction, state recipients, and subrecipients, in order to make audits, examinations, excerpts, and transcripts.

[61 FR 48750, Sept. 16, 1996, as amended at 64 FR 50224, Sept. 15, 1999; 67 FR 61757, Oct. 1, 2002; 72 FR 73493, Dec. 27, 2007; 78 FR 44682, July 24, 2013]

§92.509 Performance reports.

(a) *Management reports.* Each participating jurisdiction must submit management reports on its HOME Investment Partnerships Program in such format and at such time as HUD may prescribe.

(b) *Annual performance report.* For annual performance report requirements, see 24 CFR part 91.

Subpart L—Performance Reviews and Sanctions

§92.550 Performance reviews.

(a) *General.* HUD will review the performance of each participating jurisdiction in carrying out its responsibilities under this part whenever determined necessary by HUD, but at least annually. In conducting performance reviews, HUD will rely primarily on information obtained from the participating jurisdiction's and, as appropriate, the State recipient's records and reports, findings from on-site monitoring, audit reports, and information generated from the disbursement and information system established by HUD. Where applicable, HUD may also consider relevant information pertaining to a participating jurisdiction's or State recipient's performance gained from other sources, including citizen comments, complaint determinations, and litigation. Reviews to determine compliance with specific requirements of this part will be conducted as necessary, with or without prior notice to the participating jurisdiction or State recipient. Comprehensive performance reviews under the standards in paragraph (b) of this section will be conducted after prior notice to the participating jurisdiction.

(b) *Standards for comprehensive performance review.* A participating jurisdiction's performance will be comprehensively reviewed periodically, as prescribed by HUD, to determine:

(1) For local participating jurisdictions and State participating jurisdictions administering their own HOME programs, whether the participating jurisdiction has committed the HOME funds in the United States Treasury account as required by §92.500 and expended the funds in the United States Treasury account as required by §92.500, and has met the requirements of this part, particularly eligible activities, income targeting, affordability, and matching requirements; or

(2) For State participating jurisdictions distributing HOME funds to State recipients, whether the State has met the matching contribution and other requirements of this part; has distributed the funds in accordance with the requirements of this part; and has made such reviews and audits of its State recipients as may be appropriate to determine whether they have satisfied the requirements of paragraph (b)(1) of this section.

§92.551 Corrective and remedial actions.

(a) *General.* HUD will use the procedures in this section in conducting the performance review as provided in §92.550 and in taking corrective and remedial actions.

(b) *Performance review.* (1) If HUD determines preliminarily that the participating jurisdiction has not met a requirement of this part, the participating jurisdiction will be given notice of this determination and an opportunity to demonstrate, within the time prescribed by HUD (not to exceed 30 days) and on the basis of substantial facts and data, that it has done so.

(2) If the participating jurisdiction fails to demonstrate to HUD's satisfaction that it has met the requirement, HUD will take corrective or remedial action in accordance with this section or §92.552.

(c) *Corrective and remedial actions.* Corrective or remedial actions for a performance deficiency (failure to meet a provision of this part) will be designed to prevent a continuation of the deficiency; mitigate, to the extent possible, its adverse effects or consequences; and prevent its recurrence.

(1) HUD may instruct the participating jurisdiction to submit and comply with proposals for action to correct, mitigate and prevent a performance deficiency, including:

(i) Preparing and following a schedule of actions for carrying out the affected activities, consisting of schedules, timetables, and milestones necessary to implement the affected activities;

(ii) Establishing and following a management plan that assigns responsibilities for carrying out the remedial actions;

(iii) Canceling or revising activities likely to be affected by the performance deficiency, before expending HOME funds for the activities;

(iv) Reprogramming HOME funds that have not yet been expended from affected activities to other eligible activities;

(v) Reimbursing its HOME Investment Trust Fund in any amount not used in accordance with the requirements of this part;

(vi) Suspending disbursement of HOME funds for affected activities; and

(vii) Establishing procedures to ensure compliance with HOME requirements;

(viii) Making matching contributions as draws are made from the participating jurisdiction's HOME Investment Trust Fund United States Treasury Account and establishing a remedial plan to make up the matching contributions deficit; and

(ix) If the participating jurisdiction is a metropolitan city, forming a consortium with the urban county if the urban county is willing to carry out the HOME program in the metropolitan city.

(2) HUD may also change the method of payment from an advance to reimbursement basis and may require supporting documentation to be submitted for HUD review for each payment request before payment is made; determine the participating jurisdiction to be high risk and impose special conditions or restrictions on the next year's allocation in accordance with 24 CFR 85.12; and take other remedies that may be legally available.

[61 FR 48750, Sept. 16, 1996, as amended at 78 FR 44683, July 24, 2013]

§92.552 Notice and opportunity for hearing; sanctions.

(a) If HUD finds after reasonable notice and opportunity for hearing that a participating jurisdiction has failed to comply with any provision of this part and until HUD is satisfied that there is no longer any such failure to comply:

(1) HUD shall reduce the funds in the participating jurisdiction's HOME Investment Trust Fund by the amount of any expenditures that were not in accordance with the requirements of this part; and

(2) HUD may do one or more of the following:

(i) Prevent withdrawals from the participating jurisdiction's HOME Investment Trust Fund for activities affected by the failure to comply;

(ii) Restrict the participating jurisdiction's activities under this part to activities that conform to one or more model programs which HUD has developed in accordance with section 213 of the Act;

(iii) Remove the participating jurisdiction from participation in allocations or reallocations of funds made available under subpart B or J of this part;

(iv) Require the participating jurisdiction to make matching contributions in amounts required by §92.218(a) as HOME funds are drawn from the participating jurisdiction's HOME Investment Trust Fund United States Treasury Account. Provided, however, that HUD may on due notice suspend payments at any time after the issuance of a notice of opportunity for hearing pursuant to paragraph (b)(1) of this section, pending such hearing and a final decision, to the extent HUD determines such action necessary to preclude the further expenditure of funds for activities affected by the failure to comply.

(b) *Proceedings.* When HUD proposes to take action pursuant to this section, the respondent in the proceedings will be the participating jurisdiction or, at HUD's option, the State recipient. Proceedings will be conducted in accordance with 24 CFR part 26.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 44840, Aug. 22, 1997; 78 FR 44683, July 24, 2013]

Subpart M—American Dream Downpayment Initiative

SOURCE: 69 FR 16766, Mar. 30, 2004, unless otherwise noted.

§92.600 Purpose.

This subpart describes the requirements for the HOME Program American Dream Downpayment Initiative (ADDI). Through the ADDI, HUD makes formula grants to participating jurisdictions that qualify for allocations to assist low-income families achieve homeownership in accordance with the provisions of this subpart. Unless otherwise noted in this subpart, the HOME Program requirements contained in subparts B through L of this part do not apply to the ADDI.

§92.602 Eligible activities.

(a) *Eligible activities.* ADDI funds may only be used for:

(1) Downpayment assistance towards the purchase of single family housing by low-income families who are first-time homebuyers; and

(2) Rehabilitation that is completed in conjunction with the home purchase assisted with ADDI funds. The rehabilitation assisted with ADDI funds, including the reduction of lead paint hazards and the remediation of other home health hazards, must be completed within one year of the purchase of the home. Total rehabilitation shall not exceed 20 percent of the participating jurisdiction's ADDI fiscal year formula allocation. FY2003 ADDI funds may not be used for rehabilitation.

(3) *Manufactured housing.* ADDI funds may be used to purchase a manufactured housing unit and purchase a manufactured housing lot. The manufactured housing unit must, at the time of project completion, be connected to permanent utility hook-ups and be located on land that is owned by the manufactured housing owner, owned as a cooperative, or is subject to a leasehold interest with a term equal to at least the term of the mortgage financing on the unit or the period of affordability (whichever is greater).

(b) *Eligible project costs.* ADDI funds may be used for the following eligible costs:

(1) *Acquisition costs.* The costs of acquiring single family housing.

(2) *Rehabilitation costs.* The eligible development hard costs for rehabilitation projects described in §92.206(a) and the costs for reduction of lead paint hazards and the remediation of other home health hazards. FY2003 ADDI funds may not be used for rehabilitation.

(3) *Related soft costs.* Reasonable and necessary costs incurred by the homebuyer or participating jurisdiction and associated with the financing of single family housing acquisition and rehabilitation. These costs include, but are not limited to:

(i) Costs to process and settle the financing for purchase of a home, such as private lender origination fees, credit report fees, fees for title evidence, fees for recordation and filing of legal documents, attorneys fees, and private appraisal fees.

(ii) Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.

(iii) Costs to provide information services, such as fair housing information to prospective homeowners.

(iv) Staff and overhead costs directly related to carrying out the project, such as work specifications preparation, loan processing inspections, and other services related to assisting a potential homebuyer (*e.g.*, housing counseling), which may be charged to project costs only if the individual purchases single family housing with ADDI assistance.

(v) Costs of environmental review and release of funds (in accordance with 24 CFR part 58) that are directly related to the project.

(4) *Ineligible costs.* ADDI funds may not be used for the development costs (hard costs or soft costs) of new construction of housing or for rental assistance.

(c) *Forms of investment.* A participating jurisdiction may invest ADDI funds as interest-bearing loans or advances, non-interest bearing loans or advances, interest subsidies consistent with the purposes of this subpart, deferred payment loans, grants, or other forms of assistance that HUD determines to be consistent with this subpart. Each participating jurisdiction has the right to establish the terms of assistance, subject to the requirements of this subpart.

(d) *Minimum amount of assistance.* The minimum amount of ADDI funds in combination with HOME funds that must be invested in a project is $1,000.

(e) *Maximum amount of assistance.* The amount of ADDI funds provided to any family shall not exceed the greater of six percent of the purchase price of the single family housing or $10,000. This limitation does not apply to FY2003 ADDI funds.

(f) *Limitation on subrecipients and contractors.* A participating jurisdiction may not provide ADDI funds to an entity or organization that provides downpayment assistance, if the activities of that entity or organization are financed in whole or in part, directly or indirectly, by contributions, service fees, or other payments from the sellers of housing, whether or not made in conjunction with the sale of specific housing acquired with ADDI funds.

[69 FR 16766, Mar. 30, 2004, as amended at 72 FR 16685, Apr. 4, 2007]

§92.604 ADDI allocation formula.

(a) *General.* HUD will provide ADDI funds to participating jurisdictions in amounts determined by the formula described in this section.

(b) *Allocation to states that are participating jurisdictions.* HUD will provide ADDI funds to each state in an amount that is equal to the percentage of the national total of low-income households residing in rental housing in the state, as determined on the basis of the most recent available U.S. census data (as adjusted by HUD).

(c) *Local participating jurisdictions.* Subject to paragraph (d) of this section, HUD will further allocate to each local participating jurisdiction located within a state an amount equal to the percentage of the state-wide total of low-income households residing in rental housing in such participating jurisdiction, as determined on the basis of the most recent available U.S. census data (as adjusted by HUD).

(d) *Limitation on allocations to local participating jurisdictions.* (1) Allocations under paragraph (c) of this section shall be made only if the local participating jurisdiction:

(i) Has a total population of 150,000 individuals or more, as determined on the basis of the most recent available U.S. census data (as adjusted by HUD); or

(ii) Would receive an allocation of $50,000 or more.

(2) Any allocation that would have otherwise been made to a local participating jurisdiction that does not meet the requirements of paragraph (d)(1) of this section shall revert back to the state in which the participating jurisdiction is located.

(e) *Consortia with members in more than one state.* A consortium with members in more than one state will receive an allocation if the consortium meets the requirements described in paragraph (d) of this section.

(f) *Allocation of FY2003 ADDI funds.* For the allocation of FY2003 ADDI funds, HUD will consider a participating jurisdiction's need for, and prior commitment to, assistance to homebuyers. Puerto Rico is a "state" for FY2003 ADDI funds.

(1) *Need.* The need of the participating jurisdiction for assistance to homebuyers is measured by its ADDI formula allocation, as calculated under paragraphs (b) through (e) of this section.

(2) *Prior commitment.* Only those participating jurisdictions that have demonstrated prior commitment to assistance to homebuyers will receive FY2003 ADDI funds. A participating jurisdiction has demonstrated prior commitment to homebuyers if it has previously committed funds to such purpose under the HOME program, the Community Development Block Grants (CDBG) program, mortgage revenue bonds, or existing funding from state and local governments.

§92.606 Reallocations.

If any funds allocated to a participating jurisdiction under §92.604 become available for reallocation, the funds shall be reallocated in the next fiscal year in accordance with §92.604.

§92.608 Consolidated plan.

To receive an ADDI formula allocation, a participating jurisdiction must address the use of the ADDI funds in its consolidated plan submitted in accordance with 24 CFR part 91.

§92.610 Program requirements.

The following program requirements contained in subpart E of this part apply to the ADDI:

(a) *Private-public partnership.* The private-public partnership provisions contained in §92.200 apply to the ADDI.

(b) *Distribution of assistance.* The distribution of assistance requirements contained in §92.201 apply to the ADDI.

(c) *Income determinations.* The income determination requirements contained in §92.203 apply to the ADDI.

(d) *Pre-award costs.* The requirements regarding pre-award costs contained in §92.212 apply to the ADDI.

(e) *Matching contribution requirement.* The matching contribution requirements contained in §§92.218 through 92.222 apply to FY2003 ADDI funds only.

§92.612 Project requirements.

The following project requirements contained in subpart F of this part apply to the ADDI:

(a) *Maximum per-unit subsidy amount and subsidy layering.* The maximum per-unit subsidy limits and subsidy layering requirements contained in §92.250 apply to the total HOME and ADDI funds in a project.

(b) *Property standards.* Housing assisted with ADDI funds must meet the property standards contained in §92.251.

(c) *Qualification as affordable housing.* Housing assisted with ADDI funds must meet the affordability requirements contained in §92.254(a) and (c). If a project receives both HOME and ADDI funds, the total of HOME and ADDI funds in the project is used for calculating the period of affordability described in §92.254(a)(4) and applied to resales (§92.254(a)(5)(i)) and recaptures (§92.254(a)(5)(ii)).

(d) *Faith-based organizations.* Faith-based organizations are eligible to participate in the ADDI as subrecipients or contractors as provided in §92.257.

§92.614 Other Federal requirements.

(a) The following Federal requirements contained in subpart H of this part apply to the ADDI:

(1) *Other Federal requirements and nondiscrimination.* The Federal and nondiscrimination requirements contained in §92.350 apply to the ADDI.

(2) *Environmental review.* The environmental review requirements contained in §92.352 apply to the ADDI.

(3) *Affirmative marketing.* The affirmative marketing requirements contained in §92.351(a).

(4) *Labor.* The labor requirements contained in §92.354 apply to ADDI.

(5) *Lead-based paint.* The lead-based paint prevention and abatement requirements contained in §92.355 apply to the ADDI.

(6) *Conflict of interest.* The conflict of interest requirements contained in §92.356 apply to the ADDI.

(7) *Consultant activities.* The requirements regarding consultant activities contained in §92.358 apply to the ADDI.

(b) The following Federal requirements contained in subpart H of this part do not apply to the ADDI:

(1) *Displacement, relocation, and acquisition.* The displacement, relocation, and acquisition requirements implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 U.S.C. 4201-4655) and the implementing regulations at 49 CFR part 24, contained in §92.353 do not apply to ADDI, except the requirements do apply to FY2003 ADDI funds.

(2) *Executive Order 12372.* The requirements of Executive Order 12372 (entitled "Intergovernmental Review) described in §92.357.

[69 FR 16766, Mar. 30, 2004, as amended at 78 FR 44683, July 24, 2013]

§92.616 Program administration.

The following program administration requirements contained in subpart K of this part apply to the ADDI:

(a) *HOME Investment Trust Fund.* The requirements regarding the HOME Investment Trust Fund contained in §92.500 apply to the ADDI, with the exception of paragraphs (c)(2) and (d)(1)(A).

(b) *HOME Investment Partnership Agreement.* The requirements regarding HOME Investment Partnership Agreements contained in §92.501 apply to the ADDI.

(c) *Program disbursement and information system.* The requirements regarding program disbursement and information systems contained in §92.502 apply to the ADDI.

(d) *Program income, repayments and recaptured funds.* The requirements regarding program income, repayments, and recaptured funds contained in §92.503 apply to the ADDI, except the program income and recaptured funds must be deposited in the participating jurisdiction's HOME investments trust fund local account and used in accordance with the HOME program requirements.

(e) *Participating jurisdiction responsibilities and written agreements.* The requirements regarding participating jurisdiction responsibilities and written agreements contained in §92.504 apply to the ADDI, with the modification that the written agreement is not required to cover any HOME requirement that is not applicable to the ADDI.

(f) *Applicability of uniform administrative requirements.* The uniform administrative requirements contained in §982.505 apply to the ADDI.

(g) *Audit.* The audit requirements contained in §92.506 apply to the ADDI.

(h) *Closeout.* The closeout requirements contained in §92.507 apply to the ADDI.

(i) *Recordkeeping.* The project records must include records demonstrating that the family qualifies as a first-time homebuyer. The recordkeeping requirements contained in §92.508 apply to the ADDI, with the exception of the following paragraphs:

(1) Paragraph (a)(1);

(2) Paragraphs (a)(2)(iv), (a)(2)(v), (a)(2)(vi), (a)(2)(xi), and (a)(2)(xii);

(3) Paragraphs (a)(3)(vi), (a)(3)(vii), (a)(3)(viii), (a)(3)(ix), and (a)(3)(xiii);

(4) Paragraph (a)(4);

(5) Paragraphs (a)(7)(i)(B), (a)(7)(i)(C), (a)(7)(ii)(A), and (a)(7)(ix) (in addition, the requirements of paragraph (a)(7)(iv) apply to FY2003 ADDI funds only); and

(6) Paragraphs (c)(1) and (c)(3) (in addition, the requirements of paragraph (c)(5) apply to FY2003 ADDI funds only).

(j) *Performance reports.* The requirements regarding performance reports contained in §92.509 apply to the ADDI.

§92.618 Performance reviews and sanctions.

HUD will review the performance of participating jurisdictions in carrying out its responsibilities under the ADDI in accordance with the policies and procedures contained in subpart L of this part.

EXHIBIT E

BUDGET

MHDC
Celebrating Our 20th Anniversary
A Non-Profit Corporation

1619 Paramount Boulevard • Montebello, California 90640
Tel (323) 722-3955 • Fax (323) 722-3637
www.MHDCCA.org

MONTEBELLO HOUSING DEVELOPMENT CORPORATION
A PROPOSED FOUR (4) UNIT SINGLE FAMILY DETACHED PLANNED DEVELOPMENT
924 CAROB WAY, MONTEBELLO, CA.
CONSISTING OF A 4 BEDROOM, 2.5 BATH, 1775 SF PRODUCT
July, 18,2014 – DEVELOPMENT PROFORMA

I. PROJECTED REVENUES

A. Four (4) units @ $425,00/unit =	$1,700,000	
Total Projected Revenues =		$1,700,000

II. PROJECTED DEVELOPMENT COSTS

A. Land Cost =	290,000.	
B. Indirect Development Costs =	230,000.	
C. Direct Development Costs =	800,000.	
D. Solar & Sustainable Costs =	80,000.	
E. Finance, Sales & Marketing Costs :		
1) Construction loan fees and costs =	18,000.	
2) Construction loan interest cost =	35,000.	
3) Sales & marketing costs =	42,000.	
Total Development Costs		1,495,000.

III. SUMMARY OF PROJECTED REVENUES, COSTS AND PROFIT

A. Total projected revenues	$1,700,000.	
B. Less total projected costs =	1,495,000.	
Total Projected Profit =		$205,000.

EXHIBIT F

SCHEDULE OF PERFORMANCE

This Schedule of Performance is subject to all of the terms and conditions of the text in this Agreement. The summary of the Schedule of Performance set forth in **Attachment "1"** to this Exhibit "F", which is incorporated fully herein, is not intended to supersede or modify the more complete description in the text. In the event of any conflict or inconsistency between this Schedule and the text of the Agreement, the text shall govern. The City Manager, or designee, shall have the authority on behalf of City to reasonably extend the times for performance in writing.

MHDC
Celebrating Our 20th Anniversary
A Non-Profit Corporation

1619 Paramount Boulevard • Montebello, California 90640
Tel:(323) 722-3955 • Fax:(323) 722-3637
www.MHDCCA.org

Development Timeline: 924 Carob Way, Montebello, CA

August 2014 – November 2014	Obtain Zoning and Subdivision Entitlements
November 2014 – March 2015	Prepare Construction Plans
	Plan check and Obtain Permits
	Bid and Award Contracts
	Record Construction Loan
March 2015 – December 2015	On-site Construction
	Obtain Department of Real Estate Approvals
December 2015 – February 2016	Buyer Qualification and Close of Escrow

Project Timeline – August 2014 – February 2016 (18 Months)

EXHIBIT G

PROMISSORY NOTE

PROMISSORY NOTE
(HUD HOME Program)

For value received, the undersigned maker promises to pay to the CITY OF MONTEBELLO (Payee/Lender, as defined below) the principal sum of One Hundred Forty-Five Thousand Dollars ($145,000.00) or so much thereof as may be advanced, at Montebello, California with interest at the rate of Six Percent (6%) per year (however, in no event shall such interest rate exceed the highest permissible rate established by the Secretary of the US Department of Housing and Urban Development), subject to the following conditions and limitations:

(1) This note is entered into in furtherance of the HOME PROGRAM LOAN AGREEMENT by and between the CITY OF MONTEBELLO ("Lender" or "Payee") and MONTEBELLO HOUSING DEVELOPMENT CORPORATION. ("Borrower") dated July 23, 2014, and incorporated herein by reference ("HOME PROGRAM LOAN AGREEMENT"). In the event the provisions of this note conflict with those of the HOME PROGRAM LOAN AGREEMENT, the terms of the HOME PROGRAM LOAN AGREEMENT shall control and be construed as terms of this note.

(2) Principal and interest on this note shall be due and payable twenty (20) years from the date of the initial occupancy of the affordable Housing Units or July 1, 2034 whichever last occurs but not before the maturity date of the note and deed of trust held by the City of Montebello financing the HUD Project identified in the HOME PROGRAM LOAN AGREEMENT, provided that if this note is prepaid in full, the holder of this note, at its option and without notice, may declare the whole principal sum or any balance thereof, together with interest thereon, immediately due and payable. Subject to Paragraph 7 herein, unless the Borrower is in default of the HOME PROGRAM LOAN AGREEMENT, no interest or principal payments shall be due until twenty (20) years from the date of the initial occupancy of the affordable Housing Units or July 1, 2034 whichever last occurs but not before the maturity date of the note and deed of trust held by the City of Montebello financing the HUD Project identified in the HOME PROGRAM LOAN AGREEMENT.

(3) Prepayments to principal and interest on this note may be made only after obtaining the prior written approval of the Lender

(4) This note is non-negotiable and may not be sold, transferred, assigned, or pledged by the Payee except with the prior written approval of the City of Montebello as more fully stated in the HOME PROGRAM LOAN AGREEMENT.

(5) This note is entered into in furtherance of the HOME PROGRAM LOAN AGREEMENT by and between the CITY OF MONTEBELLO HOUSING DEVELOPMENT CORPORATION, dated July 23, 2014, and incorporated herein by reference.

(6) This note is made and delivered in payment of the matters specified in the HOME PROGRAM LOAN AGREEMENT.

(7) This note is intended to be a forgivable loan of HOME Program funds in exchange for Borrower causing certain housing units, in Borrower's proposed single family housing project, to be restricted for occupancy by low and moderate income households only, as more fully set forth in the HOME PROGRAM LOAN AGREEMENT. The Parties intend that the loan shall be repaid by the Borrower as an interest-bearing loan according to the terms provided in the Agreement, but if Borrower causes all affordable Housing Units to adhere to affordability requirements for the period required by HOME Program regulations (i.e., twenty (20) years), the loan and all accrued interest shall be forgiven as more fully set forth in the HOME PROGRAM LOAN AGREEMENT.

Executed this ___th day of ___, 2014.

Attest: MONTEBELLO HOUSING
DEVELOPMENT CORPORATION

_____ By: _____
Joe Robert Monzon, President
7/24/14

[Lender/Payee's acknowledgement follows]

Payee's Acknowledgement:

The Payee hereby certifies that this is a bona fide transaction and that it fully understands all the requirements of this note, and that no prepayment of principal or interest shall be accepted without evidence that the City of Montebello has authorized such prepayment. If an unauthorized prepayment is accepted, the funds shall be held by the Payee in trust for the project.

Francesca Tucker-Schuyler

Francesca Tucker-Schuyler, City Administrator, City of Montebello

EXHIBIT H

DEED OF TRUST WITH ASSIGNMENT OF RENTS TO THE CITY OF MONTEBELLO, CALIFORNIA

("**PROPERTY DEED OF TRUST**")

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

THE CITY OF MONTEBELLO
1600 W Beverly Blvd
Montebello CA 90640
Attention: City Administrator

Exempt from filing fees pursuant to Govt. Code Sec. 6103

DEED OF TRUST WITH ASSIGNMENT OF RENTS TO THE CITY OF MONTEBELLO, CALIFORNIA

("Property Deed of Trust")

THIS DEED OF TRUST WITH ASSIGNMENT OF RENTS ("**Lot 1 Deed of Trust**" or simply this "**Deed of Trust**") is made this 24 th day of July, 2014 by and between MONTEBELLO HOUSING DEVELOPMENT CORPORATION., a California corporation (the "**Borrower**"), and THE CITY OF MONTEBELLO, a California municipal corporation (the "**Trustee**" and "**Beneficiary**"; also identified hereinafter as the "**City**"), in connection with and in order to implement that certain HOME Program Loan Agreement (the "**Agreement**") entered into between Borrower and Beneficiary (collectively, the "**Parties**") on July 23, 2014.

WITNESSETH: That Borrower Irrevocably, Grants Transfers and Assigns, to Trustee, in Trust, with Power of Sale, that certain real property (the "**Property**") in the County of Los Angeles, Sate of California, the legal description for which is attached to this Deed of Trust as **EXHIBIT "A"**.

TOGETHER WITH: (a) all buildings, improvements and fixtures, as now or hereafter may be placed thereon, it being understood and agreed that all classes of property attached or unattached used in connection herewith shall be deemed fixtures, (b) rents, issues and profits thereof, (c) any water rights and/or stock appurtenant or pertain to the land, and (d) all sums of money payable on the purchase price of the property secured by a lien thereon or payable under any agreement.

BORROWER HEREBY expressly acknowledges and agrees that, in connection herewith,

City will loan to Borrower in the amount of $145,000.00, pursuant to: (i) the terms of the Agreement; and (ii) the terms of that certain promissory note entitled the PROMISSORY Note attached as Exhibit G to the Agreement (executed by Borrower of even date herewith; the "**Note**"; copy attached to this Property Deed of Trust as **EXHIBIT "B"**). Pursuant to the Agreement and the Note, City will loan Borrower the above-stated amount upon such terms provided in said documents and as provided herein (referred to in said documents and herein as the "**City Loan**"). Borrower acknowledges and agrees that the City is making the City Loan on this basis, and thus intends to enforce any and all of its rights accordingly.

THIS DEED OF TRUST IS GIVEN FOR THE PURPOSE OF SECURING:

1. Payment of ONE HUNDRED FORTHY-FIVE THOUSAND 00/100 ($145,000.00) with six percent (6.0%) (but in no event shall such interest rate exceed the current Federal approved Default Rate) simple interest per annum thereon according to the terms of the Note, payable, as more fully set forth in the Agreement and the Note, to the order of the City, and extensions or renewals thereof. Principal and interest on the note shall be due and payable twenty (20) years from the date of the initial occupancy of the affordable Housing Units or July 1, 2034 whichever last occurs but not before the maturity date of the note and deed of trust held by the City of Montebello financing the creation of affordable units described in the Agreement, provided that if the Note is prepaid in full, the City, at its option and with sixty days written notice, may declare the whole principal sum or any balance thereof, together with interest thereon, immediately due and payable. Subject to the Agreement and Paragraph 21 herein, unless the Borrower is in default of the Agreement, no interest or principal payments shall be due until twenty (20) years from the date of the initial occupancy of the affordable Housing Units or July 1, 2034 whichever last occurs but not before the maturity date of the note and deed of trust held by the City of Montebello assisting the creation of affordable units identified in the HOME PROGRAM LOAN AGREEMENT.

2. Payment of such additional sums with interest thereon as: (a) may be hereafter borrowed from the Beneficiary when evidenced by another promissory note(s) reciting that they are secured hereby, or (b) as may be added to the indebtedness secured hereby in accordance with the provisions of this Deed of Trust.

3. Performance of each and every obligation, covenant, promise or agreement of Borrowers contained in the Agreement and the Note.

4. Payment, with interest thereon, of any other present or future indebtedness or obligation of the Borrowers (or of any successor in interest of the Borrowers to the Property) to the Beneficiary reciting that they are secured hereby, whether created directly or acquired by assignment, whether absolute or contingent, whether due or not, whether otherwise secured or not, or whether existing at the time of the execution of the Deed of Trust, or arising thereafter.

5. Performance of each agreement of Borrowers contained in the Note, or any other agreement or related document(s) entered into between Borrowers and Beneficiary, with regard to the Property.

TO PROTECT THE SECURITY OF THIS DEED OF TRUST, BORROWER AGREES:

1. To keep the property in good condition and repair; to allow Beneficiary or its representatives to enter and inspect the premises at all reasonable times and access thereto shall be permitted for that purpose; not to remove or demolish any building thereon except in furtherance of developing the Project/Development pursuant to the Agreement; to complete or restore promptly and in good and workmanlike manner any building which may be constructed, damaged or destroyed thereon, including, without restricting the generality of the foregoing, damage from termites and dry-rot; to pay when due all claims for labor performed and materials furnished in connection with such property and not to permit any mechanics lien against such property; to comply with all laws affecting such property or requiring any alterations or improvements to be made thereon; not to initiate or acquiesce in any zoning reclassification without Beneficiary's written consent; not to commit or permit waste thereon; not to commit, suffer or permit any act upon such property in violation of the law; and to paint, cultivate, irrigate, fertilize, fumigate, prune, and do all other acts that from the character or use of the property may be reasonably necessary.

If the City Loan secured hereby or any part thereof is being obtained or should any additional loan be made hereafter for the purpose of financing improvements on the Property, Borrower further agrees, anything in the Note or this Deed of Trust to the contrary notwithstanding: (a) to complete the same in accordance with City approved plans and specifications satisfactory to Beneficiary; (b) to allow Beneficiary to inspect such property at all times during rehabilitation; (c) to replace any work or materials unsatisfactory to Beneficiary within fifteen (15) calendar days after written notice from Beneficiary of such fact, which notice may be given to Borrower by registered or certified mail, sent to the last known address, or by personal service of the same; (d) that work shall not cease on such improvements for any reason whatsoever for a period of fifteen (15) calendar days, without the written permission of the Beneficiary; (e) to pay when due all claims for labor and materials furnished in connection with the improvements and not permit any claims of lien for the work or material to be filed of record against the property; and (f) not to permit any notice claims to be presented to Beneficiary. If the property is part of a larger tract upon which improvements will be constructed, Borrower shall make separate contracts and sub-contracts for the construction which shall pertain to the property only and shall keep separate, full and complete records of all work and materials furnishes to the property. Trustee, upon presentation to it of an affidavit signed by the Beneficiary setting forth facts showing a default by Borrower under this paragraph, is authorized to accept as true and conclusive all facts and statements therein, and to act thereon hereunder.

2. To provide, and maintain in force at all times with respect to the property, fire and other types of insurance as may be required by Beneficiary. All of such insurance shall have a loss payable endorsement in favor of Beneficiary, shall be for a term and in form, content, amount and with such companies as may be satisfactory to Beneficiary, and policies therefor shall be delivered to and remain in possession of Beneficiary as further security for the faithful performance of Borrower hereunder. At least thirty (30) days prior to the expiration of any insurance policy, a policy or policies renewing or extending such expiring insurance shall be delivered to Beneficiary together with written evidence showing payment of the premium therefor. In case of insurance loss, beneficiary is hereby authorized either (a) upon prior notice to Borrower, to settle and adjust any claim under the insurance policies provided for in this document without the consent of the

Borrower, or (b) to allow Borrower to agree with the insurance company or companies on the amount to be paid upon the loss. In either case, the Beneficiary is authorized to collect and make receipt of any such insurance money. Any such insurance proceeds at the option of the Beneficiary, shall either be applied in reduction of the indebtedness secured hereby whether due or not, or in such order as Beneficiary may determine, or be held by the beneficiary and used to reimburse the Borrower for the cost of rebuilding or restoring the building or improvements on the premises. Such buildings and improvements shall be restored or rebuilt so as to be of equal value and substantially the same character as prior to the damage or destruction, and shall be in a condition satisfactory to Beneficiary. Such application or release shall not cure or waive any default or notice of default hereunder or invalidate any act done pursuant to such notice. Any and all un-expired insurance shall inure to the benefit of, and pass to the purchaser of, the property conveyed at any Trustee sale held hereunder.

3. To pay: (a) at least ten (10) days before delinquency, all general; and special City and County taxes, and all assessments on appurtenant water stock, affecting such property; (b) when due, all special assessments for public improvements, without permitting any improvements bond to issue for any special assessment; (c) when due, all encumbrances, charges and liens, with interest, on the property, or any part thereof, which are or appear to be prior or superior hereto; (d) all costs, fees and expenses of this trust; (e) for any statement regarding the obligation secured hereby any amount demanded by Beneficiary not to exceed the maximum allowed by law thereof at the time when such request is made; (f) such other charges for services rendered by Beneficiary and furnished at Borrower's request or that of any successor in interest to Borrower as the Beneficiary may deem reasonable.

If, by the law of the United States of America, or of any state having jurisdiction over the Borrower, any tax is due or becomes due in respect to the issuance of the Note hereby secured, the Borrower covenants and agrees to pay such tax in the manner required by such law.

4. That, should Borrower fail to make any payment or do any act as provided in this Deed of Trust, then Beneficiary or Trustee, but without obligation to do so and with sixty (60) days written notice to Borrower, and without releasing Borrower from any obligation hereof, may (a) make or do the same in such manner and to such extent as either may deem necessary to protect the security thereof, Beneficiary or Trustee being authorized to enter upon the property for such purposes; (b) commence, or defend any action or proceeding purporting to affect the security hereof or the property covered by this Deed of Trust, or the rights or powers of Beneficiary or Trustee; (c) pay, purchase, contest or compromise any encumbrance, charge or lien, which in the judgment of either is or appears to be prior or superior hereto; and (d) in exercising any such powers, pay necessary expenses, employ counsel and pay the reasonable fees. Borrower agrees to repay any amount so expended on demand of Beneficiary, and any amount so expended may be added by Beneficiary to the indebtedness secured hereby.

5. To appear in and defend any action or proceeding purporting to affect the security hereof or the property which is covered by this Deed of Trust, or the rights or powers of Beneficiary or Trustee, and whether or not Borrower so appears or defends, to pay all costs and expenses, including cost of evidence of title and attorneys' fees in a reasonable sum, in any such

action or proceeding in which Beneficiary or Trustee may appear by virtue of being made a party defendant or otherwise irrespective of whether the interest of Beneficiary or Trustee in such property is directly questioned by such action, including any action for the condemnation or partition of the premises, and in any suit brought by Beneficiary to foreclose this Deed of Trust.

6. To pay immediately and without demand, all sums expended under the terms of this Deed of Trust by Beneficiary or Trustee, with interest from the date of expenditure at the rate which the principal obligation secured hereby bears at the time such payment is made, and the repayment of such sums shall be secured hereby.

7. That, should the Borrower or any successor in interest to Borrower in such property drill or extract, or enter into a lease for drilling or extraction of oil, gas or other hydrocarbon substances or any mineral of any kind or character, or sell, convey, further encumber, or alienate the property, or any part thereof, or any interest therein, or be divested of title or any interest therein any manner or way, whether voluntarily or involuntarily, Beneficiary shall have the right, at its option, to declare any indebtedness or obligations secured hereby irrespective of the maturity date specified in any Note evidencing the same, immediately due and payable, and no waiver of this right shall be effective unless in writing.

8. That any award, settlement or damages for injury or damages to such property, or in connection with the transaction financed by such loan, and any award of damages in connection with any condemnation for public use of or injury to the property, or any part thereof, is hereby assigned and shall be paid to Beneficiary, who may apply or release such monies received by it in such manner and with the same effect as above provided for the disposition of proceeds of fire or other insurance.

9. That at any time, or from time to time, without liability of the Beneficiary or Trustee thereof, and without notice, upon written request of Beneficiary and presentation of this Deed of Trust and any Note secured hereby for endorsement, and without affecting the personal liability of any person for payment of the indebtedness secured hereby, or the lien of the Deed of Trust upon the remainder of the property for the full amount of the indebtedness then or thereafter secured hereby, or the rights or powers of Beneficiary or the Trustee with respect to the remainder of the property, Trustee may: (a) reconvey any part of the property, (b) consent to the making of any map or plat thereof, (c) join in granting any easement thereon, (d) join in any agreement subordinating the lien or charge hereof.

10. That the lien hereof shall remain in full force and effect during any postponement or extension of time of payment of the indebtedness secured hereby, or any part thereof.

11. That upon written request of Beneficiary stating that all sums secured hereby have been paid, and upon surrender of this Deed of Trust and the Note and any other notes to Trustee for cancellation and retention, and upon payment of its fees, Trustee shall reconvey, without warranty, the property then held hereunder. The recitals in such reconveyance of any matters of fact shall be conclusive evidence of the truthfulness thereof. The grantee in such reconveyance may be

described as "the person or persons legally entitled thereto." Such request and reconveyance shall operate as a re-assignment of the rents, issues, royalties and profits hereinafter assigned to Beneficiary. Five (5) years after issuance of such full reconveyance, Trustee may destroy the Note and this Deed of Trust (unless directed in such request to retain them).

12. That as additional security, Borrower irrevocably assigns to City the rents, issues, and profits and upon the terms and conditions set forth below. This assignment shall not impose upon City duty to produce rents from the property affected by this Deed of Trust, or cause City to be (a) "mortgagee in possession" for any purpose; (b) responsible for performing any of the obligations of the lessor under any lease; or (c) responsible for any waste committed by lessees or any other parties, for any dangerous or defective condition of the property affected by this Deed of Trust, or for any negligence in the management, upkeep, repair, or control of such property. This is an absolute assignment, not an assignment for security only, and Beneficiary's right to rents, issues and profits is not contingent upon, and may be exercised without possession of, the property affected by this Deed of Trust.

To the extent permitted by the Note, City confers upon Borrower a license ("License") to collect and retain the issue and profits of the property affected by this Deed of Trust as they become due and payable, until the occurrence of a default hereunder. Upon such default, the License shall be automatically revoked and City may collect and retain the issues and profits without notice and without taking possession of the property affected by this Deed of Trust. This right to collect issues and profits shall not grant to City or Trustee the right to possession, except as otherwise provided herein; and neither the right, nor termination of the License, shall impose upon City or Trustee the duty to produce issues or profits or maintain all or any part of the property affected by this Deed of Trust. If borrower shall default, Borrower's right to collect any such money shall cease and Beneficiary shall have the right, with or without taking possession of the property affected hereby, to collect all issues, royalties and profits and shall be authorized to, and may, without notice and irrespective of whether declaration of default has been delivered to Trustee and without regard to the adequacy of the security for the indebtedness secured hereby, either personally or by attorney or agent without bringing any action or proceeding, or by receiver to be appointed by the Court, enter into possession and hold, occupy, possess and enjoy the property, and to sue, and to take, receive and collect all or any part of the issues and profits of the property affected hereby, and after paying such costs of maintenance, operation of the property, and of collections including reasonable attorneys' fees, as in its judgment it may deem proper, to apply the balance upon any indebtedness then secured hereby, the issues, royalties and profits of the property being hereby assigned to Beneficiary. The acceptance of such rents, issues, royalties and profits shall not constitute a waiver of any other right which Trustee or Beneficiary may enjoy under this Deed of Trust or under the laws of California. Failure of or discontinuance by Beneficiary at any time, or from time to time, to collect any such issues, royalties or profits shall not in any manner affect the subsequent enforcement by Beneficiary of the right, power and authority to collect the same. The receipt and application by Beneficiary of all such issues, royalties and profits pursuant hereto, and after execution and delivery of declaration of default and demand for sale as hereinafter provided, or during the pendency of Trustee's sale proceedings hereunder, shall not cure such breach or default nor affect the sale proceedings, or any sale made pursuant thereto, but such rents, issues, royalties and profits, less all costs of operation, maintenance, collection and reasonable attorneys' fees, when received by Beneficiary, shall be

applied in reduction of the indebtedness secured hereby, from time to time, in such order as Beneficiary may determine. Nothing contained herein nor the exercise of the rights by Beneficiary to collect, shall be, or be construed to be, an affirmation by Beneficiary of any tenancy, lease or option, nor an assumption of liability under, nor a subordination of the lien or charge of this Deed of Trust to, any such tenancy, lease or option.

13. That upon default by Borrower in payment of any indebtedness secured hereby or in performance of any agreement affecting Borrower's ownership of the Property, shall constitute a default under this Deed of Trust, and upon default by Borrower under the terms of any encumbrance, charge or lien which is or appears to be prior to or superior hereto, Beneficiary may declare all sums secured hereby immediately due and payable by delivery to Borrower as written declaration of default and demand for sale of written notice of default and of election to cause to be sold the property, which notice Trustee shall cause to be filed for record. Beneficiary shall also deposit with Trustee this Deed of Trust and any Notes and all documents evidencing expenditures secured hereby. After the lapse of such time as then may be required by law following recordation of such notice of default, and notice of sale having been given as then required by law, Trustee, without demand on Borrower, shall sell the property at the time and place fixed by it in such notice of sale, whether as a whole or in separate parcels, and in such order as it may determine, at public auction to the highest bidder in lawful money of the United States, payable at time of sale. Trustee may postpone sale of all or any portion of the property by public announcement at such time and place of sale, and from time to time thereafter may postpone such sale by public announcement at the time fixed by the preceding postponement. Trustee shall deliver to such purchase its Deed conveying the property so sold, but without any covenant or warranty, express or implied. The recital in such Deed of any matters of fact shall be conclusive evidence of the truthfulness thereof. Any person, including Borrower, Trustee, or Beneficiary as hereinafter defined, may purchase at such sale. Trustee may also sell at any such sale and as part thereof any shares of corporate stock securing the obligations secured hereby, and Borrower waives demand and notice of such sale. (Beneficiary at its option may also foreclose on such shares by independent pledge sale, and Borrower waives demand and notice of such sale.) After deducting all costs, fees and expenses of Trustee, and of this Trust, including cost of evidence of title in connection with this sale, Trustee shall apply the proceeds of sale to payment, first, of all sums expended under the terms hereof, not then repaid and then of all other sums secured hereby, and, if there are any proceeds remaining, shall distribute them to the person or persons legally entitled thereto.

14. [INTENTIONALLY OMITTED]

15. That Beneficiary may, from time to time, by instrument in writing, substitute a successor or successors to any Trustee named herein or acting hereunder, which instrument, executed and acknowledged by Beneficiary and recorded in the office of the recorder of the county or counties where such property is situated, shall be conclusive proof of property substitution of such successor Trustee or Trustees, who shall, without conveyances from the Trustee predecessor, succeed to all its title, estate, rights, powers and duties, including but not limited to the power to reconvey the whole or any part of the property covered by this Deed of Trust. Such instrument must contain the name of the original Borrower, Trustee and Beneficiary hereunder, and the book and page where this Deed of Trust is recorded. If notice of default shall have been recorded, this power of substitution cannot be

exercised until after the costs, fees and expenses of the then acting Trustee shall have been paid to such Trustee, who shall endorse receipt thereof upon such instrument. The procedures herein provided for substitution of Trustee shall not be exclusive of other provisions for Substitution provided by law.

16. That this Deed of Trust applies to, insures to the benefit of, and binds all parties hereto, their heirs, legatees, devisees, administrators, executors, successors and assigns. The term "Beneficiary" shall mean the owner and holder, including pledgee, of the Note secured hereby, whether or not named as Beneficiary herein. In this Deed of Trust, whenever the context so requires, the masculine gender includes the feminine and/or neuter, and the singular number includes the plural.

17. That in the event of a demand for, and the preparation and delivery of a written statement regarding the obligations secured by this Deed of Trust pursuant to Sections 2943 and 2954 of the Civil Code of California (or successor statutes), Beneficiary shall be entitled to make a reasonable charge, not exceeding the maximum amount which is permitted by law at the time the statement is furnished. Beneficiary may also charge Borrower a reasonable fee for any other services rendered to Borrower or rendered in Borrower's behalf in connection with the property of this Deed of Trust, including changing Beneficiary's records pertaining to this Deed of Trust and the loan secured hereby in connection with the transfer of the property, or releasing an existing policy of fire insurance or other casualty insurance held by Beneficiary and replacing the same with another such policy.

18. That Trustee accepts this Trust when this Deed of Trust, duly executed and acknowledged, is made a public record as provided by law. Trustee is not obligated to notify any party hereto of pending sale under any other Deed of Trust or of any action or proceeding in which Borrower, Beneficiary or Trustee shall be a party unless brought by Trustee.

19. That Borrower has made certain representations and disclosures in order to induce Beneficiary to make the loan evidenced by the Note or other notes which this Deed of Trust secures, and in the event that Borrower has made any material misrepresentation or failed to disclose any material fact, Beneficiary at its option and without notice, shall have the right to declare the indebtedness secured hereby, irrespective of the maturity date specified in the Note or such other notes, immediately due and payable, and on failure to so pay Beneficiary may make a written declaration of default and demand for sale as in paragraph No. 13, herein set forth. Trustee, upon presentation to it of an affidavit signed by Beneficiary setting forth facts showing a default by Borrower under this paragraph, is authorized to accept as true and conclusive all facts and states therein, and to act thereon hereunder.

Any notice which any party hereto may desire or be required to give to the other party shall be in writing. The mailing thereof must be certified mail addressed to the Borrower at the address hereinabove set forth or to the Beneficiary at its office or at such other place as such parties hereto may designate in writing.

20. That the Note and the Agreement constitute a non-recourse debt and that any

remedies pursued thereon shall only be pursued against the Property and not against the Borrower or any members, directors, officers or agents of Borrower.

21. HUD Provisions.

This Deed of Trust is subject all provisions and requirements of the U.S. Dept. of Housing and Urban Development ("**HUD**") HOME Program, as provided at 24 CFR Part 92 (setting forth regulations to implement the HOME Program Rules and Regulations). Neither Beneficiary nor Borrower shall exercise any rights under this Deed of Trust if doing so would conflict with said HOME Program regulations or any other applicable HUD requirement(s). The Note is intended to be a forgivable loan of HOME Program funds in exchange for Borrower causing certain housing units in Borrower's proposed mixed use multi-family housing project to be restricted for occupancy by low and moderate income households only, as more fully set forth in the Agreement. The Parties intend that the loan shall be repaid by the Borrower as an interest-bearing loan according to the terms provided in the Agreement, but if Borrower causes all affordable Housing Units to adhere to affordability requirements for the period required by HOME Program regulations (i.e., twenty (20) years), the loan and all accrued interest shall be forgiven as more fully set forth in the Agreement.

THE UNDERSIGNED BORROWER REQUEST that a copy of any notice of default and of any notice of sale hereunder be mailed at the address herein below set forth:

Joe Robert Monzon, President
1619 Paramount Boulevard
Montebello, CA 60640

IN WITNESS WHEREOF, Borrower has executed this City Loan Trust Deed as of the date written hereinbelow.

MONTEBELLO HOUSING DEVELOMENT CORPORATION ("Borrower")

DATED: 7/24/14

Signature: _____
Signature

Name: J. Robert Monzon
Joe Robert Monzon

Title: President
President

[ACKNOWLEDGEMENT OF TRUSTEE/BENEFICIARY FOLLOWS]

ACKNOWLEDGMENT

Trustee/Beneficiary acknowledges Borrower's execution of this Deed of Trust as of the date written below.

CITY OF MONTEBELLO
("Trustee/Beneficiary")

DATED: 7/24/14

By: _____
FRANCESCA TUCKER-SCHUYLER
CITY ADMINISTRATOR

ATTEST:

By: _____
DEPUTY CITY CLERK

APPROVED AS TO FORM:

By: _____
CITY ATTORNEY

THIS DOCUMENT MUST BE PROPERLY NOTARIZED
(to be indexed as Trust Deed with Assignment of Rent)

[NOTARIZATIONS FOLLOW]

NOTARIZATIONS

STATE OF California)
) ss.
COUNTY OF Los Angeles)

On 9/24/2014, 20____, before me, Lillian R. Guzman, Notary Public, personally appeared Francesca Tucker-Schuyler, personally known to me (~~or proved to me on the basis of satisfactory~~ evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the parson(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

LILLIAN R. GUZMAN
Commission # 1953163
Notary Public - California
Los Angeles County
My Comm. Expires Sep 22, 2015

Lillian R. Guzman
Notary Public in and for said State

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 20____, before me, _____, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the parson(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public in and for said State

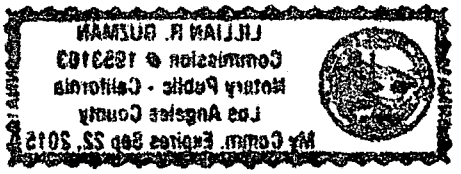

LILLIAN R. GUZMAN
Commission # 1853103
Notary Public - California
Los Angeles County
My Comm. Expires Sep 22, 2015

EXHIBIT I

AFFORDABILITY COVENANT

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

THE CITY OF MONTEBELLO
1600 W Beverly Blvd
Montebello CA 90640
Attention: City Administrator

(Space above for Recorder's Use Only)

DEVELOPER DECLARATION OF CONSTRUCTION, REHABILITATION AND RESALE COVENANTS, CONDITIONS, AND RESTRICTIONS

THIS DECLARATION OF DEVELOPER CONSTRUCTION, REHABILITATION, AND RESALE COVENANTS, CONDITIONS, AND RESTRICTIONS ("Developer Covenants") is entered into this 23day of July, 2014, by and between the CITY OF MONTEBELLO, a public body corporate and politic (the "City"), and MONTEBELLO HOUSING DEVELOPMENT CORPORATION (the "Developer"), with reference to the following:

1. PURPOSE OF DEVELOPER COVENANT

These Developer Covenants are entered into with reference to the following facts and circumstances:

1.1 Developer and City have entered into a certain Home Program Loan Agreement dated July 23, 2014, (the "Agreement", a copy of which is on file with the City at its offices and is a public record and incorporated herein by this reference) pursuant to which the Developer has agreed to acquire certain real property more particularly described in the "Legal Description of the Property" attached hereto as Exhibit A, and incorporated herein by this reference, subdivide the Property into four (4) separate lots ("Subdivided Lots"), and to construct four (4) single family residences on said real Property (one on each Subdivided Lot) for sale to low and moderate income individuals and families and City has agreed to loan Developer HOME Program funds for such purpose.

1.2 Developer and City desire and intend to restrict the Property and all Subdivided Lots (hereinafter cumulatively the "Project Property") and the improvements thereon in accordance with this Declaration to preserve its value for the benefit of the Developer, its successors, tenants, and the surrounding neighborhood.

1.3 In order to enforce the terms of the Agreement and to effectuate the Parties' intent, the Parties desire to restrict the Project Property such that Developer, and its successors and assigns shall be bound to the requirements of this Developer Covenant.

2. DEVELOPMENT AND REHABILITATION

2.1 Developer shall cause the Project Property to be developed in accordance with the requirements of the Agreement.

2.2 For such time as Developer shall own the Project Property, Developer shall exercise reasonable care to keep the Project Property clean and safe, during construction and prior to occupancy by a Qualified Homebuyer as defined in Section 3.4 below. Developer shall not enter into an agreement for the rental or lease of the Project Property unless with the express written consent of the City, the consent of which may be withheld for any reason whatsoever.

2.3 Following development of the Project Property, and for such time as such parties may own Project Property, Developer and any and all successors, assigns and every successor in interest to the Project Property shall not knowingly cause or permit any of the following conditions to occur on the Property:

a. Permit lumber, junk, trash, debris or salvaged materials to be on the Project Property in such a manner as to be visible at ground level from a public street, alley or adjoining property.

b. Permitting trash, garbage or refuse cans, bins, boxes or other such containers to be stored on the Project Property in the public right-of-way or within any yard abutting the street;

c. Permitting abandoned, discarded or unused furniture, stoves, refrigerators, freezers, sinks, toilets, cabinets, or other household fixtures or equipment to be stored on the Project Property in such a manner as to be visible at ground level form a public street or alley, or from adjoining property;

d. Permitting construction equipment or machinery of any type or description, to be parked or stored on the Project Property when it is readily visible to the general public, except while excavation, construction or demolition operations covered by a an active building permit are in progress on the Property or on an adjoining property;

e. Maintaining buildings, structures, walls, fences or landscaping on the Project Property which are in need of correction, proper repair or adequate and proper maintenance, including but not limited to the existence of broken windows, surfaces in need of repainting, physical damage or general dilapidation, improperly or unprofessionally etched windows, graffiti, and conditions of improper graffiti abatement;

f. Permitting damaged, dilapidated, inadequately or improperly maintained signs or other identification to exist on the Project Property; or

g. Failing to secure the Project Property from vandalism, dumping, graffiti, loitering, or other illegal activity.

Within twenty-four (24) hours of knowing or otherwise receiving notice that any of the foregoing conditions exist on the Project Property, the Developer, or any successor or assign then owning the Project Property, shall cause such conditions to be abated.

2.4 Developer, and any and all successors, assigns and every successor in interest to the Project Property, shall not permit any illegal activity, street gang activity, or public or private nuisance to exist on the Project Property. Developer or any successor assign then owning the Project Property shall evict or eject from the Project Property any individual whom such party knows or otherwise has notice of engaging in any illegal activity, street gang activity, or activity which contributes to any public or private nuisance.

2.5 Developer covenants by and for itself, its successors and assigns, and all persons claiming under or through it that Project Property shall be maintained in a manner consistent with community standards, the Montebello Municipal Code, the Montebello Zoning Code, this Declaration and all other legal requirements.

2.6 The covenants in this Section shall run with the Project Property in perpetuity.

3. OWNERSHIP, ELIGIBILITY AND RECAPTURE RESTRICTIONS

3.1 Developer represents and warrants that Developer is a proper recipient of HOME Investment Partnerships Program funds from the City, as such funds are issued by the U.S. Department of Housing and Urban Development, provided that such funds are utilized by Developer to carry out activities which increase the provision of decent, safe, sanitary, and affordable housing in compliance with the HOME Investment Partnerships Program Rules and Regulations.

3.2 Developer represents and warrants that the Project Property is intended for acquisition and subsequent occupancy by a Qualified Homebuyer as his or her principal residence, and for no other purpose. Developer covenants and agrees, for itself, its successors, its assigns and every successor in interest to the Project Property, that the Project Property shall not be leased, nor shall the Project Property be utilized for any other purpose other than as single-family residence of such successor or assign.

3.3 Developer represents and warrants, and by the Agreement and this Declaration expressly agrees, that Developer shall sell, convey and transfer the Project Property only to a Qualified Homebuyer, as such term is defined in the Agreement and as restated hereinbelow:

> "Qualified Homebuyer" means a first-time homebuyer who's annual total household income does not exceed eighty-percent (80%) of the Los Angeles County area median income, adjusted by actual household size, pursuant to 24 CFR 92.254 (a)(2)(iii), as published annually by HUD.

By way of example, 80% of the area median income for a household of five (5) persons in Los Angeles County (based on year 2009 adjustments) is $68,550. Thus, a Qualified Homebuyer with a household of five persons shall have a total household income of $68,550 or less.

3.4 Developer covenants and agrees, for itself, its successors, its assigns and every successor in interest to the Project Property, that the Project Property shall be sold only to a Qualified Homebuyer.

3.5 The covenants in this Section shall run with the Project Property for a period of twenty (20) years.

4. NON-DISCRIMINATION

4.1 The Developer covenants by and for itself, its successors and assigns, and all persons claiming under or through them that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, religion, sex, disability, age, marital status, national origin or ancestry in the sale, transfer, use, occupancy or enjoyment of the Project Property.

The Developer, its successors and assigns, shall refrain from restricting the sale or transfer of the Project Property on the basis of race, color, religion, sex, disability, age, marital status, national origin or ancestry of any person. All such deeds or contracts shall contain or be subject to substantially the following non-discrimination or non-segregation clauses:

In deeds: "The Developer herein covenants by and for himself or herself, his or her heirs, executors, administrators and assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, religion, sex, disability, age, marital status, national origin or ancestry in the sale, transfer, use, occupancy or enjoyment of the land herein conveyed. The foregoing covenants shall run with the land".

4.2 The covenants in Section 4.1 shall run with the Project Property in perpetuity.

5. ENFORCEMENT

5.1 Remedies. Breach of the covenants contained in this Declaration may be abated or remedied by appropriate legal proceeding.

5.2 Rights of the City. As a party to this Declaration, the City is entitled to the following rights:

A. The City has the right, but not the obligation, to enforce this Declaration in its entirety.

B. Any amendment to the Declaration shall require the written consent of the City.

C. The right to call the City subsidy due and payable, including accumulated interests, for the violation of any covenants in this Declaration.

The City is deemed a beneficiary of the terms and provisions of this Declaration and the covenants herein, both for and in their own right and for the purposes of protecting the interests of the community and other parties, public or private, for whose benefit this Declaration and the covenants running with the land have been provided. The City shall have the right if the covenants against discrimination are breached, to exercise all rights and remedies, and to maintain any action or suits at law or in equity or other property proceedings to enforce the curing of such breaches.

5.3 Cumulative Remedies. The remedies herein provided for breach of the covenants contained in this Declaration shall be deemed cumulative, and none of such remedies shall be deemed exclusive.

5.4 Failure to Enforce. The failure to enforce any of the covenants contained in this Declaration shall not constitute a waiver of the right to enforce the same thereafter.

6. GENERAL PROVISIONS

6.1 Severability. Invalidation of any one of these covenants or restrictions by judgment or court order shall in no way affect any other provisions, which shall remain in all force and effect.

6.2 Construction. The provisions of this Declaration shall be liberally construed for the purpose of maintaining the Project Property. The article and section headings have been inserted for convenience only, and shall not be considered or referred to in resolving questions of interpretation or construction.

6.3 Amendments. This Declaration may be amended only by the written agreement of the Developer and the City.

6.4 Notices. Any notice permitted or required to be delivered as provided herein to the Developer shall be in writing and may be delivered either personally or by first-class or registered mail. If delivery is made by mail, it shall be deemed to have been delivered seventy-two (72) hours after a copy of same has been deposited in the United States Mail, postage prepaid, addressed to the Developer. Such address may be changed from time to time by notice in writing to the City, which shall be made to the Community Development Department for the City of Montebello, Attention: City Administrator, at 1600 West Beverly Blvd., Montebello, California 90640, and shall be effective upon receipt.

6.5 Term of Declaration. Except as provided in Section 3.1 relating to non-discrimination, the affordability covenants, conditions and restrictions of this Declaration shall run with the land and shall expire twenty (20) years from the date of the initial closing of sale to the low or moderate income homebuyer.

6.6 Notice of Default. The Developer shall cause a Request for Notice to be recorded on the Project Property in conjunction with the recordation of First Lien Deed of Trust or mortgage. A statutory notice of default as set forth in the California Civil Code shall be provided to the City. Such notice shall be sent to:

City of Montebello
Community Development Department
1600 West Beverly Boulevard
Montebello, CA 90640
Attention: City Administrator

The City and Developer have caused this instrument to be duly authorized, this 24th day of July, 2014.

"DEVELOPER"

By: _____

Name (Print): J. Robert Monzon

Date: 7/24/14

"CITY"

By: _____

Name (Print): Francesca Tucker-Schuyler

Date: 7/24/14

[*NOTARY PAGES TO FOLLOW*]

NOTARIZATIONS

STATE OF California)
) ss.
COUNTY OF Los Angeles)

On July 24, 2014, 20____, before me, Lillian R. Guzman, Notary Public, personally appeared Francesca Tucker-Schuyler, personally known to me ~~(or proved to me on the basis of satisfactory evidence)~~ to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/she/~~they~~ executed the same in his/her/~~their~~ authorized capacity(~~ies~~), and that by his/her/~~their~~ signature(~~s~~) on the instrument the parson(s), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

WITNESS my hand and official seal.

LILLIAN R. GUZMAN
Commission # 1953163
Notary Public - California
Los Angeles County
My Comm. Expires Sep 22, 2015

Lillian R Guzman
Notary Public in and for said State

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 20____, before me, _____, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the parson(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public in and for said State

LILLIAN R. GUZMAN
Commission # 1953153
Notary Public - California
Los Angeles County
My Comm. Expires Sep 22, 2015

CITY OF MONTEBELLO

SUCCESSOR AGENCY AGENDA STAFF REPORT

TO: Honorable Chair and Members of the Successor Agency

FROM: Andrew G. Pasmant, Acting Executive Director

BY: Christopher G. Cardinale, Assistant Agency Counsel

SUBJECT: Sale of Vacant Lot at Southwest Corner of Union Street / Chapin Road in the City of Montebello, APN # 6354-030-901

DATE: June 13, 2018

RECOMMENDATION

It is recommended that the Successor Agency adopt a Resolution approving the sale of Successor Agency property located at the southwest corner of Union and Chapin Road (APN # 6354-030-901) to Arsen Sarkisian for Thirty Thousand Dollars ($30,000); authorizing Agency Counsel to finalize a Purchase and Sale Agreement on these terms; and authorizing the Executive Director to execute the Agreement on the Successor Agency's behalf.

DISCUSSION

The redevelopment "Dissolution Law" (H&S Code § 31470 *et seq*.) requires the Montebello Successor Agency ("Successor Agency") to dispose of the real property assets of the former Community Redevelopment Agency of the City of Montebello ("Former RDA"). The Successor Agency's Long Range Property Management Plan (the "Plan") governs the disposition method for all Former RDA properties listed on the Plan, and any proposed sale must be approved by the Montebello Oversight Board ("Oversight Board").

Among the properties included in the Plan is a remnant, vacant parcel located at the southwest corner of Union Street and Chapin Road (APN # 6354-030-901) (the "Property"). The Property is a corner lot that is rectangular in shape, is significantly longer than it is wide, and is comprised of 18,760 square feet. The Property is zoned M-2 (Heavy Industrial) and designated as a "transportation easement" in the City's General Plan. The Property is further depicted in Attachment "1" hereto.

The Property is undevelopable, and the Plan indicates that it has negligible value. Currently, it attracts illegal dumping and parking activities, and has been used unlawfully as a location for vehicle repairs or storage. The City has attempted to clean and

maintain the Property against these nuisance activities, but the frequency of these activities makes enforcement costly and difficult.

On February 14, 2018, the Oversight Board unanimously approved the proposed sale during its meeting to Container Services CA, LLC, and advance notice of said meeting was provided to the public.

On February 28, 2018, Successor Agency considered the transaction, and instead of approval requested staff seek additional purchase offers in efforts to maximize its value. Consistent with this direction, on May 1, 2018, the City issued a Request for Purchase Offers (RFPO # 18-50) inviting interested parties to submit purchase proposals.

In total, the City has received four (4) offers the purchase the Property, as follows:

1) On April 3, 2018, Mr. Raul Hurtado offered $5,000
2) On April 16, 2018, Mr. Arsen Sarkisian offered $30,000 (with a check deposit for $10,000)
3) Mr. Raul Hurtado offered $5,000
4) Industrial Container Services offered $12,000

The highest bid offered was received from Mr. Arsen Sarkisian in the amount of $30,000; therefore, staff is recommending that the City Council approve the sale of the Property to Mr. Sarkisian. Mr. Sarkisian intends to enter into a Purchase Sale Agreement for the property and thereafter utilize it for purposes consistent with the Montebello Zoning Code and General Plan.

If approved by the Successor Agency, the matter will be resubmitted to the Oversight Board for final approval.

SUMMARY

The Successor Agency will consider approving the sale of a real property asset located at the southwest corner of Union and Chapin Road (APN # 6354-030-901) to Arsen Sarkisian $30,000, authorize the Agency Counsel to finalize a Purchase and Sale Agreement ("Agreement") for the transaction, and the Executive Director to execute the Agreement on the Successor Agency's behalf.

FISCAL IMPACTS

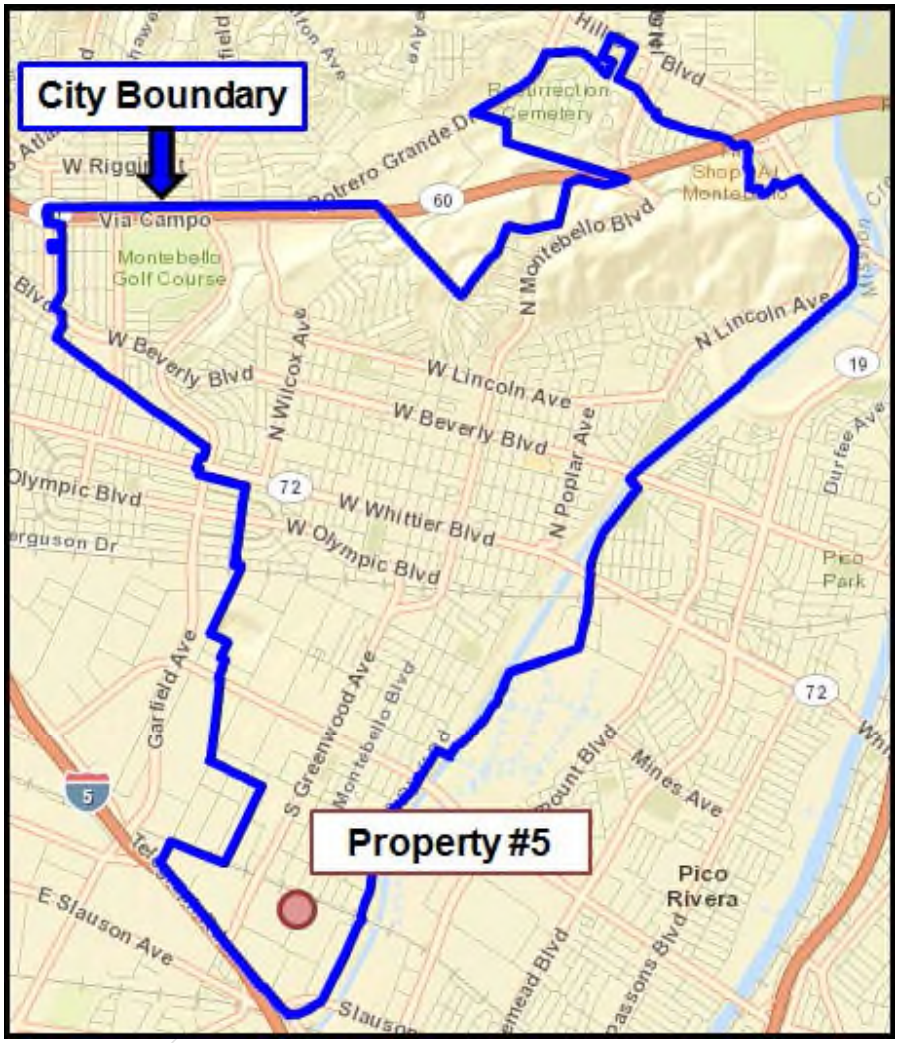
Proceeds of the Property's sale will be remitted to the Los Angeles County Auditor-Controller for subsequent allocation to area taxing entities, as required by the Dissolution Law. Staff anticipates the City receiving approximately $3,500.00 of said proceeds.

ATTACHMENTS

1 – Depiction of the Property
2 – Proposed Resolution

4822-5328-5214, v. 1

Property #3: Union Street / Chapin Road



Parcel Data – Property #3	
Address	Union Street / Chapin Road
APN	6354-030-901
Lot Size	18,760 square feet
Use	Vacant Lot
Zoning	M-2 (Heavy Industrial); General Plan Transportation Easement designation
Current Title	City of Montebello Successor Agency

Acquisition & Valuation Information – Property #3	
Purchase Date	4/22/1975
Purchase Price	Not available
Funding Source	Tax Increment
Purpose	Support of adjacent industrial warehouse development
Estimate of Current Value	$0
Method of Valuation	Non-revenue-generating remnant parcel

Revenues Generated by Property & Contractual Requirements – Property #3	
None	There are currently no revenues generated by this property, and there are no contractual requirements related to this property.

History of Environmental Contamination or Remediation Efforts – Property #3	
Brownfield Site	Brownfield site designation

Transit-Oriented Development & Agency Planning Objectives – Property #3	
Potential for TOD	Not applicable
Agency Planning Objectives	Future contamination cleanup on existing property is consistent with redevelopment activities explicitly outlined the adopted 2010-2014 Five-Year Implementation Plan, including the pursuit of additional United States Department of Commerce and Economic Development Administration ("US-EPA") Grants to implement cleanup (page 14 of 37 of approved Implementation Plan). Furthermore, environmental cleanup on the property meets a number of the Agency's goals and objectives from the adopted 2010-2014 Five-Year Implementation Plan, including Agency Universal Objective #1 (revitalize specific blighted areas within the City through public and private efforts in order to reshape and encourage private investments that will lead to expanding local business activity, increasing local revenues, increase jobs and housing for low- and moderate-income households) and Agency General Objective #10 (encouragement of private commercial/industrial rehabilitation, development, and capital investment).

History of Development Proposals / Activities – Property #3	
History	There has been no notable development proposal activity or other activity in connection with this property since Agency acquisition.

Recommendation for Disposition – Property #3	
Liquidation	Property is recommended for disposition to developer or end-user for development consistent with Agency planning objectives for a sale price consistent with estimate of current value. Revenue generated from the sale of this property is proposed to be distributed to local taxing agencies based on the presiding property tax apportionment schedule pursuant to AB 1484. Exact disposition methodology is to be determined, however auction and broker-facilitated sale are current being contemplated.

SUCCESSOR AGENCY RESOLUTION NO. _____

A RESOLUTION OF THE MONTEBELLO SUCCESSOR AGENCY APPROVING THE SALE OF PROPERTY LOCATED AT THE SOUTWEST CORNER OF UNION STREET AND CHAPIN ROAD IN ACCORDANCE WITH THE SUCCESSOR AGENCY'S LONG RANGE PROPERTY MANAGEMENT PLAN

WHEREAS, the former Community Redevelopment Agency of the City of Montebello ("Agency") was a community redevelopment agency organized and existing under the California Redevelopment Law;

WHEREAS, the Agency was dissolved effective February 1, 2012, by way of Assembly Bill 1x26 (as subsequently amended from time to time, the "Dissolution Act") and the California Supreme Court's decision in *California Redevelopment Association v. Matosantos* (2011) 53 Cal.4th 231;

WHEREAS, the Dissolution Act created a "successor agency" for each dissolved redevelopment agency, and charged such agencies with completing various tasks and obligations geared towards "winding down" the affairs of their respective redevelopment agency;

WHEREAS, upon dissolution of the Agency, all real property assets of the former Agency were transferred to the Successor Agency for management and disposition in accordance with the Dissolution Act;

WHEREAS, the Successor Agency is required to prepare a Long Range Property Management Plan ("LRPMP") to address the disposition and use of all real property assets of the former Agency, and to submit an Oversight Board-approved LRPMP to the Department of Finance ("Finance") within six (6) months of receiving a "finding of completion" ("FOC") (Health & Safety Code § 34191.4.);

WHEREAS, on November 12, 2014, the Oversight Board approved and adopted an initial LRPMP for the Successor Agency in anticipation of its receipt of a FOC;

WHEREAS, on May 6, 2015, the Oversight Board approved a revision to the LRPMP (the "Plan");

WHEREAS, Finance issued the Successor Agency a FOC on December 16, 2015, and approved the Successor Agency's Plan on December 17, 2015;

WHEREAS, the Dissolution Act requires the Oversight Board to approve actions taken by the Successor Agency to implement the Finance-Approved Plan, and such Oversight Board actions are not subject to further review or approval by Finance (Health & Safety Code §§ 34181(a); 34191.5(f));

WHEREAS, the Plan includes an undevelopable and vacant parcel located at the southwest corner of Union and Chapin Road (APN # 6354-030-901) (the "Property"), and the

Plan indicates that the Property has no fair market value and directs its sale or disposition to an adjacent property owner;

WHEREAS, the Successor Agency has solicited offers to purchase the Property on the open parket, and the highest offer was received from Arsen Sarkisian in the amount of Thirty Thousand Dollars ($30,000), and after acquisition Mr. Sarkisian intends secure it against nuisance-like activities currently being conducted thereon, and put the Property to a beneficial use that is consistent with the Montebello General Plan and Zoning Code; and

WHEREAS, the Successor Agency find that the sale of the Property to Arsen Sarkisian is consistent with the Plan, and furthers the interests of the area taxing entities, as proceeds of the sale will be allocated to taxing entities, and the City of Montebello and Successor Agency will be relieved of the cost and responsibility for maintaining it.

NOW THEREFORE, THE MONTEBELLO SUCCESSOR AGENCY HEREBY FINDS, DECLARES AND RESOLVES AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and incorporated into this Resolution by this reference, and constitute a material part hereof.

SECTION 2. The Successor Agency hereby approves sale of the Property to Arsen Sarkisian, in the amount of Thirty Thousand Dollars ($30,000), and authorizes and directs the Executive Director / City Manager to execute a Purchase and Sale Agreement for the Property on its behalf, in a form approved by the City Attorney.

SECTION 3. The Successor Agency authorizes and directs staff to take such further action(s) as required to finalize the sale transaction, including the drafting and execution of a Purchase and Sale Agreement that complies with this Resolution, applying for Oversight Board Approval, and thereafter remittance of the sale proceeds to the Los Angeles County Auditor-Controller for allocation to area taxing entities.

SECTION 4. The Secretary shall certify to the passage and adoption of this resolution, which shall become effective immediately upon adoption.

PASSED, APPROVED and **ADOPTED** this ___th day of June , 2018.

_____
Successor Agency Chair

ATTEST:

_____

Secretary

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Montebello Successor Agency at its meeting held on the __th day of June, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Secretary

4842-7397-7437, v. 1

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew Pasmant, Acting City Manager

BY: Fernando Pelaez, Fire Chief

SUBJECT: Approve the Fire Department's Standard Operating Procedure Guideline Number 203.00.00 (May 2018 version)

DATE: May 23, 2018

RECOMMENDATION

That the City Council approves the May 2018 version of the Fire Department's Standard Operating Procedure, Guideline Number 203.00.00, identified as the Daily Work Schedule for employees, and allow for the expenditure of $730.69 related to the changing of the start time.

BACKGROUND

In 1984, the Fire Department developed a Standard Operating Procedure, detailing the daily activities of Department employees, including the start time, referred to as the shift change time. The Procedure has been updated in 1995, 1997, 1999, and 2009, to include minor modifications of the workload. This Procedure established a start time or shift change time as 0800 hours (8am).

In February 2018, the Montebello Firefighters Association requested that Fire Administration consider a change to the current start time of 0800 hours (8am) to a start time or shift change time at 0700 hours (7am), through a change of the Procedure. This was followed up with review of the changed Procedure with the City's labor attorney, who provided feedback and acceptance of the proposal without legal concern. Lastly, the start time or shift change time was considered related to the cost, as it would require all on-duty personnel (17 personnel) to work an extra hour.

ANALYSIS

Due to the lack of impact of the Start Time or Shift Change Time on the Fire Department operations, Fire Administration had no concerns with the proposal and immediately forwarded the request and current version of the Procedure to the City's labor attorney for review. The response from the labor attorney also provided no impact and/or concern for making the change. An assessment of the costs was then completed, finding the fiscal impact was minimal at $730.69 per fiscal year, in a worst case scenario. In total, Fire

Administration supports this change after an analysis of the facts and circumstances, and the review by the City's labor counsel.

FISCAL IMPACT

Funding for this Procedure change can be absorbed in the FY 2017/18 City Budget, within the Fire Department's Suppression Divisions' Budget. The actual cost will not exceed $730.69, and could be less, depending on the actual personnel that are on duty on the date of transition.

SUMMARY

That the City Council approves the May 2018 version of the Fire Department's Standard Operating Procedure, Guideline Number 203.00.00, identified as the Daily Work Schedule, and allow for the expenditure of $730.69, related to the changing of the start time.

ATTACHMENTS

Copy of a request to change the procedure from the Montebello Firefighters Association
Copy of Start Time Change Cost based upon current hourly rates
Copy of the Standard Operating Procedure

MONTEBELLO FIREFIGHTERS ASSOCIATION

LOCAL 3821

Fire Chief Fernando Pelaez,

The membership of Local 3821 would like to request a change in start time for daily operations. All members have been given the chance to vote and have agreed with moving the start time from 0800 to 0700.

If there are any questions or concerns about this matter please feel free to contact me.

Respectfully,

Donald Cadena
President, L3821

Personnel	Hourly Rate
Lopez	$51.97
Castillo	$42.89
Volkoff	$46.57
Giron	$40.46
Ortiz	$35.35
Landrum	$31.80
Goltara	$46.57
Amaya	$44.36
Tinajero	$37.44
Mchugh	$36.82
Fredrickson	$51.97
Genberg	$44.36
Mitsuuchi	$42.65
Garcia	$43.57
Valentine	$51.97
Cadena	$38.98
Mcmullen	$42.96
Total	**$730.69**

I. PURPOSE:
- A. To describe the normal daily routine for shift relief, daily planning and work scheduling.
- B. To ensure that all shifts and all stations conform to the department's standards and priorities.

II. RESPONSIBILITY:
- A. Company officers shall ensure that all personnel are familiar with and comply with this procedure.
- B. All personnel shall become familiar with computer operations and abide by this policy.

III. PROCEDURE:
- A. Morning relief:
  1. The workday for all suppression shall begin promptly at 0700 hours.
  2. Members reporting to relieve another shall receive all pertinent data and work orders relative to his position or task at the time of relief.
  3. PPE shall be placed on the apparatus immediately upon relief of the off going personnel.
  4. Equipment testing and DMV apparatus pre-trip inspection shall begin as soon as possible after relief.
  5. Paramedic equipment check out and controlled drug inventory shall be completed as soon as possible after relief.
- B. Dress:
  1. All personnel shall be in appropriate uniform by 0700 hours.
  2. Members may report to their respective stations (prior to 0700 hours) in civilian clothing and relieve their counterparts provided turnout clothing is available and response is not delayed.
  3. Personnel waiting on relief may be in civilian clothing; again providing response is not delayed.
- C. Daily Planning Session:
  1. At relief the on coming company officer shall:
     - a. Receive information from off going personnel
     - b. Read department email, selecting important information for dissemination to subordinates.
     - c. Collect daily roster, US&R and strike team assignments,
     - d. Log oncoming personnel onto Verdugo CAD and confirm portable radios are with the appropriate position.

2. As soon as possible after 0800 hours the Company Officer shall gather all members together at a convenient location for the purpose of morning line up exchanging information.
    a. Convey information from emails, memos and directives.
    b. Review the Daily Manning roster, Strike Team, and US&R roster assignments. Provide for replacements-if necessary.
    c. Provide a daily safety briefing, items can include, but not be limited to:
        i. policy review
        ii. 6 Minutes for safety
        iii. Radio operations
        iv PPE, breathing apparatus
        v. Skull sessions
    d. Query personnel as to their needs
    e. Announce scheduled training
    f. Plan work schedule
3. Promptly following the planning session company members shall begin carrying out the daily plan.

D. Apparatus and Station Maintenance:
1. Under normal circumstances, immediately following the daily planning Session and the covering of all beds the normal daily maintenance of the Station and all assigned apparatus shall be performed.
2. Should any activity arise which would preclude the immediate cleaning of the station and apparatus, at least a cursory going over shall be accomplished. The station shall be in such a condition as to demonstrate a neat, professional appearance should unexpected visits by the public occur.
3. The apparatus must be checked out thoroughly and all safety gear operational regardless of events.

E. Physical Fitness:
1. Firefighters' physical fitness is an imperative. All suppression personnel shall participate in effective training activities every shift.
2. As much as practical, training, meetings and work assignments shall not be scheduled prior to 1000 hours to allow time for physical fitness.
3. If morning PT is not possible, time shall be allotted in the afternoon or evening.
4. The only exceptions are emergent situations, special circumstances or documented illness or injuries.
5. See SOP 203.01.00.

F. Daily Duties:
1. Cleanup debris around stations.
2. Clean up of stations.

3. Clean up workbench after each use.
4. A headquarters firefighter is to complete weather station duties between 1500 hours and 1530 hours.
5. Wash towels. White kitchen and blue or green truck towels shall not be washed together.
6. Make simple repairs and maintenance needed for station operation.
7. Complete all reports.
8. Station captains shall maintain a station log that shall be used for documenting:
   a. All on going projects.
   b. Equipment in use, missing or out for repairs.
   c. Significant visitors or services.
   d. Other important information.
9. Beds shall be made by 2000 hours. Quiet in the dorms shall be observed after 2200 hours.

G. Routine Work Schedule:

MONDAY:

1. Complete scheduled Front Line vehicle maintenance.
2. Clean and maintenance apparatus floor.
3. Test run station generators at Stations 56 and 57. Station 55 runs automatically.

TUESDAY:

1. Complete scheduled reserve vehicle maintenance.
2. Clean and maintenance kitchen.

WEDNESDAY:

1. Clean and maintenance living areas and dormitory.
2. Department training.

THURSDAY:

1. Clean and maintenance bathroom, showers and locker rooms.
2. Department training.

FRIDAY:

1. Clean and maintenance offices.
2. Department training.

SATURDAY:

1. Clean and maintenance outside areas.
2. Multi – Company drill. Captains will rotate each Saturday conducting multiple company drills.

SUNDAY:

1. Multi - Company drill.

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Teresa Chen, Deputy City Attorney

SUBJECT: General Municipal Election – November 6, 2018

DATE: June 13, 2018

RECOMMENDATION

1. Adopt a resolution calling for the holding of a General Municipal Election to be held on Tuesday, November 6, 2018, for the election of certain officers as required by the provisions of the laws of the State of California relating to General Law Cities;

2. Adopt a resolution requesting the Los Angeles County Board of Supervisors to render specified services to the City relating to the conduct of a General Municipal Election to be held on Tuesday, November 6, 2018;

3. Adopt a resolution requesting the Los Angeles County Board of Supervisors to consolidate a General Municipal Election to be held on Tuesday, November 6, 2018, with the Montebello Unified School District election to be held on the same date pursuant to Elections Code Section 10403;

4. Adopt a resolution adopting regulations for candidates for elective office pertaining to candidate statements submitted to the voters at an election to be held on Tuesday, November 6, 2018; and

5. Adopt a resolution providing for a procedure for determining by lot a tie among candidates at the November 6, 2018 consolidated General Municipal Election in accordance with Elections Code Section 15651 and rescinding Resolution 15-41.

BACKGROUND

The City will hold a General Municipal Election on Tuesday, November 6, 2018, to fill three (3) seats on the Montebello City Council. Those persons elected will serve a four (4) year term expiring in November 2022.

State law suggests Monday, June 18, 2018, as the last day on which to adopt resolutions related to the November 6, 2018, election. The resolutions presented with this report for City Council review and approval will have the effect of calling the election, requesting election-related services from the Los Angeles County Registrar-Recorder County Clerk Elections Division, setting regulations for candidates' statements, providing a procedure for determining by lot a tie among candidates at the November 6, 2018 General Municipal Election pursuant to Elections Code Section 15651, and approving the City's request for consolidation with the Montebello Unified School District election to be held on the same date pursuant to Elections Code Section 10403.

Pursuant to the Federal Voting Rights Act, Los Angeles County is required to make voting material available in English, Spanish, Japanese, Chinese, Korean, Tagalog, and Vietnamese. Materials in each of these required languages will be made available upon request. In addition, the sample ballot will contain instructions on how voting information in the required languages can be obtained via telephone at no cost to the voter.

If a candidate chooses to have a Candidate's Statement in the sample ballot, the candidate shall pay for the printing of the statement in English and Spanish.

FISCAL IMPACT

The estimated cost of this General Municipal Election is expected to be approximately $160,000.00 according to the Los Angeles County Registrar-Recorder/County Clerk's Office.

SUMMARY

With the approval and adoption of the items presented with this report, the City satisfies Election Code requirements. Pursuant to the schedule of election events prepared by the County Elections Department, the candidate filing period will be open Monday, July 16, 2018, and will close Friday, August 10, 2018, at 5:00 p.m. If an incumbent fails to file by Friday, August 10, 2018, the filing period will be extended to Wednesday, August 15, 2018, at 5:00 p.m. The Secretary of State's Office will conduct the randomized alphabet drawing on Thursday, August 16, 2018, to determine the order of names on the City's ballot.

ATTACHMENTS

1 – A Resolution of the City Council of the City of Montebello, California, Calling for the Holding of a General Municipal Election to be Held on Tuesday, November 6, 2018, for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities

2 – A Resolution of the City Council of the City of Montebello, California, Requesting the Board of Supervisors of the County of Los Angeles to Render Specified Services to the City Relating to the Conduct of a General Municipal Election to be Held on Tuesday, November 6, 2018

3 – A Resolution of the City Council of the City of Montebello, California, Requesting the Board of Supervisors of the County of Los Angeles to Consolidate a General Municipal Election to be Held on Tuesday, November 6, 2018, with the Montebello Unified School District Election to be Held on the Date Pursuant to § 10403 of the Elections Code

4 – A Resolution of the City Council of the City of Montebello, California, Rescinding Resolution No. 15-40 and Adopting Regulations for Candidates for Elective Office Pertaining to Candidates Statements Submitted to the Voters at an Election to be Held on Tuesday, November 6, 2018

5 – A Resolution of the City Council of the City of Montebello, California, Providing for a Procedure for Determining by Lot a Tie Among Candidates at the November 6, 2018 General Municipal Election in Accordance with Government Code Section 15651 and Rescinding Resolution No. 15-41

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to general law cities in the State of California a General Municipal Election shall be held on Tuesday, November 6, 2018, for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Montebello, California, on Tuesday, November 6, 2018, a General Municipal Election for the purpose of electing three (3) Members of the City Council for the full term of four (4) years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall open at seven (7) o'clock a.m. of the day of the election and shall remain open continuously from that time until eight (8) o'clock p.m. of the same day when the polls shall be closed pursuant to Election Code §10242, except as provided in § 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 8. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED and ADOPTED this 13th day of June 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM:

_____
Arnold Alvarez-Glasman, City Attorney

ATTEST:

_____
Irma Bernal-Barajas, City Clerk

AYES:
NOES:
ABSENT:
ABSTAIN:

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018

WHEREAS, a General Municipal Election is to be held in the City of Montebello, California, (the "City") on Tuesday, November 6, 2018;

WHEREAS, in the course of conduct of the election it is necessary for the City to request services of the County; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Montebello.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the provisions of § 10002 of the Elections Code of the State of California, this City Council requests the Los Angeles County Board of Supervisors of the County of Los Angeles to permit the Los Angeles County Registrar-Recorder/County Clerk's Elections Department to prepare and furnish the following for use in conducting the election:

1. A listing of county precincts with number of registered voters in each, so the City may consolidate election precincts into city voting precincts, and maps of the voting precincts;
2. A listing of polling places and poll workers the County uses for their elections;
3. The computer record of the names and address of all eligible registered voters in the City in order that the City's consultant may:
    a. Produce labels for vote-by-mail voters;
    b. Produce labels for sample ballot pamphlets;
    c. Print Rosters of Voters and Street Indexes;
4. Voter signature verification services as needed;
5. Make available to the City election equipment and assistance as needed according to state law.

SECTION 2. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 3. That the City Clerk is directed to forward without delay to the Board of Supervisors and to the Los Angeles County Registrar-Recorder/County Clerk's Elections Department, each a certified copy of this resolution.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 13th day of June 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM:

_____
Arnold Alvarez-Glasman, City Attorney

ATTEST:

_____
Irma Bernal-Barajas, City Clerk

AYES:
NOES:
ABSENT:
ABSTAIN:

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, WITH THE MONTEBELLO UNIFIED SCHOOL DISTRICT ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Montebello, California, called a General Municipal Election to be held on Tuesday, November 6, 2018, for the purpose of the election of three (3) Members of the City Council, and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Montebello Unified School District election to be held on the same date and that within the City the precincts, polling places, and election officers of the two (2) elections be the same, and that County Elections Department of the County of Los Angeles canvass the returns of the General Municipal Election and that the Election be held in all respects as if there were only one Election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of §10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Montebello Unified School District election on Tuesday, November 6, 2018, for the purpose of the election of three (3) Members of the City Council.

SECTION 2. That the Los Angeles County Registrar-Recorder/County Clerk's Elections Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the Los Angeles County Registrar-Recorder/County Clerk's Elections Department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Montebello, recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Los Angeles County Registrar-Recorder/County Clerk's Elections Department.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 13th day of June 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM:

_____
Arnold Alvarez-Glasman, City Attorney

ATTEST:

_____
Irma Bernal-Barajas, City Clerk

AYES:
NOES:
ABSENT:
ABSTAIN:

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, PROVIDING FOR A PROCEDURE FOR DETERMINING BY LOT A TIE AMONG CANDIDATES AT THE NOVEMBER 6, 2018 GENERAL MUNICIPAL ELECTION IN ACCORDANCE WITH GOVERNMENT CODE SECTION 15651 AND RESCINDING RESOLUTION NO. 15-41

WHEREAS, § 15651 of the Elections Code of the State of California authorizes the City Council to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal and the highest number of votes ("tie votes") for an office to be voted upon in a city;

WHEREAS, § 15651 of the Elections Code of the State of California provides that the tie vote shall be resolved in one of the following ways:

a) **By Lot:** The City Clerk, serving as the Elections Official pursuant to Elections Code § 320, or his or her designee, shall summon the candidates who have received the tie votes, whether upon the canvass of the returns or upon recount by a court, to appear before the City Council at a time to be designated by the City Council. The City Clerk shall at that time and place resolve the tie votes by lot (defined below).

b) **By Special Election:** The legislative body may resolve a tie vote by the conduct of a special runoff election involving those candidates who receive an equal number of votes. A special runoff election shall be held only if the legislative body adopts provisions of § 15651 (b) of the Elections Code prior to the conduct of the election resulting in the tie vote. All future elections conducted by that body shall be resolved likewise, unless the legislative body later repeals the order for the conduct of a special runoff election.

WHEREAS, the City Council desires that any tie vote resulting from the November 6, 2018 General Municipal Election be resolved by lot.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to § 15651 of the Elections Code of the State of California, if any two or more persons receive an equal and the highest number of votes for an office to be voted for within the City, the tie votes shall be resolved by lot. "By lot" means, by deciding the matter through implementing a method of chance, in order to afford each candidate receiving tie votes a fair opportunity at election.

SECTION 2. That the City Council has the authority to resolve tie votes by lot, by implementing various methods of chance, including, but not limited to, a coin toss, generation of

random number, or drawing of names. In the interest of maintaining decorum, fairness and transparency, the method implemented for resolving tie votes in the November 6, 2018 General Municipal Election shall be the drawing of names, in accordance with the following procedure:

The City Clerk shall type the name of each candidate who has tied for office on a separate, but identical piece of paper, which shall be folded and deposited into a container and mixed so that the pieces of paper become indistinguishable. The City Clerk, or his or her designee, shall then draw from the container as many pieces of paper as there are seats on the City Council to be filled by the candidates who have tied. The candidate(s) whose name(s) appear(s) upon the drawn piece(s) of paper shall be deemed elected.

SECTION 3. That this Resolution shall apply only to the election to be held on Tuesday, November 6, 2018, and shall be repealed upon the City Council's declaration of election results.

SECTION 4. That all previous resolutions establishing the means and manner for resolving a tie vote in Municipal Elections are repealed.

SECTION 5. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 13th day of June 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM: **ATTEST:**

_____ _____
Arnold Alvarez-Glasman, City Attorney **Irma Bernal-Barajas, City Clerk**

AYES:
NOES:
ABSENT:
ABSTAIN:

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, RESCINDING RESOLUTION NO. 15-40 AND ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018

WHEREAS, § 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. GENERAL PROVISIONS: That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Montebello November 6, 2018, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than two hundred (200) words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:30 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY

A. Pursuant to the Federal Voting Rights Act, candidates statements will be translated into all languages required by the County of Los Angeles. The County is required to translate candidate's statements into the following languages: Spanish.

B. The County will print and mail sample ballots and candidates statements to all voters in Spanish. The County will make the sample ballots and candidates statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.

<u>SECTION 3.</u> PAYMENT

A. Translations:

1. The candidate shall be required to pay for the cost of translating the candidates statements into any required foreign language as specified in (A) and (B) of Section 2 above pursuant to Federal and/or State law.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidates statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.
3. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required by (A) of Section 2 above, in the facsimile pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the Candidate's Statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 as amended, and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filling statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual costs. In the event of underpayment, the Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days of the election.

<u>SECTION 4.</u> ADDITIONAL MATERIALS. No candidate will be permitted to include additional material in the sample ballot package.

<u>SECTION 5.</u> That the City Clerk shall provide each candidate or the candidate's representative with a copy of this Resolution at the time nominating petitions are issued.

<u>SECTION 6.</u> That all previous resolutions establishing Council policy on payment for candidates statements are repealed.

SECTION 7. That this Resolution shall apply only to the election to be held on November 6, 2018 and shall then be repealed.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 13th day of June 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM:

_____
Arnold Alvarez-Glasman, City Attorney

ATTEST:

_____
Irma Bernal-Barajas, City Clerk

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Fifth Amendment to Water Systems Operations Agreement

DATE: June 13, 2018

RECOMMENDATION

It is recommended that the City Council approve the Fifth Amendment to the Water Systems Operations Agreement with San Gabriel Valley Water, and authorize the Acting City Manager to execute the Fifth Amendment on behalf of the City.

BACKGROUND

In May 2013, the City issued a Request for Proposals for Water System Operations to several companies and local water purveyors.

On June 20, 2013, the City received proposals from two (2) companies: Park Water Company and San Gabriel Valley Water Company.

On August 14, 2013, the City awarded an agreement to operate and maintain its water system to San Gabriel Valley Water Company for an annual fee of $473,067. The term of the agreement was for one (1) year with a renewal option, giving the City flexibility to extend the agreement or consider a subsequent lease of the Water System at the expiration of the one (1) year term.

On August 13, 2014, the City approved the First Amendment, extending the agreement for an additional one (1) year term; from October 1, 2014 to September 30, 2015.

On September 23, 2015, the City approved the Second Amendment, extending the agreement for an additional one (1) year term; from October 1, 2015 to September 30, 2016.

On September 14, 2016, the City approved the Third Amendment, extending the agreement for an additional nine (9) months term; from October 1, 2016 to June 30, 2017.

In June of 2017, the City approved the Fourth Amendment, extending the agreement for an additional one (1) year term; from July 1, 2017 to June 30, 2018.

ANALYSIS

Over the past five (5) years, San Gabriel Valley Water Company has performed an outstanding job in the operation and maintenance of the City's Water System. Their work has been diligent, professional and efficient. It is for these reasons that staff is recommending consideration of an extension of the agreement for an additional 1 year or until June 30, 2019.

San Gabriel Valley Water Company is willing to continue to operate and maintain the City's Water System for an additional 1 year at the same terms and conditions as set forth in the agreement, including price without any increases.

The last two occasions during which the City issued a Request for Proposals for the Sale of the Water System, one of the options was to maintain and operate the system for the City, on both occasions the City did not receive a single proposal to maintain and operate the system.

Furthermore, San Gabriel Valley Water is offering to maintain and operate the system at the same price as their original proposal in 2013, when their firm was selected based on a competitive Request for Proposals process.

In order to continue the effective and efficient operation and maintenance of the City's Water System, it is necessary for the City Council to approve a Fifth Amendment to the existing agreement.

FISCAL IMPACT

Approval of the Fifth Amendment to the Water Systems Operations Agreement will be at the current price/fee of $39,422.25 per month or $473,067 for 1 year, and will be effective from July 1, 2018 to June 30, 2019, as San Gabriel Valley Water Company is willing to operate the City's Water Systems for an additional 1 year at the original price, with no increases.

SUMMARY

The City Council will consider approval of the Fifth Amendment for the Water Systems Operations Agreement between the City of Montebello and San Gabriel Valley Water for the operations and maintenance of the City's Water Systems. The Fifth Amendment will be at the current price/fee of $39,422.25 per month, or $473,067 for one (1) year, and will be effective from July 1, 2018 to June 30, 2019, as San Gabriel Valley Water Company is willing to operate the City's Water Systems for an additional one (1) year at the original price, with no increases.

ATTACHMENT

San Gabriel Valley Water Letter (dated June 4, 2018)
Fifth Amendment to Water Operations Agreement

SAN GABRIEL VALLEY WATER COMPANY

June 4, 2018

City of Montebello
Andrew G. Pasmant
Acting City Manager
1600 West Beverly Boulevard
Montebello CA 90540

Subject: City of Montebello, Water System Operating Agreement 2883

Dear Mr. Pasmant:

San Gabriel Valley Water Company is pleased to request extension of the Montebello Water System Operating Agreement for an additional one (1) year term at the same annual rate (no increase) set forth in the Agreement. This would ensure continued uninterrupted service to the City's water customers beginning July 1, 2018 through June 30, 2019.

For your convenience, I have enclosed a draft Fifth Amendment to the Agreement for your review and approval. Please call me should you have questions. We look forward to continuing providing professional quality service to the City and its customers.

Very Truly Yours,

Robert J. DiPrimio
Senior Vice President

RJD:ss
Enclosure
cc: Danilo Batson

11142 GARVEY AVENUE • P.O. BOX 6010 • EL MONTE, CALIFORNIA 91734-2010 • (626) 448-6183 • Fax (626) 448-5530

AGREEMENT 2883

FIFTH AMENDMENT TO AGREEMENT TO OPERATE CITY WATER SYSTEM BY AND BETWEEN THE CITY OF MONTEBELLO AND SAN GABRIEL VALLEY WATER COMPANY

This Fifth Amendment to Agreement to Operate City Water System by and between the City of Montebello and San Gabriel Valley Water Company (**"Fifth Amendment"**) is entered into this 1st day of July, 2018, by and between San Gabriel Valley Water Company (**"Contractor"**) and City of Montebello (**"City"**), with reference to the following facts:

WHEREAS, Operator and City (sometimes hereinafter individually referred to as a **"Party"** and jointly as the **"Parties"**) entered into that certain Agreement to Operate City Water System by and between the City of Montebello and San Gabriel Valley Water Company, dated October 1, 2013 (the **"Agreement"**), pursuant to which City retained Operator to provide for and oversee the administration, management, maintenance, improvement, and operation of the Water System as further described in the Agreement;

WHEREAS, on or about August 13, 2014, the Parties extended the Agreement for an additional one (1) year term ("First Amendment");

WHEREAS, on or about September 23, 2015, the Parties extended the Agreement for an additional one (1) year term ("Second Amendment");

WHEREAS, on or about September 16, 2016, the Parties extended the Agreement for an additional nine (9) month term ("Third Amendment");

WHEREAS, on or about July 1, 2017, the Parties extended the Agreement for an additional one (1) year term ("Fourth Amendment");

WHEREAS, the Parties, being mutually satisfied with the other Party's performance of the Agreement, desire to extend the term of the Agreement for an additional year based upon conditions mutually agreeable to them; and

WHEREAS, Section 27 of the Agreement provides that the Parties may agree in writing to extend the Term of the Agreement upon such terms and conditions as mutually agreed to by the Parties.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt adequacy of which is expressly acknowledged by the Parties, the Parties agree to amend to the Agreement as follows:

SECTION 1. Term.

This Fifth Amendment shall be deemed to have taken effect on the date of expiration of the Fourth Amendment, and shall terminate on June 30, 2019 (the "Term"). The Term of this Fifth Amendment may be extended for successive one (1) year terms (each a "Renewal Term") upon such terms and conditions mutually agreed to by the Parties in writing. Nothing herein prevents either Party from terminating this Fifth Amendment prior to expiration of the Term hereof or any subsequent Renewal Term as provided in Section 17 of the Agreement.

SECTION 2. Compensation.

For the Term of this Fifth Amendment, Contractor shall be compensated at the annual rate set forth in the Agreement.

SECTION 3. Remainder of Agreement Effective.

Except as expressly amended herein with respect to the Term, the remainder of the Agreement shall remain in full force and effect and is incorporated herein in its entirety.

CITY OF MONTEBELLO

Andrew G. Pasmant
Acting City Manager

ATTEST

Irma Barajas, City Clerk

APPROVED AS TO FORM

Arnold M. Alvarez-Glasman
City Attorney

SAN GABRIEL VALLEY WATER

Robert W. Nicholson
President

AGREEMENT 2883

FIFTH AMENDMENT TO AGREEMENT TO OPERATE CITY WATER SYSTEM BY AND BETWEEN THE CITY OF MONTEBELLO AND SAN GABRIEL VALLEY WATER COMPANY

This Fifth Amendment to Agreement to Operate City Water System by and between the City of Montebello and San Gabriel Valley Water Company **("Fifth Amendment"**) is entered into this 1st day of July, 2018, by and between San Gabriel Valley Water Company (**"Contractor"**) and City of Montebello (**"City"**), with reference to the following facts:

WHEREAS, Operator and City (sometimes hereinafter individually referred to as a **"Party"** and jointly as the **"Parties"**) entered into that certain Agreement to Operate City Water System, dated October 1, 2013 (the **"Agreement"**), pursuant to which City retained Operator to provide for and oversee the administration, management, maintenance, improvement, and operation of the Water System as further described in the Agreement;

WHEREAS, on or about August 13, 2014, the Parties extended the Agreement for an additional one (1) year term ("First Amendment");

WHEREAS, on or about September 23, 2015, the Parties extended the Agreement for an additional one (1) year term ("Second Amendment");

WHEREAS, on or about September 16, 2016, the Parties extended the Agreement for an additional nine (9) month term ("Third Amendment");

WHEREAS, on or about July 1, 2017, the Parties extended the Agreement for an additional one (1) year term ("Fourth Amendment");

WHEREAS, the Parties, being mutually satisfied with the other Party's performance of the Agreement, desire to extend the term of the Agreement for an additional year based upon conditions mutually agreeable to them; and

WHEREAS, Section 27 of the Agreement provides that the Parties may agree in writing to extend the "Term" of the Agreement upon such terms and conditions as mutually agreed to by the Parties.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt adequacy of which is expressly acknowledged by the Parties, the Parties agree to amend to the Agreement as follows:

SECTION 1. Term.

This Fifth Amendment shall be deemed to have taken effect on the date of expiration of the Fourth Amendment, and shall terminate on June 30, 2019 (the "Term"). The Term of this Fifth Amendment may be extended for successive one (1) year terms (each a "Renewal Term") upon such terms and conditions mutually agreed to by the Parties in writing. Nothing herein prevents either Party from terminating this Fifth Amendment prior to expiration of the Term hereof or any subsequent Renewal Term as provided in Section 17 of the Agreement.

SECTION 2. Compensation.

For the Term of this Fifth Amendment, Contractor shall be compensated at the annual rate set forth in the Agreement.

SECTION 3. Remainder of Agreement Effective.

Except as expressly amended herein with respect to the Term, the remainder of the Agreement shall remain in full force and effect and is incorporated herein in its entirety.

CITY OF MONTEBELLO

_____
Andrew G. Pasmant
Acting City Manager

SAN GABRIEL VALLEY WATER

_____
Robert W. Nicholson
President

ATTEST

_____
Irma Barajas, City Clerk

APPROVED AS TO FORM

_____
Arnold M. Alvarez-Glasman
City Attorney

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Christopher G. Cardinale, Assistant City Attorney
Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: SECOND READING: Ordinances Approving a Zoning Code Amendment Establishing a Sensitive Use Buffer Between Residential Zones and Commercial Cannabis Activities; Adding Distribution and Retail Delivery Cannabis Businesses as Conditionally Permitted Uses in M-1 (Light Manufacturing) and M-2 (Heaving Manufacturing) Zoning Districts; and Amendment to Chapter 5.90 of the Montebello Municipal Code

DATE: June 13, 2018

RECOMMENDATION

It is recommended that the City Council conducts a Second Reading of ordinances approving a zoning code amendment and a code amendment to Chapter 5.90 of the Municipal Code, relating to cannabis distribution and delivery-only establishments, and imposing a sensitive use buffer from residential zones

DISCUSSION

On May 23, 2018, the City Council held a public hearing and adopted of a zoning code amendment and a code amendment to Chapter 5.90 of the Municipal Code, relating to cannabis distribution and delivery-only establishments and imposed a sensitive use buffer from residential zones (as shown on the attached Ordinances).

For the Ordinances to become effective is now necessary and appropriate for the City Council to approve the second reading of the ordinances. Additional details about the proposed ordinances are available in the staff report and agenda materials for the City Council's meeting on May 23, 2018.

SUMMARY

The City Council will consider the Second Reading of Ordinances approving a zoning code amendment and code amendment to Chapter 5.90 of the Municipal Code relating to cannabis distribution and delivery-only establishments and imposing a sensitive use buffer from specified land uses.

ATTACHMENTS

Ordinances

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, AMENDING CHAPTER 5.90 OF THE MONTEBELLO MUNICPAL CODE PERTAINING TO COMMERCIAL CANNABIS ACTIVITIES

WHEREAS, the City of Montebello ("City") is a general law city, incorporated under the laws of the State of California, with the power to make and enforce within its jurisdictional limits all local, police, sanitary, land use, and other ordinances and regulations not in conflict with general laws of the state;

WHEREAS, in 1996, California voters approved the Compassionate Use Act ("CUA"), the purpose of which was to ensure that persons needing cannabis for medical purposes have the freedom to use it without fear of criminal prosecution;

WHEREAS, in 2004, the Legislature enacted Senate Bill 420 to enact the "Medical Marijuana Program Act" ("MMP") to clarify the scope of the CUA and provide qualifying patients and their primary caregivers criminal immunities for the collective or cooperative cultivation of cannabis for medical purposes;

WHEREAS, neither the CUA nor MMP impact cities' rights to regulate or entirely prohibit the cultivation, manufacture, or distribution of cannabis within their jurisdictions, and accordingly in 2013 the City Council adopted an Ordinance enacting Chapter 9.30 which, among other things, prohibited the cultivation or distribution of medical cannabis within City limits, which was amended and updated by Ordinance No. 2365 adopted on January 28, 2015;

WHEREAS, in October 2015, a citizen-sponsored initiative petition was circulated proposing to legalize medical cannabis cultivation and distribution in the City, and the petition received approximately 3,000 signatures from City residents;

WHEREAS, in 2016, the Legislature approved the "Comprehensive Medical Cannabis Regulation and Safety Act," enacting a licensing and regulatory scheme for medical cannabis, and thereby further refining and regulating medical cannabis activities;

WHEREAS, on November 8, 2016, California voters approved Proposition 64, the "Adult Use of Marijuana Act (the "AUMA"), which became effective immediately and enacted a statutory scheme legalizing, controlling, and regulating the cultivation, processing, manufacture, distribution, testing, and sale of non-medical cannabis and cannabis products for use by adults aged twenty-one (21) and older;

WHEREAS, the AUMA immediately legalized the personal cultivation of up to six (6) cannabis plants upon the grounds of a private residence, and allowed cities to regulate but not prohibit indoor personal cultivation activities, but authorized cities to regulate or prohibit outdoor personal cultivation activities;

WHEREAS, the AUMA's legalization of commercial cannabis activities, including but not limited to the cultivation, manufacture, testing, or sale of cannabis and cannabis products, was stayed pending the State's development of regulations and a permitting scheme which are required to be in place by January 1, 2018, at which point such commercial cannabis activities will be legal in the State of California;

WHEREAS, in anticipation of voters approving the AUMA, and to provide staff time to review regulatory options, on October 26, 2016, the City Council adopted Urgency Ordinance declaring and establishing a temporary moratorium on all commercial cannabis-related activities proposed to be legalized under the AUMA ("Moratorium"), which was extended by the City Council in November 2016;

WHEREAS, following enactment of the AUMA, on January 25, 2017, the City Council adopted Ordinance No. 2393 to regulate and establish a permitting scheme for the indoor personal cultivation of cannabis, and to prohibit the outdoor personal cultivation of cannabis, both as authorized by the AUMA;

WHEREAS, in preparation for implementation of the AUMA, the State has prepared regulations governing commercial cannabis activities and will begin issuing licenses for such activities on or before January 1, 2018, and cities throughout California have been reviewing their existing regulatory schemes and policies to prepare for the prohibition, regulation, or permitting of various commercial cannabis activities authorized by the AUMA;

WHEREAS, the City Council of the City of Montebello is dedicated to regulating the operation of businesses and uses of land in the community in a manner that satisfies the needs and desires of the community, is flexible to changes in State laws and policies, and which identifies and takes advantage of new sources of revenue so that vital public services may be adequately funded;

WHEREAS, over the past decade the State's regulation of medical and commercial cannabis activities has changed significantly, local governments' treatment of medical and commercial cannabis activities has responded in kind, and the City has continually evaluated its regulation of such activities in light of local planning and fiscal goals and objectives, and particularly the desires of the community;

WHEREAS, several cities in Los Angeles County, including those neighboring Montebello, have adopted or are in the process of adopting local ordinances that permit and regulate commercial cannabis activities, and the City's Economic Development Subcommittee has recommended that the City Council revise the City's existing regulations to address regulatory changes at the State and local levels of government, and to take advantage of potential new local revenue opportunities;

WHEREAS, in light of voter's overwhelming approval of the AUMA, the initiative petitions that have been circulated in Montebello proposing to permit various cannabis-related activities, the State laws and regulations that will impose stringent operating and licensing

requirements on cannabis businesses, and the ever-increasing revenue needs of the City, the City Council of the City of Montebello has determined that it is prudent and desirable to allow certain cannabis-related activities and businesses to operate in the City, provided that the location and manner of such activities and businesses is be subject to stringent local regulation; and

WHEREAS, accordingly the City Council of the City of Montebello desires to adopt this Ordinance to accomplish the above-described purposes, and in so doing finds and declares that this Ordinance constitutes a valid exercise of police power in accordance with Article 11, Section 7 of the California Constitution, is consistent with the language and intent of the AUMA, and furthers the health, safety, and general welfare of the residents of the City of Montebello.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals

The City Council for the City of Montebello finds and declares that the foregoing recitals are true and correct, and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. The title of Chapter 5.90, "Cannabis Cultivation, Manufacturing, and Testing," of the Montebello Municipal Code, is hereby replaced with the following: "Commercial Cannabis Activities."

SECTION 3. Section 5.90.010, "Definitions," of Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.010 Definitions

For purposes of this chapter, the following definitions shall apply:

"Act" shall mean the California Medical and Adult-Use Cannabis Regulation and Safety Act, as in Business & Professions Code section 26000 *et seq*.

"Applicant" shall mean and refer to a person applying for a development agreement pursuant to this chapter.

"Bureau" shall have the same meaning as in Section 26001(e) of the Business and Professions Code, as the same may be amended from time to time.

"Cannabis" shall have the same meaning as in subsection (f) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Cannabis accessories" shall have the same meaning as in subsection (g) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Cannabis concentrate" as used in this chapter shall have the same meaning as in subsection (h) of Section 26001 of the Business and Professions Code.

"Cannabis products" as used in this chapter shall have the same meaning as in subsection (i) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Commercial cannabis activity" shall have the same meaning as in subsection (k) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time, as the same may be amended from time to time.

"Cultivation" shall have the same meaning as in of subsection (l) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Cultivation site" as used in this chapter shall have the same meaning as in subsection (m) of Business and Professions Code section 26001, as the same may be amended from time to time.

"Customer" as used in this chapter shall have the same meaning as in subsection (n) of Business and Professions Code section 26000, as the same may be amended from time to time.

"Day care center" as used in this chapter shall have the same meaning as in subsection (o) of Business & Professions Code section 26001, as the same may be amended from time to time.

"Development agreement" as used in this chapter shall mean the agreement entered into between a person and the City authorizing said person to engage in commercial cannabis activity within the City's jurisdictional boundaries.

"Delivery" shall have the same meaning as set forth in subsection (p) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

<u>"Delivery-only retailer" shall mean a person that has been issued a Type 9 Non-Storefront Retailer license from the Bureau to conduct retail cannabis sales exclusively by delivery, as defined in Business and Professions Code section 26001(p).</u>

"Distribution" shall have the same meaning as in subsection (j) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Distributor" shall have the same meaning as in subsection (a)(2) of Section 26070 of the Business and Professions Code, as the same may be amended from time to time.

"License" shall have the same meaning as in subsection (y) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Licensee" shall have the same meaning as in subsection (z) of Business and Professions Code section 26000, as the same may be amended from time to time.

"Manufacture" shall have the same meaning as in subsection (ag) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Manufacturer" shall have the same meaning as in subsection (ah) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Manufacture site" shall mean a location where a person conducts the production, preparation, propagation, or compounding of cannabis or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products or labels or relabels its container.

"Microbusiness" shall have the same meaning as in subsection (a)(3)(A) of Section 26070 of the Business and Professions Code, as the same may be amended from time to time.

"Operation" or "operate" shall have the same meaning as in subsection (ak) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Owner" as used in this chapter shall have the same meaning as in subsection (a*l*) of Business and Professions Code section 26001, as the same may be amended from time to time.

"Permittee" shall mean a person that has entered into a development agreement with the City authorizing said person to engage in commercial cannabis within the City's jurisdictional boundaries.

"Person" shall have the same meaning as in subsection (an) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Premises" shall have the same meaning as in subsection (ap) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Purchaser" shall have the same meaning as in subsection (ar) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Regulations" shall mean the regulations in the California Code of Regulations (Title 16, Div. 24) to implement, interpret, and make specific the Act, and providing licensing and enforcement criteria for commercial cannabis businesses in California.

"Retailer" or "retail" shall have the same meaning as in subsection (a)(1) of Section 26070 of the Business and Professions Code, as the same may be amended from time to time.

"Sell," "sale," and "to sell" shall have the same meaning as in subsection (as) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Testing laboratory" shall have the same meaning as in subsection (at) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

"Youth Center" as used in this chapter shall have the same meaning as in subsection (av) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

SECTION 4. Section 5.90.020, "Commercial Cannabis Activities Prohibited; Exceptions," of Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.020 Commercial Cannabis Activities Prohibited; Exceptions

A. It shall be unlawful for any person to operate, cause, allow, assist, participate in, engage in, or in any way conduct any commercial cannabis activity within the City, including but not limited to the cultivation, delivery, distribution, manufacture, testing, transport, retail, microbusiness, purchase, sale, testing, distribution, giving away, or otherwise transferring of cannabis or cannabis products, or any other activities for which a license is available under the Act or the Regulations.

B. The prohibitions of subsection (A) shall not apply to the following persons, provided said person operates the specified activity in strict accordance with state law and this Code: (1) a clinic, licensed pursuant to Chapter 1 of Division 2 of the Health and Safety Code; (2) health care facility, licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code; (3) a residential care facility for persons with chronic life-threatening illness, licensed pursuant to Chapter 3.01 of Division 2 of the Health and Safety Code; (3) a residential care facility for the elderly, licensed pursuant to Chapter 3.2 of Division 2 of the Health and Safety Code; (4) a residential hospice or home health agency, licensed pursuant to Chapter 8 of the Health and Safety Code; (5) personal indoor cultivation in compliance with Chapter 9.60 of this Code; (6) a licensee's transportation <u>or delivery</u> of cannabis or cannabis products on public roads pursuant to subsection (b) of Section 26080 <u>or subsection (e) of Section 26090</u> of the Business and Professions Code, as the same may be amended from time to time<u>, provided the licensee is permitted or approved to operate by the local jurisdiction in which the licensee's facilities are physically located</u>; ~~or~~ (7) <u>a permittee authorized to engage in cultivation, manufacturing, or delivery-only retailer activities under this Chapter, that also engages in distribution activities related to their business; or (8)</u> a permittee under this chapter, provided that said person has entered into a development agreement with the City, has

been granted a conditional use permit pursuant to Chapter 17.70, has been issued the requisite license from the Bureau, and otherwise complies, at all times, with the provisions of this Code.

SECTION 5. The title of Section 5.90.040, "Cannabis Cultivation, Manufacturing, and Testing Facilities," Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows: "Cannabis Cultivation, Manufacturing, **Distribution, Delivery-Only,** and Testing Facilities."

SECTION 6. Section 5.90.040, "Cannabis Cultivation, Manufacturing, **Distribution, Delivery-Only,** and Testing Facilities" of Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.040 Cannabis Cultivation, Manufacturing, Distribution, Delivery-Only, and Testing Facilities

A. No person shall operate a cultivation site, manufacturing site, delivery-only retailer site, distribution site, or testing laboratory in the City, or otherwise engage in the cultivation, manufacture, delivery, distribution, or testing of cannabis or cannabis products, for profit or otherwise, except in strict accordance with this chapter, the terms and conditions of the development agreement, any conditions of approval specified in the conditional use permit, and other applicable provisions of this Code.

B. The effectiveness of any provision in this Chapter that provides for the operation of specified commercial cannabis activities in the City is conditioned upon the City Council's adoption of an amendment to Title 17 of this Code adding cannabis cultivation sites, manufacturing sites, delivery-only retailer site, distribution site, and/or testing laboratories, as applicable, as an authorized land use in the City.

SECTION 7. Section 5.90.050, "**Application Requirements; Development Agreement and Conditional Use Permit Required**" of Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.050 Application Requirements; Development Agreement and Conditional Use Permit Required

A. The City Council may, in its sole discretion, approve and direct the issuance of a notice inviting applications, a request for applications, or similar solicitation inviting persons interested in operating commercial cannabis activities in the City to submit an application for a development agreement.

B. Whether to issue a solicitation for applications, the manner of accepting applications, the manner of application review, and whether to approve or deny any such application shall be subject to the sole and absolute discretion of the City Council. The criteria utilized in evaluating or scoring any application for a development agreement shall be that specified in this chapter, elsewhere in this code, or in the solicitation for

applications issued by the City Council. Subject to the discretion of the City Council, the solicitation may include provisions pertaining to: the information required to be submitted by applicants, including but not limited to the application information specified in the Regulations for a license from the Bureau; the City's application review, vetting, and approval processes; the review and scoring criteria that will be utilized by the City in distinguishing among applicants; applicant background checks and verification requirements; conditions of approval; security features and requirements; operating guidelines, standards, limitations, and requirements; site improvement obligations; maintenance requirements; book, accounting, and record keeping requirements; and/or a draft development agreement.

C. A development agreement approved by the City Council is required before any person operates a cultivation site, manufacturing site, distribution site, delivery-only retailer site, or testing laboratory in the City. Said development agreement shall set forth the terms and conditions under which the commercial cannabis activities may be operated, in addition to the terms and conditions otherwise set forth in this Chapter or elsewhere in this Code. Subject to the agreement of any permittee and approval of the City Council, such additional terms and conditions of the development agreement may include, but are not limited to, public outreach and education requirements, community service requirements, the payment of mutually agreeable fees and charges, development and operating plans (including site plan, floor plan, and elevations), security measures, operating standards and procedures, site location and design standards, and such other terms and conditions as may be agreed upon by a permittee and the City Council, as well as those that the City Council deems necessary to protect and promote the public health, safety, and welfare of the community.

D. In addition to a development agreement, no person shall operate a cultivation site, manufacturing site, distribution site, delivery-only retailer site, or testing laboratory unless and until a conditional use permit therefor has been approved by the Planning Commission or City Council, as applicable, in accordance with Chapter 17.70 of this Code. The application process for the conditional use permit shall be the same as is generally applicable to conditional use permits in the City, provided that a development agreement between the permittee and the City shall be a condition precedent to approving a conditional use permit.

E. Nothing in this chapter is intended or shall be construed as requiring the City Council to approve or any development agreements or to otherwise allow commercial cannabis activities in the City. No application for a development agreement will be accepted except during the times specified by the City Council in a solicitation for applications. The City Council's solicitation for, review of, and approval of any application for a development agreement is discretionary, and nothing in this chapter is intended or shall be interpreted as rendering commercial cannabis activities a "by-right" land use in the City.

SECTION 8. The title of Section 5.90.060, "Permitted Zones and Locations; Outdoor Activities Prohibited," of Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows: "Permitted Zones **and** Locations; ~~**Outdoor**~~ **Activities** Prohibited."

SECTION 9. Section 5.90.060, "Permitted Zones **and** Locations; **Activities** Prohibited," of Chapter 5.90, "Commercial Cannabis Activities," of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.060 Permitted Zones and Locations; Activities Prohibited

A. No commercial cannabis activities shall be permitted in the City except in the zones and locations authorized by Title 17, and except upon the specific premises identified in a permittee's development agreement and conductional use permit.

B. No commercial cannabis activities shall be operated except within a fully enclosed and permanent building. For purposes of this section, the phrase "fully enclosed and permanent building" shall mean a structure having a roof that is enclosed on all sides and is intended and has a useful life appropriate for long-term use, as contrasted with a "temporary building" that is not designed or intended to be permanently located, placed, or affixed to the premises.

C. Delivery-only retailer establishments shall be closed to the public and shall conduct retailer cannabis sales exclusively by delivery. No distribution facility shall be physically located in the City, unless the distribution facility is established and operated in conjunction with a cannabis cultivation, manufacturing, or delivery-only retailer site permitted under this chapter.

SECTION 10. CEQA. The City Council, on the basis of the whole record and exercising independent judgment, finds that this Ordinance is not subject to environmental review pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA). Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378. Each of the actions or activities authorized by this Ordinance are subject to future and speculative discretionary actions of the City Council, and according environmental review of any resulting impacts is premature.

SECTION 11. INCORPORATION. Except to the extent Chapter 5.90 of the Municipal Code is expressly amended by this Ordinance, the remainder of Chapter 5.90 shall remain in full force and effect.

SECTION 12. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall

not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Montebello hereby declares that it would have passed this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 13. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 14. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM:

_____
Arnold M. Alvarez-Glasman
City Attorney

ATTEST:

_____
Irma Bernal-Barajas
City Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, APPROVING ZONING CODE AMENDMENT NO. ZC XX-17 PERTAINING TO CANNABIS DISTRIBUTORS AND DELIVERY-ONLY RETAILERS, AND ADDING A SENSITIVE USE BUFFER FROM RESIDENTIAL ZONES

WHEREAS, the City of Montebello ("City") is a general law city, incorporated under the laws of the State of California, and has the power to make and enforce with its jurisdictional limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws of the state;

WHEREAS, the Montebello Zoning Code (Title 17 of the Montebello Municipal Code, hereinafter the "Zoning Code") generally prohibits all land uses in the City that are not expressly listed as a permitted land use, with the list of permitted land uses in the City's various zoning districts is set forth in Appendix A to the Zoning Code;

WHEREAS, in 1996, California voters approved the Compassionate Use Act ("CUA"), the purpose of which was to ensure that persons needing cannabis for medical purposes have the freedom to use it without fear of criminal prosecution;

WHEREAS, in 2004, the Legislature enacted Senate Bill 420 to enact the "Medical Marijuana Program Act" ("MMP") to clarify the scope of the CUA and provide qualifying patients and their primary caregivers criminal immunities for the collective or cooperative cultivation of cannabis for medical purposes;

WHEREAS, neither the CUA nor MMP impact cities' rights to regulate or entirely prohibit the cultivation, manufacture, or distribution of cannabis within their jurisdictions, and accordingly in 2013 the City Council adopted an Ordinance enacting Chapter 9.30 which, among other things, prohibited the cultivation or distribution of medical cannabis within City limits, which was amended and updated by Ordinance No. 2365 adopted on January 28, 2015;

WHEREAS, in October 2015, a citizen-sponsored initiative petition was circulated proposing to legalize medical cannabis cultivation and distribution in the City, and the petition received approximately 3,000 signatures from City residents;

WHEREAS, in 2016, the Legislature approved the "Comprehensive Medical Cannabis Regulation and Safety Act," enacting a licensing and regulatory scheme for medical cannabis, and thereby further refining and regulating medical cannabis activities;

WHEREAS, on November 8, 2016, California voters approved Proposition 64, the Adult Use of Marijuana Act (the "AUMA"), which became effective immediately and enacted a statutory scheme legalizing, controlling, and regulating the cultivation, processing, manufacture,

distribution, testing, and sale of non-medical cannabis and cannabis products for use by adults aged twenty-one (21) and older;

WHEREAS, the AUMA immediately legalized the personal cultivation of up to six (6) cannabis plants upon the grounds of a private residence, and allowed cities to regulate but not prohibit indoor personal cultivation activities, but authorized cities to regulate or prohibit outdoor personal cultivation activities;

WHEREAS, the AUMA's legalization of commercial cannabis activities, including but not limited to the cultivation, manufacture, testing, or sale of cannabis and cannabis products, was stayed pending the State's development of regulations and a permitting scheme which are required to be in place by January 1, 2018, at which point such commercial cannabis activities will be legal in the State of California;

WHEREAS, in anticipation of voters approving the AUMA, and to provide staff time to review regulatory options, on October 26, 2016, the City Council adopted Urgency Ordinance declaring and establishing a temporary moratorium on all commercial cannabis-related activities proposed to be legalized under the AUMA ("Moratorium"), which was extended by the City Council in November 2016;

WHEREAS, following enactment of the AUMA, on January 25, 2017, the City Council adopted Ordinance No. 2393 to regulate and establish a permitting scheme for the indoor personal cultivation of cannabis, and to prohibit the outdoor personal cultivation of cannabis, both as authorized by the AUMA;

WHEREAS, in preparation for implementation of the AUMA, the State has prepared regulations governing commercial cannabis activities and will begin issuing licenses for such activities on or before January 1, 2018, and cities throughout California have been reviewing their existing regulatory schemes and policies to prepare for the prohibition, regulation, or permitting of various commercial cannabis activities authorized by the AUMA;

WHEREAS, the City Council of the City of Montebello is dedicated to regulating the operation of businesses and uses of land in the community in a manner that satisfies the needs and desires of the community, is flexible to changes in State laws and policies, and which identifies and takes advantage of new sources of revenue so that vital public services may be adequately funded;

WHEREAS, over the past decade the State's regulation of medical and commercial cannabis activities has changed significantly, local governments' treatment of medical and commercial cannabis activities has responded in kind, and the City has continually evaluated its regulation of such activities in light of local planning and fiscal goals and objectives, and particularly the desires of the community;

WHEREAS, several cities in Los Angeles County, including those neighboring Montebello, have adopted or are in the process of adopting local ordinances that permit and regulate medical and commercial cannabis activities, and the City's Economic Development

Subcommittee has recommended that the City Council revise the City's existing regulations to address regulatory changes at the State and local levels of government, and to take advantage of potential new local revenue opportunities;

WHEREAS, in light of voter's overwhelming approval of the AUMA, the initiative petitions that have been circulated in Montebello proposing to permit various cannabis-related activities, the State laws and regulations that will impose stringent operating and licensing requirements on cannabis businesses, and the ever-increasing revenue needs of the City, THE City Council has heretofore adopted and approved a zoning code amendment adding cannabis cultivation, manufacturing, and testing facilities as permissible uses in M-1 (Light Manufacturing) and M-2 (Heaving Manufacturing) zoning districts, subject to a conditional use permit and a development agreement, and provided that such establishments are located at least 600 feet from any school, day care facility, or youth center;

WHEREAS, subsequent to the Planning Commission's consideration of commercial cannabis activities, the State has enacted its regulations governing such activities, and the Legislature has further amended California's cannabis laws, such that the City Council requested the Planning Commission consider a zoning code amendment adding "distributors" and "delivery-only retailers" as permissible uses in the City, subject to a development agreement and a conditional use permit, and further that the Planning Commission consider imposing a "parcel buffer" between commercial cannabis establishments and residentially zoned areas;

WHEREAS, the Planning Commission has duly considered this Ordinance and has held a duly notice public hearing thereon, and its recommendation has been forwarded to the City Council for consideration;

WHEREAS, the City Council has held a duly noticed public hearing concerning this Ordinance, and has considered staff reports, presentations, oral and written testimony, the Planning Commission's recommendation, and such other matters presented during the City Council's consideration of this ordinance, and all other prerequisites to the adoption of this Ordinance have occurred;

WHEREAS, the City Council finds and determines that this ordinance furthers the public health, safety, and general welfare of the community, and the public interest, convenience, and necessity, by identifying permissible zoning districts for the establishment and operation of cannabis facilities, and enacting minimum regulations governing such uses to ensure the consistency of land uses throughout the City; and

WHEREAS, the City Council further finds and declares that this ordinance is necessary and appropriate to ensure commercial cannabis activities are operated in a manner that is compatible with and not detrimental to other land uses in the vicinity, and further that this ordinance is consistent with purposes and goals of the Montebello General Plan, including but not limited to making allowance for a variety of land uses that serve the needs and desires of the community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals

The City Council for the City of Montebello, based on the entire record before it, finds and declares that the foregoing recitals are true and correct, and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. Section 17.71.010 of Chapter 17.71 is hereby amended as follows:

Section 17.71.010 – Permitted Zones; Distance from sensitive uses.

A. Cannabis cultivation sites, manufacturing sites, testing laboratories, distributors, and delivery-only retailers shall be permitted only in Light Manufacturing (M-1) and Heaving Manufacturing (M-2) zones, subject to a development agreement and conditional use permit approved by the City, as described in Chapter 5.90.

B. No premises operating commercial cannabis activities shall be located within a 600-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, a day care center, ~~or~~ a youth center, or a property that is zoned R-A (Residential-Agricultural), R-1 (Single-Family Residential), R-2 (Two-Family Residential), R-3 (Multiple-Family Residential), or R-4 (High Density Residential), as of the time the development agreement is approved by the City. The distance specified in this subsection shall be the horizontal distance measured in a straight line from the property line of the school, day care, ~~or~~ youth center, or residentially zoned parcel to the closest property line of the lot on which the premises is to be located, without regard to intervening structures.

SECTION 4. Appendix A – Index of Primary Uses, of Title 17, "Zoning," of the Montebello Municipal Code, is hereby amended to add "cannabis cultivation sites," "cannabis manufacturing sites," "cannabis testing laboratory," and footnote 63 to Appendix A, as follows:

USE	ZONE										
	R-A	**R-1**	**R-2**	**R-3**	**R-4**	**C-R**	**C-1**	**C-2**	**C-M**	**M-1**	**M-2**
Cannabis Cultivation Site [63]										C	C
Cannabis Manufacturing Site [63]										C	C
Cannabis Testing Laboratory[63]										C	C
Cannabis Distributor[63, 64]										C	C
Cannabis Delivery-Only Retailer[63]										C	C

Footnotes for Appendix A:

63. Establishment of a cannabis cultivation site, cannabis manufacturing site, ~~or~~ cannabis testing laboratory, cannabis distributor, or cannabis delivery-only retailer, or any combination of the foregoing, is subject to the approval of a development agreement by the city, a conditional use permit, and the provisions of Chapter 5.90 and Title 17.

64. Cannabis distributors shall only be allowed by operators of a cultivation site, cannabis manufacturing site, cannabis testing laboratory (unless prohibited by state law), or delivery-only retailer that has been approved by the City pursuant to this Title and Chapter 5.90. No establishments engaging exclusively in distribution activities shall be permitted.

SECTION 5. CEQA. The City Council, on the basis of the whole record and exercising independent judgment, finds that this the Ordinance is not subject to environmental review pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of the California Environmental Quality Act ("CEQA"). Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378. The operation and establishment of a commercial cannabis establishment in the City will be subject to future discretionary approval(s) by the Planning Commission and/or City Council.

SECTION 6. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Montebello hereby declares that it would have passed this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 8. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

PASSED, APPROVED AND ADOPTED this ___that day of _____, 2018.

_____
Vanessa Delgado, Mayor

APPROVED AS TO FORM: **ATTEST:**

_____	_____
Arnold M. Alvarez-Glasman City Attorney	Irma Bernal-Barajas City Clerk

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

DATE: June 13, 2018

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Claims Against The City

The following claim(s) fall under the City's Self-Insurance liability program and have been placed on the agenda for denial:

1. P. Hills v. City of Montebello

   Claimant was a passenger riding the city bus. Claimant alleges the city bus suddenly braked, causing her to fall forward onto her walker, which injured her shoulder, neck and back. Claimant contends there was no reason for the driver to brake, the driver deliberately braked so that she would fall and claims it was a hate crime. When the bus operator was questioned about the incident the driver said there was never any incident. The claimant sat behind the driver with the walker in front of her and her head and arms resting on the walker. When the driver started-up the bus it startled the claimant and she jerked up, but never fell. There was no incident in the bus during the time the claimant was inside.

   Amount claimed: $35,000

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO APPROVING AND ALLOWING CERTAIN CLAIMS AND DEMANDS

THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the reference is hereby made to that certain Register of Audited Demand Nos. 1447, consisting of seven pages, and including

Warrant No. 578178 through 578459;

Warrant No. 1396 through 1397;

Warrant No. 1013 through 1013;

on file in the office of the City Clerk, the same having been audited and approved by the Controller as required by law.

SECTION 2. That the said City Council having examined each such demand does hereby approve and direct the payment of same, as set forth in said Register, except the following Warrant No.

_____

_____

_____

SECTION 3. That the City Clerk shall certify to the adoption of this resolution and thence forth and thereafter the same shall be in full force and effect.

APPROVED AND ADOPTED THIS 13th DAY OF JUNE, 2018.

_____

VANESSA DELGADO, Mayor

ATTEST:

_____

IRMA BARAJAS, City Clerk

ITEM #34

CITY OF MONTEBELLO
REGISTER OF DEMANDS NO. 1447

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
0770 - Housing Account			
Check			
1013	06/06/2018	TIERRA WEST ADVISORS	$6,121.25
Type Check Totals:			$6,121.25
0770 - Housing Account Totals			
4331 - General Account			
Check			
578178	05/17/2018	T-MOBILE USA, INC.	$90.35
578179	05/22/2018	AFLAC	$13,606.71
578180	05/22/2018	APPLE ONE EMPLOYMENT SERVICES	$1,914.34
578181	05/22/2018	AT&T	$1,477.55
578182	05/22/2018	BRIGADE PEST MANAGEMENT	$84.00
578183	05/22/2018	CHARTER COMMUNCIATIONS	$281.37
578184	05/22/2018	CHARTER COMMUNCIATIONS	$16.10
578185	05/22/2018	DAILY JOURNAL CORPORATION	$2,297.40
578186*	05/22/2018	DEWEY PEST CONTROL	$2,100.00
578187	05/22/2018	DODGE DATA AND ANALYTICS LLC	$984.40
578188	05/22/2018	GNA-BROOK FIRE PROTECTION, INC.	$246.36
578189	05/22/2018	HAWK II ENVIRONMENTAL CORP.	$144.45
578190	05/22/2018	LOS ANGELES TIMES MEDIA GROUP	$3,221.74
578191	05/22/2018	MEDRANO, JOSE	$95.00
578192	05/22/2018	MONTEBELLO GLASS & MIRROR CO.	$319.96
578193	05/22/2018	PHILLIPS 66-CONOCO-76	$3,045.35
578194	05/22/2018	RIVERA, FERNIE	$66.00
578195	05/22/2018	SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS	$23,500.00
578196	05/22/2018	SOUTHERN CALIFORNIA EDISON	$63,463.26
578197	05/22/2018	VERIZON WIRELESS	$112.01
578198	05/22/2018	VERIZON WIRELESS	$56.03
578199	05/22/2018	VERIZON WIRELESS	$54.00
578200	05/22/2018	VERIZON WIRELESS	$125.57
578201	05/22/2018	CASAS, MARIA E	$789.60
578202	05/29/2018	APPLE ONE EMPLOYMENT SERVICES	$878.58
578203	05/29/2018	ASTRO PLUMBING SUPPLY CO.	$346.96
578204	05/29/2018	AT&T	$4,724.14
578205	05/29/2018	AT&T TELECONFERENCE SERVICES	$15.77
578206	05/29/2018	BEST BUY CHEMICAL & SUPPLY CO.	$315.65
578207	05/29/2018	BIRCH COMMUNICATIONS	$640.24
578208	05/29/2018	BIRCH COMMUNICATIONS	$640.24
578209	05/29/2018	BIRCH COMMUNICATIONS	$640.24
578210	05/29/2018	BIRCH COMMUNICATIONS	$427.41
578211	05/29/2018	BIRCH COMMUNICATIONS	$947.03
578212	05/29/2018	BLACK AND WHITE EMERGENCY VEHICLES	$140.00
578213	05/29/2018	CALIFORNIA WATER SERVICE COMPANY	$125.51

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
578214	05/29/2018	CALLEROS, JULIO	$844.57
578215	05/29/2018	CENTRAL BASIN MUNICIPAL WATER DISTRICT	$3,775.75
578216	05/29/2018	CHARTER COMMUNCIATIONS	$69.95
578217	05/29/2018	CHARTER COMMUNCIATIONS	$1,279.63
578218	05/29/2018	CLEAN SWEEP SUPPLY CO. INC	$1,202.53
578219	05/29/2018	COLUMBIA BUSINESS FORMS, INC.	$6,453.78
578220	05/29/2018	DELTA DENTAL OF CALIFORNIA	$45,882.01
578221	05/29/2018	DODGE DATA AND ANALYTICS LLC	$516.25
578222	05/29/2018	FLAIR DATA SERVICES, INC.	$4,167.00
578223	05/29/2018	HD INDUSTRIES	$4,857.37
578224	05/29/2018	MISSION LINEN SUPPLY	$793.24
578225	05/29/2018	MONTEBELLO TIRE PROS	$11,155.41
578226	05/29/2018	MOTO UNITED LA	$385.97
578227	05/29/2018	MUNCIE TRANSIT SUPPLY	$2,929.35
578228	05/29/2018	MX FACTOR	$255.65
578229	05/29/2018	PICO RIVERA, CITY OF	$44.07
578230	05/29/2018	POWER PLUS INTERNATIONAL, INC.	$2,253.71
578231	05/29/2018	READY REFRESH BY NESTLE	$274.80
578232	05/29/2018	SAWYER PETROLEUM	$55,063.18
578233	05/29/2018	SOUTHERN CALIFORNIA EDISON	$4,479.60
578234	05/29/2018	SOUTHERN CALIFORNIA GAS CO.	$6,438.23
578235	05/29/2018	STANDARD INSURANCE COMPANY	$14,456.48
578236	05/29/2018	T-MOBILE USA, INC.	$2,206.39
578237	05/29/2018	TRANS UNION,LLC	$48.60
578238	05/29/2018	UNITED SITE SERVICES, INC.	$966.50
578239	06/04/2018	AT&T	$554.42
578240	06/04/2018	AT&T	$6,260.55
578241	06/04/2018	AT&T	$53.65
578242	06/04/2018	CALIFORNIA WATER SERVICE COMPANY	$1,218.54
578243	06/04/2018	CHARTER COMMUNCIATIONS	$1,278.49
578244	06/04/2018	MUNITEMPS	$9,564.75
578245	06/04/2018	SAN GABRIEL VALLEY WATER CO.	$2,827.99
578246	06/04/2018	SOLANO, MARTIN	$61.00
578247	06/04/2018	ZENDZHIRYAN, KRISTINA	$254.63
578248	06/04/2018	ACC BUSINESS	$638.47
578249	06/04/2018	ALTEC CAPITAL SERVICES, LLC	$2,311.79
578250	06/04/2018	APPLE ONE EMPLOYMENT SERVICES	$688.77
578251	06/04/2018	ARTE PRINTING	$1,437.19
578252	06/04/2018	ATLAS RADIATOR, INC.	$330.00
578253	06/04/2018	CHARTER COMMUNCIATIONS	$29.05
578254	06/04/2018	CHARTER COMMUNCIATIONS	$46.04
578255	06/04/2018	CHARTER COMMUNCIATIONS	$21.09
578256	06/04/2018	COMPUTER PROTECTION TECHNOLOGY, INC	$5,312.00
578257	06/04/2018	DAILY JOURNAL CORPORATION	$1,285.20

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
578258	06/04/2018	FORD OF MONTEBELLO	$187.82
578259	06/04/2018	H & H AUTO PARTS WHOLESALE	$174.17
578260	06/04/2018	HARDY AUTO PARTS	$757.29
578261	06/04/2018	PRAXAIR	$183.41
578262	06/04/2018	READY REFRESH BY NESTLE	$129.85
578263	06/04/2018	RICOH AMERICAS CORP.	$80.26
578264	06/04/2018	RICOH AMERICAS CORP.	$607.64
578265	06/04/2018	RICOH AMERICAS CORP.	$697.63
578266	06/04/2018	RICOH AMERICAS CORP.	$607.64
578267	06/04/2018	RICOH AMERICAS CORP.	$578.70
578268	06/04/2018	RICOH AMERICAS CORP.	$10,671.98
578269	06/04/2018	SOUTHERN CALIFORNIA EDISON	$15,772.64
578270	06/04/2018	T-MOBILE USA, INC.	$90.06
578271	06/04/2018	TPX COMMUNICATIONS	$2,726.34
578272	06/04/2018	TRANSIT LINE ART	$360.00
578273	06/04/2018	VERIZON WIRELESS	$38.01
578274	06/04/2018	ADCO SERVICES, INC.	$7,140.00
578275	06/04/2018	ADVANCED APPLIED ENGINEERING, INC.	$58,374.10
578276	06/04/2018	ALL CITY MANAGEMENT SERVICES	$3,205.80
578277	06/04/2018	ATHENS SERVICES	$236,254.40
578278	06/04/2018	AVANT GARDE	$8,177.50
578279	06/04/2018	BEVERLY HOSPITAL	$103.74
578280	06/04/2018	CALIFORNIA DEPARTMENT OF JUSTICE	$405.00
578281	06/04/2018	CALIFORNIA PARK AND RECREATION SOCIETY (CPRS)	$150.00
578282	06/04/2018	CIGNA BEHAVIORAL HEALTH	$1,762.92
578283	06/04/2018	CLEAN SWEEP SUPPLY CO. INC	$1,893.97
578284	06/04/2018	DELTA MOTOR COMPANY,INC.	$6,061.50
578285	06/04/2018	EMERGENCY RESPONSE CRIME SCENE CLEANING	$1,300.00
578286	06/04/2018	EWING IRRIGATION PRODUCTS	$561.57
578287	06/04/2018	FLEET PRIDE, INC.	$124.83
578288	06/04/2018	FOOTHILL COMMUNICATIONS, LLC	$220.61
578289	06/04/2018	GARFIELD CAR WASH	$1,940.00
578290	06/04/2018	GILLIG LLC	$1,539.79
578291	06/04/2018	GOLF COURSE SUPERINTENDENTS ASSOCIATION	$380.00
578292	06/04/2018	GRAINGER, INC.	$57.82
578293	06/04/2018	HD INDUSTRIES	$402.26
578294	06/04/2018	HOSE-MAN, INC.	$196.27
578295	06/04/2018	INTERSTATE BATTERY SYSTEMS	$4,185.78
578296	06/04/2018	JCL TRAFFIC SERVICES	$237.34
578297	06/04/2018	JOHNSTONE SUPPLY	$922.43
578298	06/04/2018	KELLER, J.J. & ASSOCIATES IN	$1,185.66
578299	06/04/2018	LIEBERT CASSIDY WHITMORE	$19,628.85
578300	06/04/2018	LIFTECH ELEVATOR SERVICES, INC	$3,459.00
578301	06/04/2018	LOS ANGELES COUNTY ASSESSOR OFFICE	$5.00

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
578302	06/04/2018	LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS	$980.99
578303	06/04/2018	LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS	$259.44
578304	06/04/2018	LOS ANGELES FREIGHTLINER, INC.	$538.58
578305	06/04/2018	M'S FLOWERS	$107.31
578306	06/04/2018	MATRIX CONSULTING GROUP, LTD.	$10,897.00
578307	06/04/2018	MENJIVAR, IRMA	$83.00
578308	06/04/2018	MICHELIN NORTH AMERICA, INC.	$19,131.88
578309	06/04/2018	MONTEBELLO AUTOCRAFT	$2,979.15
578310	06/04/2018	MR. ROOTER PLUMBING	$6,012.50
578311	06/04/2018	NATIONAL TESTING NETWORK, INC.	$150.00
578312	06/04/2018	NATIONWIDE ENVIRONMENTAL SERVICES	$19,730.91
578313	06/04/2018	OFFICE DEPOT	$2,785.78
578314*	06/04/2018	ONTRACK	$895.00
578315	06/04/2018	ORANGE COUNTY SHERIFF'S DEPARTMENT	$110.00
578316	06/04/2018	PATHOLOGY & LAB. MED. GROUP	$12.87
578317	06/04/2018	PAYAN, LINDA	$499.68
578318	06/04/2018	PC INDUSTRIAL PRODUCTS LLC	$360.65
578319	06/04/2018	PEREZ , LUZ	$375.00
578320	06/04/2018	QUALITY JET ROOTER	$479.00
578321	06/04/2018	REDFLEX TRAFFIC SYSTEMS	$20,000.00
578322	06/04/2018	RODRIGUEZ , SUSAN	$250.00
578323	06/04/2018	SAN GABRIEL VALLEY NEWSPAPER GROUP	$509.50
578324	06/04/2018	SEAMLESS DOCS	$6,300.00
578325	06/04/2018	SIMONIAN, GEORGE S.	$1,650.67
578326	06/04/2018	STOTZ EQUIPMENT	$29.18
578327	06/04/2018	TRANSTECH ENGINEERS, INC.	$8,815.00
578328	06/04/2018	TUFANO, ROBERT C.	$475.43
578329	06/04/2018	UNIQUE GENERAL SERVICES	$6,420.00
578330	06/04/2018	US SECURITY ASSOCIATES, INC.	$24,640.80
578331	06/04/2018	VELJACIC, LAURA	$250.00
578332	06/04/2018	WECK LABORATORIES, INC.	$460.50
578333	06/04/2018	WESTERN ALLIED CORPORATION	$8,292.00
578334	06/04/2018	WRITERANNE COMMUNICATIONS	$330.00
578335	06/04/2018	YOUNGBLOOD & ASSOCIATES	$400.00
578336	06/06/2018	923 MEDIA GROUP INC.	$1,700.00
578337	06/06/2018	ADLERHORST INTERNATIONAL, INC.	$5,872.82
578338	06/06/2018	ADVANCED BATTERY SYSTEMS, INC.	$1,138.05
578339	06/06/2018	ALEX & E PARTY RENTALS	$570.00
578340	06/06/2018	ALFONSO TIRES & REPAIRS, INC.	$345.00
578341	06/06/2018	ALL CITY MANAGEMENT SERVICES	$5,343.00
578342	06/06/2018	ALVAREZ-GLASMAN & COLVIN	$32,016.45
578343	06/06/2018	ATLAS RADIATOR, INC.	$2,806.80
578344	06/06/2018	AVANT GARDE	$4,893.00
578345	06/06/2018	BEST BEST & KRIEGER, LLP	$42,389.20

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
578346	06/06/2018	BEVERLY HOSPITAL	$64.19
578347	06/06/2018	BRIGADE PEST MANAGEMENT	$115.00
578348	06/06/2018	C.I. SOLUTIONS	$250.00
578349	06/06/2018	CADENA, DONALD	$200.00
578350	06/06/2018	CAMACHO, TOM	$22,601.00
578351	06/06/2018	CHAVEZ, VERONICA	$425.00
578352	06/06/2018	COGRAN SYSTEMS LLC	$500.00
578353	06/06/2018	COLBY'S TOTAL LAWN CARE	$275.00
578354	06/06/2018	COMMLINE, INC.	$4,960.00
578355	06/06/2018	COMPANY NURSE	$640.00
578356	06/06/2018	CUMMINS PACIFIC, LLC	$416.18
578357	06/06/2018	CUPERTINO ELECTRIC	$3,312.00
578358	06/06/2018	DARKTRACE LIMITED	$1,500.00
578359	06/06/2018	DAY WIRELESS SYSTEMS	$783.00
578360*	06/06/2018	DOUG FREGOLLE PROMOTIONS	$1,421.13
578361	06/06/2018	EAST SAN GABRIEL VALLEY COALITION FOR	$12,499.98
578362	06/06/2018	EASTMONT PAINT & DECORATING	$375.95
578363	06/06/2018	FAZEKAS & ASSOCIATES, INC., SCOTT	$6,521.45
578364	06/06/2018	FOOTHILL COMMUNICATIONS, LLC	$695.33
578365	06/06/2018	FORD OF MONTEBELLO	$1,629.23
578366	06/06/2018	FOUR SEASONS GENERAL MERCHANDISE, INC.	$1,384.76
578367	06/06/2018	GARFIELD CAR WASH	$360.00
578368	06/06/2018	GARVEY EQUIPMENT COMPANY	$5,822.12
578369	06/06/2018	GILLIG LLC	$482.94
578370	06/06/2018	GNA-BROOK FIRE PROTECTION, INC.	$113.21
578371	06/06/2018	GOLDEN WEST COLLEGE	$800.00
578372	06/06/2018	GONSALVES & SONS, JOE A	$3,000.00
578373	06/06/2018	GOSERCO, INC.	$2,893.12
578374	06/06/2018	GRAINGER, INC.	$181.21
578375*	06/06/2018	GREATMATS CORPORATION	$2,229.06
578376	06/06/2018	H.A. BUILDERS	$400.00
578377	06/06/2018	H.A. BUILDERS	$225.00
578378	06/06/2018	H.A. BUILDERS	$375.00
578379*	06/06/2018	HASA , INC.	$1,451.20
578380	06/06/2018	HILLTOP SECURITIES INC.	$10,000.00
578381	06/06/2018	HOSE-MAN, INC.	$17.29
578382	06/06/2018	IRON MOUNTAIN INC.	$971.31
578383	06/06/2018	IRRI-CARE PLUMBING AND BACKFLOW TESTING	$427.37
578384	06/06/2018	JOHN'S LIFT REPAIR SERVICE INC	$264.57
578385	06/06/2018	LOS ALAMITOS AUTO PARTS	$260.90
578386	06/06/2018	LOS ANGELES CONSERVATION CORPS	$2,270.26
578387	06/06/2018	LOS ANGELES FREIGHTLINER, INC.	$676.58
578388	06/06/2018	LPM CONSULTING INC.	$7,026.50
578389	06/06/2018	MACIAS, JESUS, J	$200.00

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
578390	06/06/2018	MCA CONSULTANTS	$11,204.00
578391	06/06/2018	MICHAEL BAKER INTERNATIONAL, INC.	$2,917.00
578392	06/06/2018	MISSION LINEN SUPPLY	$396.62
578393	06/06/2018	MONTEBELLO AUTOCRAFT	$21,193.64
578394	06/06/2018	MORALES, SANDRA	$70.00
578395	06/06/2018	MR. ROOTER PLUMBING	$1,675.00
578396	06/06/2018	MUNCIE TRANSIT SUPPLY	$2,011.75
578397	06/06/2018	MZ AUTO GLASS	$1,491.26
578398	06/06/2018	NAVARRO'S TOWING SERVICE	$770.00
578399	06/06/2018	NEOGOV SIGMA DATA SYSTEMS	$13,710.00
578400	06/06/2018	NEW FLYER PARTS	$7,654.44
578401	06/06/2018	OFFICE DEPOT	$1,317.92
578402	06/06/2018	P & R PAPER SUPPLY COMPANY INC.	$354.51
578403	06/06/2018	PALARDY & MILLER AUTOBODY	$546.59
578404	06/06/2018	PARGA, ALFONSO	$395.00
578405	06/06/2018	PCMG, INC. DBA PCM GOV, INC.	$1,029.85
578406	06/06/2018	PRAXAIR	$178.83
578407	06/06/2018	PRUDENTIAL OVERALL SUPPLY	$57.13
578408	06/06/2018	REILLY WORKPLACE INVESTIGATIONS	$24,705.12
578409	06/06/2018	RIO HONDO COMMUNITY COLLEGE	$18.40
578410	06/06/2018	S & A ENGINE, INC.	$146.36
578411	06/06/2018	SALDANA LANDSCAPE INC.	$4,062.18
578412	06/06/2018	SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS	$22,000.00
578413	06/06/2018	SHRED-IT USA LLC.	$616.00
578414	06/06/2018	SILVER & WRIGHT LLP	$1,273.00
578415	06/06/2018	SIRCHIE FINGER PRINT LABORATORIES	$199.64
578416	06/06/2018	SOUTH BAY FORD, INC.	$453.13
578417	06/06/2018	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENT	$6,381.00
578418	06/06/2018	SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FED.	$90.00
578419	06/06/2018	SOUTHWEST WEAR PARTS CO., INC	$1,157.19
578420*	06/06/2018	STRICTLY TECH	$925.71
578421	06/06/2018	SWEINHART ELECTRIC CO., INC.	$905.28
578422	06/06/2018	THOMSON REUTERS - WEST	$308.52
578423	06/06/2018	TINAJERO, KEVIN	$200.00
578424	06/06/2018	TRANSIT LINE ART	$360.00
578425	06/06/2018	TRANSTECH ENGINEERS, INC.	$10,768.50
578426	06/06/2018	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	$120.56
578427	06/06/2018	ULINE,INC.	$121.39
578428	06/06/2018	VORTEX INDUSTRIES	$10,915.09
578429	06/06/2018	WAYNE ELECTRIC COMPANY	$5,804.93
578430	06/06/2018	WEST COAST ARBORISTS, INC.	$4,565.00
578431	06/06/2018	WEST-LITE SUPPLY CO.,INC.	$1,460.18
578432	06/06/2018	WESTERN ALLIED CORPORATION	$305.71
578433	06/06/2018	WESTRUX INTERNATIONAL INC.	$91.10

City of Montebello

Payment Register

From Payment Date: 5/17/2018 - To Payment Date: 6/6/2018

Number	Date	Payee Name	Transaction Amount
578434	06/06/2018	WILLDAN FINANCIAL SERVICES	$2,920.00
578435	06/06/2018	WINZER CORPORATION	$2,370.46
578436	06/06/2018	YOUNGBLOOD & ASSOCIATES	$200.00
578437	06/06/2018	ZEMARC CORPORATION	$5,913.00
578438	06/06/2018	ALLIANT INSURANCE SERVICES, INC.	$6,465.00
578439	06/06/2018	APPLE ONE EMPLOYMENT SERVICES	$7,134.90
578440	06/06/2018	ARTE PRINTING	$363.54
578441	06/06/2018	BIRCH COMMUNICATIONS	$669.69
578442	06/06/2018	CALIFORNIA BUILDING STANDARDS COMMISSION	$101.70
578443	06/06/2018	CALIFORNIA WATER SERVICE COMPANY	$10,055.28
578444*	06/06/2018	FOCUS MEDICAL IMAGING, INC.	$78.00
578445*	06/06/2018	IRVINE, CITY OF	$80.00
578446	06/06/2018	MONTEBELLO LAND & WATER CO.	$13,498.56
578447	06/06/2018	MONTEBELLO TRANSIT	$1,069.11
578448	06/06/2018	PHILLIPS 66-CONOCO-76	$4,265.79
578449	06/06/2018	SAN GABRIEL VALLEY WATER CO.	$90,969.69
578450	06/06/2018	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT	$128.61
578451	06/06/2018	SOUTHERN CALIFORNIA EDISON	$52,163.17
578452	06/06/2018	UNITED PARCEL SERVICE	$1,855.92
578453	06/06/2018	VERIZON WIRELESS	$56.03
578454	06/06/2018	VERIZON WIRELESS	$456.31
578455	06/06/2018	VERIZON WIRELESS	$125.57
578456	06/06/2018	VERIZON WIRELESS	$112.01
578457	06/06/2018	VERIZON WIRELESS	$54.00
578458	06/06/2018	VERIZON WIRELESS	$38.01
578459	06/06/2018	VISION SERVICE PLAN	$6,102.41
Type Check Totals:			$1,441,923.81
4331 - General Account Totals			

6093 - Successor Agency

Check

1396	05/29/2018	SEVACHERIAN, ARA	$84,444.63
1397	06/06/2018	ALVAREZ-GLASMAN & COLVIN	$6,087.15
Type Check Totals:			$90,531.78
6093 - Successor Agency Totals			

*Pursuant for Resolution #17-40 - Any new contract not submitted for approval by the City Council the first time a payment for any such contract is listed on a warrant register.

CHECK REGISTER DETAIL SUMMARY

CHECK #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
0770 - Housing Account					
1013	06/06/2018	$6,121.25	CONTRACT SERVICES	65440	TIERRA WEST ADVISORS
	Total	**$6,121.25**			
4331 - General Account					
578178	05/17/2018	$90.35	UTILITY SERVICES	526	T-MOBILE USA, INC.
578179	05/22/2018	$13,606.71	AFLAC OTHER	55860	AFLAC
578180	05/22/2018	$1,914.34	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
578181	05/22/2018	$1,477.55	UTILITY SERVICES	39550	AT&T
578182	05/22/2018	$84.00	CONTRACT SERVICES	1170	BRIGADE PEST MANAGEMENT
578183	05/22/2018	$281.37	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578184	05/22/2018	$16.10	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578185	05/22/2018	$2,297.40	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
578186*	05/22/2018	$2,100.00	CONTRACT SERVICES	2019	DEWEY SERVICES INCORPORATED
578187	05/22/2018	$984.40	ADVERTISING/PRINTING SERVICES	1847	DODGE DATA AND ANALYTICS LLC
578188	05/22/2018	$246.36	PREVENTIVE MAINTENANCE	70140	GNA-BROOK FIRE PROTECTION, INC.
578189	05/22/2018	$144.45	FUEL	17390	HAWK II ENVIRONMENTAL CORP.
578190	05/22/2018	$3,221.74	ADVERTISING/PRINTING SERVICES	417	TRIBUNE COMPANY
578191	05/22/2018	$95.00	TRAVEL & MEETINGS	32910	JOSE MEDRANO
578192	05/22/2018	$319.96	CONTRACT SERVICES	42040	MONTEBELLO GLASS & MIRROR CO.
578193	05/22/2018	$3,045.35	FUEL	19700	SYNCHRONY BANK/CONOCO-PHILLIPS-76
578194	05/22/2018	$66.00	TRAVEL & MEETINGS	259	FERNIE RIVERA
578195	05/22/2018	$23,500.00	ADMINISTRATIVE COSTS	32210	SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS
578196	05/22/2018	$63,463.26	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
578197	05/22/2018	$112.01	UTILITY SERVICES	23610	VERIZON WIRELESS
578198	05/22/2018	$56.03	UTILITY SERVICES	23610	VERIZON WIRELESS
578199	05/22/2018	$54.00	UTILITY SERVICES	23610	VERIZON WIRELESS

578200	05/22/2018	$125.57	UTILITY SERVICES	23610	VERIZON WIRELESS
578201	05/22/2018	$789.60	CONTRACT SERVICES	40850	MARIA E. CASAS
578202	05/29/2018	$878.58	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
578203	05/29/2018	$346.96	SUPPLIES	31270	STARBOARD TACK SUPPLY INC.
578204	05/29/2018	$4,724.14	UTILITY SERVICES	39550	AT&T
578205	05/29/2018	$15.77	UTILITY SERVICES	73760	AT&T TELECONFERENCE SERVICES
578206	05/29/2018	$315.65	SUPPLIES	55870	DAVID C. MYSZA
578207	05/29/2018	$640.24	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
578208	05/29/2018	$640.24	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
578209	05/29/2018	$640.24	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
578210	05/29/2018	$427.41	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
578211	05/29/2018	$947.03	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
578212	05/29/2018	$140.00	VEHICLE MAINTENANCE/EXPENSES	1101	BLACK AND WHITE EMERGENCY VEHICLES
578213	05/29/2018	$125.51	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
578214	05/29/2018	$844.57	TRAINING	45450	JULIO CALLEROS
578215	05/29/2018	$3,775.75	WATER PURCHASE RESALE	19120	CENTRAL BASIN MUNICIPAL WATER DISTRICT
578216	05/29/2018	$69.95	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578217	05/29/2018	$1,279.63	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578218	05/29/2018	$1,202.53	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
578219	05/29/2018	$6,453.78	ADVERTISING/PRINTING SERVICES	21690	COLUMBIA BUSINESS FORMS, INC.
578220	05/29/2018	$45,882.01	OTHER GROUP INSURANCE PAYABLE	4110	DELTA DENTAL OF CALIFORNIA
578221	05/29/2018	$516.25	ADVERTISING/PRINTING SERVICES	1847	DODGE DATA AND ANALYTICS LLC
578222	05/29/2018	$4,167.00	CONTRACT SERVICES	21260	FLAIR DATA SERVICES, INC.
578223	05/29/2018	$4,857.37	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT, INC.
578224	05/29/2018	$793.24	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
578225	05/29/2018	$11,155.41	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES, INC./MONTEBELLO TIRE PROS
578226	05/29/2018	$385.97	VEHICLE MAINTENANCE/EXPENSES	1494	HALCYON POWERSPORTS INC.
578227	05/29/2018	$2,929.35	VEHICLE MAINTENANCE/EXPENSES	1385	MUNCIE RECLAMATION AND SUPPLY COMPANY
578228	05/29/2018	$255.65	SUPPLIES	66340	BENNELLI, LLC
578229	05/29/2018	$44.07	UTILITY SERVICES	36610	CITY OF PICO RIVERA
578230	05/29/2018	$2,253.71	CONTRACT SERVICES	59760	POWER PLUS INTERNATIONAL, INC.
578231	05/29/2018	$274.80	SUPPLIES	1120	NESTLE WATERS NORTH AMERICA
578232	05/29/2018	$55,063.18	FUEL INVENTORY	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM

578233	05/29/2018	$4,479.60	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
578234	05/29/2018	$6,438.23	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO.
578235	05/29/2018	$14,456.48	OTHER GROUP INSURANCE PAYABLE	25850	STANDARD INSURANCE COMPANY
578236	05/29/2018	$2,206.39	UTILITY SERVICES	526	T-MOBILE USA, INC.
578237	05/29/2018	$48.60	CONTRACT SERVICES	10300	TRANSUNION CORP.
578238	05/29/2018	$966.50	CONTRACT SERVICES	131	UNITED SITE SERVICES, INC.
578239	06/04/2018	$554.42	UTILITY SERVICES	38380	AT&T
578240	06/04/2018	$6,260.55	UTILITY SERVICES	39550	AT&T
578241	06/04/2018	$53.65	UTILITY SERVICES	39550	AT&T
578242	06/04/2018	$1,218.54	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
578243	06/04/2018	$1,278.49	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578244	06/04/2018	$9,564.75	CONTRACT SERVICES	1658	GOVERNMENT STAFFING SERVICES, INC.
578245	06/04/2018	$2,827.99	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
578246	06/04/2018	$61.00	TRAVEL & MEETINGS	24280	MARTIN SOLANO
578247	06/04/2018	$254.63	TRAVEL & MEETINGS	75560	KRISTINA ZENDZHIRYAN
578248	06/04/2018	$638.47	UTILITY SERVICES	1732	AT&T CORP.
578249	06/04/2018	$2,311.79	LEASE PAYMENT	47	ALTEC CAPITAL SERVICES
578250	06/04/2018	$688.77	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
578251	06/04/2018	$1,437.19	SUPPLIES	35980	SAEED RADMEHR/ARTE PRINTING
578252	06/04/2018	$330.00	VEHICLE MAINTENANCE/EXPENSES	278	ATLAS RADIATOR, INC.
578253	06/04/2018	$29.05	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578254	06/04/2018	$46.04	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578255	06/04/2018	$21.09	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578256	06/04/2018	$5,312.00	CONTRACT SERVICES	59180	COMPUTER PROTECTION TECHNOLOGY, INC
578257	06/04/2018	$1,285.20	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
578258	06/04/2018	$187.82	VEHICLE MAINTENANCE/EXPENSES	29160	FORD OF MONTEBELLO
578259	06/04/2018	$174.17	VEHICLE MAINTENANCE/EXPENSES	22560	H & H AUTO PARTS WHOLESALE
578260	06/04/2018	$757.29	VEHICLE MAINTENANCE/EXPENSES	30190	I.B. AUTO PARTS, INC./HARDY AUTO PARTS
578261	06/04/2018	$183.41	CONTRACT SERVICES	53520	PRAXAIR
578262	06/04/2018	$129.85	SUPPLIES	1120	NESTLE WATERS NORTH AMERICA
578263	06/04/2018	$80.26	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
578264	06/04/2018	$607.64	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH

578265	06/04/2018	$697.63	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
578266	06/04/2018	$607.64	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
578267	06/04/2018	$578.70	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
578268	06/04/2018	$10,671.98	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
578269	06/04/2018	$15,772.64	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
578270	06/04/2018	$90.06	UTILITY SERVICES	526	T-MOBILE USA, INC.
578271	06/04/2018	$2,726.34	UTILITY SERVICES	72570	U.S. TELEPACIFIC CORP
578272	06/04/2018	$360.00	ADVERTISING/PRINTING SERVICES	49720	MARK C. CHUMLEY/TRANSIT LINE ART
578273	06/04/2018	$38.01	UTILITY SERVICES	23610	VERIZON WIRELESS
578274	06/04/2018	$7,140.00	CONTRACT SERVICES	11820	ADCO SERVICES, INC.
578275	06/04/2018	$58,374.10	CONTRACT SERVICES	37720	ADVANCED APPLIED ENGINEERING, INC.
578276	06/04/2018	$3,205.80	CONTRACT SERVICES	40670	ALL CITY MANAGEMENT SERVICES
578277	06/04/2018	$236,254.40	CONTRACT SERVICES	40970	ARAKELIAN ENTERPRISES/ATHENS
578278	06/04/2018	$8,177.50	CONTRACT SERVICES	38010	ADVANCED AVANT-GARDE CORPORATION
578279	06/04/2018	$103.74	CONTRACT SERVICES	27170	BEVERLY HOSPITAL
578280	06/04/2018	$405.00	PUBLIC SAFETY	58240	STATE OF CALIFORNIA-DEPARTMENT OF JUSTICE
578281	06/04/2018	$150.00	TRAINING	41840	CPRS DISTRICT XIII
578282	06/04/2018	$1,762.92	CONTRACT SERVICES	2057	CIGNA BEHAVIORAL HEALTH
578283	06/04/2018	$1,893.97	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
578284	06/04/2018	$6,061.50	VEHICLE MAINTENANCE/EXPENSES	75340	DELTA MOTOR COMPANY,INC.
578285	06/04/2018	$1,300.00	CONTRACT SERVICES	41130	MIHM INC.
578286	06/04/2018	$561.57	SUPPLIES	7610	EWING IRRIGATION PRODUCTS,INC.
578287	06/04/2018	$124.83	SUPPLIES	38020	FLEET PRIDE, INC.
578288	06/04/2018	$220.61	CONTRACT SERVICES	807	FOOTHILL COMMUNICATIONS, LLC
578289	06/04/2018	$1,940.00	CONTRACT SERVICES	28730	GARFIELD CAR WASH
578290	06/04/2018	$1,539.79	VEHICLE MAINTENANCE/EXPENSES	33720	ARKAY ACQUISITION LLC/GILLIG
578291	06/04/2018	$380.00	DUES	11420	GOLF COURSE SUPERINTENDENTS ASSOCIATION
578292	06/04/2018	$57.82	SUPPLIES	9470	GRAINGER, INC.
578293	06/04/2018	$402.26	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT, INC.
578294	06/04/2018	$196.27	VEHICLE MAINTENANCE/EXPENSES	15440	HOSE-MAN, INC.
578295	06/04/2018	$4,185.78	VEHICLE MAINTENANCE/EXPENSES	27480	R & M HANSEN ENT. INC.
578296	06/04/2018	$237.34	SUPPLIES	1612	JCL TRAFFIC SERVICES
578297	06/04/2018	$922.43	SUPPLIES	51820	JOHNSTONE SUPPLY

578298	06/04/2018	$1,185.66	PREPAID EXPENSES	43680	J.J. KELLER & ASSOCIATES, INC.
578299	06/04/2018	$19,628.85	CONTRACT SERVICES	16760	LIEBERT CASSIDY WHITMORE
578300	06/04/2018	$3,459.00	CONTRACT SERVICES	750	LIFTECH ELEVATOR SERVICES, INC
578301	06/04/2018	$5.00	DUES & SUBSCRIPTIONS	9200	LOS ANGELES COUNTY ASSESSOR OFFICE
578302	06/04/2018	$980.99	CONTRACT SERVICES	4810	LOS ANGELES COUNTY
578303	06/04/2018	$259.44	CONTRACT SERVICES	4810	LOS ANGELES COUNTY
578304	06/04/2018	$538.58	VEHICLE MAINTENANCE/EXPENSES	20620	LOS ANGELES TRUCK CENTERS, LLC
578305	06/04/2018	$107.31	MISCELLANEOUS EXPENSE	12180	M'S FLOWERS
578306	06/04/2018	$10,897.00	CONTRACT SERVICES	1902	MATRIX CONSULTING GROUP, LTD.
578307	06/04/2018	$83.00	REFUND	2062	IRMA MENJIVAR
578308	06/04/2018	$19,131.88	CONTRACT SERVICES	110	MICHELIN NORTH AMERICA, INC
578309	06/04/2018	$2,979.15	VEHICLE MAINTENANCE/EXPENSES	11490	MONTEBELLO AUTOCRAFT
578310	06/04/2018	$6,012.50	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS, INC./MR. ROOTER
578311	06/04/2018	$150.00	DUES & SUBSCRIPTIONS	227	NATIONAL TESTING NETWORK, INC.
578312	06/04/2018	$19,730.91	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
578313	06/04/2018	$2,785.78	SUPPLIES	15620	OFFICE DEPOT
578314*	06/04/2018	$895.00	MACHINERY & EQUIPMENTS	2023	LD LOWER HOLDINGS, INC./ONTRACK
578315	06/04/2018	$110.00	TRAINING	3890	ORANGE COUNTY SHERIFF'S DEPARTMENT
578316	06/04/2018	$12.87	CONTRACT SERVICES	36070	PATHOLOGY & LAB. MED. GROUP
578317	06/04/2018	$499.68	REIMBURSEMENT	42490	LINDA PAYAN
578318	06/04/2018	$360.65	SUPPLIES	523	PC INDUSTRIAL PRODUCTS LLC
578319	06/04/2018	$375.00	REFUND	2063	LUZ PEREZ
578320	06/04/2018	$479.00	CONTRACT SERVICES	6070	QUALITY JET ROOTER
578321	06/04/2018	$20,000.00	CONTRACT SERVICES	61050	REDFLEX TRAFFIC SYSTEMS
578322	06/04/2018	$250.00	REFUND	2064	SUSAN RODRIGUEZ
578323	06/04/2018	$509.50	ADVERTISING/PRINTING SERVICES	10	WHITTIER DAILY NEWS
578324	06/04/2018	$6,300.00	CONTRACT SERVICES	1248	BIZODO INC.
578325	06/04/2018	$1,650.67	REIMBURSEMENT	9340	GEORGE S. SIMONIAN
578326	06/04/2018	$29.18	VEHICLE MAINTENANCE/EXPENSES	171	ARIZONA MACHINERY
578327	06/04/2018	$8,815.00	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS, INC.
578328	06/04/2018	$475.43	REIMBURSEMENT	27300	ROBERT C. TUFANO
578329	06/04/2018	$6,420.00	CONTRACT SERVICES	74850	UNIQUE GENERAL SERVICES

578330	06/04/2018	$24,640.80	CONTRACT SERVICES	37	U.S. SECURITY ASSOCIATES, INC.
578331	06/04/2018	$250.00	REFUND	1671	LAURA VELJACIC
578332	06/04/2018	$460.50	CONTRACT SERVICES	183	WECK LABORATORIES ENVIRONMENTAL SERVICES, INC.
578333	06/04/2018	$8,292.00	CONTRACT SERVICES	22290	WESTERN ALLIED CORPORATION
578334	06/04/2018	$330.00	CONTRACT SERVICES	328	ANNE L. DONOFRIO
578335	06/04/2018	$400.00	CONTRACT SERVICES	9070	ERVIN L. YOUNGBLOOD/YOUNGBLOOD & ASSOCIATES
578336	06/06/2018	$1,700.00	ADVERTISING/PRINTING SERVICES	1293	923 MEDIA GROUP INC.
578337	06/06/2018	$5,872.82	TRAINING	41790	ADLERHORST INTERNATIONAL, INC.
578338	06/06/2018	$1,138.05	VEHICLE MAINTENANCE/EXPENSES	67470	ADVANCED BATTERY SYSTEMS, INC.
578339	06/06/2018	$570.00	CONTRACT SERVICES	1870	ALEX & E PARTY RENTALS
578340	06/06/2018	$345.00	CONTRACT SERVICES	72040	ALFONSO TIRES & REPAIRS, INC.
578341	06/06/2018	$5,343.00	CONTRACT SERVICES	40670	ALL CITY MANAGEMENT SERVICES
578342	06/06/2018	$32,016.45	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
578343	06/06/2018	$2,806.80	VEHICLE MAINTENANCE/EXPENSES	278	ATLAS RADIATOR, INC.
578344	06/06/2018	$4,893.00	CONTRACT SERVICES	38010	ADVANCED AVANT-GARDE CORPORATION
578345	06/06/2018	$42,389.20	CONTRACT SERVICES	239	BEST BEST & KRIEGER, LLP
578346	06/06/2018	$64.19	CONTRACT SERVICES	27170	BEVERLY HOSPITAL
578347	06/06/2018	$115.00	CONTRACT SERVICES	1170	BRIGADE PEST MANAGEMENT
578348	06/06/2018	$250.00	SUPPLIES	61240	CARD INTEGRATORS CORPORATION
578349	06/06/2018	$200.00	EDUCATION REIMBURSEMENT	1190	DONALD CADENA
578350	06/06/2018	$22,601.00	CONTRACT SERVICES	52070	TOM CAMACHO
578351	06/06/2018	$425.00	REFUND	1140	VERONICA CHAVEZ
578352	06/06/2018	$500.00	CONTRACT SERVICES	72	COGRAN SYSTEMS LLC
578353	06/06/2018	$275.00	CONTRACT SERVICES	34230	PHIL CULBERTSON
578354	06/06/2018	$4,960.00	CONTRACT SERVICES	69970	COMMLINE, INC.
578355	06/06/2018	$640.00	CONTRACT SERVICES	1643	COMPANY NURSE
578356	06/06/2018	$416.18	VEHICLE MAINTENANCE/EXPENSES	950	CUMMINS PACIFIC, LLC
578357	06/06/2018	$3,312.00	REFUND	2071	CUPERTINO ELECTRIC
578358	06/06/2018	$1,500.00	MACHINERY & EQUIPMENTS	1855	DARKTRACE LIMITED
578359	06/06/2018	$783.00	CONTRACT SERVICES	49400	U.S. MOBILE WIRELESS
578360*	06/06/2018	$1,421.13	ADVERTISING/PRINTING SERVICES	2060	THE FREGOLLE GROUP, INC.
578361	06/06/2018	$12,499.98	CONTRACT SERVICES	47260	EAST SAN GABRIEL VALLEY COALITION FOR

578362	06/06/2018	$375.95	SUPPLIES	40930	EASTMONT PAINT & DECORATING
578363	06/06/2018	$6,521.45	CONTRACT SERVICES	1760	SCOTT FAZEKAS & ASSOCIATES, INC.
578364	06/06/2018	$695.33	CONTRACT SERVICES	807	FOOTHILL COMMUNICATIONS, LLC
578365	06/06/2018	$1,629.23	VEHICLE MAINTENANCE/EXPENSES	29160	FORD OF MONTEBELLO
578366	06/06/2018	$1,384.76	REFUND	2065	FOUR SEASONS GENERAL MERCHANDISE, INC.
578367	06/06/2018	$360.00	CONTRACT SERVICES	28730	GARFIELD CAR WASH
578368	06/06/2018	$5,822.12	MACHINERY & EQUIPMENTS	3350	GARVEY EQUIPMENT COMPANY
578369	06/06/2018	$482.94	VEHICLE MAINTENANCE/EXPENSES	33720	ARKAY ACQUISITION LLC/GILLIG
578370	06/06/2018	$113.21	PREVENTIVE MAINTENANCE	70140	GNA-BROOK FIRE PROTECTION, INC.
578371	06/06/2018	$800.00	PREPAID EXPENSES	32140	GOLDEN WEST COLLEGE
578372	06/06/2018	$3,000.00	CONTRACT SERVICES	1960	JOE A. GONSALVES & SON
578373	06/06/2018	$2,893.12	CONTRACT SERVICES	37480	GOSERCO, INC.
578374	06/06/2018	$181.21	SUPPLIES	9470	GRAINGER, INC.
578375*	06/06/2018	$2,229.06	SUPPLIES	1981	GREATMATS
578376	06/06/2018	$400.00	CONTRACT SERVICES	56190	HELIODORO ALTAMIRANO/H.A. BUILDERS
578377	06/06/2018	$225.00	CONTRACT SERVICES	56190	HELIODORO ALTAMIRANO/H.A. BUILDERS
578378	06/06/2018	$375.00	CONTRACT SERVICES	56190	HELIODORO ALTAMIRANO/H.A. BUILDERS
578379*	06/06/2018	$1,451.20	SUPPLIES	2059	HASA, INC.
578380	06/06/2018	$10,000.00	CONTRACT SERVICES	1340	HILLTOP SECURITIES INC.
578381	06/06/2018	$17.29	VEHICLE MAINTENANCE/EXPENSES	15440	HOSE-MAN, INC.
578382	06/06/2018	$971.31	CONTRACT SERVICES	1357	IRON MOUNTAIN INC.
578383	06/06/2018	$427.37	CONTRACT SERVICES	6690	IRRI-CARE PLUMBING AND BACKFLOW TESTING
578384	06/06/2018	$264.57	CONTRACT SERVICES	9830	JOHN'S LIFT REPAIR SERVICE INC
578385	06/06/2018	$260.90	SUPPLIES	585	KENNEY HOLDINGS, LLC/LOS ALAMITOS AUTO PARTS
578386	06/06/2018	$2,270.26	CONTRACT SERVICES	1923	LOS ANGELES CONSERVATION CORPS.
578387	06/06/2018	$676.58	VEHICLE MAINTENANCE/EXPENSES	20620	LOS ANGELES TRUCK CENTERS, LLC
578388	06/06/2018	$7,026.50	CONTRACT SERVICES	11070	LPM CONSULTING, INC.
578389	06/06/2018	$200.00	EDUCATION REIMBURSEMENT	1246	JESUS J MACIAS
578390	06/06/2018	$11,204.00	CONTRACT SERVICES	19040	MUNICIPAL CONTRACT ADMINISTRATORS, INC
578391	06/06/2018	$2,917.00	CONTRACT SERVICES	981	MICHAEL BAKER INTERNATIONAL, INC.
578392	06/06/2018	$396.62	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
578393	06/06/2018	$21,193.64	VEHICLE MAINTENANCE/EXPENSES	11490	MONTEBELLO AUTOCRAFT

578394	06/06/2018	$70.00	REFUND	881	SANDRA MORALES
578395	06/06/2018	$1,675.00	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS, INC./MR. ROOTER
578396	06/06/2018	$2,011.75	VEHICLE MAINTENANCE/EXPENSES	1385	MUNCIE RECLAMATION AND SUPPLY COMPANY
578397	06/06/2018	$1,491.26	VEHICLE MAINTENANCE/EXPENSES	31790	MIGUEL ZAVALA
578398	06/06/2018	$770.00	CONTRACT SERVICES	26370	NAVARRO'S TOWING SERVICE
578399	06/06/2018	$13,710.00	CONTRACT SERVICES	25080	GOVERNMENTJOBS.COM, INC.
578400	06/06/2018	$7,654.44	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY, LLC
578401	06/06/2018	$1,317.92	SUPPLIES	15620	OFFICE DEPOT
578402	06/06/2018	$354.51	SUPPLIES	1938	P & R PAPER SUPPLY COMPANY INC.
578403	06/06/2018	$546.59	SUPPLIES	26500	PALARDY & MILLER AUTOBODY
578404	06/06/2018	$395.00	REFUND	2077	ALFONSO PARGA JR.
578405	06/06/2018	$1,029.85	SUPPLIES	538	PCMG, INC.
578406	06/06/2018	$178.83	CONTRACT SERVICES	53520	PRAXAIR
578407	06/06/2018	$57.13	CONTRACT SERVICES	56260	PRUDENTIAL OVERALL SUPPLY
578408	06/06/2018	$24,705.12	CONTRACT SERVICES	1397	REILLY WORKPLACE INVESTIGATIONS
578409	06/06/2018	$18.40	TRAINING	51460	RIO HONDO COMMUNITY COLLEGE
578410	06/06/2018	$146.36	VEHICLE MAINTENANCE/EXPENSES	52940	S & A ENGINE, INC.
578411	06/06/2018	$4,062.18	CONTRACT SERVICES	1225	SALDANA LANDSCAPE INC.
578412	06/06/2018	$22,000.00	CONTRACT SERVICES	32210	SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS
578413	06/06/2018	$616.00	CONTRACT SERVICES	36350	SHRED-IT USA
578414	06/06/2018	$1,273.00	CONTRACT SERVICES	673	SILVER & WRIGHT LLP
578415	06/06/2018	$199.64	SUPPLIES	43230	SIRCHIE ACQUISITION COMPANY, LLC
578416	06/06/2018	$453.13	VEHICLE MAINTENANCE/EXPENSES	716	SOUTH BAY FORD, INC.
578417	06/06/2018	$6,381.00	DUES	11560	SOUTHERN CALIFORNIA ASSOC. OF GOVERNMENTS
578418	06/06/2018	$90.00	DUES & SUBSCRIPTIONS	4160	SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FED.
578419	06/06/2018	$1,157.19	CONTRACT SERVICES	74190	SOUTHWEST WEAR PARTS CO., INC
578420*	06/06/2018	$925.71	MACHINERY & EQUIPMENTS	1933	STRICTLY TECHNOLOGY LLC.
578421	06/06/2018	$905.28	CONTRACT SERVICES	33250	DG ENGERY SERVICES, INC.
578422	06/06/2018	$308.52	DUES & SUBSCRIPTIONS	41430	THOMSON REUTERS - WEST
578423	06/06/2018	$200.00	EDUCATION REIMBURSEMENT	2031	KEVIN TINAJERO
578424	06/06/2018	$360.00	ADVERTISING/PRINTING SERVICES	49720	MARK C. CHUMLEY/TRANSIT LINE ART
578425	06/06/2018	$10,768.50	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS, INC.

578426	06/06/2018	$120.56	CONTRACT SERVICES	387	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS,INC.
578427	06/06/2018	$121.39	SUPPLIES	45120	ULINE
578428	06/06/2018	$10,915.09	CONTRACT SERVICES	47600	VORTEX INDUSTRIES
578429	06/06/2018	$5,804.93	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC.
578430	06/06/2018	$4,565.00	CONTRACT SERVICES	40860	WEST COAST ARBORISTS, INC.
578431	06/06/2018	$1,460.18	SUPPLIES	13160	WEST-LITE SUPPLY CO.,INC.
578432	06/06/2018	$305.71	CONTRACT SERVICES	22290	WESTERN ALLIED CORPORATION
578433	06/06/2018	$91.10	VEHICLE MAINTENANCE/EXPENSES	51730	WESTRUX INTERNATIONAL INC.
578434	06/06/2018	$2,920.00	CONTRACT SERVICES	51770	WILLDAN FINANCIAL SERVICES
578435	06/06/2018	$2,370.46	SUPPLIES	67320	WINZER CORPORATION
578436	06/06/2018	$200.00	CONTRACT SERVICES	9070	ERVIN L. YOUNGBLOOD/YOUNGBLOOD & ASSOCIATES
578437	06/06/2018	$5,913.00	VEHICLE MAINTENANCE/EXPENSES	288	ZEMARC CORPORATION
578438	06/06/2018	$6,465.00	INSURANCE PREMIUM	42330	ALLIANT INSURANCE SERVICES, INC.
578439	06/06/2018	$7,134.90	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
578440	06/06/2018	$363.54	SUPPLIES	35980	SAEED RADMEHR/ARTE PRINTING
578441	06/06/2018	$669.69	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
578442	06/06/2018	$101.70	FEE PAYMENT	68300	CALIFORNIA BUILDING STANDARDS COMMISSION
578443	06/06/2018	$10,055.28	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
578444*	06/06/2018	$78.00	CONTRACT SERVICES	2068	FOCUS MEDICAL IMAGING, INC.
578445*	06/06/2018	$80.00	TRAINING	56430	CITY OF IRVINE
578446	06/06/2018	$13,498.56	WATER PURCHASE RESALE	4760	MONTEBELLO LAND & WATER CO.
578447	06/06/2018	$1,069.11	PETTY CASH REIMBURSEMENTS	3280	MONTEBELLO CITY TRANSIT
578448	06/06/2018	$4,265.79	FUEL	19700	SYNCHRONY BANK/CONOCO-PHILLIPS-76
578449	06/06/2018	$90,969.69	WATER PURCHASE RESALE	14730	SAN GABRIEL VALLEY WATER CO.
578450	06/06/2018	$128.61	PERMITS AND FEES	28240	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
578451	06/06/2018	$52,163.17	NOTE PRINCIPAL	45630	SOUTHERN CALIFORNIA EDISON
578452	06/06/2018	$1,855.92	MAIL/ POSTAL EXPENSE	26240	UNITED PARCEL SERVICE
578453	06/06/2018	$56.03	UTILITY SERVICES	23610	VERIZON WIRELESS
578454	06/06/2018	$456.31	UTILITY SERVICES	23610	VERIZON WIRELESS
578455	06/06/2018	$125.57	UTILITY SERVICES	23610	VERIZON WIRELESS
578456	06/06/2018	$112.01	UTILITY SERVICES	23610	VERIZON WIRELESS
578457	06/06/2018	$54.00	UTILITY SERVICES	23610	VERIZON WIRELESS

578458	06/06/2018	$38.01	UTILITY SERVICES	23610	VERIZON WIRELESS
578459	06/06/2018	$6,102.41	OTHER GROUP INSURANCE PAYABLE	58990	VISION SERVICE PLAN
	Total	**$1,441,923.81**			

6093 - Successor Agency

1396	05/29/2018	$84,444.63	PRINCIPAL/INTEREST PAYMENT	20390	ARA SEVACHERIAN
1397	06/06/2018	$6,087.15	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
	Total	**$90,531.78**			

* Pursuant to Resolution #17-40 - Any new contract not submitted for approval by the City Council the first time a payment for any such contract is listed on a warrant register.

CITY OF MONTEBELLO
1600 WEST BEVERLY BLVD.
MONTEBELLO, CA 90640

MARCH 14, 2018
WEDNESDAY
5:05 P.M.

MINUTES

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A REGULAR SESSION.

1. CALL MEETING TO ORDER: **Mayor Delgado called the meeting to order at the hour of 5:05 p.m.**

2. ROLL CALL: **City Clerk I. Barajas**
MEMBERS PRESENT: **Barajas, Hadjinian, Romero, Molinari, Delgado**
STAFF PRESENT: **Acting City Manager Pasmant, City Attorney Alvarez-Glasman**

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:

City Attorney Alvarez-Glasman

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

Omar Rodriguez, President of the Montebello Police Officers Association (MPOA), spoke on behalf of the MPOA in support of Brad Keller as the new Police Chief.

CLOSED SESSION

The City Attorney provided a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54956.8:
Property: 114-124 S. 6th Street
Agency negotiator: Andrew Pasmant, City Manager
Negotiating parties: Ku and Associates
Under negotiation: Price and Terms; Compliance with Purchase & Sale Agreement

City Councilmembers provided direction to the City Attorney. No final action taken, nothing to be reported.

5. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code Section 54957(b)(1)
Title: Chief of Police

Final appointment agreement has been approved. A formal swearing-in ceremony will take place at a future meeting.

6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
One Matter (Villarruel)

City Councilmembers provided direction to the City Attorney regarding possible resolution. Nothing further to report.

7. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
B. Lara v City of Montebello

ITEM # 35

City Councilmembers received a briefing from Special Counsel. No action taken, direction was provided for possible resolution, no final action to be reported.

8. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: Costco v. City of Montebello Successor Agency

No discussed.

9. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: Aguilera v. Montebello

Councilmembers received briefing, provided authorization for resolution. No action taken.

10. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: Lopez v. Montebello

Councilmembers received briefing, provided authorization for resolution. No action taken.

11. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code Section 54957(b)(1)
Title: City Manager

City Councilmembers received a briefing. No action taken.

12. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code Section 54957(b)(1)

REGULAR SESSION

13. INVOCATION **Councilmember Romero**

PLEDGE OF ALLEGIANCE **Councilmember Barajas**

14. PRESENTATIONS

A. OATH OF OFFICE – SARAH MEDINA, YOUTH COMMISSIONER
B. AMERICAN REDCROSS AWARENESS MONTH PROCLAMATION

15. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: City Attorney Alvarez-Glasman

16. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

Maribel Briseno spoke about the need for evaluations for consultants.

Avik Cordeiro spoke about a trip to Sacramento regarding AB 298. The bill would approve state-wide communication regarding bugs and mosquitoes.

Linda Nicklas spoke about attending a Baldwin Park Council Meeting.

Yvette Fimbres stated that this day was the 5th Anniversary of the legalization of Marijuana in the state of Colorado.

Francisa thanked Councilmember Romero for her support of immigrants and for assisting those who with birth certificates from Mexico.

17. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Director Sosnowski announce a bike ride on Saturday, March 24, 2018, at 8:30 a.m. beginning at Reggie Rodriguez Park. The Eggstravanza Egg Hunt will take place on Saturday, March 31, 2018 from 10:30 a.m. to 2:30 p.m.

18. CORRECTIONS TO THE AGENDA – CITY MANAGER

19. APPROVAL OF AGENDA: Mayor Pro Tem Hadjinian moved, seconded by Councilmember Romero that all items be approved in a single motion with the exception **Item Nos. 20, 21, 22, 23, 25, 26 AND 28.** Such approval will also waive the reading of any ordinance. Motion carried unanimously.

PUBLIC HEARING

20. PUBLIC HEARING: ENTITLEMENTS, ALLEY VACATION, AND SALE AGREEMENT FOR MIXED USE HOUSING DEVELOPMENT BY THE OLSON COMPANY ON FOLLOWING CITY-OWNED PROPERTIES: 520, 522, 528 WEST WHITTIER BOULEVARD; 117, 121, 125 NORTH 5TH STREET; AND 114 NORTH 6TH STREET

Planning Manager Feske gave a brief summary about proposed development.

Councilmember Barajas stated support for the project.

Mayor Pro Tem Hadjinian asked about the Olson Company pursuing other parcel purchases.

Councilmember Romero asked about the water line for the project and asked about other improvements.

The public hearing opened at the hour of 8:00 p.m.

Maribel Briseno stated support for the project and asked about a parking structure, and asked if the project was bike friendly, and if other classes would held in the building.

Mayor Delgado closed the public hearing at the hour of 8:04 p.m.

Councilmember Romero left the meeting at the hour of 8:05 p.m.

1. Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to adopt Resolution No. 18-28 approving the sale of certain properties purchased with "tax increment" monies (114-116, 117, and 125 N. 6th Street, and 520, 522, 528 W. Whittier Blvd.), and a summary report of the transaction, pursuant to Health & Safety Code Section 33433; and approving Sale Agreement No. 3362 and Escrow Instructions for $1.6 million Motion carried on a 4-0-1 roll call vote (Romero absent);

2. Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to adopt Resolution No. 18-29 approving the vacation of certain portions of N. 6th Street (west

of the site) and Emmett Williams Way (north of the site). Motion carried on a 4-0-1 vote (Romero absent);

3. Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to adopt Resolution No. 18-30 approving a General Plan Amendment (GPA01-18), Density Overlay (DO01-18), Planned Development (PD01-18), Vesting Tentative Tract Map (VTTM78215), and Certifying a Mitigated Negative Declaration for the mixed-use project. Motion carried 4-0-1 (Romero absent);

4. Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to introduce an Ordinance approving a Zone Change (ZC01-18), and conduct 1st Reading of the Ordinance. Motion carried 4-0-1 (Romero absent); and

5. Set 2nd Reading of the Zone Change Ordinance for the next regular meeting of the City.

21. PUBLIC HEARING: DEVELOPMENT AGREEMENT (DA01-18) BETWEEN THE CITY AND BECKER BOARDS SMALL, LLC FOR THE CONSTRUCTION OF AN OFF-SITE, DIGITAL BILLBOARD

Councilmember Barajas recused himself from the discussion.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to hold over this item until the March 28, 2018 City Council Meeting. Motion carried 3-0-1-1 (Romero absent, Barajas did not participate).

22. PUBLIC HEARING: QUIMBY PARK FEE

Mayor Delgado opened the public hearing at the hour of 8:20 p.m.

Councilmember Molinari moved, seconded by Councilmember Barajas to continue the item to the next regular City Council Meeting on the March 29, 2018. Motion carried 4-0-1 (Romero absent).

CONSENT MATTERS

23. CITY OF MONTEBELLO AD HOC CITIZENS BUDGET ADVISORY COMMITTEE

Councilmember Molinari asked that the City move forward with forming the committee.

Mayor Delgado stated that the initial exercise will take six to nine months, but should have initial training first.

Councilmember Hadjinian stated that there should be ten members on the committee, 2 appointed by each Councilmember.

Councilmember Hadjinian moved, seconded by Councilmember Barajas to form an ad hoc committee by appointing two members selected by each Councilmember for approximately six to nine months. Motion carried 4-0-1 (Romero absent).

24. A REQUEST TO ACCEPT AS COMPLETE 10TH STREET IMPROVEMENTS PROJECT, CP 854, BID # 17-23

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to accept as complete the 10th Street Improvements Project, CP 854, Bid # 17-23, Fiscal Year 2016/2017 (the "Project"), and authorize the City Clerk to process the Notice of Completion. Motion carried unanimously.

25. PEDESTRIAN SAFETY IMPROVEMENTS ON GARFIELD AVENUE AT VIA SAN DELARRO

Maribel Briseno spoke in favor of the pedestrian improvements at Via San Delarro.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to award a contract to CTI Cat Tracking, Inc., for traffic safety improvements at the intersection of Garfield Avenue and Via San Delarro in the amount of $22,001.00 and a 20% project contingency, Resolution No. 18-31, and authorize the Acting City Manager to approve any changes orders within the total project budget of $26,401.20 or consider funding the proposed improvements as part of the FY 2018/19 Budget. Motion carried 4-0-1 (Romero absent).

26. REPORT ADDRESSING THE COST TO CREATE A TEMPORARY GREENSPACE AREA AT TAYLOR RANCH

Councilmember Molinari stated support of the temporary greenspace.

Councilmember Barajas asked if there would be room for a T-Ball baseball team practice area, and stated that the greenspace plans are temporary.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to hold this item over for additional review. Motion carried 4-0-1 (Romero absent).

27. GRANT ALLOCATION APPROVAL FOR PROP A PARK GRANTS

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to authorize the Department of Recreation & Community Services to reallocate charges and services for personnel, repairs and regular maintenance items to the Prop A Maintenance and Servicing Grant for a total amount of up to $260,000 for Fiscal Year 2017/2018. Motion carried 4-0-1 (Romero absent).

28. AWARD CHARTER BUS SERVICES CONTRACT, REQUEST FOR PROPOSALS NO. 18-31

Councilmember Barajas moved, seconded by Mayor Pro Tem Hadjinian to (1) Award a contract for an annual amount not to exceed $25,000 to Star Dust Tours, Inc.; and (2) Authorize the Acting City Manager to execute Agreement No. 3363 on behalf of the City. Motion carried unanimously. Motion carried 4-0-1 (Romero absent).

29. CITY COUNCIL APPROVAL TO AWARD BIDS FOR POLICE VEHICLE PURCHASES PURSUANT TO THE MONTEBELLO MUNICIPAL CODE AND RFP PROCESS DESCRIBED HEREIN

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to award bids to the lowest bidder(s) delineated in RFP 18-52A pursuant to the Montebello Municipal Code (MMC) for the purchase of police vehicles described herein. Motion carried 4-0-1 (Romero absent).

30. AMENDMENTS TO JOB SPECIFICATION – FIRE CAPTAIN

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to adopt Resolution No. 18-32 amending the City of Montebello Classification Plan to include the revised position specifications for Fire Captain. Motion carried 4-0-1 (Romero absent).

31. CLAIMS AGAINST THE CITY

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to ***DENY*** the following claims**:** M. Madera, V. Madera, M. Madera, A. Madera, H. Madera, S. Madera, I. Madera Jr. v. City of Montebello in an undetermined amount. Motion carried 4-0-1 (Romero absent).

32. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED MARCH 14, 2018

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to adopt Resolution No. 18-33 approving the Warrant Register dated March 14, 2018. Motion carried 4-0-1 (Romero absent).

33. APPROVAL OF MINUTES: REGULAR MEETINGS OF NOVEMBER 8, 2018

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to approve and file said minutes. Motion carried 4-0-1 (Romero absent).

34. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

COUNCIL ORALS

35. COUNCILMEMBER BARAJAS

None.

MAYOR PRO TEM HADJINIAN

Discussion regarding commercial vehicle traffic.

Mayor Pro Tem Hadjinian stated that the California Highway Patrol (CHP) may be able to assist with commercial vehicle traffic.

Chief Keller stated that signage needs to updated throughout the City as many signs are faded. The Police Department does not have an inspection unit. Chief Keller stated that the Police Department will meet with the CHP regarding inspections.

Assistant City Manager Batson stated that inventory is being done to survey the location and sizes of signs.

Mayor Pro Tem Hadjinian stated that there are unlicensed haulers doing business in the City.

37. COUNCILMEMBER ROMERO

a. Report on ICA Conference
b. Update on recent legislative bills

These items were not discussed. Councilmember Romero was absent.

38. COUNCILMEMBER MOLINARI

None.

39. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting at the hour of 8:45 p.m., in memory of Pomona Police Office Greggory Casillas who was killed this past week.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of March 14, 2018, were approved as written on June 13, 2018.

_____

IRMA BARAJAS, City Clerk

CITY OF MONTEBELLO **MARCH 28, 2018**
1600 WEST BEVERLY BLVD. **WEDNESDAY**
MONTEBELLO, CALIFORNIA **5:08 P.M.**

MINUTES

The City of Montebello City Council met at the above time and place in a regular session.

OPENING CEREMONIES

1. CALL MEETING TO ORDER: **Mayor Delgado called the meeting to order at the hour of 5:08 p.m.**

2. ROLL CALL: **City Clerk I. Barajas**
MEMBERS PRESENT: **Hadjinian, Molinari, Barajas, Delgado**
MEMBERS ABSENT: **Romero**
STAFF PRESENT: **Acting City Manager Pasmant, City Attorney Alvarez-Glasman**

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to excuse Councilmember Romero. Motion carried 4-0-1.

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:
City Attorney Alvarez-Glasman

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

Linda Nicklas spoke about the Gangi Development and the parking problem that it may create.

Yao Pon, 620-624 West Whittier Blvd. spoke about parking problems on Whittier Blvd.

Rosie Vasquez spoke about new development on Whittier Blvd.

CLOSED SESSION

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: A. Jackson v City of Montebello (Workers Compensation case)

A briefing was provided to the City Council, direction was provided, no final action, nothing further to report.

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
One Matter

Three members of the Council were present (Councilmember Barajas recused himself), no action taken, nothing further to report.

6. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS
Government Code Section 54956.8
Property: 700 Block of Whittier Blvd., Montebello
Agency Negotiation: City Manager
Negotiating Parties: Gangi Development
Under Negotiation: Price and terms of payment

The City Council received a briefing and authorization was given.

7. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54956.8:
Property: 114-124 S. 6th Street
Agency negotiator: Andrew Pasmant, City Manager
Negotiating parties: Ku and Associates
Under negotiation: Price and Terms; Compliance with Purchase & Sale Agreement

Direction as provided to Agency Negotiator, no final action, nothing further to report.

REGULAR SESSION

8. INVOCATION

9. PLEDGE OF ALLEGIANCE

10. PRESENTATION

A. OATH OF OFFICE – CHIEF OF POLICE BRAD KELLER

11. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: City Attorney Alvarez-Glasman

12. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

Colleen Jousma announced the Vaccine Clinic on Saturday, April 7th at the Daily Brew from 2:30 p.m. to 5:30 p.m. Ms. Jousma also stated that the Pet Fair will take place at City Park on Saturday, November 3, 2018, from 10:00 a.m. to 3:00 p.m.

Avik Cordeiro, appointed by the City Council to the Greater Los Angeles County Vector Control District Board, spoke about an upcoming presentation he will make regarding mosquitoes.

Michael Feinstein spoke about his candidacy for California Secretary of State.

Rosemary Gurrola spoke about upcoming classes at the Montebello Library.

Jennifer Gutierrez announce an upcoming Youth Summit and a fundraiser at Pizza Hut all day on April 12, 2018.

Chris Jimenez spoke about recent activities including a Youth Roundtable, a "Register to Vote Drive" and an upcoming Youth Summit.

Mike Torres spoke about a Notice of Intent to recall Mayor Delgado.

Raul Hurtado stated that elected officials should set an example for other, particularly by having current license plates on their vehicles and paying fees for use of City facilities.

Ashod Mooradian spoke about the upcoming Blood Drive at Holy Cross Church on Sunday, April 15, 2018 form 10:00 a.m. to 4:00 p.m.

13. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Director Sosnowski announce the 3rd Annual Easter Eggstravaganza on Saturday, March 31, 2018 from 10:30 a.m. to 2:30 p.m.

14. CORRECTIONS TO THE AGENDA – CITY MANAGER

15. APPROVAL OF AGENDA: Councilmember Hadjinian moved, seconded by Councilmember Barajas that all items be approved in a single motion with the exception **Item Nos. 16, 17, 18, 19, and 20.** Such approval will also waive the reading of any ordinance. Motion carried unanimously.

SCHEDULED MATTERS

16. PUBLIC HEARING: DEVELOPMENT AGREEMENT (DA01-18) BETWEEN THE CITY AND BECKER BOARDS SMALL, LLC FOR THE CONSTRUCTION OF AN OFF-SITE, DIGITAL BILLBOARD

Councilmember Barajas recused himself and was not present for discussion.

Matt Feske gave a brief staff report regarding the development.

The public hearing opened at the hour of 8:35 p.m.

Victor de la Cruz stated concerns regarding he relocation agreement.

Joseph White, owner of Becker Billboards spoke in support of the project.

Rosie Vasquez state concerns regarding marijuana advertising.

The public hearing closed at the hour of 8:50 p.m.

City Attorney Alvarez Glasman stated that the ordinance would be introduced today and will be brought back for a second reading at the next City Council Meeting for adoption.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to_Conduct a public hearing and upon conclusion, the City Council certify the Negative Declaration and approve Development Agreement (DA01-18) No. 3369 to allow the installation of an off-site digital billboard, to introduce the ordinance as amended, waive the reading of the ordinance and schedule the second reading for the next City Council Meeting. Motion carried 3-0-1-1 on the following roll call vote:

AYES:	Hadjinian, Molinari, Delgado
NOES:	None
ABSENT:	Romero
RECUSED:	Barajas

17. PUBLIC HEARING: 2018/2019 CDBG AND HOME PROGRAM ANNUAL ACTION PLAN

The public hearing opened at the hour of 8:30 p.m. There being no public testimony, the public hearing closed at the hour of 8:30 p.m.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to 1) receive and file a presentation on the draft 2018-2019 Annual Action Plan for the Community Development Block Grant ("CDBG") Home Investment Partnerships ("HOME") programs ("Annual Action Plan"); 2) direct staff to advertise and receive comments on the Annual Action Plan for a 30-day public review period, as required by the Department of Housing and Urban Development ("HUD"); and 3) set the public hearing for the City Council's consideration and adoption of the Annual Action Plan for May 9, 2018, at 6:30 p.m. Motion carried on the following roll call vote of the City Council:

AYES:	Hadjinian, Molinari, Barajas, Delgado
NOES:	None
ABSENT:	Romero

CONSENT MATTERS

18. REPORT ADDRESSING THE COST TO CREATE A TEMPORARY GREENSPACE AREA AT TAYLOR RANCH

Rosa Tamayo has why the original project had not been started and completed.

Rosie Vasquez stated her opposition to the temporary greenspace.

Kimberly Cobos asked if the oil well had been capped and registered with Doggr.

Councilmember Molinari spoke about the Blue Ribbon Committee that was formed and stated that $1.5 million was used to cap the wells.

Kathy Rabago, born and raised in Montebello spoke about the Taylor Ranch and the need for a cultural center.

Linda Nicklas spoke about pre-fabricated buildings that are less expensive than constructed buildings.

Maria Chavarria stated that there was a ballroom design in the original design for the Taylor Ranch project.

Councilmember Molinari gave a brief history of the original project plans.

Councilmember Barajas stated that he was opposed to the 2013 proposal, but that now the park needs to be cleaned up.

Councilmember Hadjinian moved, seconded by Councilmember Barajas to approve Alternative 2 which creates a greenspace, installs new restrooms, creates a walkway from the bus stop to the restrooms, installs new walkway lighting and improves the parking lot for $359,000 and $225,000 to be provided by Transit Funds, and receive a staff report addressing the cost to create a temporary greenspace area at Taylor Ranch/ Staff was directed to come back with a report in 45 days that includes the vacancies on the Blue Ribbon Committee, the possibility of using the Recreation building at Acuna Park as a cultural center with costs, and three comparable projects from other cities like the Taylor Ranch project including how they were funded. Motion carried on the following roll call vote of the City Council:

AYES: Hadjinian, Molinari, Barajas, Delgado
NOES: None
ABSENT: Romero

19. QUIMBY ACT FEE

Councilmember Barajas moved, seconded by Mayor Pro Tem Hadjinian to continue the item to the next City Council Regular Meeting on April 11, 2018. Motion carried 4-0-1.

20. CITY OF MONTEBELLO WATER SYSTEM REPAIRS/UPGRADES – INSPECTION AND FINDINGS RECOMMENDATIONS

Robert DiPrimio, San Gabriel Valley Water Company gave a summary regarding the repairs and upgrades that are needed to the City of Montebello Water System.

Councilmember Molinari asked that other water companies be surveyed regarding rates.

Mayor Pro Tem Hadjinian stated opposition to passing on the charges to the residents.

Councilmember Barajas stated that he was not ready to make a decision regarding rates until he has had a chance to review rates from other water companies.

Councilmember Barajas moved, seconded by Councilmember Molinari to That the City Council receive and file a presentation and report on repairs /upgrades to the City of Montebello Water Systems and approved the amount of $263,000 for emergency repair to the water system. Motion carried 4-0-1 (Romero absent).

21. APPROVE A CONTRACT FOR INTERNET SERVICES FOR ALL MONTEBELLO FIRE STATIONS

Councilmember Hadjinian moved, seconded by Councilmember Barajas to approve a contract for internet services (fiber optic connection) for all Montebello Fire Stations (Fire Stations 55, 56 and 57), for one year (with a renewal for an additional year at no price change), in the amount of $686.00 per month, per Fire Station, and authorize the Acting City Manager to execute Agreement No. 3370 with AT&T. The total amount of the one year contract is $24,696.00. Motion carried 4-0-1.

22. AGREEMENT RENEWAL WITH PLAN A LOCATIONS FOR FILM SCOUT SERVICES

Councilmember Hadjinian moved, seconded by Councilmember Barajas to approve a new agreement for film scout services with "Plan A Locations," and authorize the Acting City Manager to execute Agreement No. 3371 on behalf of the City in a form approved by the City Attorney. Motion carried 4-0-1.

23. MUNITEMPS (MUNICIPAL STAFFING SOLUTIONS) AGREEMENT AND BUDGET APPROPRIATION RESOLUTION

Councilmember Hadjinian moved, seconded by Councilmember Barajas to approve the MuniTemps agreement No. 3372 and adopt Resolution No. 18-35 approving the budget appropriation for estimated costs related to the temporary staffing needs of the City. Motion 4-0-1.

24. VIDEO MONITORING SYSTEM – REQUEST FOR PROPOSAL NO. 18-24

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to award a contract to "myVAR" for the replacement of analog video surveillance, with advanced digital cameras and data analytics for Montebello Bus Lines (MBL), as recommended by the Director of Transportation, and authorize the Acting City Manager to execute Agreement No. 3373 on behalf of the City. Motion carried 4-0-1.

25. ATP GRANT FUNDS FOR THE MONTEBELLO BOULEVARD BIKE LANE AND SIDEWALK IMPROVEMENT PROJECT: RESOLUTION OF THE CITY OF MONTEBELLO CITY COUNCIL FINDING THAT THE PROPOSED IRREVOCABLE OFFER OF DEDICATION CONFORMS TO THE CITY'S GENERAL PLAN, APPROVING AS TO FORM OF THE IRREVOCABLE OFFER OF DEDICATION 86,249 SQUARE FOOT AREA FOR A RIGHT OF WAY EASEMENT FOR ACCESS, TRAIL AND BIKE PATH PURPOSES ON MONTEBELLO BOULEVARD BETWEEN LINCOLN AVENUE AND PARAMOUNT BOULEVARD FOR AN ACTIVE TRANSPORTATION PROGRAM FUNDED PROJECT, AUTHORIZING AND DIRECTING STAFF TO COMMENCE THE IMPROVEMENTS, MAKING FINDINGS PURSUANT TO CALIFORNIA PUBLIC RESOURCES CODE SECTION 21166, AND AUTHORIZING AND DIRECTING STAFF TO FILE A NOTICE OF DETERMINATION.

Councilmember Hadjinian moved, seconded by Councilmember Barajas to adopt City Council Resolution No. 18-34 to: (1) Find pursuant to California Public Resources Code section 21166 and State CEQA Guidelines section 15162 that the proposed right of way easement for access, trail and bike path purposes, and the improvements on that right of way easement, are fully covered by the Montebello Hills Specific Plan EIR and that no subsequent or supplemental environmental review is required; (2) Find that the proposed right of way easement for access, trail and bike path purposes conforms to the City's General Plan pursuant to Government Code section 65402; (3) Approve as to form the Irrevocable Offer of Dedication for a Right of Way Easement for Access, Trail and Bike Path Purposes on Montebello Boulevard between Lincoln Avenue and Paramount Boulevard for an Active Transportation Program Funded Project; (4) Authorize and Direct Staff to commence the Improvements; and (5) Authorize and Direct Staff to prepare, execute, and file a Notice of Determination (NOD) with the Los Angeles County Recorder within five (5) working days after adoption of the Resolution. Motion carried 4-0-1.

26. SECOND READING: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO RECLASSIFYING CERTAIN HEREIN DESCRIBED REAL PROPERTIES FROM C-2 (GENERAL COMMERCIAL) TO C-2-PD-D-25 (GENERAL COMMERCIAL, PLANNED DEVELOPMENT, DENSITY OVERLAY-25 UNITS PER ACRE) – 520 WEST WHITTIER BOULEVARD (OLSON PROJECT)

Councilmember Hadjinian moved, seconded by Councilmember Barajas to waive the second reading and adopt Ordinance No. 2401. Motion carried 4-0-1.

27. A REQUEST TO ACCEPT AS COMPLETE BLUFF ROAD IMPROVEMENT PROJECT FROM SYCAMORE STREET TO OAKWOOD STREET, BID # 17-15, CP 849

Councilmember Hadjinian moved, seconded by Councilmember Barajas to accept as complete Bluff Road Improvement Project from Sycamore Street to Oakwood Street, Bid # 17-15, CP 849, Fiscal Year 2016/2017, and authorize the City Clerk to process the Notice of Completion. Motion carried 4-0-1.

28. CONSIDERATION OF A COST-SHARING MEMORANDUM OF AGREEMENT (MOA) FOR IMPLEMENTING THE COORDINATED INTEGRATED MONITORING PROGRAM (CIMP) AND ENHANCED WATERSHED MANAGEMENT PLAN (EWMP) FOR THE UPPER LOS ANGELES RIVER WATERSHED MANAGEMENT AREA (ULAR)

Councilmember Hadjinian moved, seconded by Councilmember Barajas approve a Memorandum of Agreement (MOA) with 18 other permittees for the implementation of the Upper Los Angeles River Coordinated Integrated Monitoring Program (CIMP) and Enhanced Watershed Management Plan (EWMP), and authorize the Acting City Manager to execute the MOA, Agreement No. 3374 on behalf of the City. Motion carried unanimously 4-0-1.

29. MONTHLY INVESTMENT REPORT – FEBRUARY 2018

Councilmember Hadjinian moved, seconded by Councilmember Barajas to approve and file said document. Motion carried 4-0-1.

30. CLAIMS AGAINST THE CITY

Councilmember Hadjinian moved, seconded by Councilmember Barajas to *DENY* the following claims: Infinity Insurance in the amount of $26,896.60; C. Zulalyan in the amount of $12,000.00; and Y. Garcia in the amount of $700.00. Motion carried 4-0-1.

31. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED MARCH 28, 2018

Councilmember Hadjinian moved, seconded by Councilmember Barajas to adopt Resolution No. 18-34 approving the Warrant Register dated March 28, 2018. Motion carried 4-0-1.

32. APPROVAL OF MINUTES: REGULAR MEETINGS OF NOVEMBER 15, 2017

Councilmember Hadjinian moved, seconded by Councilmember Barajas to approve and file said minutes. Motion carried 4-0-1.

33. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

COUNCIL ORALS

34. MAYOR PRO TEM HADJINIAN

Report on ACE Delegation in Washington DC.

Mayor Pro Tem Hadjinian spoke about a meeting with an ACE delegation regarding ACE projects and funding.

35. COUNCILMEMBER ROMERO

a. Report on ICA Conference
b. Update on recent legislative bills
c. Community improvement update.

Councilmember Romero was absent from meeting, therefore, no items were discussed.

36. COUNCILMEMBER MOLINARI

None.

37. COUNCILMEMBER BARAJAS

None.

38. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting at the hour of 10:17 p.m. in memory of Alexander Shirakian who passed away on March 14, 2018.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of March 28, 2018 were approved as written on June 13, 2018.

_____

IRMA BARAJAS, City Clerk

CITY OF MONTEBELLO **APRIL 11, 2018**
1600 WEST BEVERLY BOULEVARD **WEDNESDAY**
MONTEBELLO, CALIFORNIA **5:31 P.M.**

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A REGULAR SESSION.

OPENING CEREMONIES

1. CALL MEETING TO ORDER: **Mayor Delgado called the meeting to order at the hour of 5:31 p.m.**

2. ROLL CALL: **Deputy City Clerk Guzman**
MEMBERS PRESENT: **Romero, Molinari, Barajas, Hadjinian, Delgado**
MEMBERS ABSENT: **None**
STAFF PRESENT: **Acting City Manager Pasmant, City Attorney Alvarez-Glasman**

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS: City Attorney Alvarez-Glasman

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

Rosie Vasquez stated that the City of Montebello v. Vasquez, et. al. case had been over in December 2017.

Mayor Delgado recessed the meeting into Closed Session at the hour of 5:36 p.m. At the hour of 6:37 p.m., Mayor Delgado reconvened the meeting.

CLOSED SESSION

The City Attorney provided a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: J. Calleros v City of Montebello (Workers Compensation case)

City Councilmembers received a briefing from Special Counsel. Direction was provided, nothing to report.

5. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: E. Llamas v City of Montebello (Workers Compensation case)

A briefing was provided to Councilmembers. No final action, direction was provided, nothing further to report.

6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
One Matter

Discussed, no action.

7. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code No. 54956.9(a)
Name of Cases Pending on Appeal: City of Montebello v. Vasquez , et. al. (Cal.Supreme Ct. Case No. S219053 – 2nd Dist. Civ. Case No. B245959 – LASC Case No. BC488767); Torres v. City of Montebello et. al. (2nd Dist. Civ. Case No. B246515 – LASC Case No.

BS120272); Arakelian Enterprises, Inc. v. City of Montebello, et. al. (2nd Dist. Case No. B246526 – LASC Case No. BS138950)

The Vasquez case was not discussed. The City Council provided direction to City Attorney, no final action, nothing further to report.

8. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: Costco v. City of Montebello Successor Agency

Agency members received a briefing, nothing to report.

9. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54945.9
Property: 1213 West Olympic Blvd.
Agency negotiator: Andrew Pasmant, City Manager
Negotiating parties: Newcastle
Under negotiation: Price and terms

No final action to report.

10. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code Section 54957(b)(1)
Title: City Manager

Direction was provided by City Council, nothing to be reported at this time.

REGULAR SESSION

11. INVOCATION **Deputy City Clerk Guzman**

PLEDGE OF ALLEGIANCE **Councilmember Barajas**

12. PRESENTATION

A. ARMENIAN GENOCIDE COMMEMORATION - SPEAKERS: CITY TREASURER MOORADIAN AND YOUTH COMMISSIONER ANI OUZUNIAN

13. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: City Attorney Alvarez-Glasman

14. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

Donald Cadena, President of the Montebello Firefighters Association gave a presentation to City Councilmembers that included a framed Montebello Fire Department shield, for their support of the Fire Department.

Pete Cervantes, Union Representative for SMART TD spoke about safety concerns for Montebello Bus Lines drivers.

Margot Eiser announced a fundraiser at Pizza Hut for Friends of the Library, tomorrow, Thursday, April 12, 2018.

Rosie Vasquez spoke in opposition to a retail component, manufacturing and testing of cannabis in the City and asked that the City Council reconsider their decision regarding the cannabis zoning amendment recently approved.

Cecilia Lopez, President of the SMART TD spoke about concerns regarding the safety of Montebello Bus Lines drivers.

Linda Nicklas voiced community concerns and asked for the difference between a cannabis dispensary and retail.

Maribel Briseno spoke about the formation of the Neighborhood Watch program.

Michael Popoff voiced community concerns and asked for a forensic audit.

Mark Thomas Bezerra, Hawk II, spoke about concerns with the ACE Project and his business.

15. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Fire Chief Pelaez and Fire Marshal Johnson spoke about the recent reimbursement to the City from the 2015 Homeland Security Grant.

16. CORRECTIONS TO THE AGENDA – CITY MANAGER

17. APPROVAL OF AGENDA: Councilmember Barajas moved, seconded by Councilmember Romero that all items may be approved in a single motion with the exception **Item Nos. 18, 19, 20, and 21.** Such approval will also waive the reading of any ordinance. Motion carried unanimously.

SCHEDULED MATTERS

18. PUBLIC HEARING: GENERAL PLAN AMENDMENT (GPA02-18), DENSITY OVERLAY (DO02-18), ZONE CHANGE (ZC02-18), PLANNED DEVELOPMENT (PD02-18), AND TENTATIVE TRACT MAP 81329 (TTM02-18) FOR THE DEVELOPMENT OF 17 TOWNHOMES1029 MONTEBELLO BOULEVARD

A brief staff report on the item was given by Planning Manager Feske.

The Public Hearing was opened at the hour of 7:38 p.m.

Rosie Vasquez stated that she drove by the property and state opposition to the project.

The proponents stated that the property in now in an industrial zone and that the property is intended for small families and will have sufficient parking.

Michael Popoff stated that the parking seem insufficient for the project.

Tila Gregorian stated that with more residents at the site, the Police Department will have look out for more people.

The Public Hearing closed at the hour of 7:55 p.m.

Councilmember Romero stated concerns regarding the timeline and asked that a 12 -18 month timeline be adhered to.

Councilmember Molinari asked for clearer pictures of the project and stated that there is no open space.

Councilmember Barajas stated concerns with parking.

Mayor Pro Tem Hadjinian spoke about other projects similar to 1029 Montebello Blvd. project, that are being approved and built in other communities.

Mayor Delgado stated that she would like to see more parking spaces but stated support of affordable housing and the project.

Councilmember Romero stated that she does not want to see the rooftop become storage.

City Attorney Alvarez-Glasman stated that the timeline can be limited to one year for the project, subject to an extension.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Romero to hold a public hearing and: (1) Adopt Council Resolution No. 18-36 to approve General Plan Amendment (GPA02-18), Density Overlay (DO02-18), Planned Development (PD02-18), Tentative Tract Map 81329 (TTM02-18) and Certify the Mitigated Negative Declaration and the mitigation measures for a 17 townhomes residential development; (2) introduce the Ordinance to approve the Zone Change (ZC02-18) and waive the 1st Reading of the Ordinance; and (3) Set 2nd Reading at the next City Council Meeting. Motion carried unanimously 4-1 on the following roll call vote:

AYES: Romero, Barajas, Hadjinian, Delgado
NOES: Molinari

19. PUBLIC HEARING – THE ESTABLISHMENT OF A QUIMBY ACT FEE AND PARKLAND FEE TO ALLOW THE CITY TO COLLECT IN-LIEU FEES FOR DEVELOPMENTS.

Planning Manager Feske gave a brief staff report.

The Public Hearing opened at the hour of 8:37 p.m.

Linda Nicklas stated support of the Quimby Act and asked if the Taylor Ranch project would receive funds from the Quimby Act Fee.

The Public Hearing closed at the hour of 8:39 p.m.

Councilmember Romero thanked Acting City Manager Pasmant for bringing this item forward, and asked if funds could be approved for a pool heater.

Mayor Delgado stated support of the project.

Councilmember Hadjinian moved, seconded by Mayor Delgado to direct staff to bring back to the next City Council Meeting a more concise report regarding the establishment of the Quimby Act Fee and Parkland Fee. Motion carried unanimously.

CONSENT MATTERS

20. AUTHORIZE RETENTION OF GOLF COURSE CONSULTANT

Linda Nicklas spoke the golf consultant, tournament charges, fees and beverages.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to authorize the retention of Performa Advisors to perform an operational and economic performance review of all aspects of the City's Municipal Golf Course for the amount of $14,700, authorize the Acting City Manager to execute Professional Services Agreement No. 3379 on behalf of the City and approve Resolution No. 18-37 to appropriate $18,375 to complete the proposed project, including a project contingency of 25%. Motion carried unanimously.

21. MONTEBELLO HOUSING DEVELOPMENT CORPORATION, REQUEST FOR A 12-MONTH EXTENSION OF TIME FOR TENTATIVE PARCEL TRACT MAP NO. 72524 AT 924 CAROB WAY

Councilmember Romero stated her support of the project being completed and that she would like to see it completed by early Summer, in June.

Robert Monzon stated that the project will be completed in a couple of months.

Councilmember Hadjinian moved, seconded by Councilmember Romero to adopt Resolution No. 18-38 approving a 12-month time extension for Tentative Parcel Tract Map No. 72524 at 924 Carob Way. Motion carried unanimously.

22. ACCEPTANCE OF 2016 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT AWARD AND APPROPRIATE FUNDS TO FACILITATE SMART CLASSROOM

Councilmember Barajas moved, seconded by Councilmember Romero approve Agreement No. 3380 and to appropriate funds to facilitate the installation of the SMART Classroom, and apply and receive Grant monies to reimburse the City of Montebello for expenditures. Motion carried unanimously.

23. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, APPROVING A DEVELOPMENT AGREEMENT (DA01-18) BETWEEN THE CITY OF MONTEBELLO AND BECKER BOARDS SMALL, LLC

Mayor Pro Tem Hadjinian moved, seconded by Mayor Delgado to waive the second reading and adopt Ordinance No. 2402 and to add to the Development Agreement that (1) Amber Alerts are consistent with Council direction, (2)all work is done in a timely manner and (3) cannabis advertising is not permitted. Motion carried 3-0-2 (Romero absent, Barajas did not participate).

24. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED APRIL 11, 2018

Councilmember Barajas moved, seconded by Councilmember Romero to adopt the Resolution No 18-19 approving the Warrant Register dated April 11, 2018. Motion carried unanimously.

25. APPROVAL OF MINUTES: SPECIAL MEETINGS OF NOVEMBER 29 AND DECEMBER 5, 2017 AND REGULAR MEETING OF DECEMBER 13, 2017

Councilmember Barajas moved, seconded by Councilmember Romero to approve and file said minutes. Motion carried unanimously.

25. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

COUNCIL ORALS

26. COUNCILMEMBER ROMERO

None.

27. COUNCILMEMBER MOLINARI

None.

28. COUNCILMEMBER BARAJAS

None.

29. MAYOR PRO TEM HADJINIAN

None.

30. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting in honor of involved in the recent Montebello Bus Lines incident and in memory of Margaret Rostedt and Helene Tamashiro, who recently passed away.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of April 11, 2018 were approved as written on June 13, 2018.

_____

IRMA BARAJAS, City Clerk

CITY OF MONTEBELLO
1600 WEST BEVERLY BLVD.
MONTEBELLO, CALIFORNIA

APRIL 12, 2018
WEDNESDAY
4:15 P.M.

MINUTES

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A SPECIAL SESSION.

OPENING CEREMONIES

1. CALL MEETING TO ORDER: **Mayor Delgado called the meeting to order at the hour of 4:15 p.m.**

2. ROLL CALL: **Deputy City Clerk Guzman**
MEMBERS PRESENT: **Molinari, Barajas, Hadjinian, Romero, Delgado**
STAFF PRESENT; **Acting City Manager Pasmant, City Attorney Alvarez-Glasman**

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: City Attorney Alvarez-Glasman

Mayor Delgado recessed the meeting into Closed Session at the hour of 4:16 p.m. Mayor Delgado reconvened the meeting at the hour of 5:50 p.m.

CLOSED SESSION

4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Madera v. City of Montebello matter and various other Liability cases and claims
Rojas v. City of Montebello Workers' Compensation matter and various other Workers' Compensation cases and claims

No final action, nothing to report.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting at the hour of 5:50 p.m.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minuts of April 12, 2018 were approved as written on June 13, 2018.

_____
IRMA BARAJAS, City Clerk

CITY OF MONTEBELLO **APRIL 11, 2018**
1600 WEST BEVERLY BOULEVARD **WEDNESDAY**
MONTEBELLO, CALIFORNIA **5:31 P.M.**

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A REGULAR SESSION.

OPENING CEREMONIES

1. CALL MEETING TO ORDER: **Mayor Delgado called the meeting to order at the hour of 5:31 p.m.**

2. ROLL CALL: **Deputy City Clerk Guzman**
MEMBERS PRESENT: **Romero, Molinari, Barajas, Hadjinian, Delgado**
MEMBERS ABSENT: **None**
STAFF PRESENT: **Acting City Manager Pasmant, City Attorney Alvarez-Glasman**

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS: City Attorney Alvarez-Glasman

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

Rosie Vasquez stated that the City of Montebello v. Vasquez, et. al. case had been over in December 2017.

Mayor Delgado recessed the meeting into Closed Session at the hour of 5:36 p.m. At the hour of 6:37 p.m., Mayor Delgado reconvened the meeting.

CLOSED SESSION

The City Attorney provided a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: J. Calleros v City of Montebello (Workers Compensation case)

City Councilmembers received a briefing from Special Counsel. Direction was provided, nothing to report.

5. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: E. Llamas v City of Montebello (Workers Compensation case)

A briefing was provided to Councilmembers. No final action, direction was provided, nothing further to report.

6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
One Matter

Discussed, no action.

7. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Government Code No. 54956.9(a)
Name of Cases Pending on Appeal: City of Montebello v. Vasquez , et. al. (Cal.Supreme Ct. Case No. S219053 – 2nd Dist. Civ. Case No. B245959 – LASC Case No. BC488767); Torres v. City of Montebello et. al. (2nd Dist. Civ. Case No. B246515 – LASC Case No.

BS120272); Arakelian Enterprises, Inc. v. City of Montebello, et. al. (2nd Dist. Case No. B246526 – LASC Case No. BS138950)

The Vasquez case was not discussed. The City Council provided direction to City Attorney, no final action, nothing further to report.

8. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: Costco v. City of Montebello Successor Agency

Agency members received a briefing, nothing to report.

9. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54945.9
Property: 1213 West Olympic Blvd.
Agency negotiator: Andrew Pasmant, City Manager
Negotiating parties: Newcastle
Under negotiation: Price and terms

No final action to report.

10. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code Section 54957(b)(1)
Title: City Manager

Direction was provided by City Council, nothing to be reported at this time.

REGULAR SESSION

11. INVOCATION **Deputy City Clerk Guzman**

PLEDGE OF ALLEGIANCE **Councilmember Barajas**

12. PRESENTATION

A. ARMENIAN GENOCIDE COMMEMORATION - SPEAKERS: CITY TREASURER MOORADIAN AND YOUTH COMMISSIONER ANI OUZUNIAN

13. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: City Attorney Alvarez-Glasman

14. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

Donald Cadena, President of the Montebello Firefighters Association gave a presentation to City Councilmembers that included a framed Montebello Fire Department shield, for their support of the Fire Department.

Pete Cervantes, Union Representative for SMART TD spoke about safety concerns for Montebello Bus Lines drivers.

Margot Eiser announced a fundraiser at Pizza Hut for Friends of the Library, tomorrow, Thursday, April 12, 2018.

Rosie Vasquez spoke in opposition to a retail component, manufacturing and testing of cannabis in the City and asked that the City Council reconsider their decision regarding the cannabis zoning amendment recently approved.

Cecilia Lopez, President of the SMART TD spoke about concerns regarding the safety of Montebello Bus Lines drivers.

Linda Nicklas voiced community concerns and asked for the difference between a cannabis dispensary and retail.

Maribel Briseno spoke about the formation of the Neighborhood Watch program.

Michael Popoff voiced community concerns and asked for a forensic audit.

Mark Thomas Bezerra, Hawk II, spoke about concerns with the ACE Project and his business.

15. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Fire Chief Pelaez and Fire Marshal Johnson spoke about the recent reimbursement to the City from the 2015 Homeland Security Grant.

16. CORRECTIONS TO THE AGENDA – CITY MANAGER

17. APPROVAL OF AGENDA: Councilmember Barajas moved, seconded by Councilmember Romero that all items may be approved in a single motion with the exception **Item Nos. 18, 19, 20, and 21.** Such approval will also waive the reading of any ordinance. Motion carried unanimously.

SCHEDULED MATTERS

18. PUBLIC HEARING: GENERAL PLAN AMENDMENT (GPA02-18), DENSITY OVERLAY (DO02-18), ZONE CHANGE (ZC02-18), PLANNED DEVELOPMENT (PD02-18), AND TENTATIVE TRACT MAP 81329 (TTM02-18) FOR THE DEVELOPMENT OF 17 TOWNHOMES1029 MONTEBELLO BOULEVARD

A brief staff report on the item was given by Planning Manager Feske.

The Public Hearing was opened at the hour of 7:38 p.m.

Rosie Vasquez stated that she drove by the property and state opposition to the project.

The proponents stated that the property in now in an industrial zone and that the property is intended for small families and will have sufficient parking.

Michael Popoff stated that the parking seem insufficient for the project.

Tila Gregorian stated that with more residents at the site, the Police Department will have look out for more people.

The Public Hearing closed at the hour of 7:55 p.m.

Councilmember Romero stated concerns regarding the timeline and asked that a 12 -18 month timeline be adhered to.

Councilmember Molinari asked for clearer pictures of the project and stated that there is no open space.

Councilmember Barajas stated concerns with parking.

Mayor Pro Tem Hadjinian spoke about other projects similar to 1029 Montebello Blvd. project, that are being approved and built in other communities.

Mayor Delgado stated that she would like to see more parking spaces but stated support of affordable housing and the project.

Councilmember Romero stated that she does not want to see the rooftop become storage.

City Attorney Alvarez-Glasman stated that the timeline can be limited to one year for the project, subject to an extension.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Romero to hold a public hearing and: (1) Adopt Council Resolution No. 18-36 to approve General Plan Amendment (GPA02-18), Density Overlay (DO02-18), Planned Development (PD02-18), Tentative Tract Map 81329 (TTM02-18) and Certify the Mitigated Negative Declaration and the mitigation measures for a 17 townhomes residential development; (2) introduce the Ordinance to approve the Zone Change (ZC02-18) and waive the 1st Reading of the Ordinance; and (3) Set 2nd Reading at the next City Council Meeting. Motion carried unanimously 4-1 on the following roll call vote:

AYES: Romero, Barajas, Hadjinian, Delgado
NOES: Molinari

19. PUBLIC HEARING – THE ESTABLISHMENT OF A QUIMBY ACT FEE AND PARKLAND FEE TO ALLOW THE CITY TO COLLECT IN-LIEU FEES FOR DEVELOPMENTS.

Planning Manager Feske gave a brief staff report.

The Public Hearing opened at the hour of 8:37 p.m.

Linda Nicklas stated support of the Quimby Act and asked if the Taylor Ranch project would receive funds from the Quimby Act Fee.

The Public Hearing closed at the hour of 8:39 p.m.

Councilmember Romero thanked Acting City Manager Pasmant for bringing this item forward, and asked if funds could be approved for a pool heater.

Mayor Delgado stated support of the project.

Councilmember Hadjinian moved, seconded by Mayor Delgado to direct staff to bring back to the next City Council Meeting a more concise report regarding the establishment of the Quimby Act Fee and Parkland Fee. Motion carried unanimously.

CONSENT MATTERS

20. AUTHORIZE RETENTION OF GOLF COURSE CONSULTANT

Linda Nicklas spoke the golf consultant, tournament charges, fees and beverages.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to authorize the retention of Performa Advisors to perform an operational and economic performance review of all aspects of the City's Municipal Golf Course for the amount of $14,700, authorize the Acting City Manager to execute Professional Services Agreement No. 3379 on behalf of the City and approve Resolution No. 18-37 to appropriate $18,375 to complete the proposed project, including a project contingency of 25%. Motion carried unanimously.

21. MONTEBELLO HOUSING DEVELOPMENT CORPORATION, REQUEST FOR A 12-MONTH EXTENSION OF TIME FOR TENTATIVE PARCEL TRACT MAP NO. 72524 AT 924 CAROB WAY

Councilmember Romero stated her support of the project being completed and that she would like to see it completed by early Summer, in June.

Robert Monzon stated that the project will be completed in a couple of months.

Councilmember Hadjinian moved, seconded by Councilmember Romero to adopt Resolution No. 18-38 approving a 12-month time extension for Tentative Parcel Tract Map No. 72524 at 924 Carob Way. Motion carried unanimously.

22. ACCEPTANCE OF 2016 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT AWARD AND APPROPRIATE FUNDS TO FACILITATE SMART CLASSROOM

Councilmember Barajas moved, seconded by Councilmember Romero approve Agreement No. 3380 and to appropriate funds to facilitate the installation of the SMART Classroom, and apply and receive Grant monies to reimburse the City of Montebello for expenditures. Motion carried unanimously.

23. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, APPROVING A DEVELOPMENT AGREEMENT (DA01-18) BETWEEN THE CITY OF MONTEBELLO AND BECKER BOARDS SMALL, LLC

Mayor Pro Tem Hadjinian moved, seconded by Mayor Delgado to waive the second reading and adopt Ordinance No. 2402 and to add to the Development Agreement that (1) Amber Alerts are consistent with Council direction, (2)all work is done in a timely manner and (3) cannabis advertising is not permitted. Motion carried 3-0-2 (Romero absent, Barajas did not participate).

24. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED APRIL 11, 2018

Councilmember Barajas moved, seconded by Councilmember Romero to adopt the Resolution No 18-19 approving the Warrant Register dated April 11, 2018. Motion carried unanimously.

25. APPROVAL OF MINUTES: SPECIAL MEETINGS OF NOVEMBER 29 AND DECEMBER 5, 2017 AND REGULAR MEETING OF DECEMBER 13, 2017

Councilmember Barajas moved, seconded by Councilmember Romero to approve and file said minutes. Motion carried unanimously.

25. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

COUNCIL ORALS

26. COUNCILMEMBER ROMERO

None.

27. COUNCILMEMBER MOLINARI

None.

28. COUNCILMEMBER BARAJAS

None.

29. MAYOR PRO TEM HADJINIAN

None.

30. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting in honor of involved in the recent Montebello Bus Lines incident and in memory of Margaret Rostedt and Helene Tamashiro, who recently passed away.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of April 11, 2018 were approved as written on June 13, 2018.

_____

IRMA BARAJAS, City Clerk

CITY OF MONTEBELLO **APRIL 25, 2018**
1600 WEST BEVERLY BOULEVARD **WEDNESDAY**
MONTEBELLO, CALIFORNIA **5:48 P.M.**

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A REGULAR SESSION.

OPENING CEREMONIES

1. CALL MEETING TO ORDER: **Mayor Pro Tem Hadjinian called the meeting to order at the hour of 5:48 p.m. (Mayor Delgado arrived at 5:50 p.m.)**

2. ROLL CALL: **City Clerk I. Barajas**
MEMBERS PRESENT: **Hadjinian, Romero, Molinari, Delgado**
MEMBERS ABSENT: **Barajas**
STAFF PRESENT: **Acting City Manager Pasmant, City Attorney Alvarez-Glasman**

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS: City Attorney Alvarez-Glasman

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

None.

Mayor Delgado recessed the meeting into Closed Session at the hour of 5:52 p.m. At the hour of 6:40 p.m., Mayor Delgado reconvened the meeting.

CLOSED SESSION

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: G. Vargas v City of Montebello (Workers Compensation case), and various Workers' Compensation cases

Councilmember received a briefing, direction was provided, no final action, nothing further to report.

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
Three Matters

One matter discussed, direction provided to Acting City Manager and City Attorney, nothing further to report.

6. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54956.8:
Property: 114-124 S. 6th Street
Agency negotiator: Andrew Pasmant, Acting City Manager
Negotiating parties: Ku and Associates
Under negotiation: Price and Terms; Compliance with Purchase & Sale Agreement

Briefing was provided to Councilmembers. No final action.

7. CONFERENCE WITH LABOR NEGOTIATORS

Government Code section 54957.6
Agency designated representative: Andrew G. Pasmant, Acting City Manager
Employee organization: Smart TD UTU, Montebello Mid-Management Association, and Montebello Firefighters Association

Briefing was provided to Councilmembers, no action taken, nothing to report.

REGULAR SESSION

8. INVOCATION

PLEDGE OF ALLEGIANCE

9. PRESENTATION

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT PRESENTATION – PRESENTATION BY MONTEBELLO REPRESENTATIVE AVIK CORDEIRO AND REPRESENTATIVE FROM THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT.

10. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: City Attorney Alvarez-Glasman

11. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

Rosemary Torres stated opposition to recent approval of the zone amendment approving cannabis manufacturing and testing.

Rosie Vasquez stated that the City Council needs to take immediate action regarding the City Manager position listed on Closed Session at the last City Council meeting.

Gabriel Ramirez spoke about contributions made by AAE to various committees.

Maribel Briseno asked that Councilmembers report on outside agency meetings they attend and stated opposition to a consultant regarding the City's Homeless plan.

Yvette Fimbres stated opposition to cannabis manufacturing and testing.

12. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

13. CORRECTIONS TO THE AGENDA – CITY MANAGER

14. APPROVAL OF AGENDA: Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian that all items be approved in a single motion with the exception **Item No. 15, 16, 19 and 23.** Such approval will also waive the reading of any ordinance. Motion carried unanimously.

SCHEDULED MATTERS

15. PUBLIC HEARING - THE ESTABLISHMENT OF A QUIMBY ACT FEE AND PARKLAND FEE TO ALLOW THE CITY TO COLLECT IN-LIEU FEES FOR DEVELOPMENTS.

The Public Hearing opened at the hour of 7:25 p.m.

Diana Coronado, Builders Industry Association, spoke about the fees with regard to new development projects.

Linda Strong stated that the developers need adequate size fees and that the fees should have been in effect years ago.

Mayor Pro Tem Hadjinian stated that the City has not received Measure A or Measure H funds.

Delia Delgado agreed with comments made by Linda Strong.

Tila Gregorian thanked Acting City Manager Pasmant for bringing forward the proposed fee and hopes money will be put to good use.

Rosie Vasquez stated support of the Quimby Fee and hope that fee revenue could be used for Taylor Ranch.

Yvette Fimbres concurred that the City should not "grandfather" in a business.

The Public Hearing closed at the hour of 7:40 p.m.

Councilmember Romero stated that the fees are too low, and supports a CPI increase and impact fee study.

Councilmember Molinari stated support of the fees.

Mayor Pro Ten Hadjinian stated that the City's fees should be competitive with other cities.

Mayor Delgado stated that staff should explore other cities fee as stated by the representative of BIA and asked that a report come back to the City Council in two weeks.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to continue this item to the next City Council meeting on May 9, 2018. Motion carried.

CONSENT MATTERS

16. AGREEMENT FOR CANNABIS COMMERCIAL ACTIVITIES APPLICATION REVIEW SERVICES

Acting City Manager Pasmant stated that the city received approximately 40 applications for Commercial Activities, and that a consultant is needed to assist with the review of the applications.

Tila Gregorian stated concerned with marijuana/cannabis activities.

Linda Nicklas stated that the applications should be reviewed by the Planning Department.

Maribel Briseno stated that the applications should be circulated and reviewed by each Department.

Rosie Vasquez stated opposition to a consultant.

Councilmember Molinari asked for a final count of applications.

Councilmember Romero stated that should create a fair equitable process for applications and that the review process needs more analysis.

Mayor Pro Tem Hadjinian supported hiring someone outside of the City to review applications.

Mayor Pro Tem Hadjinian moved, seconded by Mayor Delgado to continue this matter in two weeks on the following roll call vote. Motion failed 2-2 on the following roll call vote:

AYES: Hadjinian, Delgado
NOES: Romero, Molinari
ABSENT: Barajas

Mayor Pro Tem Hadjinian moved, seconded by Mayor Delgado to go out to RFP to receive bids for a Consultant to review the Cannabis applications. Motion carried 3-1-1 on the following roll call vote:

AYES: Hadjinian, Romero, Delgado
NOES: Molinari
ABSENT: Barajas

17. AGREEMENT WITH CIGNA BEHAVIORAL HEALTH, INC., TO SERVE AS THE CITY'S EMPLOYEE ASSISTANCE PROGRAM ("EAP") PROVIDER

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian that the City Council approve Agreement No. 3384 with Cigna Behavioral Health, Inc., ("Cigna") to provide Employee Assistance Program Services to City employees, and authorize the Acting City Manager to finalize and execute the agreement on behalf of the City. Motion carried 4-0-1.

18. APPROVE A CONTRACT FOR POOL FILTER LATERALS AND MEDIA REPLACEMENT (RFP 18-35)

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to approve a contract for replacement of pool filter media and laterals for the George Hensel Aquatics Center to Waterline Technologies, Inc. in the amount of $19,300.00, per Request for Proposals (RFP #18-35) for Pool Filter Lateral and Media Replacement and authorize the City Manager to execute Contract Agreement No. 3385. Motion carried unanimously.

19. AWARD OF CONTRACT TO COMPLETE COACH WORKS FOR THREE REMANUFACTURED ELECTRIC TRANSIT BUSES

Director Barrio gave a brief summary report.

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to award a contract to Complete Coach Works for the remanufacture of three (3) electric transit buses and authorize the Acting City Manager to execute Contract Agreement No. 3386 on behalf of the City. Motion carried 4-0-1.

20. UPDATE GOVERNOR'S OFFICE OF EMERGENCY SERVICES FORM 130

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to authorize the Acting City Manager to execute the completion of the State of California-Governor's Office of Emergency Services (Cal-OES) Form 130 (attached); and the City Council representatives to confirm the document, and approve Resolution No. 18-40 regarding the authorization, execution, and confirmation of official documents, to be provided to the State of California-Governor's Office of Emergency Services (Cal-OES). Motion carried 4-0-1.

21. A REQUEST TO ACCEPT AS COMPLETE – TELEVISING AND RATING OF EXISTING CONDITIONS OF 20% OF CITY SANITARY SEWER SYSTEM PROJECT, BID # 17-5, CP 845

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to accept as complete the Project known as "Televising and Rating of Existing Conditions of 20% of City

Sanitary Sewer System (Including Possible Cleaning and Draining as Needed) Bid # 17-5, CP 845, Fiscal Year 2016/2017," (the "Project"), and authorize the City Clerk to process the Notice of Completion. Motion carried 4-0-1.

22. A REQUEST TO ACCEPT AS COMPLETE – VARIOUS STREET IMPROVEMENT PROJECT (2ND, 3RD, 5TH, AND MARKLAND DRIVE) BID # 18-8, CP 852

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to accept as complete Various Street Improvement Project (2nd, 3rd, 5th, and Markland Drive) Bid # 18-8, CP 852, Fiscal Year 2016/2017, and authorize the City Clerk to process the Notice of Completion. Motion carried 4-0-1.

23. FAMILY FEST STREET FAIR

Councilmember Romero stated that other business would probably like to participate in the Street Fair.

Mayor Pro Tem Hadjinian stated that he would assist Angry Horse

Angry Horse representatives stated that not all details have been confirmed but that they would accept "Montebello only" vendors to participate.

No action was taken.

24. SECOND READING: ORDINANCE APPROVING A ZONING CODE AMENDMENT WITH A PLANNED DEVELOPMENT AND DENSITY OVERLAY ZONING DESIGNATION FOR PROPERTY LOCATED AT 1029 MONTEBELLO BLVD.

Mayor Pro Tem Hadjinian moved, seconded by Mayor Delgado to conduct a Second Reading of Ordinance No. 2403 approving a zoning code amendment with a planned development and density overlay zoning designation for property located at 1029 Montebello Boulevard. Motion carried 4-0-1.

25. BUDGET APPROPRIATION FOR PART TIME POSITIONS AND TO UPDATE COMPENSATION PLAN AND TABLE OF ORGANIZATION

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to 1) approve the budget appropriation Resolution No. 18-41 for estimated payroll expenses related to part time positions in the Administration, Human Resources, and Transportation Departments and 2) approves the updated Compensation Plan Resolution No. 18-42 and Table of Organization Resolution No. 18-43. Motion carried 4-0-1.

26. MONTHLY INVESTMENT REPORT – MARCH 2018

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to approve and file said report. Motion carried 4-0-1.

27. CLAIMS AGAINST THE CITY

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to ***DENY*** the following claims: R. Duran in the amount of $10,500.00; and J. Rivero in the amount of $12,000.00. Motion carried 4-0-1.

28. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCYWARRANT REGISTER OF DEMANDS DATED APRIL 25, 2018

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to adopt Resolution No. 18-44 approving the Warrant Register dated April 25, 2018. Motion carried 4-0-1.

29. APPROVAL OF MINUTES: SPECIAL MEETINGS OF NOVEMBER 29 AND DECEMBER 5, 2017; AND REGULAR MEETINGS OF DECEMBER 13 AND DECEMBER 19, 2017; AND JANUARY 10, JANUARY 24, FEBRUARY 14, 2018

Councilmember Molinari moved, seconded by Mayor Pro Tem Hadjinian to approve and file said minutes. Motion carried 4-0-1.

30. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF0NECESSARY)

COUNCIL ORALS

31. COUNCILMEMBER BARAJAS

None.

32. MAYOR PRO TEM HADJINIAN

None.

33. COUNCILMEMBER ROMERO

To be announced – Councilmember Romero stated that she had visited the Pico Rivera Home Depot, shelves were with little merchandise and that it would be closing at the end of May.

34. COUNCILMEMBER MOLINARI

Follow up on California Highway Patrol assistance with large truck routes.

Police Chief Keller indicated that the staff will be in touch with the CHP for assistance.

35. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting at the hour of 9:20 p.m., in memory of a member of the Montebello Police Foundation Board, who recently passed away.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of April 25, 2018, were approved as written on June 13, 2108.

_____

IRMA BARAJAS, City Clerk

CITY OF MONTEBELLO **MAY 9, 2018**
1600 WEST BEVERLY BLVD. **WEDNESDAY**
MONTEBELLO, CALIFORNIA **6:07 P.M.**

MINUTES

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A REGULAR SESSION.

OPENING CEREMONIES

1. CALL MEETING TO ORDER: **Mayor Delgado called the meeting to order at the hour of 6:07 p.m.**

2. ROLL CALL: **City Clerk I. Barajas**
MEMBERS PRESENT: **Hadjinian, Romero, Molinari, Barajas, Delgado**
STAFF PRESENT: **Acting City Manager Pasmant, Assistant City Attorney Cardinale**

REGULAR SESSION

3. INVOCATION **City Clerk Barajas**

4. PLEDGE OF ALLEGIANCE **Councilmember Barajas**

5. PRESENTATIONS

a. **PRESENTATION BY METRO TO COUNCILMEMBER ROMERO BY LILLIAN GUTIERREZ**
b. **PROCLAMATION - LUPUS AWARENESS MONTH**
c. **PROCLAMATION - BIKE MONTH**
d. **MONTEBELLO BICYCLE COALITION PRESENTATION**
e. **AUDIT PRESENTATION BY VASQUEZ AND COMPANY, LLC**

6. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: Assistant City Attorney Cardinale.

7. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

Tony Vasquez, City of Santa Monica, presented a commendation to Councilmember Romero in recognition of her year as Mayor for 2016-17.

Michael Popoff asked if the City hired a consultant to lobby against the state audit.

Yvette Fimbres asked that the City Council stop wasteful spending for Public Relations Consultant and added that $30,000 is too expensive.

Henry Fimbres spoke about charter schools and the Montbello Unified School District.

Linda Nicklas spoke about the $2 million received from Sentinel Peak.

Tila Gregorian spoke about the recent $2 million received from Sentinel Peak and added that she thought Cook Hill would take care of repairs to Montebello Blvd.

8. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Acting City Manager announced that a Homeless Plan Meeting is scheduled for Thursday, May 10, 2018 at 6:00 p.m. at the Recreation Building at Acuna Park.

9. CORRECTIONS TO THE AGENDA – CITY MANAGER

10. APPROVAL OF AGENDA: Councilmember Molinari moved, seconded by Councilmember Barajas that all items be approved in a single motion with the exception **Item No. 11, 17, 19, 20, and 23.** Such approval will also waive the reading of any ordinance. Motion carried unanimously.

SCHEDULED MATTERS

11. PUBLIC HEARING: CONTINUED - THE ESTABLISHMENT OF AN IN-LIEU PARKLAND FEE FOR THE ACQUISITION AND/OR IMPROVEMENT OF PARKS.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to hold this item over until the May 23, 2018 City Council meeting. Motion carried unanimously.

CONSENT MATTERS

12. EXTENSION OF THE TERM OF THE CONTRACT FOR METROLINK STATION SECURITY SERVICES; FIRST AMENDMENT TO AGREEMENT NO. 2836 WITH U.S. SECURITY ASSOCIATES, INC.

Councilmember Molinari moved, seconded by Councilmember Barajas approve the First Amendment to Agreement No. 2836 ("Agreement") with U.S. Security Associates Inc. ("Security Associates"), to extend the term of the Agreement for security services at the Montebello / Commerce Metrolink Station / Transit Center ("Station"). Motion carried unanimously.

13. ADOPT A RESOLUTION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

Councilmember Molinari moved, seconded by Councilmember Barajas 1) adopt Resolution No. 18-45 certifying the City's agreement to comply with all conditions and requirements of California's Low Carbon Transit Operations Program, and 2) approve an appropriation in the Transportation Department's Budget for Fiscal Year 2017-2018 for use of allocated LCTOP funding to Montebello Bus Lines' Route 70 New Cutaway Bus for the Limited Stops Express. Motion carried unanimously.

14. MEMORANDUM OF UNDERSTANDING WITH SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS, COUNTY TRANSPORTATION COMMISSIONS AND MUNICIPAL TRANSIT OPERATORS FOR THE LARGE URBANIZED AREA FORMULA GRANT PROGRAM

Councilmember Molinari moved, seconded by Councilmember Barajas approve the Memorandum of Understanding ("MOU"), No. 3394, with Southern California Association of Governments ("SCAG"), County Transportation Commissions and Municipal Transit Operators for the Large Urbanized Area Formula Grant Program (the "Program"), and authorize the Acting City Manager to execute the MOU. Motion carried unanimously.

15. APPROVE THE SERVICE AGREEMENT FOR RADIO SYSTEM MAINTENANCE

Councilmember Molinari moved, seconded by Councilmember Barajas to approve Service Agreement No. 3395 for maintenance of the Motorola radio system, for the Montebello sites of the ICI Radio System, for one year, in the amount of $2,613.96 per month, and authorize the Acting City Manager to execute the agreement. The total amount of the one-year contract is $31,367.52. Motion carried unanimously.

16. ACCEPTANCE OF SYSTEMIC SAFETY ANALYSIS REPORT PROGRAM (SSARP) GRANT AWARD

Councilmember Molinari moved, seconded by Councilmember Barajas to approve acceptance of the Systemic Safety Analysis Report Program (SSARP) Grant ("Grant") received from Caltrans, adopt Resolution No. 18-46 and appropriate the required ten (10%) percent local match from unallocated fund balance in Measure R Funds to facilitate securing $225,000 in Grant funds. Motion carried unanimously.

17. CITY OF MONTEBELLO WATER SYSTEM REPAIRS/UPGRADE REPORT

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to (1) approve the emergency expenditures of $41,600 to replace the existing water meter located at 7709 Telegraph Road under the existing Maintenance and Operations Agreement with San Gabriel Valley Water (Agreement No. 2883) and (2) authorize staff to initiate a Prop 218 Process to consider adjusting the existing water rates, to include funding for infrastructure improvements (including the $1,595,000 in identified emergency repairs and other capital improvements) through a rate adjustment or authorized staff to initiate a Prop 218 Process to consider a surcharge, with a sunset clause, to fund the $1,595,000 in identified emergency repairs. Staff was directed to come back with information on how residents affected would be impacted by surcharge. Motion carried unanimously on a 5-0 roll call vote of the City Council.

18. WATER RIGHT LICENSE AGREEMENT

Councilmember Molinari moved, seconded by Councilmember Barajas take the following actions: (1) Approve a Water Rights License Agreement No. 3396 with Montebello Land and Water Company, for the lease of 230 acre-feet of the City of Montebello's Fiscal Year 2017/2018 Allowed Pumping Allocation, for which Montebello Land and Water will pay $120.00 per acre-foot for a total payment of $27,600; and (2) Authorize the Acting City Manager to execute the Agreement on behalf of the City. Motion carried unanimously.

19. PROFESSIONAL SERVICES AGREEMENT WITH BEST BEST & KRIEGER (BBK) FOR MONTEBELLO BOULEVARD ATP GRANT PROJECT

Linda Strong asked that the item be continued and go out to bid.

Michael Popoff asked that the services requested go out to bid.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Molinari to approve all additional necessary expenditures, incurred by the law firm of Best Best Krieger (BBK), related to the Montebello Boulevard ATP Grant Project, including necessary legal services to secure the right-of-way dedication necessary for the Project, adopt Resolution No. 18-47, and approve Agreement NO. 3397 with Best Best & Krieger. Motion carried unanimously.

20. ENGINEERING AND DESIGN SERVICES FOR MONTEBELLO BOULEVARD ATP GRANT PROJECT

Linda Strong stated that the site is on the Superfund site.

Michael Samarin-Popoff stated that there are a large number of standing wells.

Greg Tuttle spoke in opposition to the contract to Infrastructure Engineers.

Acting City Manager spoke about the short time in order to use grant monies, and that Infrastructure Engineers had already completed the start of the project.

Councilmember Molinari asked about going out to bid.

Councilmember Barajas asked Assistant City Attorney Cardinale if the City was breaking the law, and the Assistant City Attorney stated that he has no legal concerns.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve Professional Services Agreement No. 3398, in the amount of $560,242, to Infrastructure Engineers for engineering and design services for Montebello Boulevard ATP Grant Project, and authorize the Acting City Manager to negotiate and execute the Agreement on behalf of the City, with certain milestones and guarantees to ensure award of a construction contract by December 2018. Motion carried 4-1 (Molinari voted No).

21. AWARD A CONTRACT FOR RFP 18-41 ANNUAL STREET STRIPING, LEGENDS AND ROAD MARKING SERVICES (THERMOPLASTIC AND / OR PAINT) TO SAFE USA, INC.

Councilmember Molinari moved, seconded by Councilmember Barajas to award a contract for RFP 18-41 - Annual Street Striping, Legends and Road Marking Services (Thermoplastic and / or Paint) (the "Project"), to Safe USA, Inc., and authorize the Acting City Manager to execute Contract Agreement No. 3399. Motion carried unanimously.

22. PLANS AND SPECIFICATIONS FOR VARIOUS STREET IMPROVEMENTS PROJECTS FOR 6TH STREET FROM MADISON AVE TO CLEVELAND AVE, LINCOLN AVE FROM AVENIDA LA MERCED TO REA DRIVE, POPLAR AVE FROM BEVERLY BLVD TO VICTORIA AVE, VIA ACOSTA FROM BEVERLY BLVD TO GARFIELD AVE, AND VIA NINA FROM HAY STREET TO VIA VAL VERDE (RFP # 18-15, CP 863)

Councilmember Molinari moved, seconded by Councilmember Barajas to find the project categorically exempt pursuant to the State Guidelines for Implementation of the California Environmental Quality Act (CEQA); approve the Project Plans and Specifications (as prepared by Infrastructure Engineers); and authorize the Public Works Department to advertise for bids and designate May 29, 2018 at 11:10 a.m., as the bid opening date. Motion carried 4-0-1 (Hadjinian recused himself from voting on the item).

23. PUBLIC INFORMATION CONSULTANT

This item was pulled from the agenda and not discussed.

24. CLAIMS AGAINST THE CITY

Councilmember Molinari moved, seconded by Councilmember Barajas to ***DENY*** the following claims**:** A. Arevalo in the amount of $16,000.00 - $25,000.00; R. Delgado in the amount of $25,000.00; M. Jimenez in the amount of $50,000.00; and J. Luu in the amount of $4,000.00. Motion carried unanimously.

25. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCYWARRANT REGISTER OF DEMANDS DATED MAY 9, 2018

Councilmember Molinari moved, seconded by Councilmember Barajas to adopt Resolution No. 18-48 approving the Warrant Register dated May 9, 2018. Motion carried unanimously.

26. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

None.

COUNCIL ORALS

27. MAYOR PRO TEM HADJINIAN

None.

28. COUNCILMEMBER ROMERO

a. "A city with limited resources"
b. Marijuana cultivation passed in Montebello, how will we enforce and track from seed to sale in order to capitalize and maximize our revenue.

Councilmember Romero spoke about the processes for Marijuana cultivation and asked how the processes and businesses will be monitored, and ask who will enforce the processes and activities.

29. COUNCILMEMBER MOLINARI

a. Status of the 2018-19 Budget considerations.

Councilmember Molinari stated that he would like to see the budget draft come before the City Council sooner than May.

30. COUNCILMEMBER BARAJAS

None.

31. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting at the hour of 8:55 p.m.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of May 9, 2018 were approved as written on June 13, 2018.

_____

IRMA BARAJAS, City Clerk