



City of Downey

CALIFORNIA



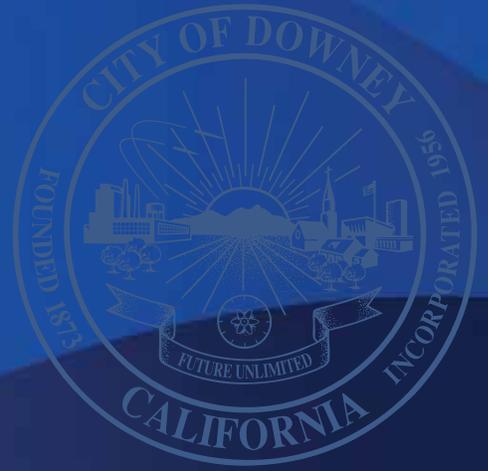
FISCAL YEAR 2017-2018 APPROVED ANNUAL OPERATING BUDGET





City of Downey

California



MISSION

The City of Downey is proudly committed to continuously improving the quality of life for the Downey community by providing excellent service in a professional, ethical and responsible manner

OUR VALUES

Integrity

Commitment

Respect

Teamwork

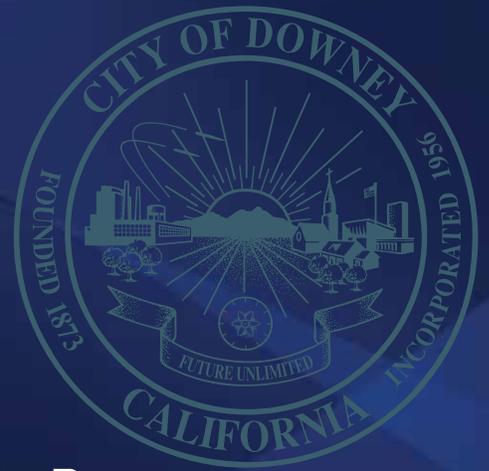
Engagement

Passion

Excellence



City of Downey
California



ANNUAL OPERATING BUDGET FISCAL YEAR 2017-2018

CITY COUNCIL



FERNANDO VASQUEZ
Mayor



SEAN ASHTON
Mayor Pro Tem



BLANCA PACHECO
Council Member



RICK RODRIGUEZ
Council Member



ALEX SAAB
Council Member

CITY MANAGEMENT TEAM

GILBERT A. LIVAS
City Manager

YVETTE M. ABICH GARCIA
City Attorney

JOHN OSKOU
Assistant City Manager

MARIA ALICIA DUARTE
Interim City Clerk

ALDO E. SCHINDLER
Director of Community Development

CARL D. CHARLES
Chief of Police

MOHAMMAD MOSTAHKAMI
Director of Public Works

PAMELA PASSOW
Director of Parks & Recreation

MARK GILLASPIE
Fire Chief

SHANNON DELONG
Assistant to the City Manager

IRMA YOUSSEFIEH
Director of Human Resources

ANIL H. GANDHY
Director of Finance &
Information Technology

BENJAMIN DICKOW
Executive Director & President
Columbia Memorial Space Center
Library



City of Downey

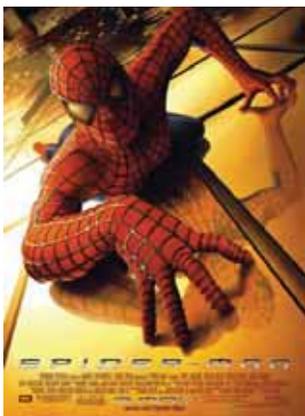
MOVIE MAGIC IN DOWNEY



Downey, the birthplace of the Apollo Missions and Space Shuttle program, is also the production home to many of the blockbuster movies produced in the 2000s, here at Downey Studios. Constructed on the very same historic campus as the Apollo & Gemini capsules, the little Joe cockets and the shuttles, these movie sets and studios produced more than 30 motion pictures and television shows over a decade at the turn of the new century. And just like the Innovators of America's space program and the re-inventors of Hollywood, this same land is now the Downey Landing Shopping Complex, Kaiser Permanente Hospital, Discovery Park and Columbia Memorial Space Center.



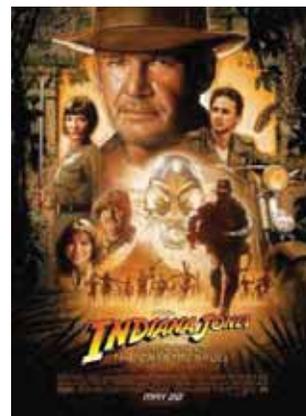
© Warner Brothers



© Paramount Pictures



© Dreamworks



© Paramount Pictures



© Paramount Pictures



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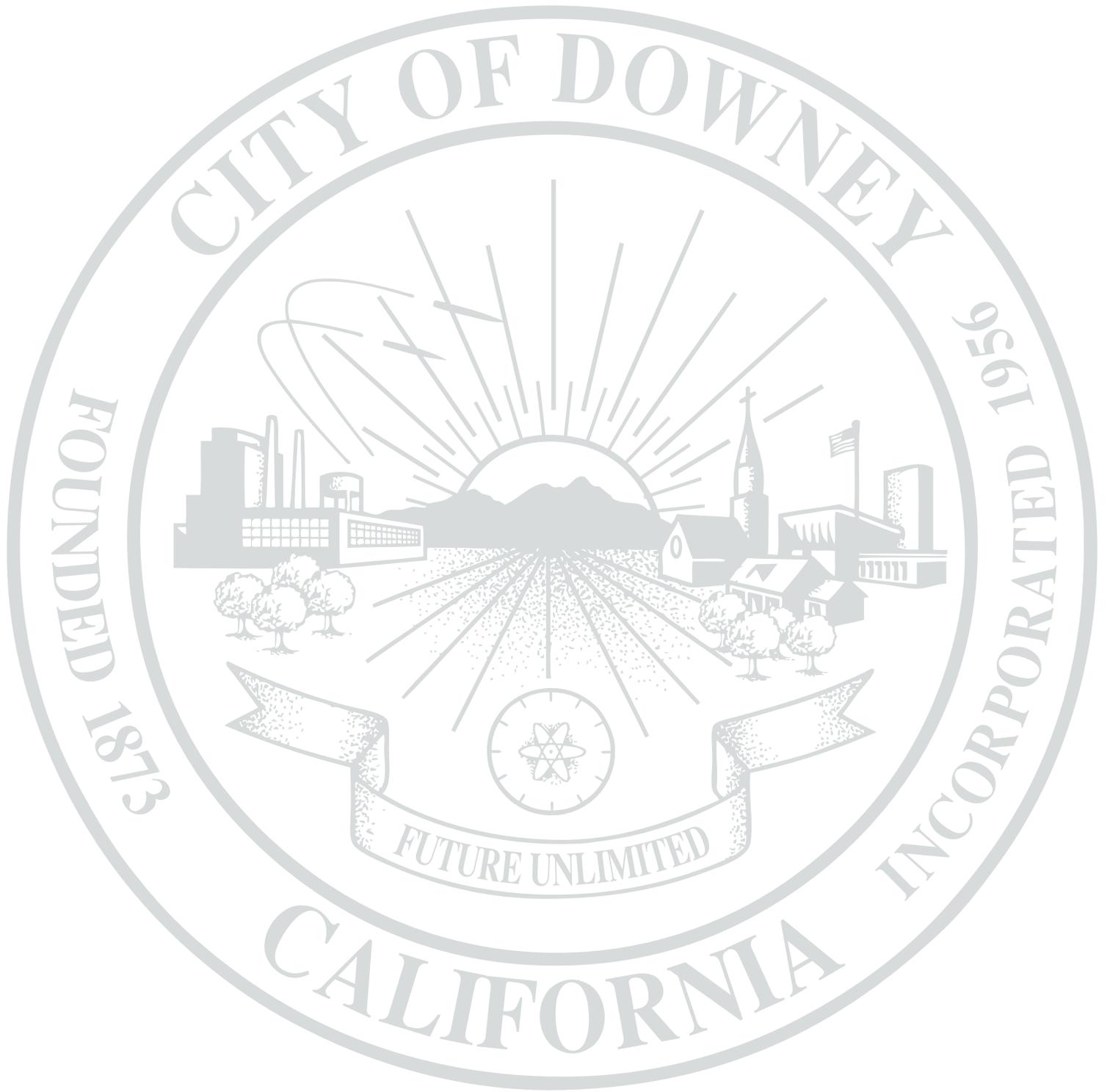
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City of **Downey** California



INTRODUCTION



City Manager's Transmittal Letter ❖ Organization Chart
Commissions ❖ Community Profile ❖ City Map
Budget Awards ❖ Budget Acknowledgements



City of Downey



City of Downey

CITY MANAGER'S TRANSMITTAL LETTER

June 27, 2017

Dear Mayor Vasquez and Members of the City Council:

As we close out Fiscal Year 2016-2017, I would like to take this opportunity to reflect on your leadership and how it has resulted in such substantial accomplishments on the part of city staff.

In this past fiscal year, we have seen 130 new businesses open. We have dedicated new park play structures and fitness equipment that will be used by more than one million park visitors each year. We have partnered with private and non-profit enterprises to expand amenities available for the community, such the Downey Family YMCA arts programs in Furman park and a coffee shop at our library; we have taken yet another huge step in bridging the digital divide with the laptop lending program at the library; we have more than 150 volunteers eager to assist the City in addressing homelessness, veterans' concerns, adult illiteracy, childhood education, environmental improvement and the arts; and we are in negotiations to develop a 5-acre regional sports facility at the Rancho South Campus.



These accomplishments are not just happy coincidences. They are the result of careful, strategic planning; the everyday work of building relationships amongst staff and with the community; and the focused, intensive efforts of an extraordinarily dedicated staff committed to the City Council's five overarching principles of:

- Fiscal Responsibility
- Efficiency and Adaptability
- Economic Vibrancy
- Quality of Life, Safety and Infrastructure
- Public Engagement

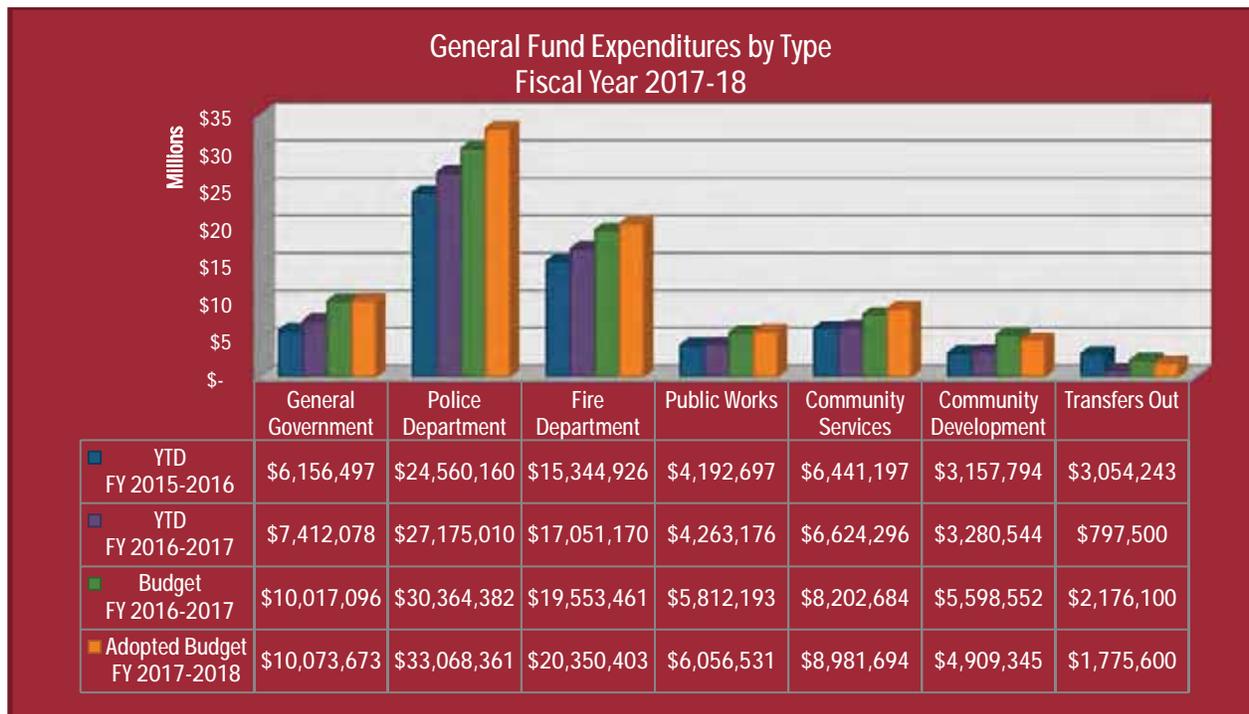
It is from these five priorities that Council and staff develop annual goals and objectives, which further the policies set forth in the City of Downey's Vision 2025 General Plan and which are the basis for the budgetary proposals herein. This year's work plan was developed following the City Council's annual goal-setting workshop; the Fiscal Year 2017-2018 Council and Departmental goals are specifically outlined in the beginning of each department's budget proposals, along with the accomplishments from this current fiscal year.

CITY MANAGER'S TRANSMITTAL LETTER

The planning for the upcoming budget year was initially tremendously optimistic, given the community's passage, at a 62% approval rate, of a local, twenty-year, half-cent sales tax measure; the recovery in local retail and automotive sales and housing valuations; and the burgeoning new Promenade development. However, with the recent adjustment of the California Public Employees Retirement System (PERS) return rates from 7.5% down to 7%, the City's financial obligations for the coming fiscal year increased by \$1.5 million without adding a single new program, piece of equipment or position. Thus, the department heads and I have been extremely selective and conservative in our proposal to you for the Fiscal Year 2017-2018 budget.

Budget Overview

The Council's goals and milestones for this fiscal year, which were established at the annual priorities workshop in January 2017, have been used to develop the proposed \$169 million Citywide Fiscal Year 2017-2018 Budget. There are increases in operational expenses due to utility cost increases, an anticipated COLA increase for the public safety groups, and mid-year state minimum wage increase. The City is continuing to focus on efficiency and adaptability of service and is investing in the upgrade of the City's Accela permitting system, which will allow for more efficient and faster service to the public. The City's public safety dispatch systems will also be upgraded to the newest, most reliable technologies that will allow inter-operability between the police and fire radio systems and as allow for communications with other public safety agencies. Funded by the Measure S local sales tax increase, key positions will be added to the City's public safety workforce, including ten new police officers, a fire training captain and emergency medical positions; along with other positions in public safety, human resources and finance. Measure S will also allow for a complete overhaul of the City's 50-plus-year-old fire stations and rehabilitation of the 60-year-old City Library.



CITY MANAGER'S TRANSMITTAL LETTER

Proposed General Fund expenditures are \$85,215,607, which is 4.3% higher than last year's General Fund budget. In addition to the new programs and personnel described in this section, the budget proposes continued funding for public events such as the International Food Festival, Rooftop Events, Concerts in the Park and Community Tree Lighting, in fulfillment of the Council's Public Engagement goal. The budget addresses the Council's Economic Vibrancy priority through the continued focus on growth in Downtown Downey, facilitation of the reuse of under-used parcels throughout the City, increased revitalization of commercial corridors, and the development of a Specific Plan for the Rancho South Campus and Eco Rapid Transit Station Design.

The proposed overall city-wide Fiscal Year 2017-2018 budget for all funds is \$169,183,986, an increase of roughly \$12.4 million or 7.9% compared to Fiscal Year 2016-2017. This is due to both the increases in general fund expenditures (the addition of public safety personnel and increases in PERS charges) and to the nearly \$5 million more invested in capital improvement projects thanks to increased funding from County Measure M, State SB 1 transportation funds and other CIP funding sources. Staffing levels are still substantially lower than 7 years ago, and this year, the new full time positions proposed include the ten new police officers approved mid-year Fiscal Year 2016-2017 by Council and funded through Measure S, as well as



strategically selected positions to ensure public safety, transparency and accountability, as follows:

- An Ambulance Operator Coordinator and six Ambulance Operators to staff a paramedic engine EMS delivery model
- A Fire Training Captain
- A Public Safety Dispatcher to handle the increased call volume
- A Public Safety System Network Engineer
- Two Parking Enforcement Officers as recommended by the Downtown Parking Study
- A Human Resources Specialist
- A Finance Department Management Analyst (Payroll)

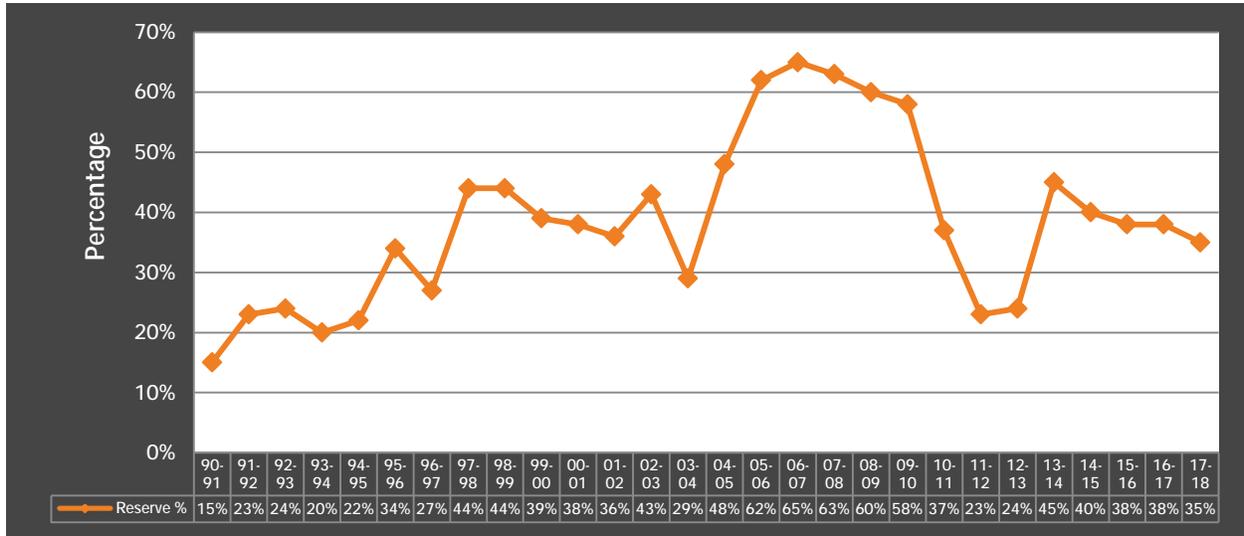
General Fund Expenditures and Council Priorities

The Fiscal Year 2017-2018 General Fund expenditure budget of \$85,215,607 is funded with Fiscal Year 2017-2018 estimated revenues of \$85,231,802. When developing the budget proposal, the major initiatives from the City Council's annual goal-setting workshop were prioritized, as described in detail in each department narrative. In accordance with the City Council's Fiscal Responsibility priority, the budget proposal adheres to the City Council's adopted General Fund and Emergency Fund Reserves Policy requiring a minimum reserve equal to 35% of the average of the last three

CITY MANAGER'S TRANSMITTAL LETTER

years of expenditures. There are no capital improvement projects or operating costs funded through the General Fund Reserves, which are projected to reach \$28,717,392 by the close of Fiscal Year 2017-2018.

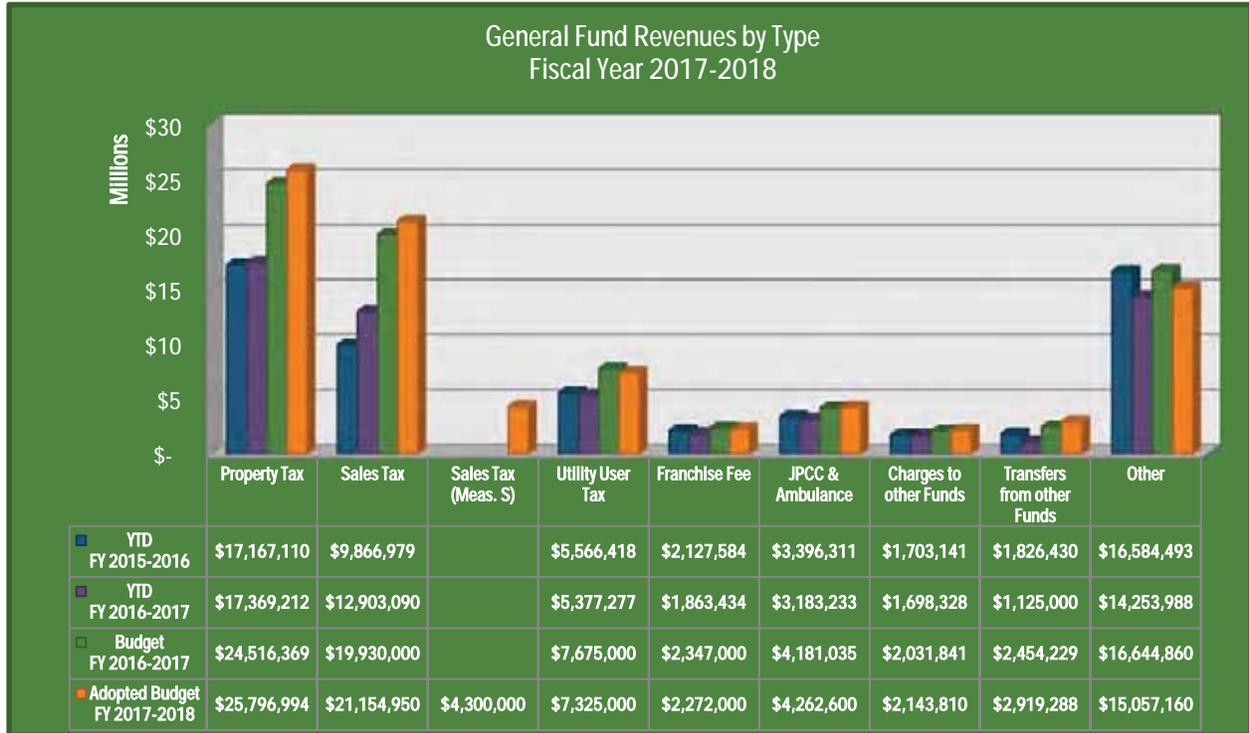
Reserve Percentage of Operating General Fund



Economic Outlook, Revenue Projections and Short-Term Budgetary Outlook

To date, Fiscal Year 2016-2017 revenues are in line with projections and the current year's expenditures are on par with the Fiscal Year 2016-2017 expenditure budget. Overall, Fiscal Year 2017-2018 General Fund Revenue is projected at 6.8% higher than the prior year, an increase of \$5.4 million, of which Measure S accounts for \$4.3 million of the increase. Property and sales tax are both expected to maintain normal growth trajectory, after the Great Recession's freefall and the subsequently slow recovery.

CITY MANAGER'S TRANSMITTAL LETTER



Moreover, the City's long-term revenue projections, outlined in Appendix B, "Forecasting of General Fund Revenues and Expenditures," on an annual basis, are matching projections. Sales tax accounts for 25% of the City's revenue stream, while property taxes provide 30% of the City's general fund revenue. Both are showing slow-but-steady gains. The City celebrated the opening of more than 130 new businesses in calendar year 2016, including the opening of the final retailers at the new Crossroads and Commons developments on the sites formerly occupied by the Mercury-Ford Dealerships on Lakewood at Gallatin. A new Aldi grocery and six new Habitat for Humanity townhomes were also added to the City this past fiscal year.

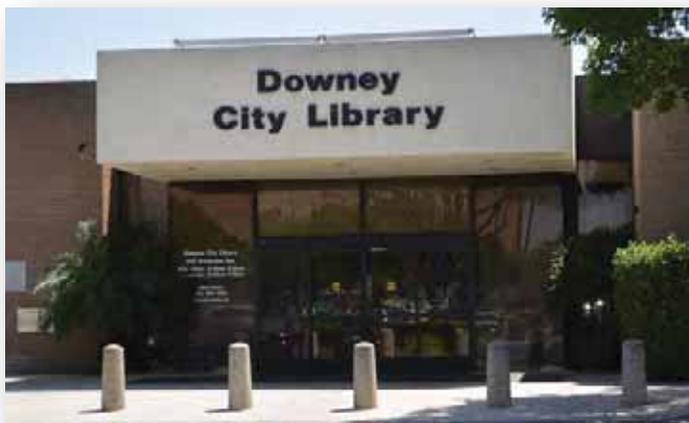
Accompanying this growth and change is an expected 30% increase in sales tax revenue due to Measure S additional revenue, strengthening sales at the Promenade, Downey Landing, and Stonewood Center, along with the newly-expanded Downey Nissan dealership (which as of June 2017 was the #1 dealership in California and the #4 dealership in all of the U.S.). Property tax income continues to increase modestly, while the UUT, which the City's voters adjusted in 2014, will continue its stable-but-slightly depressed revenues compared to pre-2014 levels; the small



CITY MANAGER'S TRANSMITTAL LETTER

reduction in UUT revenues is due to declining electricity usage as homes and businesses become more energy efficient. As outlined in the general fund long-range forecast, the majority of indicators point toward a stable job market and slowly increasing per-capita, inflation-adjusted income.

Over the last several years, the question of how to fund projects contained in the City's \$46 million Parks Master Plan, the \$16 million needed for annual residential street repairs, and updates to public buildings such as the 60-year-old City Library, had been an open question not easily answered without courageous and difficult decisions from local, regional and state elected officials. However, this past fiscal year has seen unprecedented legislative and voter support for addressing longstanding unmet infrastructure needs.



At the local level, Downey voters approved, at more than 62% majority, a twenty-year half-cent sales tax called Measure S, which will fund infrastructure improvements and enhanced public safety services. At the regional level, the voters in Los Angeles County approved both a parcel tax to fund a parks bond (Prop A) and an additional quarter-cent sales tax (Measure M) that will fund transportation projects. This spring, the state legislature and the governor passed and signed a landmark transportation funding package, SB 1, that will address longstanding state and local roadway repairs. Just recently, Los Angeles County voters adopted Measure H, a measure to address short and long term solutions to homelessness; the funds do not go to local agencies directly but the City serves as the representative for the entire Gateway Cities COG to the Los Angeles County Regional Homeless Advisory Council, to ensure that local priorities are addressed with the funding.

In the short term, the Los Angeles Economic Development Council (LAEDC) February 2017 Economic Forecast suggests continued gains in employment, particularly in the healthcare and social assistance and leisure and hospitality industries, which is promising for Downey's medical hubs and retail-lifestyle centers. Overall, California is expected to lead the nation in GDP growth, and consumer spending, linked to the growth in inflation-adjusted per capita income, is expected to continue to rise. There has been talk of a federal infrastructure spending bill, which could lead to higher wages for local construction trades as well as improved infrastructure, but may also trigger the Federal Reserve to continue to increase interest rates, which does have a chilling effect on local business investment and residential home buying. Overall, the LAEDC was optimistic with regard to the regional economy while uncertain how new federal policies may impact local programs.

The March 2017 adjustment to the UCLA Anderson Forecast concurs, with expectations of slow but continued increases in employment growth and real personal income growth, noting, however, that any federal stimulus is unlikely to benefit California as much as other areas, since the state has already reached near-full employment. The Anderson Forecast is also concerned about what new federal policies could do to California's food harvesting, food processing, garment manufacturing and residential construction industries. However, the Forecast did suggest that discussions regarding a reduction in the corporate income tax rate could boost long-term GDP growth, at least based upon evidence from countries in the Organization for Economic Cooperation and Development. The Anderson Forecast's Commercial Real Estate Survey in Winter/Spring 2017

CITY MANAGER'S TRANSMITTAL LETTER

suggests that multifamily residential development will slow in the coming year, though rents for both multifamily residential and for commercial space are expected to remain strong.

Adding to the existing local tax base, there are multiple developments forthcoming in the new fiscal year, including a new Hyundai dealership at the former Nissan dealership site; a Rock & Brews location at the Stonewood Mall in the formerly vacant Garden Buffet, the one-time site of The Broadway Company's associated restaurant; and a new Burlington store. The Avenue Theatre is undergoing much-anticipated redevelopment with an ambitious project proposing an adaptive reuse with a lounge and several restaurants. Also whetting community appetite for the revitalization of former community gems is the proposed improvement of the Historic McDonalds on Lakewood at Florence, the oldest McDonalds in operation is expected to also receive a drive through lane.

The strong Southern California mid-luxury multifamily housing construction trends continue through Downey with the 28-unit Olson Downtown development at 3rd Street, a proposal to construct 6 new apartments at a formerly-blighted lot on 2nd Street, the construction of 39 new townhomes at Telegraph and Tweedy in the north end of Downey, and the proposal for a new, three-story, 24-unit condominium project on



Firestone Boulevard northwest of the intersection with Stewart and Gray Road. The 117 townhomes currently under construction along Paramount Boulevard should be substantially complete by the close of this next fiscal year as well. Property tax revenues are estimated to increase slowly as property values continue their measured upward trajectory. This is supported by estimates from both the LAEDC and UCLA Anderson forecasts.

Further supporting the City's strategic efforts to cultivate local medical services and medical-technology industries, Kaiser Permanente has announced plans to construct a new six-story hospital tower with an additional 96 new hospital beds and a new parking structure, adjacent to the new hospital opened at the Promenade in 2009. Moreover, the City applied for and received a nearly half a million planning grant to proceed with specific plan that will support the redevelopment of the Rancho South Campus and the establishment of a future METRO rail station which will support the South Campus and the nationally-renowned Rancho Los Amigos Rehabilitation Hospital.

CITY MANAGER'S TRANSMITTAL LETTER

Salary and Benefit Expenditures

A city's primary responsibility is to provide services to residents and businesses, which is done through City staff and contracts. As detailed in last year's budget, the City has continued to operate with fewer staff members than before the Great Recession, while trying to serve a City population that has continued to increase. The City Council has made difficult choices in order to right-size the organization, increase employee PERS contributions, institute a tiered retirement system and contain healthcare costs.

Over the past four years, all City employees have increased their own PERS contributions to reduce agency PERS costs. However, after many years of freezes, the various bargaining units are in negotiations and it is anticipated that some cost-of-living increases will be necessary to continue providing the high-quality, efficient services the community expects. And while it seems like an ongoing drum-beat year after year, it remains true that pension contribution rates to PERS continue to increase as PERS adjusts its discount rate from the previously unrealistic 7.5% to an ultimately still-too-optimistic 7% discount rate, resulting in continual increases to PERS rates. For public safety, rates will have tripled in the sixteen years between 2011-12 and 2027-28, to about a contribution of nearly 75% of salary. Similarly, miscellaneous employees PERS rates will have nearly tripled over 15 years, to nearly a 50% contribution level.



At the same time, there is an expectation that Downey continue to provide services, public safety and an overall quality of life that surpasses surrounding cities. The addition of Measure S revenues over the next twenty years will partially resolve some of these pressures. Measure S revenues allow for the hiring of an additional 10 police officers and for the repair of aging roadway and building infrastructure (including fire stations and library) as well as crucial public safety communications equipment. However, the Measure S funds do have an end date, while the new positions do not. This is an important point for future leaders to keep in mind.

This budget proposes an additional 14 positions, strategically chosen and necessary to preserve public safety (10 new police officers, 6 new ambulance operators, an Ambulance Coordinator, a Fire Training Captain, Police Systems Network Engineer, Public Safety Dispatcher and two parking enforcement officers) and to ensure transparency and accountability (Human Resources Specialist and Finance Payroll Management Analyst). The decision to add these new positions was not taken lightly, and allocations have been made within departmental budgets to help offset the costs of these new positions.

CITY MANAGER'S TRANSMITTAL LETTER

Additional Budgetary Considerations

The City's General Fund, which provides the resources to operate general fund activities, is not the only responsibility of the City. The City is also responsible for service and program delivery through separately accounted special funds and enterprise funds, as outlined in the full "Summary of Resources and Requirements by Fund." The water fund, through which the provision of potable drinking water and recycled water is provided to more than 23,000 customers, has experienced diminished revenue in recent years due to California's ongoing drought and the requirement that residents and businesses. While sustainable behaviors help to responsibly manage the city's water resources in the long run, the reduction in revenue does put strain on the utility's ability to maintain the nearly 100-year-old infrastructure and refurbish or re-drill drinking water wells. While the Water Fund remains stable for the coming year, the temporary hiatus from water rate increases is truly only temporary. Meanwhile, the Golf Course Fund is no longer reimbursing the General Fund for administration and maintenance costs, so the General Fund absorbs \$700,000 in expenses this coming fiscal year and in future years. The Council will need to consider how to address this shortfall and to what extent the Council wishes to subsidize this program under its Quality of Life priority.

Looking Beyond Fiscal Year 2017-2018

To ensure long-term fiscal viability, the City has made substantial changes to compensation, retirement and healthcare structure; sought federal, state, local and private funding for projects to support our parks, Library, police, fire, water and community development needs; and supported state and federal legislation to increase funding for infrastructure projects. The Downey voters recognized the Council's responsible austerity in the face of the greatest economic crisis since the Great Recession. Council has kept the faith of Downey voters by ensuring transparency and efficiency in city contracting and staffing. This past fall, the community decided to allocate additional resources to



support greater public safety measures and improved infrastructure. Combined with the state legislature's increased transportation funding (SB 1) and the County's Measure M transportation funding for regional projects, it is anticipated that local, regional, and state roadways should experience substantial improvement in the coming years. This bodes well for a community like Downey, which is virtually encased by freeways desperately needing repair and expansion to improve congestion and decrease air pollution associated with idling cars. Regional projects such as the installation of a light rail line along the former Pacific Electric right-of-way, which includes a stop in Downey in support of the County's redevelopment of the South Rancho Property, are also promising opportunities for the City not just in terms of infrastructure expansion but also economic development and recreational opportunities.

CITY MANAGER'S TRANSMITTAL LETTER

Last year, this transmittal letter described significant concerns regarding the City's long-term ability to address pent-up infrastructure needs while maintaining existing public services and facilities. The additional transportation funds and local sales tax dollars have helped to stabilize financial resources in the short-term, but there is still more work to be done. The Council's foresight in adjusting Dial-A-Ride and fixed route services according to community use studies will more efficiently allocate transit funds.

Other long-term financial considerations have included the California's unfunded stormwater mandates for cities. There has been litigation at the State Supreme Court that has been promising with regard to cities' stormwater liability under the federal Clean Water Act and State Water Resources Control Board. But the multi-million dollar treatment and prevention projects contemplated in City Council adopted Water Improvement Management Plans are still "live" while litigation continues to evolve. Southeast Los Angeles County has long been a leader in stormwater management and the City's staff continue to participate in regional efforts to reduce the General Fund's liability for stormwater treatment.

Finally, it should be noted that while the construction industry is performing well, taxable sales and property values continue to grow, and unemployment rate is the lowest it has been since September 2008, these "good times" are not permanent. May 2017 was the 80th consecutive month of job growth, and California is in the eighth year of economic expansion while the average economic recovery lasts just five years. The Council has been judicious in its use of revenues while times are good, ensuring that new programs and initiatives are paid for through existing funds while saving one-time revenues in General Fund Reserves to help ease the City through the inevitable downturn. This fiscal responsibility will be increasingly important as Measure S revenues and currently positive economic activity continue to influence community expectations for spending.



Conclusion

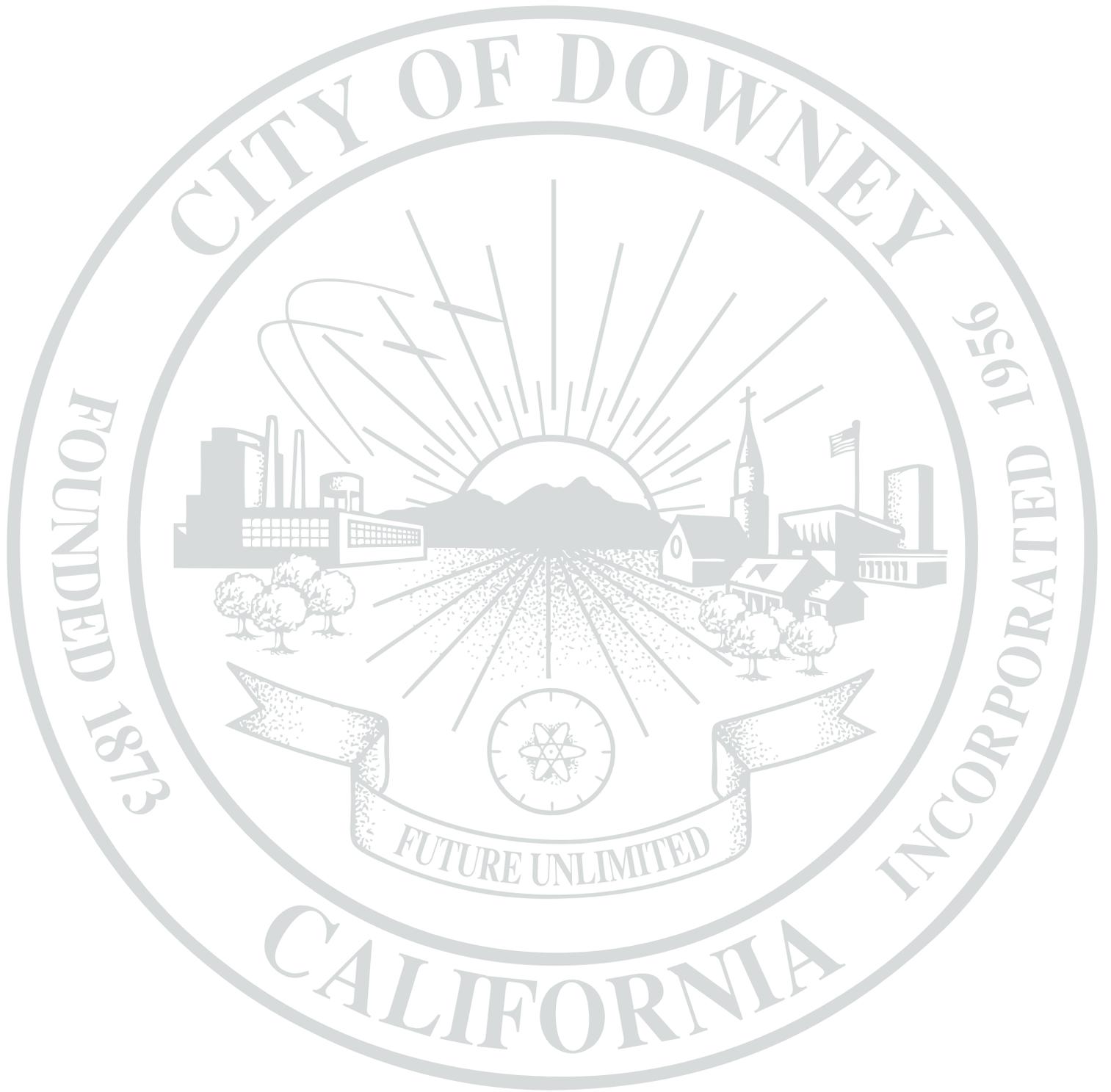
The Council's difficult but prudent financial decisions over the last six years since the height of the Great Recession have been rewarded by a nearly two-thirds approval rating of local government by Downey voters. As the community looks forward to infrastructure repair projects, parks and library and additional peace officers on the streets, the Council and community are wise to be judicious with their expectations for the limited-term Measure S revenues. In the meantime, with the opening of major retail and commercial developments, new homes on the market, and an improving employment outlook, the City will continue to operate responsibly and maintain a healthy reserve.

Respectfully Submitted,

CITY OF DOWNEY

Handwritten signature of Gilbert A. Livas in blue ink.

Gilbert A. Livas
City Manager





Citizens of Downey

Charter Boards & Commissions

Planning Commission
Library Advisory Board
Personnel Advisory Board

City Council

5 Members
Mayor Elected Annually

Other Commissions

Community Services Commission
Green Task Force
Disability Appeals Board
Keep Downey Beautiful
Public Works Committee
Public Facilities Financing Corp
Water Facilities Corp
Youth Commission

Interim City Clerk

Maria Alicia Duarte, CMC

City Manager

Gilbert A. Livas

City Attorney

Yvette M. Abich Garcia

Assistant to the City Manager
Shannon K. DeLong

Assistant City Manager
John Oskoui

Columbia Memorial Space Center

Benjamin Dickow
Executive Director & President

Library

Community Development

Aldo E. Schindler
Director

*Building/ Safety
Code Enforcement
Economic Development
Housing
Planning*

Finance & Information Technology

Anil H. Gandhi
Director

*Administration
Purchasing
Accounting
Information Technology
Risk Management
Revenue*

Fire

Mark Gillaspie
Fire Chief

*Administration
Suppression
Paramedics
Prevention
Joint
Communications*

Human Resources

Irma Youssefieh
Director

Parks & Recreation

Pamela Passow
Director

*Recreation
Parks
Theatre
Social Services
Golf Course
Transit
Cemetery*

Police

Carl Charles
Chief of Police

*Administration
Field Operations
Detectives
Crossing Guard
Animal Control*

Public Works

Mohammad Mostahkami
Director

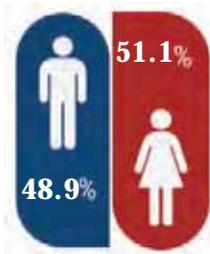
*Administration
Engineering
Utilities
GIS
Maintenance
Streets*

COMMISSIONS AND COMMITTEES

Title	Chairperson
Downey Public Facility Financing Corp	Vacant
Green Task Force	Janet Molinaro
Disability Appeals Board	Inactive
Keep Downey Beautiful	Margarita Rogers
Library Advisory Board	Betty Monroy
Personnel Advisory Board	No chair
Planning Commission	Jim Rodriguez
Public Works Committee	Joan Frey
Public Facilities Financing Corporation	Carlos Galvan Jr.
Recreation and Community Services Commission	Blanca Rochin
Youth Commission	Jailene Lemus
Water Facilities Corporation	Martin Susnir

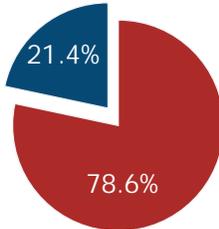
DOWNEY POPULATION 113,407

Median Age 34.3 years old



TYPE OF HOUSEHOLDS

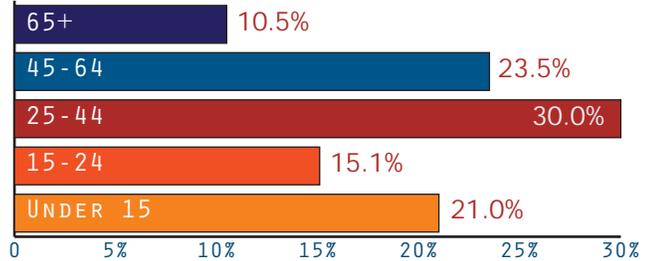
NON-FAMILY HOUSEHOLDS



Total Households: 32,738

FAMILY HOUSEHOLDS

AGE DISTRIBUTION

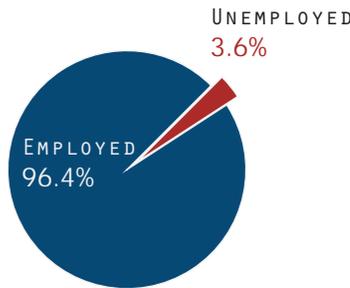
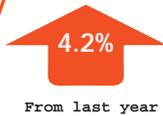


EMPLOYMENT & ECONOMY

EMPLOYMENT

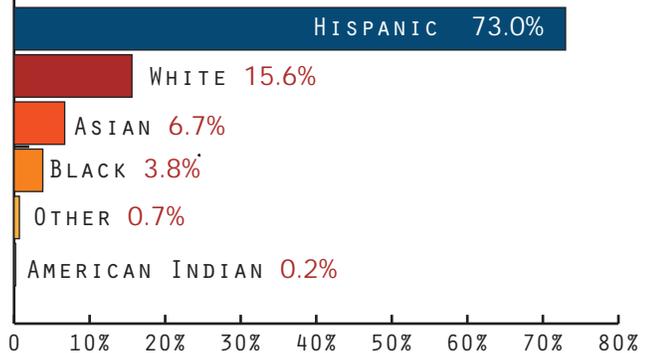
POPULATION 16 AND OLDER: 88,241

Median Household Income \$62,897



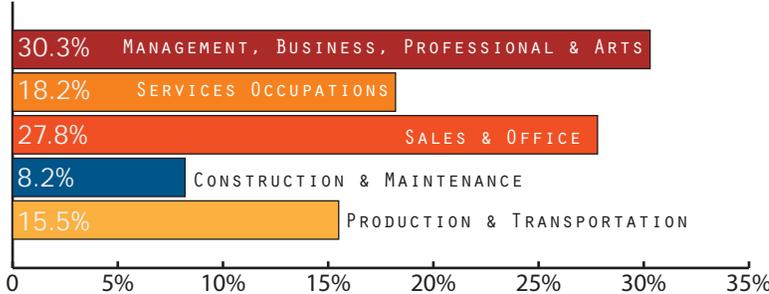
Source: Economic Development Department May 2017

BY ETHNICITY

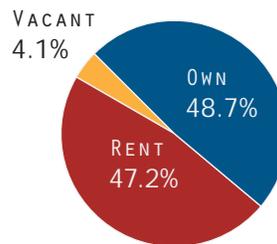


Source: American Fact Finder May 2016

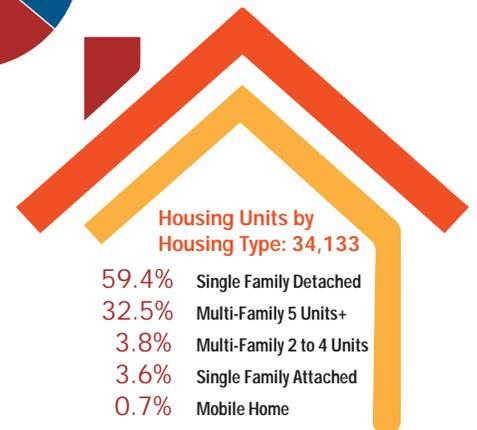
OCCUPATION



HOUSING



Median Existing Home Sales Price \$522,000
No Change from Last Year



LARGEST EMPLOYERS

Employer	Number of Employees	Percent of Total Employment
Kaiser Permanente	4,500	8.2%
Downey Unified School District	2,450	4.5%
Stonewood Shopping Center	1,765	3.2%
Office of Education, County of Los Angeles	1,685	3.1%
Rancho Los Amigos Medical Center	1,410	2.6%
PIH Health	1,100	2.0%
City of Downey	833	1.5%
Coca Cola Bottling Company	800	1.5%
County of Los Angeles, Internal Services Dept.	712	1.3%
Lakewood Health Center	314	0.6%

FY 2017-2018 COMMUNITY PROFILE

TRANSIT & THE ENVIRONMENT

Downey residents and businesses divert an estimated **30,073** tons of recyclables away from landfills in 2016.

Keep Downey Beautiful program; **11** city-wide public clean-up events, **3** smart gardening / composting workshops, and **3** hazardous waste and electronic disposal round-ups per year.

On average **15%** of full time City of Downey employees participate in ride sharing programs with **5%** commuting using low emission vehicles or non-vehicle transportation such as walking, biking or public transportation.

Weekly Farmer's Market that promotes local organic farms and goods.

Christmas tree recycling program

COMMUNITY EVENTS

35+ Events



OTHER AMENITIES

- 1 Public Library 3 Hospitals 12 Parks (112.05 Acres)
- 1 Public Swimming Pool open during the summer
- 4 Summer Camps 3 Walking Trails 1 Skateboard Park
- 1 Off-leash dog park 12 Tennis Courts 11 Playgrounds
- 4 Soccer Fields 4 Outdoor Sand Volleyball Courts
- 6.5 Outdoor Basketball Courts 2 Handball Courts
- 10 Ball Diamonds 10 Picnic Shelters
- 3 Activity Rooms (Shelters & Activity Rooms are for public use)
- 1 Gymnasium; indoor basketball and volleyball courts
- 1 Community and Senior Center Facility (provides activities, meals and social services)
- 2 Golf Courses (1 City Operated and 1 County Operated)
- 2 Public Ponds 2 Access Points to bike route trail heads
- 1 Civic Theatre 1 Space Science Museum/ Learning Center
- 1 Cemetery 2 Bocce Ball Courts
- 2 middle and 9 elementary school ASPIRE after school educational program sites
- 3 STEAMWorks after school program sites - 1 Middle & 2 Elementary
- 32,017 Dial-A-Ride trips for seniors and persons with disabilities
- 128,414 Miles Traveled with 195,521 boardings on the DowneyLINK Fixed Route Transit System

EDUCATION

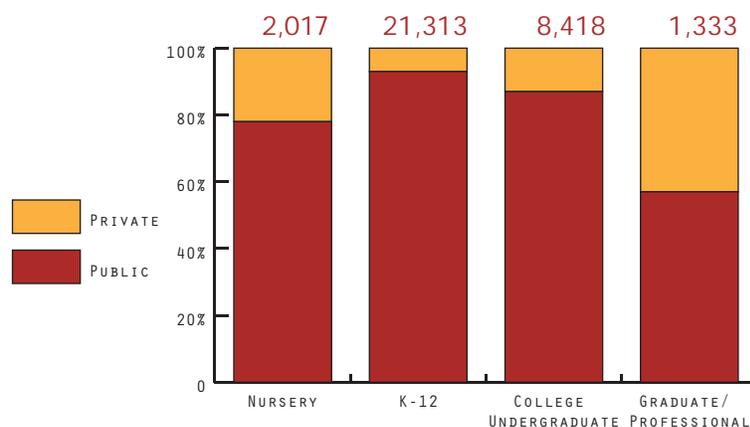
SCHOOLS IN DOWNEY

- 13 Public Elementary Schools
- 4 Public Middle Schools
- 3 Public High Schools
- 3 WASC - Accredited Private Elementary/ Secondary Schools

Source: Western Association of Schools and Colleges

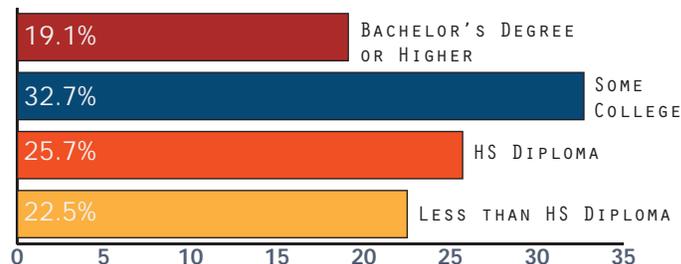
POPULATION

3+ Yrs consecutive enrollment in school: **33,081**



EDUCATIONAL ATTAINMENT

Population over 25 Years of Age: **84,934**



COMMUNITY ENGAGEMENT

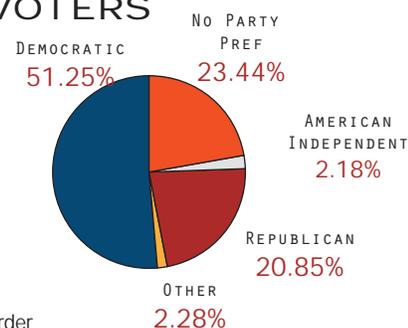
REGISTERED VOTERS

City of Downey has **58,973** registered voters

Downey has approximately **196** Neighborhood Watch Groups

Public Meeting Agendas, supporting documents, and videos of City Council Meetings are at www.downeyca.org

Source: LA County Registrar/ Recorder



FY 2017-2018 ADOPTED BUDGET



BUDGET AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Downey, California** for its annual budget for the fiscal year beginning **July 1, 2016**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



In addition, the California Society of Municipal Finance Officers (CSMFO) awarded the City with the Excellence in Budgeting Award to the City of Downey, California for the third year in a row. This award is designed to recognize those agencies whose budget documents meet certain state-wide standards and requirements considered to be of the highest quality. The Excellence in Budgeting Award represents significant accomplishment by a government and its leadership in meeting high standards and setting an example by encouraging others in their efforts to achieve and maintain an appropriate standard of excellence.



BUDGET ACKNOWLEDGEMENTS

The City of Downey acknowledges City staff for their contributions to the FY 2017-2018 Budget Document.

This operating Budget has been prepared and completed by the Office of the City Manager and Finance Department and various department budget coordinators.

Department Budget Coordinators

City Attorney

Juddy Montenegro

City Council

Juddy Montenegro

Monica Delgadillo

City Manager

Juddy Montenegro

City Clerk

Alicia Duarte

Columbia Memorial Space Center

Sandra Valencia

Sarah Medina

Community Development

Jessica Flores

Jose Vasquez

Kim Sodetani

Finance

Alvin Lam

Elisa Gratil

Francesca Navarro

Gloria Griffin

Janet Benavides

Fire

Christy Hedden

Human Resources

James McQueen

Chelsea Petersen

Library

Andrew Despres

Parks and Recreation

Sonya Meacham

Monica Ortiz

Michelle Jenney

Kaili Torres

Police

Brian Baker

Yvonne Blumberg

Public Works

Edwin Norris

Josef Kekula

Jason Riddle

Dan Mueller

Lourdes Vargas

Ahmed Husain

Julio Guerrero

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Rebecca Guerrero

Christina Anderson

Kris Withrow

Gigi Rodriguez

Budget Document Producers

Office of the City Manager and Finance Department

Anil H. Gandhi

James Fructuoso

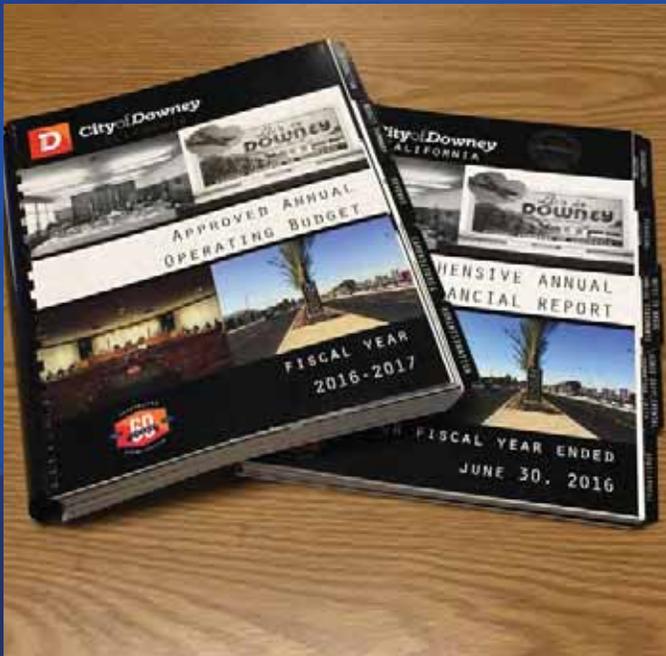
Shannon DeLong

Juddy Montenegro

Maria Rivas

Isabel Prieto

BUDGET SUMMARY



Budget Introduction & Overview

Summary of Resources & Requirements by Fund

Overall Fiscal Year Budget

Authorized Summary of Full Time Staff



City of Downey

BUDGET INTRODUCTION & OVERVIEW

The operating budget of the City of Downey includes city-wide information and fund-specific information in addition to department-by-department information. Each fund in the budget is a separate operation of the City, designed to capture the costs of implementing specific goals and objectives. Although the different funds are interrelated, each fund has its own budget with its own expenditures and revenues. Each of these funds are described in more detail below. Their budgets are in the "Budget Summary" tab which follows this section. The use of Fund Accounting is one of the basic requirements of Generally Accepted Accounting Principles (GAAP) for government and one of the differences between government and commercial accounting. It requires separate record keeping for each individual fund that a government uses.

General Fund

The City's General Fund accounts for all general revenues of the City, such as property tax, sales tax, transient occupancy and utility user taxes. These funds are allocated by the City Council for citywide services such as fire, police, public works, community development, parks & recreation, library and administrative services.

Proprietary Funds

Enterprise Funds – Enterprise Funds are used to account for two kinds of operations. One is an operation run in a manner similar to private business enterprises, where costs and expenses are financed or recovered primarily through user charges. The other type of Enterprise Fund is one in which the City has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City operates the Water Utility and the Golf Course as enterprise funds.

Water Utility Funds – Water Utility Fund was established to provide water services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, capital improvements, maintenance, and billing and collection.

Golf Course Fund – The Golf Course Fund is used to account for all revenues and expenses related to the City operated golf course, driving range, pro shop, restaurant and event center.

Internal Service Funds – The Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City on a cost-reimbursement basis.

Equipment Replacement Fund – The Equipment Replacement Fund was established to finance and account for the replacement of equipment used by City departments on a cost reimbursement basis.

BUDGET INTRODUCTION & OVERVIEW

Special Revenue and Grant Funds

The City has a number of special revenue funds that account for revenues that are designated for specific purposes. Hence, these revenues are restricted and may not be expended for any general government purpose. These funds include grants; federal funds such as HOME and Community Development Block Grants (CDBG); gas tax, air quality and waste reduction funds from the State; special assessments such as street lighting and sewer and storm drain funds; and the Columbia Memorial Space Science Learning Center Fund.

Grants Fund - This fund accounts for revenues and expenditures of various grants the City receives which are restricted for a specific grant purpose.

Proposition "A" Fund - This revenue is derived from a L.A. County voter approved a ½ cent sales tax. These funds are used to support the City's Transit Program. The Transit Program provides Dial-A-Ride, shared curb-to-curb services for senior citizens 65 years and older and/or those that are disabled. The City also provides DowneyLink, a fixed route bus service that offers four routes.

Proposition "C" Fund – Like Prop A, Prop C, revenue is derived from a county voter approved ½ cent sales tax. The expenditures for this fund must be related to transit programs, which may include street improvement projects.

Measure "R" Fund - This revenue is derived from a County voter approved sales tax to meet the transportation needs of the County of Los Angeles. The expenditures for this fund must be related to transportation projects and programs, such as roadway repairs, traffic signal synchronization and pedestrian walk ways and paths.

Measure "M" Fund – This revenue is derived from a County voter approved sales tax to meet the transportation needs of the County of Los Angeles. The expenditures for this fund must be related to transportation projects and programs, such as roadway repairs, traffic signal synchronization and pedestrian walk ways and paths. Measure M increases to 1% once Measure R expires in 2039.

SB1 Fund – This revenue is known as the Road Repair and Accountability Act of 2017 and is a motor vehicle fuel tax enacted to address basic road maintenance, rehabilitation, and critical safety needs on state highway and local streets and road system. Taxes and fees received by City will be deposited into a newly created Road Maintenance and Rehabilitation Account (RMRA) Fund.

Gas Tax Fund - Street and Highway Code sections 2106, 2107 and 2107.5 provide apportionment of certain monies from the State Highway Fund between the cities and counties; the City shares in proportion to its population. These funds must be used exclusively for the purposes of extensive maintenance, right-of-way acquisition, or construction of streets that are major thoroughfares or collector streets.

Air Quality Improvement Fund - Assembly Bill 2766 authorized a fee on motor vehicle registrations to fund programs to reduce mobile source air pollution. The South Coast Air Quality Management District (AQMD) administers the program, which distributes forty cents of every dollar collected to cities based on population. Additional grant funds may also be available from AQMD.

BUDGET INTRODUCTION & OVERVIEW

Waste Reduction Fund – This fund is used to account for monies collected pursuant to AB 939 and used to pay for recycling and other waste reduction programs. Under this program, the City must reduce the amount of trash that is hauled to sanitation by 50%.

Street Lighting Fund – This fund is used to account for the property taxes and assessments levied on real property located within the City’s Street Lighting District. The revenues in this fund are used to pay for the electric and other costs associated with the street lights, traffic signals and street trees.

Sewer and Storm Drain Fund – This fund is used to account for charges collected for the upkeep of sanitary sewers and federally required drainage upkeep programs.

CATV Public Access Fund - This fund is used to account for revenues received from the City’s cable TV franchise company pursuant to the franchise agreements.

CDBG Fund – The CDBG fund is required by federal regulations to account for the use of grant funds received from the federal government. Other revenues in this fund are reimbursements of loans to beneficiaries of a particular housing program or the sale of real property in the furtherance of block grant programs. All such other revenues are “program income” and are considered to be federal revenues.

Columbia Memorial Space Learning Center Foundation Fund – This fund is used to account for the programs and operations of the Columbia Memorial Space Center.

Housing Authority Special Revenue Fund – This fund is used to account for revenues generated by housing assets received from former redevelopment agency and associated expenditures to be used for increasing or improving low and moderate income housing.

HOME Special Revenue Fund – This fund is used to account for the operations of the HOME Investment Partnership Program. Major sources of revenues are repayments received on rehabilitation loans.

Agency Funds

Agency Funds are used to account for assets held by the City which has custodial responsibility for those assets. This fund accounts for the financial transactions of the Downey Cemetery District.

BUDGET INTRODUCTION & OVERVIEW

Department and Enterprise Fund Information

The budget document includes the following information for each department:

- Department Overview including organizational chart, graphs and charts summarizing expenditures per division within the department and a brief department description
- Accomplishments describe the prior Fiscal Year accomplishments and performance indicators organized according to the established City Council priorities
- FY 2017-18 Department and Council Goals and Objectives organized according to established Council priorities
- Department budget summary charts and graphs by type of expenditure, by division and by fund
- Division Budget Summary charts outlining expenditures for personnel, operations, contract services and indirect costs
- Division Sections with division organizational charts, summary of full time positions, narrative description of the division purpose, division performance measures, budget narrative, budget summary and detail regarding contractual and professional expenditures

BUDGET INTRODUCTION & OVERVIEW

Budgetary Basis

The budgeting (accounting and reporting) policies of the City conform to Generally Accepted Accounting Principles (GAAP) applicable to state and local governments. These principles include standards prescribed by the Governmental Accounting Standards Board (GASB) which includes the statements and interpretations of the National Council on Governmental Accounting and the principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governments. The budget differs from the annual financial reports issued by the City in two ways: The budget does not show depreciation expense, and it does not show the value of employee leave balances, in keeping with traditional municipal budgetary conventions. These expenses are, however, reported in the Comprehensive Annual Financial Report (CAFR).

Fund Structure and Accounting Basis

Downey's accounting systems are organized on a fund basis. Each fund organizes and accounts for segregated resources to carry out specific activities or attain certain objectives in accordance with regulations and limitations. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording assets, liabilities, fund equity, revenues and expenditures.

The basis of accounting refers to the timing when revenues and expenditures are reported in financial statements. There are three broad categories of governmental funds: Governmental, Proprietary, and Other. The following describes the City of Downey's basis for accounting for each of the funds, which is the same basis used for the City's annual financial reports (CAFR).

Governmental Funds: In Downey, governmental funds are General, Special Revenue & Grants, Capital Improvement and Debt Service. For these funds, Downey uses the modified accrual basis of accounting; under this method revenues are recognized when they become both measurable and available. Expenditures are generally recognized when they are incurred except for long-term debts.

Proprietary Funds: Proprietary funds, which in Downey consists of Enterprise Funds, are funds that account for the City's business-type activities. Proprietary funds are reported the full accrual basis of accounting, wherein revenues are recorded when earned and expenses are recorded at the time the liability is incurred.

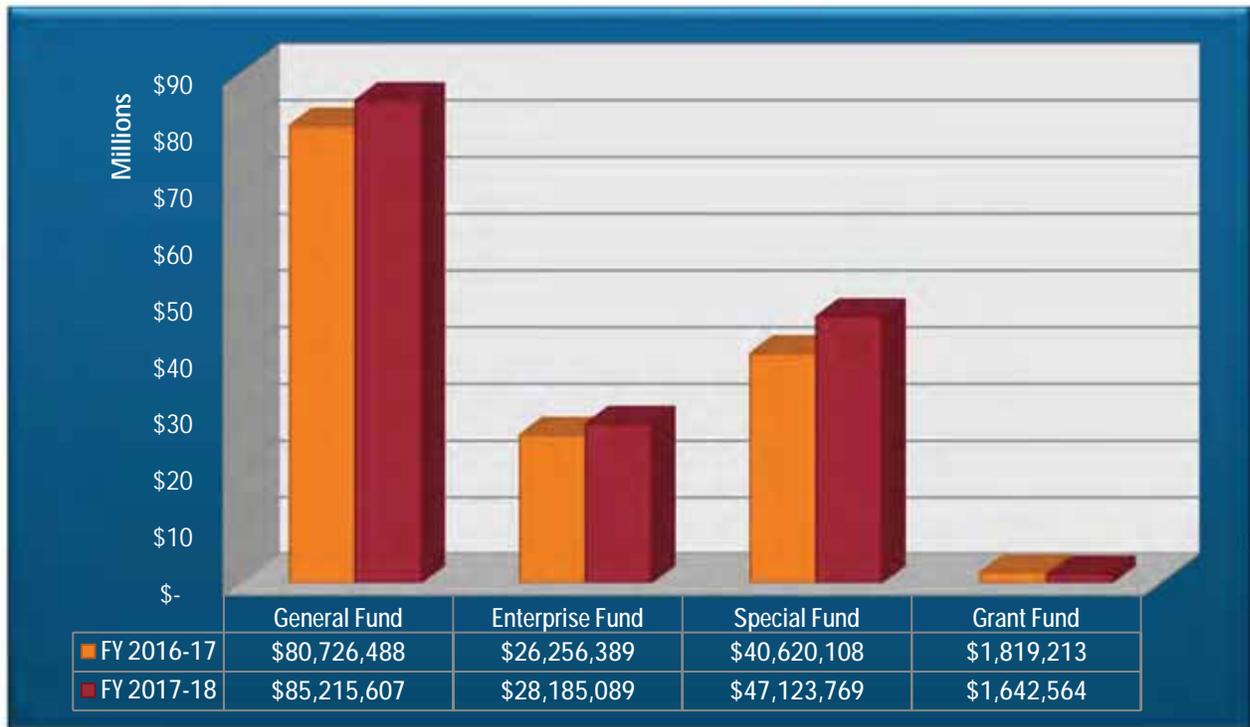
Other Funds: these are other funds, such as Internal Service and Fiduciary Funds. Internal Service Funds account for activities provided within the City such as liability insurance, equipment replacement, employee benefits and facility rental. Internal Service Funds use a modified accrual basis. Fiduciary funds are private trust and agency funds. These funds have no measurement focus and use accrual basis to record assets and liabilities. The City budget process does not include fiduciary funds.

BUDGET INTRODUCTION & OVERVIEW

The City of Downey's different funds are interrelated. The relationship between each fund and the functions of the City is summarized in the table below.

Classification	Fund Type	Budget Appropriation	Funds	Administration	Community Development	Finance	Fire	Parks & Recreation	Police	Public Works
Major	Governmental	Annual	General and Reserve Funds	✓	✓	✓	✓	✓	✓	✓
Major	Governmental	Annual	Special Revenue and Capital Funds	✓				✓		✓
Non-Major	Special Revenue	Annual	Grant Funds				✓	✓	✓	✓
Business Type	Proprietary	Annual	Enterprise Funds	✓		✓		✓		✓
Major	Special Revenue	Annual	Successor Agencies		✓					
Business Type	Proprietary	Annual	Internal Service Funds				✓	✓	✓	✓

Appropriation Budget Breakdown by Fund Type



The following pages provide the overall summary of resources and requirements by fund for the Fiscal Year 2017-18, and then a more detailed picture of the overall budget by category, then by department expenditure, by type and by fund.



SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND

Fund No.	Fund	Estimated Beginning Balance July 1, 2017	Estimated Revenues	Transfers from Other Funds	Total Resources Available
General and Reserve Funds					
10	General Fund	\$ 28,701,197	\$ 82,312,514	\$ 2,919,288	\$ 113,932,999
65	Civic Center	259,738	1,350,000		1,609,738
76	Liability Insurance	2,839,154	1,579,990		4,419,144
Sub Total		\$ 31,800,089	\$ 85,242,504	\$ 2,919,288	\$ 119,961,881
Special Revenue and Capital Funds					
20	Waste Management	\$ 323,710	\$ 437,725		\$ 761,435
22	Air Quality	429,525	127,000		556,525
23	Street Lighting	470,783	1,970,472		2,441,255
24	Learning Center	406,479	176,700	837,200	1,420,379
25	TDA Article III	32,222	74,164		106,386
26	Grants	-	21,312,182		21,312,182
30	Gas Tax	-	3,052,265	389,235	3,441,500
32	State - SB1	-	954,812		954,812
33	Sales Tax - "MEAS. S"	-	4,300,000		4,300,000
38	Vehicle Impact	1,552,812	1,400,000		2,952,812
40	Capital Projects	734,641		424,165	1,158,806
55	Transit - "PROP. A"	299,874	2,172,317	1,000,000	3,472,191
54	Transit - "PROP. C"	295,219	1,757,888		2,053,107
56	Transit - "MEAS. R"	920,451	1,322,842		2,243,293
57	Transit - "MEAS. M"	-	1,345,376		1,345,376
72	Sewer & Storm Drain	2,707,202	1,370,100	1,135,250	5,212,552
77	Public Access	549,597	110,000		659,597
78	Asset Forfeiture	1,169,574	554,000		1,723,574
97	Cemetery District		81,900		81,900
98	Cemetery District		500		500
Sub Total		\$ 9,892,089	\$ 42,520,243	\$ 3,785,850	\$ 56,198,182
Grant Funds					
28	CDBG	352,780	1,226,512		1,579,292
29	Federal Home Program	-	421,597		421,597
Sub Total		\$ 352,780	\$ 1,648,109	\$ -	\$ 2,000,889
Enterprise Funds					
51	Water Fund	\$ 11,908,373	\$ 15,358,200		\$ 27,266,573
52	Golf Course Fund	(545,268)	2,850,300	125,000	2,430,032
Sub Total		\$ 11,363,105	\$ 18,208,500	\$ 125,000	\$ 29,696,605
Successor Agencies					
91	Red. Oblig. Retirement	\$ (25,005)	\$ 1,453,482		\$ 1,428,477
84	Housing	205		85,045	85,250
93	CRA Debt Service	-		630,081	630,081
Sub Total		(24,800)	1,453,482	715,126	2,143,808
TOTAL CITY BUDGET		\$ 53,383,263	\$ 149,072,838	\$ 7,545,264	\$ 210,001,365
Internal Service Funds					
61	Employee Benefit Fund	9,721,464		-	9,721,464
62	Equipment Fund	\$ 469,464	\$ 2,602,600	\$ -	\$ 3,072,064
Total Internal Service Funds		10,190,928	2,602,600	-	12,793,528
Grand Total		\$ 63,574,191	\$ 151,675,438	\$ 7,545,264	\$ 222,794,893

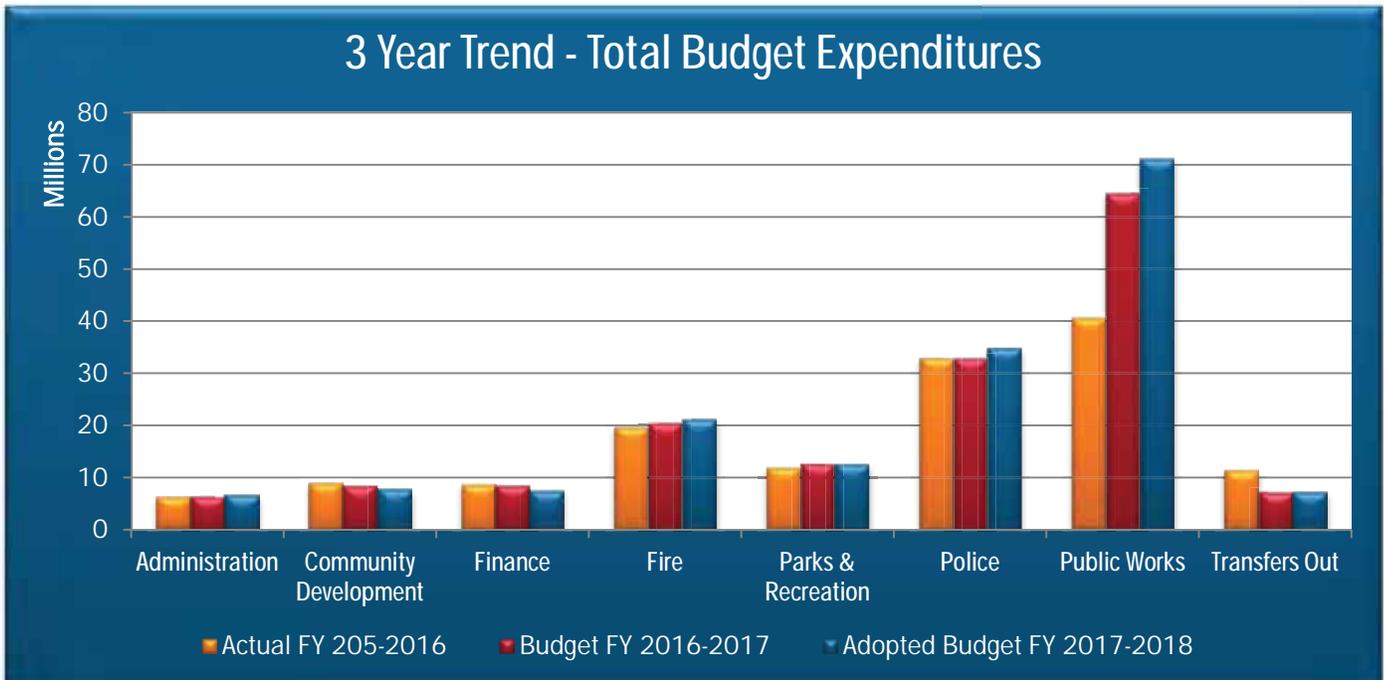
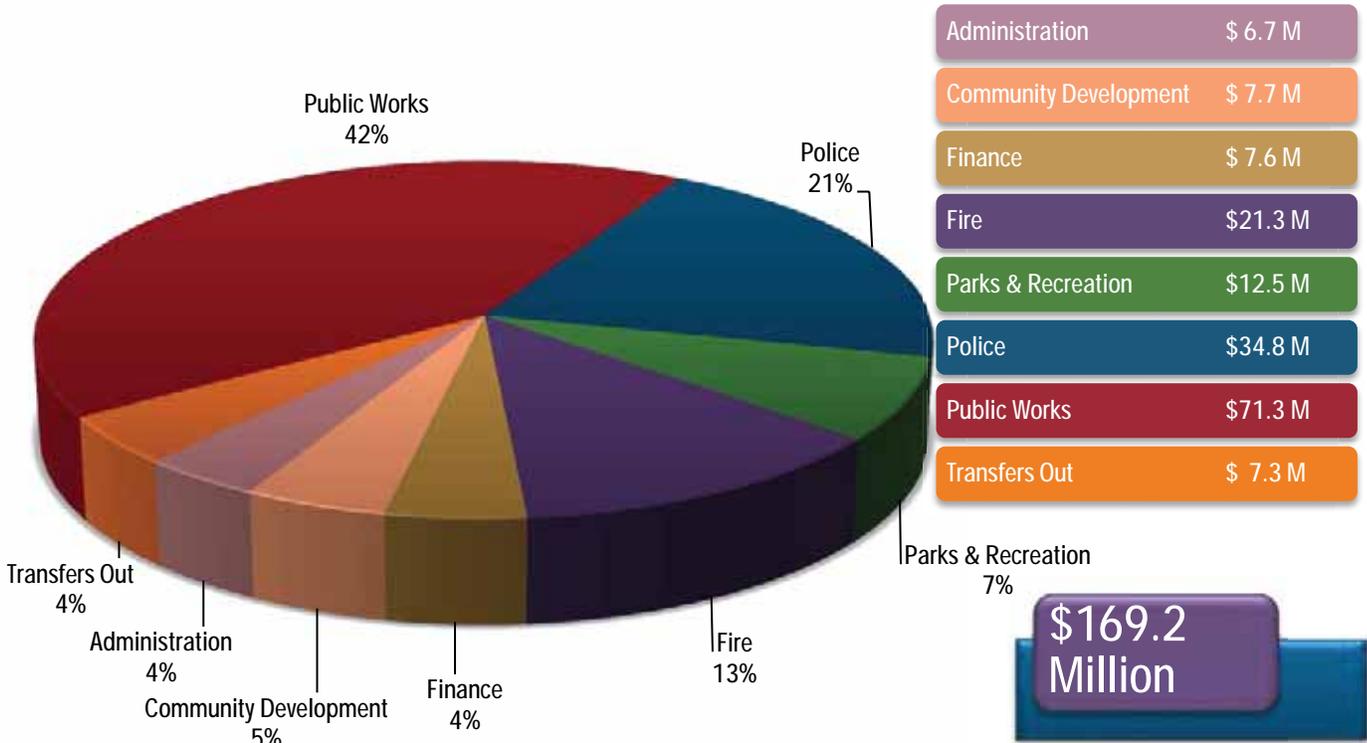
Operating Expenditures	Equipment	Capital Projects	Transfers to Other Funds	Total Requirements	Project Ending Balances June 30, 2018	Fund
General and Reserve Funds						
\$ 83,440,007			\$ 1,775,600	\$ 85,215,607	\$ 28,717,392	General Fund
1,382,162				1,382,162	227,576	Civic Center
1,432,851				1,432,851	2,986,293	Liability Insurance
\$ 86,255,020	\$ -	\$ -	\$ 1,775,600	\$ 88,030,620	\$ 31,931,261	SUB TOTAL
Special Revenue and Capital Funds						
\$ 656,800				\$ 656,800	\$ 104,635	Waste Management
129,132		67,537		196,669	359,856	Air Quality
1,953,634		484,875		2,438,509	2,746	Street Lighting
1,027,004				1,027,004	393,375	Learning Center
		74,000		74,000	32,386	TDA Article III
		21,312,182		21,312,182	-	Grants
		893,565	2,100,303	2,993,868	447,632	Gas Tax
		954,812		954,812	-	SB1
					4,300,000	Measure S
		2,260,765	389,235	2,650,000	302,812	Vehicle Impact
		1,145,617		1,145,617	13,189	Capital Projects
2,969,945				2,969,945	502,246	Transit - "PROP. A"
165,480		752,448	1,000,000	1,917,928	135,179	Transit - "PROP. C"
21,538		1,871,250		1,892,788	350,505	Transit - "MEAS. R"
		1,337,000		1,337,000	8,376	Transit - "MEAS. R"
2,617,211	262,850	1,430,000		4,310,061	902,491	Sewer & Storm Drain
					659,597	Public Access
1,241,386				1,241,386	482,188	Asset Forfeiture
5,200				5,200	76,700	Cemetery District
-				-	500	Cemetery District
\$ 10,787,330	\$ 262,850	\$ 32,584,051	\$ 3,489,538	\$ 47,123,769	\$ 9,074,413	SUB TOTAL
Grant Funds						
1,036,512			190,000	1,226,512	352,780	CDBG
416,052				416,052	5,545	Federal Home Program
\$ 1,452,564	\$ -	\$ -	\$ 190,000	\$ 1,642,564	\$ 358,325	SUB TOTAL
Enterprise Funds						
\$ 12,981,698	\$ 337,000	\$ 10,550,000	\$ 1,375,000	\$ 25,243,698	\$ 2,022,875	Water Fund
2,941,391				2,941,391	(511,359)	Golf Course Fund
\$ 15,923,089	\$ 337,000	\$ 10,550,000	\$ 1,375,000	\$ 28,185,089	\$ 1,511,516	SUB TOTAL
Successor Agencies						
\$ 169,455			\$ 715,126	\$ 884,581	\$ 543,896	Red. Oblig. Retirement
85,045				85,045	205	Housing
630,081				630,081	-	CRA Debt Service
884,581	-	-	715,126	1,599,707	544,101	SUB TOTAL
\$ 115,302,584	\$ 599,850	\$ 43,134,051	\$ 7,545,264	\$ 166,581,749	\$ 43,419,616	Total City Budget
Internal Service Funds						
					9,721,464	Employee Benefit Fund
\$ 2,602,237				\$ 2,602,237	\$ 469,827	Equipment Fund
2,602,237	-	-	-	2,602,237	10,191,291	Total Internal Services
\$ 117,904,821	\$ 599,850	\$ 43,134,051	\$ 7,545,264	\$ 169,183,986	\$ 53,610,907	Grand Total

BUDGET SUMMARY

OVERALL FISCAL YEAR BUDGET 2017-18

ALL FUND EXPENDITURES

Total Budget Expenditures by Department

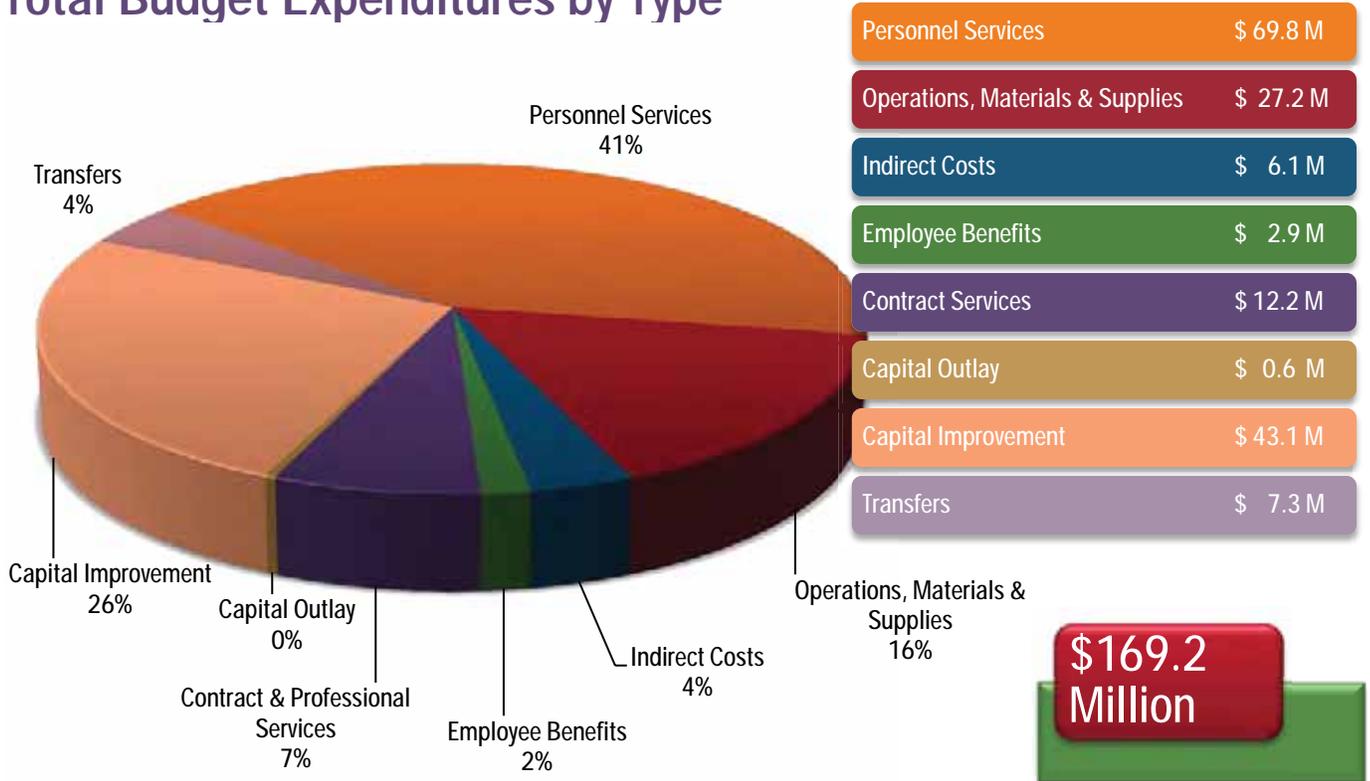


BUDGET SUMMARY

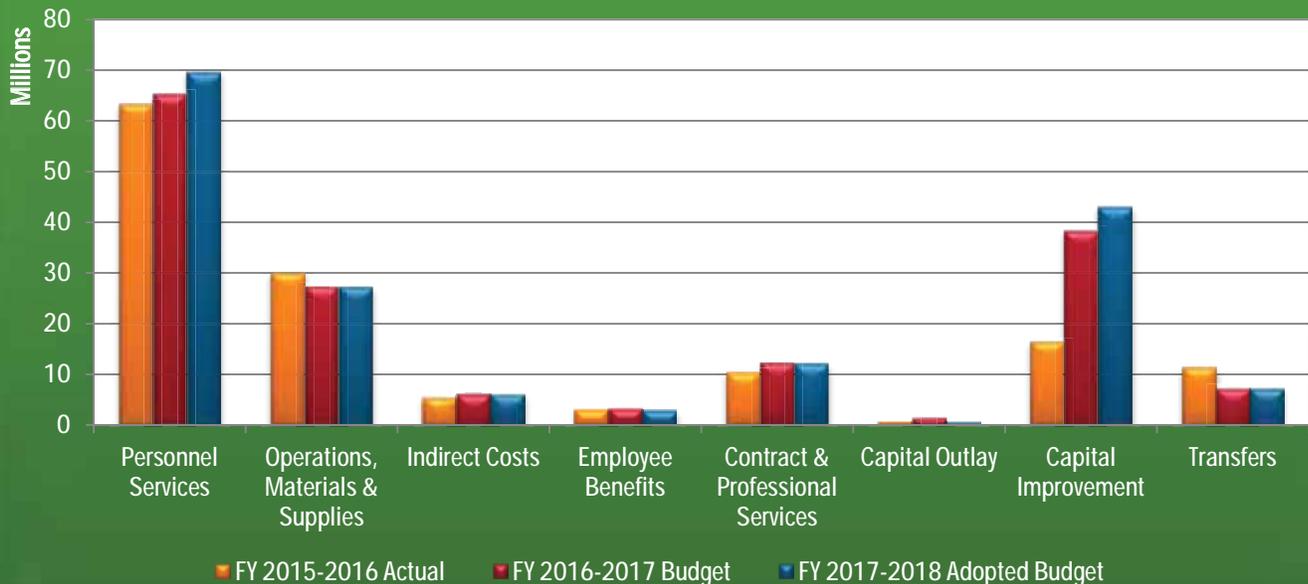
OVERALL FISCAL YEAR BUDGET 2017-18

ALL FUND EXPENDITURES

Total Budget Expenditures by Type



3 Year Trend - Total Budget Expenditures



BUDGET SUMMARY

OVERALL FISCAL YEAR BUDGET 2017-2018

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	59,893,186	63,353,423	65,363,733	64,611,842	69,804,787
Operations, Materials & Supplies	32,044,849	30,114,310	27,250,836	20,238,664	27,218,164
Indirect Costs	4,336,254	5,559,888	6,102,860	4,314,757	6,081,075
Employee Benefits	3,051,236	3,056,419	3,296,422	3,034,390	2,893,790
Contract & Professional Services	10,087,833	10,418,251	12,228,395	9,553,121	12,154,410
Capital Outlay	429,389	586,687	1,494,459	445,111	627,490
Capital Improvement	13,589,917	16,391,517	38,427,485	11,330,608	43,134,051
Transfers	11,222,153	11,398,461	7,299,213	3,515,381	7,270,219
Grand Total	\$ 134,654,815	\$ 140,878,955	\$ 161,463,402	\$ 117,043,875	\$ 169,183,986

By Department	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Administration	5,391,975	6,286,342	6,415,468	6,056,958	6,689,787
Community Development	10,151,561	8,981,032	8,424,836	4,262,047	7,725,835
Finance	8,635,986	8,840,625	8,503,580	9,709,498	7,566,663
Fire	18,249,772	19,691,182	20,564,579	19,700,411	21,267,101
Parks & Recreation	11,869,399	12,027,601	12,563,169	10,709,988	12,546,658
Police	29,588,638	32,878,390	33,021,549	31,971,470	34,824,747
Public Works	39,545,331	40,775,322	64,671,009	31,118,122	71,292,976
Transfers Out	11,222,153	11,398,461	7,299,213	3,515,381	7,270,219
Grand Total	\$ 134,654,815	\$ 140,878,955	\$ 161,463,402	\$ 117,043,875	\$ 169,183,986



BUDGET SUMMARY

OVERALL FISCAL YEAR BUDGET 2017-2018

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10-General	70,502,868	77,702,638	79,548,368	75,477,159	83,440,007
11-Federal Police Grant	28,536	27,028	326,358	272,231	-
14-Federal Fire Grant	1,189,614	34,538	70,000	-	-
20-Waste Reduction	613,761	595,408	626,596	518,173	656,800
22-Air Quality	120,149	288,285	370,863	284,777	196,669
23-Street Lighting	1,690,415	2,015,160	2,081,560	1,700,116	2,438,509
24-Learning Center Fund	837,342	983,431	966,600	878,417	1,027,004
25-Article III	30,034	70,000	105,402	31,250	74,000
26-CIP Grant Fund	6,399,269	9,092,984	16,188,351	6,117,807	21,312,182
28-CDBG	911,751	718,488	1,198,572	916,861	1,226,512
29-HOME	185,355	1,337,634	769,412	137,163	416,052
30-State Gas Tax	-	-	1,380,000	668,546	893,565
31-LSTA Grant Fund	-	-	74,030	60,431	-
32-SB1 - Transportation Fund	-	-	-	-	954,812
36-SB300 FIRESTONE	1,813,798	-	-	-	-
38-Vehicle Impact	-	-	1,200,000	-	2,260,765
40-Capital Project	2,555,675	3,346,914	2,263,320	700,419	1,145,617
51-Water Utility	12,231,427	10,590,199	21,951,646	9,356,963	23,868,698
52-Golf Course	3,163,014	2,659,526	3,219,243	1,966,665	2,941,391
54-Transit (Prop C)	2,196,526	1,412,864	2,708,888	331,619	917,928
55-Transit (Prop A)	2,980,017	3,098,731	3,082,987	2,666,069	2,969,945
56-Transit (Measure R)	831,603	1,707,459	2,208,262	1,151,961	1,892,788
57-Transit (Measure M)	-	-	-	-	1,337,000
61-Employee Benefit	2,014,114	1,583,622	-	2,282,855	-
62-Equipment	3,959,746	3,282,288	2,698,861	2,044,298	2,602,237
65-Civic Center Maintenance	1,301,370	1,250,266	1,296,691	1,133,102	1,382,162
70-Southeast Water Coalition Fund	-	-	133,300	58,198	-
72-Sewer & Storm Drain	1,539,479	2,447,687	5,193,434	3,312,941	4,310,061
73-Special Deposits	-	500	-	-	-
76-Liability Insurance	678,350	1,059,872	1,428,157	2,012,667	1,432,851
78-Asset Forfeiture	480,168	1,745,827	1,700,309	274,543	1,241,386
84-Successor Agency - Housing	20,907	67,005	85,045	6,161	85,045
91-Redevelopment Agency	3,133,295	250,450	577,321	156,000	254,500
93-CRA Debt Service	1,901,425	2,041,176	632,634	(1,031,925)	630,081
96-SEAACA Grant	6,912	(105)	-	-	-
97-Cemetery District	115,742	70,514	77,980	43,025	5,200
Grand Total	\$ 123,432,662	\$ 129,480,389	\$ 154,164,189	\$ 113,528,494	\$ 161,913,767

BUDGET SUMMARY

OVERALL FISCAL YEAR BUDGET 2017-2018

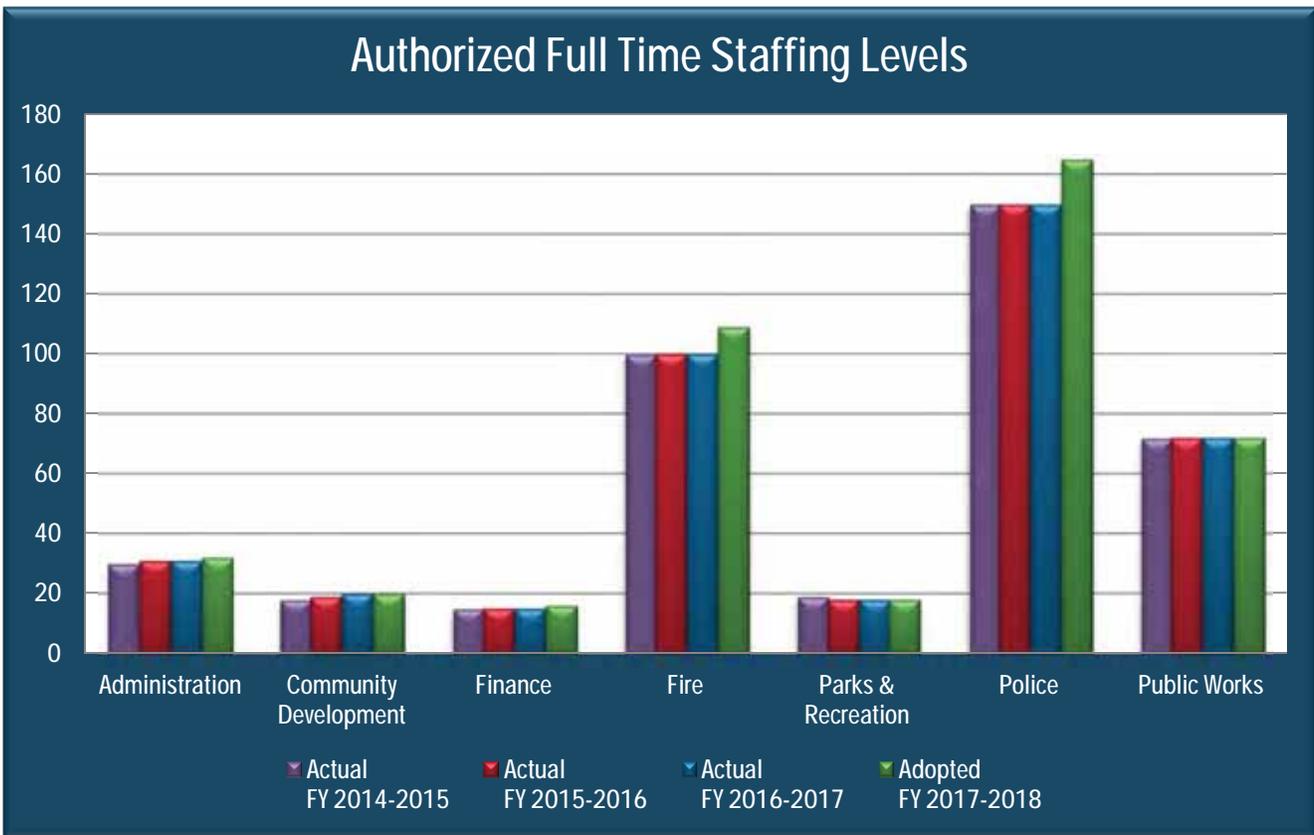
Transfers Out	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10-General	5,046,990	4,797,229	2,176,100	797,500	1,775,600
26-CIP Grant Fund	2,079,035	1,755,670	-	-	-
27-Grants-In-Aid	3,463	-	-	-	-
28-CDBG	90,769	92,548	204,229	-	-
38-Vehicle Impact	-	-	-	-	389,235
51-Water Utility	1,235,000	1,559,000	1,250,500	625,250	1,375,000
52-Golf Course	542,176	-	-	-	-
54-Transit (Prop C)	1,120,904	403,243	900,000	450,000	1,000,000
56-Transit (Measure R)	-	774,510	-	-	-
62-Equipment	-	30,000	(60,000)	-	-
91-Redevelopment Agency	1,103,816	1,986,260	717,884	587,381	630,081
STATE GAS TAX	-	-	2,110,500	1,055,250	2,100,303
Grand Total	\$ 11,222,153	\$ 11,398,461	\$ 7,299,213	\$ 3,515,381	\$ 7,270,219

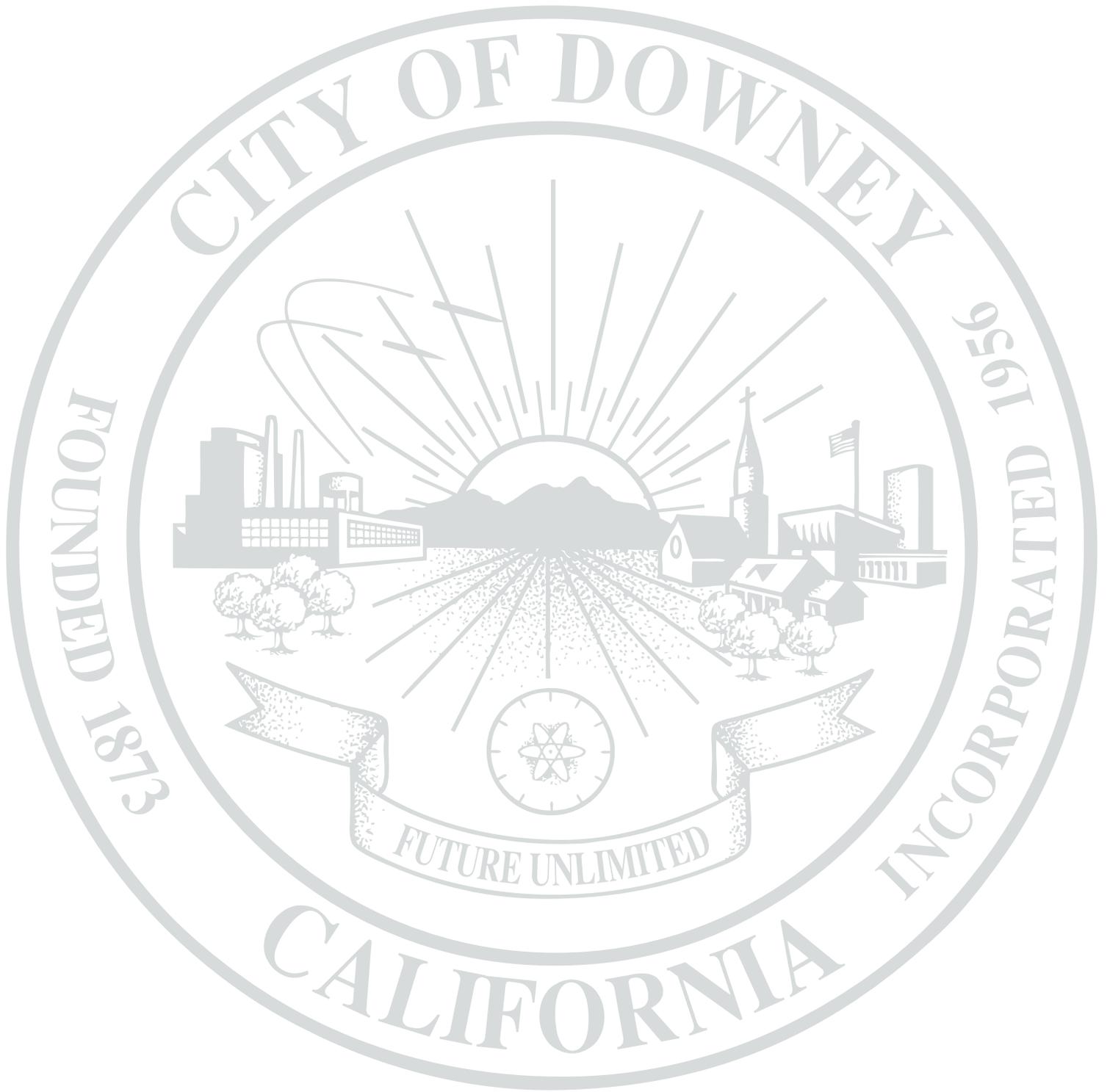
Total FY 2017-18 Budget	\$ 134,654,815	\$ 140,878,850	\$ 161,463,402	\$ 117,043,875	\$ 169,183,986
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AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	30	31	31	32
Community Development	18	19	20	20
Finance	15	15	15	16
Fire	100	100	100	109
Parks & Recreation	19	18	18	18
Police	150	150	150	165
Public Works	72	72	72	72
Grand Total	404	405	406	432





AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	30	31	31	32
City Attorney	1	1	1	1
City Attorney	1	1	1	1
City Clerk	2	2	2	2
City Clerk	1	1	1	1
Deputy City Clerk	0	1	1	1
Secretary	1	0	0	0
City Council	6	6	6	6
City Council Member	5	5	5	5
Executive Secretary	0	1	1	1
Secretary to the City Council	1	0	0	0
City Manager	5	5	5	5
Administrative Aide	1	1	1	1
Assistant City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
City Manager	1	1	1	1
Executive Secretary	1	0	0	0
Management Analyst	0	1	1	1
Columbia Memorial Space Center	3	3	3	3
Administrative Assistant	1	1	0	0
Center Supervisor	1	1	2	2
Executive Director	1	1	1	1
Human Resources	4	5	5	6
Administrative Aide	1	1	0	0
Administrative Assistant	0	0	0	0
Executive Secretary	0	1	0	0
Human Resources Analyst	0	0	1	1
Human Resources Director	1	1	1	1
Human Resources Manager	0	0	0	1
Human Resources Specialist	0	0	2	3
Human Resources Technician	1	1	0	0
Sr. Human Resources Analyst	1	1	1	0

AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Library	9	9	9	9
Administrative Assistant	1	1	1	1
Librarian	3	3	3	3
Library Assistant	3	3	3	3
Senior Librarian	1	1	1	1
Senior Library Assistant	1	1	0	0
Supervising Library Assistant	0	0	1	1

AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Community Development	18	19	20	20
Administration	2	3	2	2
Director of Community Development	1	1	1	1
Economic Development/ Housing Ma	0	1	0	0
Executive Secretary	1	1	1	1
Building & Safety	4	4	5	5
Building Inspector	1	1	1	1
Building Official	0	0	1	1
Building Permit Technician	2	2	2	2
Principal Building Inspector	1	1	1	1
Code Enforcement	5	5	5	5
Administrative Clerk II	1	1	1	1
Code Enforcement Officer	4	3	3	3
Senior Code Enforcement Officer	0	1	1	1
Economic Development/ Housing	1	1	2	2
Administrative Aide	1	1	0	0
Economic Development/ Housing Ma	0	0	1	1
Management Analyst	0	0	1	1
Planning	6	6	6	6
Assistant Planner	1	1	1	1
Associate Planner	1	1	1	1
City Planner	1	1	1	1
Principal Planner	1	1	1	1
Secretary	1	1	1	1
Senior Planner	1	1	1	1

AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Finance	15	15	15	16
Administration	14	14	14	15
Accountant	2	3	3	3
Accounting Coordinator	0	1	1	1
Administrative Assistant	1	1	1	1
Administrative Clerk II (GA)	1	1	1	0
Administrative Clerk II (Rev)	3	3	3	3
Assistant Finance Director	0	1	1	1
Finance Director/Risk Manager	1	1	1	1
Finance Manager	1	0	0	0
Junior Accountant *	2	1	1	2
Management Analyst (Payroll)	0	0	0	1
Principal Accountant	1	1	1	1
Revenue Supervisor	0	0	0	0
Senior Account Clerk	1	1	1	1
Senior Accountant	1	0	0	0
Information Technology	1	1	1	1
Computer System Manager	1	0	0	0
Information Technology & Systems M	0	1	1	1

AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Fire	100	100	100	109
Administration	2	2	2	3
Administrative Assistant	0	0	0	1
Executive Secretary	1	1	1	1
Fire Chief	1	1	1	1
Emergency Services	83	83	83	91
Ambulance Operator	18	18	18	24
Ambulance Operator Coordinator	0	0	0	1
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Captain (EMS Coordinator)	1	1	1	1
Fire Captain (Training)	0	0	0	1
Fire Engineer	15	15	15	15
Fire Mechanic	1	1	1	1
Firefighter	6	6	6	6
Firefighter/Paramedic	24	24	24	24
Support Services	15	15	15	15
Assistant Chief	1	1	1	1
Emergency Preparedness Coordinator	1	1	1	1
Fire Communications Center Supervis	1	1	1	1
Fire Inspector	1	1	1	1
Fire Prevention Technician	1	1	1	1
Hazardous Materials Fire Inspector	1	1	1	1
Regional Fire Communications Lead C	1	1	1	1
Regional Fire Communications Opera	8	8	8	8
* Added Administrative Assistant position per City Council action on 09/13/2016				

AUTHORIZED FULL TIME STAFFING

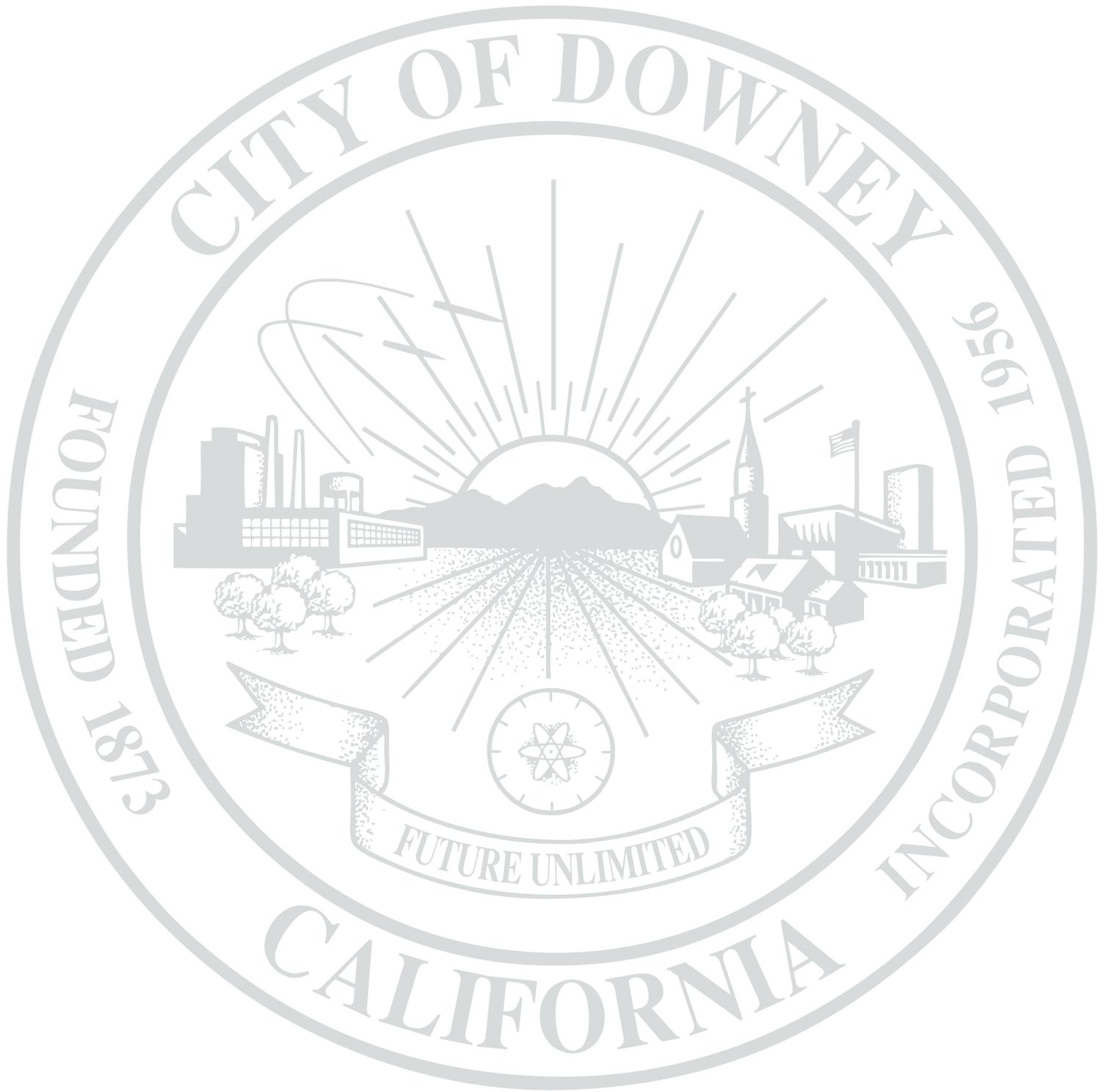
FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Parks & Recreation	19	18	18	18
Administration, Grants & Contracts	7	6	6	6
Administrative Assistant	0	0	1	1
Director of Parks & Recreation	1	1	1	1
Executive Secretary	1	1	0	0
Program Coordinator	3	2	2	2
Program Supervisor (ASPIRE)	1	1	1	1
Secretary (ASPIRE)	1	1	1	1
Facilities & Events	5	5	5	5
Program Coordinator	0	0	1	1
Recreation Coordinator	1	1	0	0
Recreation Manager	1	1	1	1
Recreation Supervisor	3	3	3	3
Transit	7	7	7	7
Transit Coordinator	1	1	1	1
Transit Driver	5	5	5	5
Transit Driver/Dispatcher	1	1	1	1

AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Police	150	150	150	165
Administration	21	20	20	22
Chief of Police	1	1	1	1
Executive Secretary	2	2	2	2
Neighborhood Watch Coordinator	1	1	1	1
Police Corporal	2	2	2	1
Police Lieutenant	1	1	1	1
Police Officer	1	1	0	1
Police Records Specialist I	6	6	6	6
Police Records Specialist II	3	3	3	3
Police Records Supervisor *	0	0	0	1
Police Sergeant	3	2	3	3
System/Network Engineer	1	1	1	2
* Added Police Records Supervisor position per City Council action on 09/27/2016				
Detectives	33	35	35	35
Community Service Officer	1	1	1	1
Forensic Specialist	3	3	3	3
Forensic Supervisor	1	1	1	1
Police Captain	1	1	1	1
Police Corporal	17	17	17	17
Police Lieutenant	1	1	1	1
Police Officer	3	4	4	4
Police Sergeant	4	5	5	5
Property/Evidence Technician	1	1	1	1
Secretary	1	1	1	1
Field Operations	96	95	95	108
Communications Supervisor (Sr Comr	1	1	1	1
Community Service Officer	4	4	4	4
Motor Officer	6	6	6	6
Parking Enforcement Officer	3	3	3	5
Police Captain	1	1	1	1
Police Corporal	17	18	19	20
Police Lieutenant	4	4	4	4
Police Officer *	38	37	38	47
Police Recruit	2	1	0	0
Police Sergeant	9	9	8	8
Safety/ Dispatch (Communications O	10	10	10	11
Secretary	1	1	1	1
* Added Ten (10) Police Officer positions per City Council action on 04/11/2017				



AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Public Works	72	72	72	72
Administration	5	5	5	5
Director of Public Works	1	1	1	1
Executive Secretary	1	1	1	1
Integrated Waste Coordinator	0	0	0	0
Keep Downey Beautiful Coordinator	1	0	0	0
Keep Downey Beautiful Recycling & W	0	1	1	1
Management Analyst	1	1	1	1
Secretary	1	1	1	1
Engineering	8	8	8	8
Assistant Civil Engineer I	1	1	1	1
Assistant Civil Engineer II	1	1	1	1
Associate Civil Engineer	3	3	3	3
Deputy Dir. Of Public Works	1	1	1	1
Inspector/Plan Checker	1	1	1	1
Principal Engineer	0	1	1	1
Senior Civil Engineer	1	0	0	0
Maintenance	30	30	30	30
Asst. Superintendent, Facilities & Ma	0	1	1	1
Equipment Maintenance Leadworker	1	1	1	1
Equipment Maintenance Supervisor	1	0	0	0
Maintenance Lead Worker	8	8	8	8
Maintenance Worker II	13	9	9	10
Maintenance Worker III	0	4	4	3
Mechanic	2	2	2	2
Public Works Supervisor II	3	3	3	3
Public Works Technician	0	0	0	0
Secretary	1	1	1	1
Superintendent, Facilities & Maintena	1	1	1	1

AUTHORIZED FULL TIME STAFFING

FY 2017-2018

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Utilities	29	29	29	29
Assistant Civil Engineer I	1	1	1	0
Assistant Superintendent	1	1	1	1
Associate Civil Engineer	0	0	0	1
Deputy Dir. Of Public Works	0	0	0	0
GIS Program Manager (Changed from	0	0	1	1
Principal Engineer	1	1	1	1
PW Supv II/ Water System Supervisor	1	1	1	1
Secretary	1	1	1	1
Senior Civil Engineer	1	1	0	0
Superintendent of Utilities	0	0	1	1
Superintendent of Water and Sanitati	1	1	0	0
Water Quality & Environmental Specia	0	1	1	1
Water System Leadworker	6	6	6	6
Water System Operator II	13	13	13	12
Water System Operator III	0	0	0	1
Water Systems Supervisor II	2	2	2	2
Water Systems Technical Supervisor I	1	0	0	0



REVENUE



Revenue Overview ❖ Budget Revenue Summary

General Fund Revenue Overview

Major Revenue Sources & Basis for Estimates



City of Downey

REVENUE

Revenues

This section presents information about the City's revenues. The first part describes and defines the major revenue sources and the next part is a complete list of revenues by source for each individual fund. This information is then summarized and presented in a pie chart depicting the total City revenues and a similar chart prepared for only the General Fund revenues.

Revenue Descriptions

Downey receives money from numerous sources in order to pay for the City services. This section describes the City's major revenue sources and then provides a detailed listing that includes a multi-year history of our revenues.

Taxes

Everyone is familiar, if not completely happy, with taxes. Downey receives several different types, as described below.

Property Taxes. These are taxes paid by people and businesses who own property in Downey. The amount each property owner pays is largely based on the provisions of Proposition 13, which was added to the State Constitution in 1976 by the voters. The amount that the City receives from property tax payments is determined by formulas established in State law. These formulas are very complex and ever changing. Currently, the City's basic share of local property tax payment is 13.97% of all local property payments. Starting in fiscal year 2004-05, the City also started to receive a portion of the Augmentation Fund, which is also derived from Property Tax payments. The actual collections and administration are handled by the County Tax Assessor and the County Tax Collector. City Hall is not involved.

Sales Taxes. These taxes are paid as consumers purchase goods and materials (except food and medicines) at stores. Beginning October 1, 2017, the Los Angeles County sales tax became 10.25% and is divided as follows:

State Government	6.25%
City of Downey	1.00
City of Downey – 20 year ½ Cent Sales Tax	0.50
Measure M Transportation	0.50
Measure R Transportation	0.50
Proposition A Transit	0.50
Proposition C Transit	0.50
County Transit	0.25
Measure H Homeless 20 year ¼ Cent Sales Tax	0.25
Total	10.25%

In all cases, the State government actually collects the revenue and then disburses our share to us once a month.

REVENUE

City Business License Fees. The business license fee is tax is paid by all businesses operating in the City of Downey. The tax payments are collected by the City and the amounts are largely based on the dollar sales volume of the business. When the economy is good this tax goes up, but when the economy is down this tax also declines.

Franchise Taxes. This tax is paid by the local gas, electric, cable TV, rubbish, and other utility companies. It is a special tax paid in recognition that these businesses have special privileges to be the sole operator and have access to the public-right-of-way. The amount is based on their gross income.

Utility Users Taxes. This tax is paid by gas, electric, and telecommunication customers on their utility bills. The current rate is 5% for gas and electricity. The utility companies collect the tax and then forward the money to the City. The tax for telecommunication service is at the rate of 4.8%. The telecommunication service supplier or its billing agent collect it and remit it to the City monthly.

Other Taxes. The City also receives revenue because of a couple of other taxes: transient occupancy tax and the real property transfer stamp tax. The transient occupancy tax is paid by Downey hotel operators and amounts to 9% of their gross receipts. The real property transfer stamp tax is paid when property transfers are recorded at the County. The rate is \$1.10 per \$1,000; half (or \$0.55 of every \$1,000) goes to the City and half is retained by the County.

Licenses and Permits

The City has several ordinances that require people to pay certain license or permit fees before being authorized to do certain things. The biggest example of such fees for Downey, or any other City, is building permit fees that must be paid by people receiving a building permit from the City. Other fees are dog license fees, alarm permit fees, and live entertainment fees. In each of these cases, the fees are designed to cover the costs of related City operations such as building construction inspections and animal control.

Fines, Forfeitures, and Penalties

This revenue is collected from persons issued citations for not obeying the law. Traffic and parking violations are the biggest example. This revenue source accounts for about 2% of total General Fund revenue and is very important to encourage obedience of our laws.

Interest, Rent, and Concessions

This revenue comes from investing cash balances and renting out City facilities. The investment interest is the most important revenue source in this category, and the City works hard at trying to maximize interest earnings while protecting principal. There are also several facilities available to groups and individuals in exchange for rent or concession fees, including special events at the Columbia Memorial Space Center, Barbara J. Riley Community and Senior Center and Rio Hondo Event Center.

Intergovernmental Revenue

This revenue source includes several types of grants or subventions that we receive from the State and Federal governments. The major types are described below:

Motor Vehicle-In-Lieu Fees. This revenue is collected by the State when vehicle owners pay their annual registration fees. These fees were established several years ago and replaced the personal property tax levied on automobiles. It was deemed to be more efficient and accurate if the Department of Motor Vehicles (DMV) collected this revenue in conjunction with their vehicle registration process. By State law, then, a certain portion of the vehicle registration fees comes back to the City. This fee was reduced during the 2003-04 fiscal year which reduced the City's revenue for this category. In order to replace this revenue, the State passed a law that distributes additional property tax revenue to the City.

Gas Tax. This revenue is also collected by the State as part of the State's 29.7 cent (\$0.297) per gallon gasoline tax.

Community Development Block Grant (CDBG). This revenue also comes from the Federal government, but may be used only for certain specified purposes, mostly related to housing improvements and the redevelopment of blighted areas.

Other Grants. The City also receives numerous smaller revenue amounts from the State and Federal governments. These payments are for numerous special purposes such as special street projects, police programs, library support, and park improvement projects. Grant funding has become an important revenue source for supporting music, arts, cultural and recreation programs since the Great Recession.

Service Charges

The City charges individuals and groups fees for numerous special services that the City provides. The biggest example of such charges is the water bills the City sends to water customers. Water charges, as with many of the City service charges, are placed in a special fund and accounted for separately. Examples of other service charges that go to their own special fund are golf course fees, sewer connection charges, and Light District Assessments. Many other fees are included in the City's General Fund and include fees charged to developers for processing plans through the Planning and Engineering Divisions, and fees charged for services such as sewer maintenance, recreation programs, Downey Theatre tickets, special Library services, and emergency ambulance transportation. Finally, the Fiscal Year 2016-17 budget was the first year the City began to collect the Vehicle Impact Fee, which helps to pay for the wear-and-tear on city streets from large waste hauling vehicles.

Other Revenue

Finally, the last miscellaneous category is called Other Revenue. Everything that does not fit in any of the other categories is included here. Examples of such revenue include the proceeds of the sale of land or surplus equipment, insurance claim reimbursements, donations, and certain internal charges made between City funds.



FY 2017-18 BUDGET REVENUE SUMMARY

	Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10 GENERAL FUND					
10 1110 PROP TAX-SECURED	12,329,956	12,663,491	13,095,394	12,835,162	13,947,146
10 1120 PROP TAX-UNSECURED	482,976	500,896	450,000	466,166	459,000
10 1125 ERAF PROPERTY TAX SHIFT	9,727,078	10,209,833	10,605,975	10,808,903	11,275,848
10 1130 PROP TAX-PRIOR YEARS	-21,610	638,165	250,000	-20,782	0
10 1140 PEN DEL PROP TAX-SEC	59,217	49,969	15,000	39,011	15,000
10 1170 SUPPLEMENTAL PROP TAX	291,478	308,038	100,000	286,143	100,000
PROPERTY TAXES TOTAL	22,869,095	24,370,391	24,516,369	24,414,603	25,796,994
10 1200 SALES & USE TAX	12,878,472	15,701,743	19,330,000	14,047,031	20,554,950
10 1202 SALES AND USE TAX COMPENSATION FUND	4,230,861	3,349,198	0	0	4,300,000
10 1205 PROP 172 SALES TAX	624,487	632,475	600,000	470,397	600,000
SALES & USE TAX TOTAL	17,733,820	19,683,417	19,930,000	14,517,428	25,454,950
10 1300 TRANSIENT OCCUPANCY TAX	1,316,761	1,628,932	1,300,000	1,418,070	1,400,000
TRANSIENT OCCUPANCY TAX TOTAL	1,316,761	1,628,932	1,300,000	1,418,070	1,400,000
10 1400 REAL PROP TRANSFER TX	282,656	339,035	275,000	223,765	200,000
REAL PROPERTY TRANSFER TAX TOTAL	282,656	339,035	275,000	223,765	200,000
10 1530 UTIL USR TAX-GAS	960,415	870,792	895,000	848,358	895,000
10 1540 UTIL USR TAX-ELECTRIC	3,758,854	3,693,445	4,110,000	3,025,866	3,760,000
10 1550 UTIL USR TAX-TELEPHONE	2,875,626	2,664,939	2,670,000	2,147,314	2,670,000
UTILITY USERS TAX TOTAL	7,594,894	7,229,176	7,675,000	6,021,538	7,325,000
10 1700 CITY BUSINESS TAX	1,197,633	1,318,424	1,200,000	1,313,032	1,200,000
10 1701 BUSINESS LICENSE RENEW ENHANCEMENT FEE	19,866	1,525	1,000	5	1,000
10 1705 DOWNEY PCCP IRG BUSINESS IN LIEU FEE	0	37	0	0	0
10 1710 BUSINESS TAX PEN	40,935	41,053	20,000	57,236	20,000
CITY BUSINESS TAX TOTAL	1,258,433	1,361,039	1,221,000	1,370,273	1,221,000
10 1810 FRNCH TAX-GAS UTIL	233,703	192,788	245,000	173,365	170,000
10 1820 FRNCH TAX-ELEC UTIL	896,073	899,560	900,000	811,318	900,000
10 1835 FRANCH TAX-COM.RUBBISH	437,574	452,685	400,000	351,956	400,000
10 1850 FRANCH TAX-RES.RUBBISH	205,005	229,680	185,000	168,242	185,000
10 1860 FRNCH TAX-OTHER	51,038	77,689	40,000	40,360	40,000
10 1870 FRNCH TAX-CABLE TV	434,328	772,530	577,000	458,476	577,000
OTHER TAXES TOTAL	2,257,721	2,624,932	2,347,000	2,003,717	2,272,000
10 2210 STREET PARKING PERMIT	6,269	7,435	360	596	360
10 2215 PREFERENTIAL PARKING PERMIT	0	475	0	550	250
10 2220 AUTO PARKING FEE	10,567	8,600	0	6,600	3,000
PARKING STALL FEES TOTAL	16,835	16,510	360	7,746	3,610

FY 2017-18 BUDGET REVENUE SUMMARY

			Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10	2310	BUILDING PERMITS	882,424	1,148,493	725,000	935,523	725,000
10	2311	RECORDS MNGNMNT FEES	180,636	191,219	125,000	144,287	100,000
10	2320	ELECTRICAL PERMITS	156,795	239,855	130,000	183,315	130,000
10	2325	MECHANICAL PERMIT	59,080	69,516	55,000	67,243	50,000
10	2330	PLUMBING PERMITS	94,281	124,466	95,000	147,003	95,000
		BUILDING PERMIT FEES TOTAL	1,373,216	1,773,548	1,130,000	1,477,371	1,100,000
10	2400	CONSTRUCTION PERMT	13,820	28,853	10,000	17,436	10,000
10	2410	NEWSPAPER RACK PERMITS	60	0	0	0	0
		CONSTRUCTION PERMITS TOTAL	13,880	28,853	10,000	17,436	10,000
10	2500	POLICE PERMITS	9,695	7,916	12,500	6,503	7,500
10	2510	FINGER PRINT FEES	2,304	2,808	2,000	2,232	2,000
		POLICE PERMITS TOTAL	11,999	10,724	14,500	8,735	9,500
10	2600	MISC LICENSE & PERMIT	87,128	80,305	90,000	73,925	85,000
		MISC LICENSE & PERMIT TOTAL	87,128	80,305	90,000	73,925	85,000
10	2710	DOG LICENSE FEE	182,182	223,025	91,500	0	91,500
10	2720	DOG LICENSE FEE-S/N	-38	0	81,500	0	81,500
10	2730	DOG LICENSE LATE FEE	0	53	6,000	-118	0
10	2740	LATE DOG LICN FEE-S/N	-19	0	6,000	0	0
		ANIMAL PERMITS TOTAL	182,126	223,079	185,000	-118	173,000
10	3110	VEHICLE CODE FINES	326,217	299,625	325,000	258,330	325,000
10	3120	CITY ORDINANCE FINES	64,812	132,995	75,000	75,757	75,000
10	3130	MISC, FINES, FORFEITS & PENALTIES	19,399	12,910	17,500	25,759	17,500
10	3131	PARKING TICKETS	1,039,927	990,459	950,000	875,408	1,045,000
10	3135	ADMINISTRATIVE CITE	57,365	61,108	40,000	48,065	45,000
10	3140	NSF CHECK CHARGES	3,950	5,795	3,000	5,800	3,000
		FINES TOTAL	1,511,671	1,502,891	1,410,500	1,289,119	1,510,500
10	4100	INVESTMENT EARNINGS	394,244	341,424	350,000	419,512	350,000
10	4101	INTEREST ON INVESTMENT TRUSTEE	-1,985	0	0	25	0
10	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	159,871	296,244	0	2,000	2,000
		INVESTMENT EARNINGS TOTAL	552,130	637,668	350,000	421,537	352,000
10	4200	RENTS & CONCESSIONS	49,542	165,678	140,000	225,411	140,000
10	4222	AT&T CELL TOWER RENT	0	0	0	37,039	0
10	4241	PARK PARKING FEES	40,683	39,709	40,000	36,095	39,000
10	4243	PARK FACILITIES RNTL	55,535	61,532	50,000	56,030	60,000
10	4256	PARCEL 5 RENT	554,767	538,450	538,450	539,188	538,450
10	4257	DOWNEY LANDING LLC GROUND LEASE	396,900	394,942	396,900	367,580	396,900
		RENTS & CONCESSIONS TOTAL	1,097,427	1,200,310	1,165,350	1,261,343	1,174,350
10	4300	INTEREST CHARGED TO OTHER FUNDS	10,560	56,430	0	0	0
		INTEREST & RENT TOTAL	10,560	56,430	0	0	0

FY 2017-18 BUDGET REVENUE SUMMARY

			Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10	5300	STATE GRANTS	12,501	2,000	0	0	0
10	5325	STATE TRAFFIC SAFETY GRANT	135,537	170,059	25,000	38,487	25,000
10	5360	CAL E-M-A HAZMAT GRANT	108	11,953	1,000	0	100
STATE GRANTS TOTAL			148,146	184,012	26,000	38,487	25,100
10	5410	STATE ALCOHOL BEV LIC	6,394	43,929	5,000	22,614	5,000
10	5420	STATE MTR VEH IN LIEU	46,601	45,957	45,000	51,151	45,000
10	5425	POST REIMBURSEMENTS	37,768	20,980	25,000	29,187	25,000
10	5430	SLESF (COPS) GRANT	202,932	204,207	180,000	206,532	180,000
10	5434	SCHOOL RESOURCE OFFICER PROGRAM	129,392	144,347	132,000	115,557	132,000
10	5440	STATE LIBRARY SUPPORT	28,161	35,451	10,000	18,000	10,000
10	5448	AFTER SCHOOL ED/SAFETY PGM COHORT 5	1,629,743	1,604,047	1,601,000	1,630,169	1,601,000
10	5450	STATE HMOOWNRS PROP TX	85,772	84,127	50,000	71,217	50,000
10	5451	COUNTY REGIONAL PARK & OPEN SPACE GRNT	36,860	349,623	0	66,068	500
10	5455	STATE MANDATED COST REIMBURSEMENT	733,678	413,742	90,000	524	5,000
UE	INTERGOVERNMENTAL REVENUE TOTAL		2,937,301	2,946,411	2,138,000	2,211,019	2,053,500
10	5511	COUNTY AB 109	242,928	254,088	170,000	167,452	150,000
10	5550	SUCCESSOR AGENCY ADMIN REIMBURSEMENT	250,000	250,000	250,000	125,000	250,000
VENUE	COUNTY TRANSPORTATION REVENUE TOTAL		492,928	504,088	420,000	292,452	400,000
10	6120	PLAN CHECK FEES	709,019	835,373	650,000	725,677	650,000
10	6130	PLANNING SERVICE FEES	156,418	218,255	150,000	95,338	105,000
10	6131	CEQA PROJECT FEE	204,247	0	0	73,613	500
10	6140	SALE OF PUBLIC DOCMTS	68,340	71,834	65,000	62,849	60,000
10	6150	ENGINEERING PLAN CHEC	200	3,010	1,000	7,555	1,000
10	6160	FIRE PLAN FEE	128,301	192,840	130,000	160,248	125,000
10	6170	GENERAL PLAN FEES	0	190,128	125,000	143,930	125,000
DEVELOPMENT FEES TOTAL			1,266,524	1,511,439	1,121,000	1,269,210	1,066,500
10	6210	POLICE GUARD SVC FEE	40,906	38,743	30,000	81,692	30,000
10	6215	FIRE-ADULT EDUCATION	31,662	39,337	30,000	0	500
10	6216	FIRE MOVIE SERVICE	5,996	1,511	1,500	1,768	500
POLICE & FIRE FEES TOTAL			78,564	79,591	61,500	83,460	31,000
10	6312	FALSE FIRE ALARM FEE	0	46,725	1,000	-2,246	5,000
10	6313	MEDICAL FACILITY EMS RESPONSE FEE	0	130,185	1,000	-41,945	1,000
10	6314	FIRE PERMIT FEE	49,639	113,768	50,000	75,217	50,000
10	6315	BUILDING INSPECTION FEES-FIRE CODE	19,643	5,155	5,000	3,987	3,500
10	6316	HAZARD MATERIAL PERMIT	113,354	125,009	110,000	118,565	110,000
10	6326	ENG INSPECTION FEE	46,797	66,742	35,000	101,394	45,000
10	6330	TREE PLANTING FEES	0	325	0	0	0
10	6340	SEWER SURCHARGE	128,185	122,566	110,000	102,345	110,000
ENVIRONMENTAL FEES TOTAL			357,618	610,475	312,000	357,317	324,500

FY 2017-18 BUDGET REVENUE SUMMARY

	Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10 6650 FEE SUPPORTED-RECREAT	7,623	14,899	10,000	4,404	5,000
10 6651 COMMUNITY SPORTS CNTR	229,919	244,718	250,000	186,168	250,000
10 6652 SPORTS FACILITY ENHANCEMENT FEE	21,213	20,867	20,000	16,352	20,000
10 6653 SWIMMING POOL FEES	77,406	72,465	75,000	55,755	60,000
10 6654 CHILD CARE	31,508	37,807	32,800	41,328	42,000
10 6655 FEE SUPPORTED-SOC SVS	32,494	31,167	25,000	29,950	30,000
10 6656 COMMUNITY SENIOR CNTR	67,881	73,410	65,000	65,499	60,000
10 6657 ADULT SOFTBALL PROGRAM	49,331	48,927	50,000	44,498	36,000
10 6658 CONTRACT CLASS FEES	256,077	270,023	200,000	254,737	270,000
10 6659 FEE SUPPORTED CAMPS	102,015	105,071	100,000	53,303	50,000
10 6660 DOWNEY THEATRE	233,155	344,779	280,000	312,918	350,000
10 6661 FOOD & BEVERAGE REV	498	433	0	1,689	1,200
10 6662 Theatre Merchandise	402	525	400	1,131	800
10 6663 THEATRE ENHANCEMENT FEE	19,006	0	500	8,684	0
10 6664 DOWNEY THEATRE IN-HOUSE PERFORMANCE	71,127	46,024	95,000	199,745	216,500
10 6665 STEAMWORKS SUMMER PROGRAM	0	108,910	261,000	176,138	250,000
10 6680 LIBRARY FINES	68,619	64,873	60,000	52,014	45,000
10 6690 LIBRARY SERVICE FEES	2,895	5,808	1,500	3,842	3,000
COMMUNITY SERVICES FEES TOTAL	1,271,169	1,490,706	1,526,200	1,508,155	1,689,500
10 6720 COMPTON FIRE COMM	552,403	650,113	753,550	570,276	756,000
10 6740 LA HABRA HEIGHT FIRE COMM	35,236	36,374	28,945	34,512	0
10 6760 VERNON FIRE COMM	135,550	199,483	0	-10,211	0
10 6780 S F SPGS FIRE COMM	214,307	256,845	228,540	159,831	201,600
10 6782 JPCC START UP REIMB	-12,962	0	0	0	0
10 6790 EMERGENCY TRNSPRT FEE	1,538,672	2,011,500	2,900,000	1,401,816	3,025,000
10 6793 BLS TRANSPORT	832,557	1,057,676	0	734,450	0
10 6794 PARAMEDIC TRANSPORT DEPOSIT	310	-194	0	378,012	0
10 6795 EMERGENCY SUBSC FEE	228,522	299,292	270,000	289,308	280,000
FIRE DEPT FEES TOTAL	3,524,595	4,511,089	4,181,035	3,557,994	4,262,600
10 6910 SEAACA FINANCE ADMIN	60,000	80,000	100,000	91,667	100,000
ADMINISTRATIVE FEES TOTAL	60,000	80,000	100,000	91,667	100,000
10 7100 SALE OF PROPERTY	0	2,163,180	0	0	0
10 7110 SALE OF LAND	0	0	1,500,000	697,944	600,000
10 7146 4TH OF JULY EVENT DONATIONS	0	9,500	0	0	0
SALE OF PROPERTY TOTAL	0	2,172,680	1,500,000	697,944	600,000
10 7320 CONTR PRIVATE SOURCES	0	0	425,000	0	425,000
10 7330 CONTR FRM OTH GOV AGY	633,242	668,070	668,000	0	0
CONTRIBUTIONS & IMPACT FEES TOTAL	633,242	668,070	1,093,000	0	425,000

FY 2017-18 BUDGET REVENUE SUMMARY

			Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10	7400	CHARGE TO OTHER FUNDS	1,225,000	1,525,000	1,525,000	1,381,250	1,625,000
10	7403	CHARGE TO OTHER FUNDS	5,500	5,000	5,000	4,583	5,000
10	7404	CHARGE STREET LIGHTNG	170,265	170,265	170,265	156,076	170,265
10	7405	CHARGE GOLF COURSE	175,000	0	0	0	0
10	7406	CHARGE TRANSIT	137,000	137,000	137,000	125,583	137,000
10	7407	CHARGE CDBG FD	143,241	140,477	134,702	123,477	140,477
10	7408	CHARGE TO HOME GEN. ADMIN	7,368	7,368	1,214	6,754	7,368
10	7411	CHARGE TO WASTE REDUCTION	40,900	40,900	40,900	37,491	40,900
10	7412	CHARGE PROP C	13,560	13,600	13,560	12,431	13,600
10	7413	CHARGE CEMETERY	4,200	4,200	4,200	3,850	4,200
		CHARGE TO CITY FUNDS TOTAL	1,922,034	2,043,810	2,031,841	1,851,495	2,143,810
10	7520	GRANTS REIMB	4,500	0	0	0	0
10	7531	RETIREEES HEALTH INSUR	89,583	83,086	90,000	80,073	85,000
10	7532	COBRA HEALTH INSURANC	6,744	7,418	5,000	8,107	5,000
10	7533	VEHICLE STORAGE	124,366	68,400	40,000	80,216	45,000
10	7540	MISC REIMBURSEMENTS	29,289	16,309	15,000	26,695	15,000
10	7544	VEHICLE RELEASE FEES	111,907	77,333	75,000	82,239	75,000
10	7547	BOOK FEES	28,485	-49,080	1,000	-2,513	1,000
10	7548	STRIKE TEAM REIMURSE	90,794	594,293	90,000	256,617	75,000
10	7549	POLICE REIMBURSEMENT	52,395	37,208	10,000	0	500
10	7550	PUBLIC WORKS REIMBURSEMENT	35,218	-255	1,000	0	500
10	7551	SMI PROGRAM EDUCATION FEES	928	975	5,000	739	500
10	7552	GREEN BLDG STNDRD PRMT FEES	-3,715	5,578	500	455	500
10	7555	UTILITY REBATE/INCENTIVE				151,716	5,000
10	7556	CAL RECYCLE TIRE GRANT				91,670	0
10	7571	ELECTRIC VEHICLE CHARGING STATION				956	100
10	7560	MERF TIPPING	508,182	456,274	421,450	350,119	350,000
		REIMBURSEMENT FEES TOTAL	1,078,675	1,297,539	753,950	1,127,089	658,100
10	7600	MISC REVENUE	445,210	137,867	380,000	38,337	285,000
10	7601	PARAMED MISC REVENUE	19,071	16,927	5,000	18,937	5,000
10	7604	MEDICAL AMBULANCE TRANS COST REIMB	98,543	245,330	50,000	191,258	150,000
10	7608	MISC CONTRIBUTIONS AND DONATIONS	0	7,012	0	0	0
10	7609	ART IN PUBLIC PLACE REVENUE	288,431	301,004	6,500	253,829	5,000
10	7616	MISC REVENUE	0	0	0	3,082	0
		MISC REVENUE TOTAL	851,255	708,140	441,500	505,443	445,000

FY 2017-18 BUDGET REVENUE SUMMARY

	Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10 9026 TRANSFERS FROM GAS TAX-30	1,556,535	1,252,265	1,550,000	775,000	1,540,053
10 9027	3,463	0	0	0	0
10 9028 TRANSFER FROM CDBG FUND -28	90,769	92,548	204,229	0	190,000
10 9051 TRANSFER FROM WATER FUND-51	700,000	700,000	700,000	350,000	800,000
10 9052 TRANSFER FROM GOLF FUND -52	542,176	0	0	0	0
10 9062 TRANSFER FROM EQUIPMENT FUND-62	0	30,000	0	0	0
10 9072 TRANSFER FROM VEHICLE FEE - 72	0	0	0	0	389,235
TRANSFERS IN TOTAL	2,892,943	2,074,813	2,454,229	1,125,000	2,919,288
10 GENERAL FUND TOTAL	\$ 75,685,346	\$ 83,650,104	\$ 79,780,334	69,243,220	85,231,802

11 FEDERAL POLICE GRANT					
11 5100 FEDERAL GRANT	62,983	27,028	0	0	0
11 5325 STATE TRAFFIC SAFETY GRANT	0	0	0	125,303	0
INTERGOVERNMENTAL REVENUE TOTAL	62,983	27,028	0	125,303	0
11 FEDERAL POLICE GRANT	62,983	27,028	0	125,303	0

14 FEDERAL FIRE GRANT					
14 5100 FEDERAL GRANT	1,356,756	48,467	0	0	0
UE FEDERAL GRANTS TOTAL	1,356,756	48,467	0	0	0
14 9010 TRANSFER FM GENERAL FUND-10	0	268,707	0	0	0
TRANSFERS IN TOTAL	0	268,707	0	0	0
14 FEDERAL FIRE GRANT	1,356,756	317,174	0	0	0

16 COLUMBIA MEMORIAL SPACE LEARNING CENTER FOUNDATION					
16 7300 CONTRIBUTIONS & IMPACT FEES	51	125	0	0	0
OTHER REVENUE	51	125	0	0	0
16 COLUMBIA MEMORIAL SPACE LEARNING CENTER FOUNDATION	51	125	0	0	0

20 WASTE REDUCTION					
20 4100 INVESTMENT EARNINGS	4,332	3,628	2,500	1,900	2,500
20 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	426	1,406	0	0	0
INVESTMENT EARNINGS TOTAL	4,759	5,034	2,500	1,900	2,500
20 5300 STATE GRANTS	0	29,997	25,000	28,982	25,000
20 5340 USED OIL BLOCK GRANT	31,471	31,373	0	31,544	0
STATE GRANTS TOTAL	31,471	61,370	25,000	60,526	25,000
20 6346 AB-939	423,537	418,387	410,000	404,621	410,000
ENVIRONMENTAL FEES TOTAL	423,537	418,387	410,000	404,621	410,000
20 7600 MISC REVENUE	30,731	251	100	582	225
MISC REVENUE TOTAL	30,731	251	100	582	225
20 WASTE REDUCTION	490,498	485,042	437,600	467,629	437,725

FY 2017-18 BUDGET REVENUE SUMMARY

		Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018	
VENUE***							
22 AIR QUALITY							
22	4100	INVESTMENT EARNINGS	4,728	4,663	2,500	2,746	2,000
22	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	517	1,695	0	0	0
		INVESTMENT EARNINGS TOTAL	5,245	6,359	2,500	2,746	2,000
22	5420	STATE MTR VEH IN LIEU	176,978	145,121	103,600	108,744	125,000
		INVESTMENT EARNINGS TOTAL	176,978	145,121	103,600	108,744	125,000
22	AIR QUALITY	182,223	151,479	106,100	111,490	127,000	
23 STREET LIGHTING							
23	1112	AD121 ZONE II	37,066	109,229	110,000	112,523	113,642
23	1114	AD121 ZONE IV	573	0	0	0	0
23	1116	AD121 ZONE VI	8,538	8,538	3,000	8,523	10,964
23	1117	LANDSCAPE/TREES	268,825	269,505	270,000	265,075	274,339
		PROPERTY TAXES TOTAL	315,002	387,272	383,000	386,121	398,945
23	4100	INVESTMENT EARNINGS	7,672	7,257	1,500	2,941	1,000
23	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	1,015	3,152	0	0	0
		INVESTMENT EARNINGS TOTAL	8,688	10,409	1,500	2,941	1,000
23	6410	RES LTG ZONE I	470,863	494,363	460,000	507,585	514,335
23	6420	COMML LTG ZONE II	131,068	126,684	130,000	135,267	317,850
23	6430	HOLDING ZONE IV	19,598	20,533	5,000	20,128	21,363
23	6440	SAFTY LGHTNG ZONE III	689,211	690,618	635,000	680,501	709,439
23	6450	STONEWD CTR ZONE V	7,101	7,151	7,500	6,939	7,440
		STREET LIGHTING FEES	1,317,841	1,339,348	1,237,500	1,350,420	1,570,427
23	7600	MISC REVENUE	25,474	10,469	0	-6,980	100
		MISC REVENUE TOTALS	25,474	10,469	0	-6,980	100
23	STREET LIGHTING	1,667,004	1,747,498	1,622,000	1,732,502	1,970,472	
24 LEARNING CENTER FUND							
24	6645	ADMISSION AND MEMBERSHIP FEES	111,385	147,353	100,000	124,709	105,000
24	6646	CMSSLC CLASSES	44,570	37,675	15,000	17,169	7,500
24	6647	FACILITY RENTAL	49,312	32,786	30,000	48,422	35,000
24	6901	OUTREACH SERVICE	0	401	0	0	0
		COMMUNITY SERVICE FEES TOTAL	205,268	218,215	145,000	190,300	147,500
24	7140	GIFT SHOP SALES	25,679	34,599	25,000	35,396	27,500
		SALE OF PROPERTY TOTAL	25,679	34,599	25,000	35,396	27,500
24	7320	CONTR PRIVATE SOURCES	558	710	100	816	100
		CONTRIBUTION & IMPACT FEES TOTAL	558	710	100	816	100
24	7540	MISC REIMBURSEMENTS	0	0	1,500	0	100
		REIMBURSEMENT FEES TOTAL	0	0	1,500	0	100

FY 2017-18 BUDGET REVENUE SUMMARY

			Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
24	7600	MISC REVENUE	13,700	1,505	0	10,773	1,500
		MISCELLANEOUS REVENUE TOTAL	13,700	1,505	0	10,773	1,500
24	9010	TRANSFER FROM GENERAL FUND-10	803,734	858,279	795,000	397,500	837,200
		COMMUNITY SERVICE FEES	803,734	858,279	795,000	397,500	837,200
24		LEARNING CENTER FUND	1,048,939	1,113,308	966,600	634,785	1,013,900
25 ARTICLE III							
25	5140	LOCAL TRANS FDS SB821	16,301	82,778	74,152	0	74,164
		FEDERAL GRANTS TOTAL	16,301	82,778	74,152	0	74,164
25		ARTICLE III	16,301	82,778	74,152	0	74,164
26 GRANT FUND							
26	4100	INVESTMENT EARNINGS	11,558	0	500	0	0
26	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	7,116	0	0	0	0
		INVESTMENT EARNINGS TOTAL	18,673	0	500	0	0
26	5100	GRANTS	3,695,836	9,479,675	15,360,819	5,573,408	21,312,182
		GRANTS TOTAL	3,695,836	9,479,675	15,360,819	5,573,408	21,312,182
26	5100	TRANSFERS	0	438,243	0	0	0
		TRANSFERS TOTAL	0	438,243	0	0	0
26		GRANT FUND	3,714,509	9,917,918	15,361,319	5,573,408	21,312,182
28 COMMUNITY DEVELOPMENT BLOCK GRANT							
28	5150	COMM DEV BLOCK GRANT	1,326,643	810,972	1,537,557	415,585	1,226,512
VENUE***		FEDERAL GRANTS	1,326,643	810,972	1,537,557	415,585	1,226,512
28		COMMUNITY DEVELOPMENT BLOCK GRANT	1,326,643	810,972	1,537,557	415,585	1,226,512
VENUE***							
29 HOME							
29	5154	HOME BUYER ASSISTANCE REIMBURSEMENT	0	0	353,000	0	100,000
29	5155	HOUSING FIN ASSIST	148,793	1,367,584	408,671	325,760	321,597
		FEDERAL GRANTS TOTAL	148,793	1,367,584	761,671	325,760	421,597
29		HOME	148,793	1,367,584	761,671	325,760	421,597
30 STATE GAS TAX							
30	4100	INVESTMENT EARNINGS	0	0	500	0	50
		INVESTMENT EARNINGS TOTAL	0	0	500	0	50
30	5431	STATE GAS TAX - 2016	368,620	0	341,195	345,535	405,623
30	5432	STATE GAS TAX - 2017	798,303	0	957,096	742,443	867,338
30	5490	STATE GAS TAX - 2015	615,951	0	700,013	581,637	663,648
30	5495	MOTOR VEHICLE FUEL TAX (SEC. 7360)	1,052,682	0	531,156	282,005	1,115,606
		INTERGOVERNMENTAL REVENUE TOTAL	2,835,556	0	2,529,460	1,951,620	3,052,215

FY 2017-18 BUDGET REVENUE SUMMARY

		Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
30	6688 GARDENDALE PVMT REHAB	0	0	0	199,754	0
	SERVICE FEES TOTAL	0	0	0	199,754	0
30	STATE GAS TAX	2,835,556	0	2,529,960	2,151,374	3,052,265
31 LSTA GRANT FUND						
31	4100 INVESTMENT EARNINGS	0	0	0	302	200
	VENUE*** INVESTMENT EARNINGS TOTAL	0	0	0	302	200
31	5442 LIBRARY SERVICES & TECHNOLOGY	0	0	65,030	75,978	0
	VENUE*** LIBRARY SERVICES & TECHNOLOGY TOTAL	0	0	65,030	75,978	0
31	7145 DONATION	0	0	9,000	0	0
	DONATION TOTAL	0	0	9,000	0	0
31	LSTA GRANT FUND	0	0	74,030	76,280	200
32 SB1 - TRANSPORTATION FUND						
32	1200 SALES & USE TAX	0	0	0	0	954,812
	SALES & USE TAX TOTAL	0	0	0	0	954,812
32	SB1 - TRANSPORTATION FUND	0	0	0	0	954,812
VENUE***						
33 MEASURE S						
33	1200 SALES & USE TAX	0	0	0	0	4,300,000
	SALES & USE TAX TOTAL	0	0	0	0	4,300,000
33	MEASURE S	0	0	0	0	4,300,000
34 NASA INFRASTRUCTURE						
34	4100 INVESTMENT EARNINGS	1,733	1,914	0	1,307	1,000
34	4150	184	766	0	0	0
	INVESTMENT EARNINGS TOTAL	1,917	2,680	0	1,307	1,000
34	NASA INFRASTRUCTURE	1,917	2,680	0	1,307	1,000
38 VEHICLE IMPACT FEES						
38	7300 VEHICLE IMPACT FEES	0	352,812	1,200,000	1,040,396	1,400,000
		0	352,812	1,200,000	1,040,396	1,400,000
38	VEHICLE IMPACT FEES	0	352,812	1,200,000	1,040,396	1,400,000

FY 2017-18 BUDGET REVENUE SUMMARY

			Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
40 CAPITAL PROJECT							
40	2200	PARKING STALL FEES	4,208	6,318	0	0	0
		PARKING STALL FEES TOTAL	4,208	6,318	0	0	0
40	5300	STATE GRANTS	357,300	39,700	0	141,630	0
		STATE GRANTS TOTAL	357,300	39,700	0	141,630	0
40	7145	DONATION	75,000	75,000	0	20,000	0
		SALE OF PROPERTY	75,000	75,000	0	20,000	0
40	7340	PARK IN-LIEU FEES	0	127,511	0	67,538	0
		CONTRIBUTIONS & IMPACT FEES	0	127,511	0	67,538	0
40	7540	MISC REIMBURSEMENTS	0	30,459	0	0	0
		MISC REIMBURSEMENTS TOTAL	0	30,459	0	0	0
40	9010	TRANSFERS FROM GENERAL FUND-10	3,120,250	3,338,100	450,000	225,000	424,165
		TRANSFERS TOTAL	3,120,250	3,338,100	450,000	225,000	424,165
40 CAPITAL PROJECT			3,556,758	3,617,088	450,000	454,168	424,165
51 WATER UTILITY							
51	4100	INVESTMENT EARNINGS	62,171	116,786	50,000	94,249	50,000
51	4101	INTEREST ON INVESTMENT TRUSTEE	-602	0	0	0	0
51	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	44,935	86,440	0	0	0
		INVESTMENT EARNINGS TOTAL	106,504	203,227	50,000	94,249	50,000
51	4200	RENTS & CONCESSIONS	97,981	128,137	120,000	140,562	120,000
		RENTS & CONCESSIONS TOTAL	97,981	128,137	120,000	140,562	120,000
51	6510	WATER SALES	17,158,281	15,900,226	14,750,000	13,845,123	15,000,000
51	6520	METER INSTALLATION	64,995	69,650	65,000	29,515	36,000
51	6530	TURN-ON CHARGES	18,765	14,645	12,000	13,880	12,000
51	6532	SPECIAL NOTICE FEE(TAG)	64,980	61,480	70,000	58,440	60,000
51	6534	LATE NOTICE FEE (PINK NOTICE)	78,274	64,410	60,000	62,498	60,000
51	6540	HYDRANT RENTAL	500	475	300	550	100
51	6550	MAIN EXTENSION & PD CAP	0	0	0	-5	100
51	6560	MISC INCOME-OPERATING	13,578	9,005	7,500	14,965	10,100
		PUBLIC WORKS FEES TOTAL	17,399,373	16,119,891	14,964,800	14,024,965	15,178,300
51	7540	MISC REIMBURSEMENTS	2,271,014	46,454	1,500	6,567	5,000
		REIMBURSEMENT FEES TOTAL	2,271,014	46,454	1,500	6,567	5,000
51	7600	MISC REVENUE	18,119	899,783	10,000	1,884	5,000
		REVENUE TOTAL	18,119	899,783	10,000	11,884	5,000
51 WATER UTILITY			19,892,992	17,397,492	15,146,300	14,278,227	15,358,300

FY 2017-18 BUDGET REVENUE SUMMARY

		Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018	
52 GOLF COURSE							
52	4100	INVESTMENT EARNINGS	2,182	895	500	566	100
52	4101	INTEREST ON INVESTMENT TRUSTEES	-846	0	0	0	0
52	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	53,797	54,701	0	0	0
		INVESTMENT EARNINGS TOTAL	55,133	55,596	500	566	100
52	4220	CLUB HOUSE CONCESSION	198,163	131,554	120,000	116,895	120,000
		RENTS & CONCESSIONS TOTAL	198,163	131,554	120,000	116,895	120,000
52	6610	GREEN FEES	2,009,049	2,038,098	2,005,000	1,885,661	2,005,000
52	6621	CART FEES' CITY OWNED	602,284	607,100	595,000	559,691	575,000
52	6630	DRIVING RANGE FEES	151,436	153,372	143,000	153,633	150,000
		COMMUNITY SERVICE FEES TOTAL	2,762,769	2,798,570	2,743,000	2,598,985	2,730,000
52	7130	SALE OF EQUIPMENT	2,750	39,611	100	299	100
		SALE OF PROPERTY TOTAL	2,750	39,611	100	299	100
52	7540	MISC REIMBURSEMENTS	0	23,715	100	0	100
		REIMBURSEMENT FEES TOTAL	0	23,715	100	0	100
52	9010	TRANSFER FROM GENERAL FUND-10	0	200,000	200,000	100,000	125,000
		TRANSFERS IN TOTAL	0	200,000	200,000	100,000	125,000
52	GOLF COURSE		3,018,815	3,249,045	3,063,700	2,816,745	2,975,300
54 TRANSIT (PROP C)							
54	1200	SALES & USE TAX	1,653,401	1,695,742	1,731,036	1,557,924	1,757,088
		SALES & USE TAX TOTAL	1,653,401	1,695,742	1,731,036	1,557,924	1,757,088
54	4100	INVESTMENT EARNINGS	3,780	3,245	1,000	1,669	600
54	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	16	831	0	0	0
		INVESTMENT EARNINGS TOTAL	3,795	4,075	1,000	1,669	600
54	4200	RENTS & CONCESSIONS	-5,600	0	0	0	0
		RENTS & CONCESSIONS TOTAL	-5,600	0	0	0	0
54	5120	FAU/ISTEA	326,930	0	0	0	0
		FEDERAL GRANTS TOTAL	326,930	0	0	0	0
54	7540	MISC REIMBURSEMENTS	3,152	97,497	100	60,653	100
54	7550	PUBLIC WORKS REIMBURSEMENTS	0	0	0	0	100
		REIMBURSEMENT FEES TOTAL	3,152	97,497	100	60,653	100
54	TRANSIT (PROP C)		1,981,678	1,797,314	1,732,136	1,620,246	1,757,788

FY 2017-18 BUDGET REVENUE SUMMARY

			Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
55 TRANSIT (PROP A)							
55	1200	SALES & USE TAX	1,994,210	2,046,231	2,086,909	1,878,947	2,118,317
		SALES & USE TAX TOTAL	1,994,210	2,046,231	2,086,909	1,878,947	2,118,317
55	4100	INVESTMENT EARNINGS	2,234	2,702	1,000	3,293	1,000
55	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	323	647	0	0	0
		INVESTMENT EARNINGS TOTAL	2,557	3,349	1,000	3,293	1,000
55	4200	RENTS & CONCESSIONS	23,793	32,268	1,000	36,106	32,000
		RENTS & CONCESSIONS TOTAL	23,793	32,268	1,000	36,106	32,000
55	5189	SR CITIZENS TRAN FARE	6,976	8,930	5,000	10,924	7,500
55	5193	BUS PASS CHARGES	-25,913	-17,027	0	-11,567	0
55	5195	BUS PASSES - DOWNEYLINK	5,110	1,764	0	848	500
		FEDERAL GRANTS TOTAL	-13,828	-6,333	5,000	205	8,000
55	5305	OPEN STREET GRANT	0	62,256	0	124,453	0
		SALE OF PROPERTY TOTAL	0	62,256	0	124,453	0
55	7130	SALE OF EQUIPMENT	6,755	0	0	0	0
		SALE OF PROPERTY TOTAL	6,755	0	0	0	0
55	7540	MISC REIMBURSEMENTS	97,043	32,130	50,000	33,700	1,000
		REIMBURSEMENT FEES TOTAL	97,043	32,130	50,000	33,700	1,000
55	7600	MISC REVENUE	26,060	17,741	20,000	11,949	12,000
		MISCELLANEOUS REVENUE TOTAL	26,060	17,741	20,000	11,949	12,000
55	9054	TRANSFER FROM PROP C FUND-54	1,120,904	335,000	900,000	450,000	1,000,000
55	9056	TRANSFER FROM MEASURE R-FUND 56	0	774,510	0	0	0
		TRANSFERS IN TOTAL	1,120,904	1,109,510	900,000	450,000	1,000,000
55	TRANSIT (PROP A)		3,257,494	3,297,152	3,063,909	2,538,653	3,172,317
56 TRANSIT (MEAS R)							
56	1203	SALES TAX - MEASURE R	1,240,890	1,273,741	1,298,181	1,169,246	1,317,842
		SALES & USE TAX TOTAL	1,240,890	1,273,741	1,298,181	1,169,246	1,317,842
56	4100	INVESTMENT EARNINGS	15,111	14,134	5,000	5,995	5,000
56	4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	1,817	4,193	0	0	0
		INVESTMENT EARNINGS TOTAL	16,929	18,327	5,000	5,995	5,000
56	7600	MISC REVENUE	0	15,167			
		MISCELLANEOUS REVENUE TOTAL	0	15,167	0	0	0
56	TRANSIT (MEAS R)		1,257,819	1,307,235	1,303,181	1,175,241	1,322,842
57 TRANSIT (MEAS M)							
57	1200	SALES & USE TAX	0	0	0	0	1,345,376
		SALES & USE TAX TOTAL	0	0	0	0	1,345,376
57	TRANSIT (MEAS M)		0	0	0	0	1,345,376

FY 2017-18 BUDGET REVENUE SUMMARY

	Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
61 EMPLOYEE BENEFIT					
61 4100 INTEREST ON INVESTMENT	10	0	0	0	0
61 4101 INTEREST ON INVESTMENT TRUSTEE	-1,128	0	0	0	0
61 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	68,121	71,951	0	0	0
INVESTMENT EARNINGS TOTAL	67,003	71,951	0	0	0
61 4300 INT-LOAN TO OTHER FUNDS	2,128	11,347	0	0	0
	2,128	11,347	0	0	0
61 7417 W/C CHARGE TO OTHER FUNDS	1,867,631	1,885,206	0	1,590,414	0
CHARGE TO CITY FUNDS TOTAL	1,867,631	1,885,206	0	1,590,414	0
61 7540 MISC REIMBURSEMENTS	0	565	0	275	0
REIMBURSEMENT FEE TOTAL	0	565	0	275	0
61 7600 MISC REVENUE	185	4,210	0	0	0
MISCELLANEOUS REVENUE TOTAL	185	4,210	0	0	0
61 EMPLOYEE BENEFIT	1,936,947	1,973,279	0	1,590,689	0
62 EQUIPMENT					
62 4101 INTEREST ON INVESTMENT TRUSTEE	-1,128	1,430	0	0	0
62 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	68,121	71,951	0	0	0
INVESTMENT EARNINGS TOTAL	66,993	73,381	0	0	0
62 7130 SALE OF EQUIPMENT	25,289	27,430	0	9,127	1,000
SALE OF PROPERTY TOTAL	25,289	27,430	0	9,127	1,000
62 7403 CHARGE TO OTHER FUNDS	1,352,608	2,458,228	2,605,497	391,394	2,600,000
CHARGE TO CITY FUNDS	1,352,608	2,458,228	2,605,497	391,394	2,600,000
62 7540 MISC REIMBURSEMENTS	0	0	150	0	100
REIMBURSEMENT FEES	0	0	150	0	100
62 7600 MISC REVENUE	3,642	2,198	1,000	4,323	1,500
MISCELLANEOUS REVENUE TOTAL	3,642	2,198	1,000	4,323	1,500
62 9010 TRANSFER FROM GENERAL FUND-10	1,000,000	2,132	0	0	0
TRANSFERS IN TOTAL	1,000,000	2,132	0	0	0
62 EQUIPMENT	2,448,532	2,563,369	2,606,647	404,844	2,602,600
65 CIVIC CENTER MAINTENANCE					
65 7403 CHARGE TO OTHER FUNDS	1,149,947	1,150,000	1,350,000	1,237,500	1,350,000
CHARGE TO OTHER FUNDS TOTAL	1,149,947	1,150,000	1,350,000	1,237,500	1,350,000
65 CIVIC CENTER MAINTENANCE	1,149,947	1,150,000	1,350,000	1,237,500	1,350,000

FY 2017-18 BUDGET REVENUE SUMMARY

		Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
70 SOUTHEAST WATER COALITION FUND						
70	4100 INVESTMENT EARNINGS	0	0	700	1,127	700
	INVESTMENT EARNINGS TOTAL	0	0	700	1,127	700
70	6675 ANNUAL MEMBERSHIP DUES	0	0	110,000	27,500	110,000
	ANNUAL MEMBERSHIP DUES TOTAL	0	0	110,000	27,500	110,000
70	SOUTHEAST WATER COALITION FUND	0	0	110,700	28,627	110,700
72 SEWER & STORM DRAIN						
72	4100 INVESTMENT EARNINGS	32,974	42,538	10,000	24,349	15,000
72	4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	3,883	16,925	0	0	0
	INVESTMENT EARNINGS TOTAL	36,857	59,463	10,000	24,349	15,000
72	6321 STORM WATER MS4 PERMIT FEE (NON-STATE)	0	16,009	500	15,223	5,000
72	6322 STORM WATER MS4 PERMIT FEE (STATE)	0	0	0	1,350	100
72	6340 SEWER SURCHARGE	1,500,799	1,401,401	1,500,000	1,212,429	1,350,000
	ENVIRONMENTAL FEES TOTAL	1,500,799	1,417,410	1,500,500	1,229,002	1,355,100
72	7540 MISC REIMBURSEMENTS	6,207	0	0	5,921	0
	REIMBURSEMENT FEES TOTAL	6,207	0	0	5,921	0
72	9010 TRANSFERS FROM GENERAL FUND-10	123,006	130,011	150,000	75,000	0
72	9026 TRANSFER FROM GAS TAX FUND-26	522,500	503,406	0	0	560,250
72	9030 TRANSFER FROM GAS TAX FUND-30	0	0	560,500	280,250	0
72	9051 TRANSFER FROM WATER FUND-51	535,000	489,000	550,500	275,250	575,000
	TRANSFERS TOTAL	1,180,506	1,122,417	1,261,000	630,500	1,135,250
72	SEWER & STORM DRAIN	2,724,369	2,599,290	2,771,500	1,889,772	2,505,350
76 LIABILITY INSURANCE						
76	7403 CHARGE TO OTHER FUNDS	1,134,000	1,250,000	1,430,000	1,310,833	1,578,490
76	7417 W/C CHARGE TO OTHER FUNDS	0	0	0	0	0
	CHARGE TO OTHER FUNDS TOTAL	1,134,000	1,250,000	1,430,000	1,310,833	1,578,490
76	7540 MISC REIMBURSEMENTS	0	1,500	0	58,775	1,500
	REIMBURSEMENT FEES TOTAL	0	1,500	0	58,775	1,500
76	LIABILITY INSURANCE	1,134,000	1,251,500	1,430,000	1,369,609	1,579,990
77 CATV						
77	1880 CABLE TV PEG	87,276	154,910	110,000	92,057	110,000
	OTHER TAXES TOTAL	87,276	154,910	110,000	92,057	110,000
77	CATV	87,276	154,910	110,000	92,057	110,000

FY 2017-18 BUDGET REVENUE SUMMARY

		Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
78 ASSET FORFEITURE						
78 4100	INTEREST	0	19,577	5,000	6,557	4,000
	INVESTMENT EARNINGS TOTAL	0	19,577	5,000	6,557	4,000
78 5196	ASSET FORFEITURE-FED JUSTICE FUNDS	653,165	1,438,080	500,000	653,825	500,000
	FEDERAL GRANTS TOTAL	653,165	1,438,080	500,000	653,825	500,000
78 5370	ASSET FORFEITURE-STATE FUNDS	0	-8,171	100,000	16,514	50,000
	STATE GRANTS TOTAL	0	-8,171	100,000	16,514	50,000
78 5421	JUSTICE DEPT REVENUE	0	0	750,000	0	0
	INTERGOVERNMENTAL REVENUE TOTAL	0	0	750,000	0	0
78 5560	ASSET FORFEITURE-LA IMPACT TREAS. FUND	144,353	296,340	0	-92,408	0
78 5561	ASSET FORFEITURE-LA IMPACT OTHERS	0	0	0	13,546	0
	COUNTY/ LOCAL REVENUE TOTAL	144,353	296,340	0	-78,862	0
78	ASSET FORFEITURE	797,517	1,745,827	1,355,000	598,034	554,000
84 SUCCESSOR AGENCY - HOUSING						
84 4100	INVESTMENT EARNINGS	4,638	9,183	0	6,603	0
84 4150	INVESTMENT EARNINGS	759	3,801	0	0	0
	INVESTMENT EARNINGS TOTAL	5,397	12,983	0	6,603	0
84 4200	RENTS & CONCESSIONS	39,804	3,317	0	0	0
	RENT & CONCESSIONS TOTAL	39,804	3,317	0	0	0
84 4300		2,640	13,961	0	0	0
		2,640	13,961	0	0	0
84 7100	SALE OF PROPERTY	349,724	0	0	0	0
	SALE OF PROPERTY TOTAL	349,724	0	0	0	0
84 7710	SUBSIDY LOAN REFUND	79,805	159,997	0	70,024	0
	LOANS & LOAN PROCEEDS TOTAL	79,805	159,997	0	70,024	0
84 9091	TRANSFER FROM REDEVELOPMENT AGENCY	0	0	85,250	0	85,045
UE	TRANSFERS IN TOTAL	0	0	85,250	0	85,045
84	SUCCESSOR AGENCY - HOUSING	477,371	190,258	85,250	76,627	85,045
91 REDEVELOPMENT AGENCY						
91 1110	PROP TAX-SECURED	883,598	1,601,841	1,270,200	396,064	1,453,482
	PROPERTY TAXES TOTAL	883,598	1,601,841	1,270,200	396,064	1,453,482
91 4100	INVESTMENT EARNINGS	3,983	15,629	0	12,896	0
91 4150	UNREALIZED GAIN/LOSS ON INVESTMENTS	1,667	8,145	0	0	0
	INVESTMENT EARNINGS TOTAL	5,650	23,774	0	12,896	0
91 7110	SALE OF LAND	0	0	0	20,000	0
	OTHER REVENUE TOTAL	0	0	0	20,000	0
91	REDEVELOPMENT AGENCY	889,248.22	1,625,614.74	1,270,200.00	428,960.04	1,453,482.00

FY 2017-18 BUDGET REVENUE SUMMARY

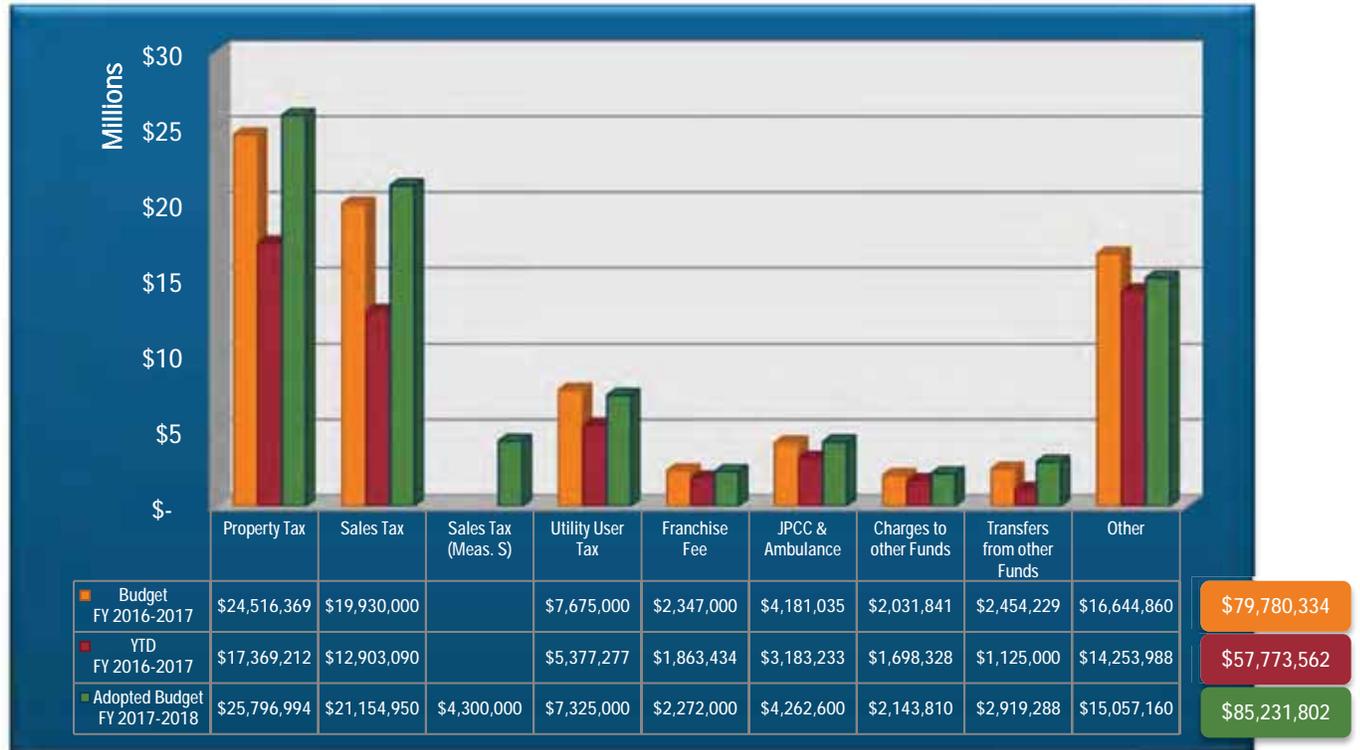
	Actual FY 2014-2015	Actual FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
93 CRA DEBT SERVICE					
93 7610 INT INCOME BOND TRUST	38,917	38,809	0	39,133	0
MISCELLANEOUS REVENUE TOTAL	38,917	38,809	0	39,133	0
93 9091 TRANSFER FROM REDEVELOPMENT AGENCY	1,103,816	1,986,260	632,634	587,381	630,081
TRANSFERS IN TOTAL	1,103,816	1,986,260	632,634	587,381	630,081
93 CRA DEBT SERVICE	1,142,733	2,025,069	632,634	626,514	630,081
96 SEAACA GRANT					
96 6810 PICO RIVERA AN CTR	24,490	12,245	0	0	0
96 6850 BELL GRDNS AN CNTR SV	25,162	12,581	0	0	0
96 6860 MTBELLO AN CNTR SVCS	35,716	17,858	0	0	0
96 6870 SOUTH EL MONTE SVCS	12,498	6,249	0	0	0
POLICE COMPUTER SERVICES TOTAL	97,867	48,933	0	0	0
96 SEAACA GRANT	97,867	48,933	0	0	0
97 CEMETERY DISTRICT					
97 1110 PROP TAX-SECURED	66,440	68,976	60,000	0	70,000
97 1120 PROP TAX-UNSECURED	2,550	2,490	2,500	0	2,500
97 1170 SUPPLEMENTAL PROP TAX	2,001	1,938	1,000	0	1,900
PROPERTY TAXES TOTAL	70,991	73,405	63,500	0	74,400
97 4100 INVESTMENT EARNINGS	2,117	2,743	0	0	2,500
97 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	136	0	0	0	0
INVESTMENT EARNINGS TOTAL	2,253	2,743	0	0	2,500
97 7730 CEMETERY REVENUE	8,595	29,377	5,000	16,362	5,000
LOANS & LOAN PROCEEDS	8,595	29,377	5,000	16,362	5,000
97 CEMETERY DISTRICT	81,839	105,525	68,500	16,362	81,900
98 CEMETERY DISTRICT					
98 7731 CEMETERY ENDOWMENT FEE	680	1,250	0	750	500
LOANS & LOAN PROCEEDS	680	1,250	0	750	500
98 CEMETERY DISTRICT	680	1,250	0	750	500
GRAND TOTAL	\$ 134,471,399	\$ 146,126,653	\$ 141,000,980	\$ 113,142,663	\$ 158,943,367



REVENUE GENERAL FUND

General Fund revenues, including transfers-in, are projected to increase by 6.8% from last year's budget, of which \$4,300,000 or 5.4% of total revenues is due to the voter-approved temporary ½ cent sales tax. The revenue by fiscal year is shown on the chart below. To provide a more meaningful comparison of revenue expectations, the following descriptions compare the 16-17 budget revenues to the 2017-18 revenue projections. The corresponding General Fund appropriations are up 4.3% compared with prior year. Approximately \$3.5 million or 4.1% of the expenditure increase is funded specifically by Measure S revenues.

GENERAL FUND REVENUE TYPE BY FISCAL YEAR

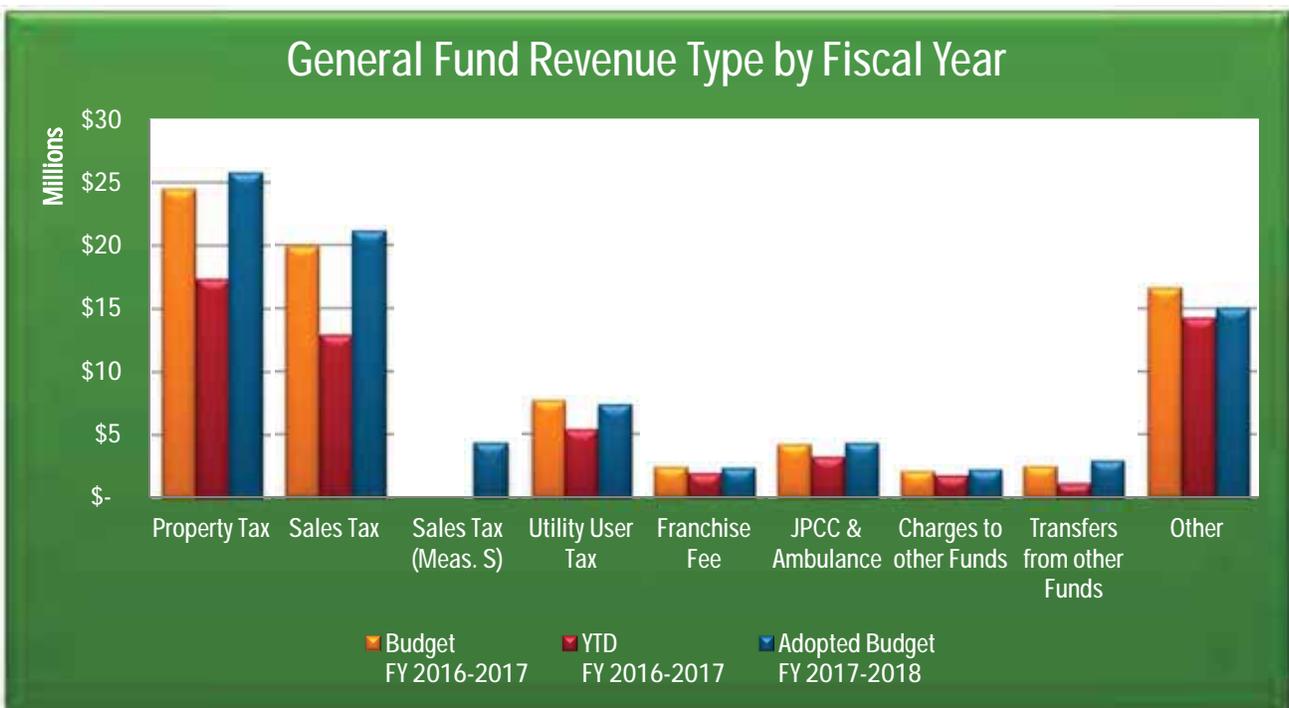
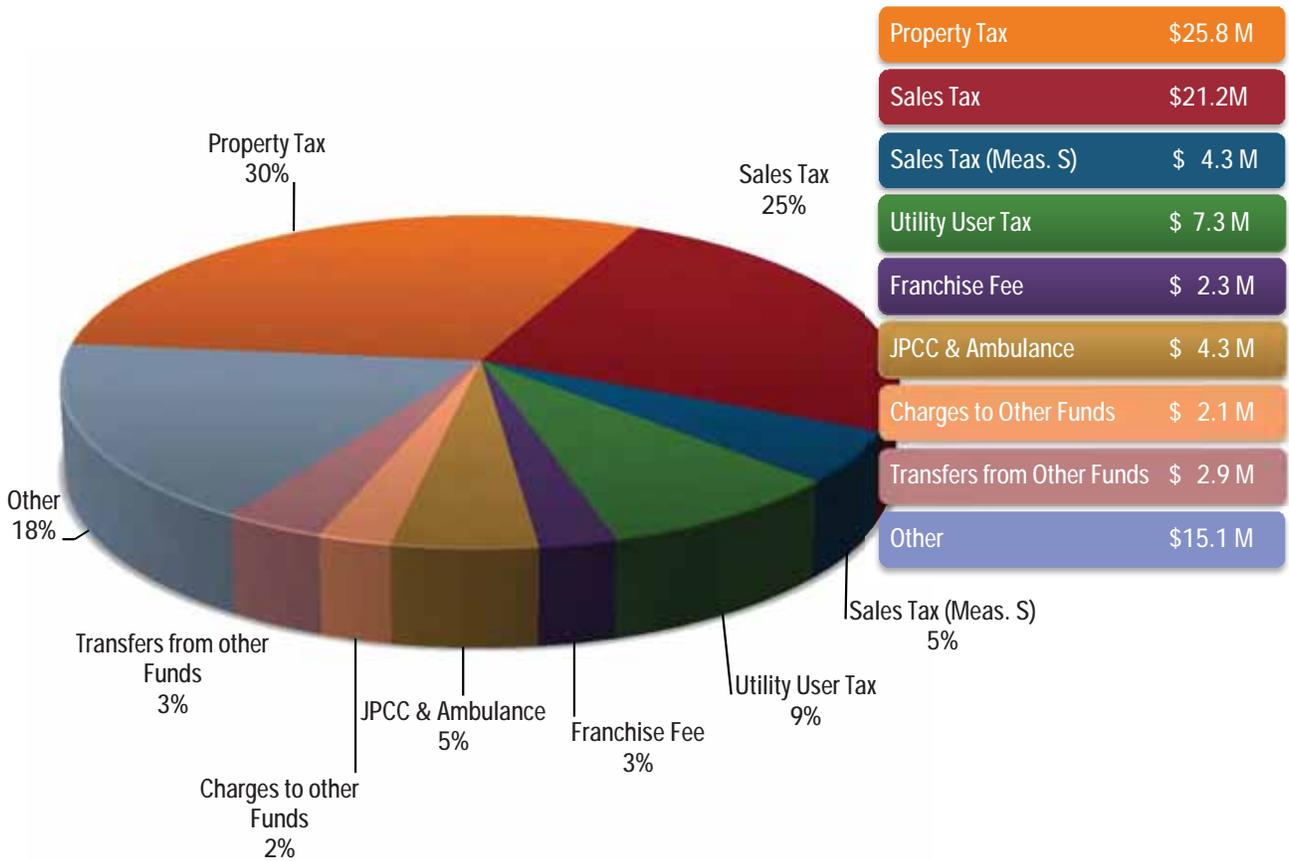


Transfers-in are projected to increase 15.93%. Transfers-in are funds the General Fund receives from other City funds to reimburse for qualified costs. Note that this is the third year in which the General Fund will provide a substantial subsidy to the Golf Course Fund.

Fund	FY 2016-17	FY 2017-18
Gas Tax Fund	\$1,550,000	\$1,540,053
CDBG Fund	204,229	190,000
Water Fund	700,000	800,000
Vehicle Impact Fee	0	389,235
Total Transfers-In General Fund	\$2,454,229	2,919,288

REVENUE

TOTAL GENERAL FUND REVENUE PROPOSED FY 2017-2018



REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

In Fiscal Year 2017-18, the overall major revenue estimate is \$85,231,802, up 6.8% compared with last year's total revenue projection of \$79,780,334. Of the 6.8% increase in revenues, \$4,300,000 or 1.3% is due to Measure S revenues. As detailed in the basis for estimates in the next several pages, other than sales tax, it is not anticipated that revenues will increase much and projections are for conservatively slow growth.

<i>Revenue Type</i>	<i>Budget FY 2016-2017</i>	<i>Budget FY 2017-2018</i>	<i>% Change</i>
Property Tax	24,516,369	25,796,994	5.2%
Sales Tax	19,930,000	21,154,950	6.1%
Sales Tax (Measure S)		4,300,000	
Utility User Tax	7,675,000	7,325,000	-4.6%
Franchise Fee	2,347,000	2,272,000	-3.2%
JPCC & Ambulance	4,181,035	4,262,600	2.0%
Charges to other Funds	2,031,841	2,143,810	5.5%
Transfers from other Funds	2,454,229	2,919,288	18.9%
Other	16,644,860	15,057,160	-9.5%
Total	\$ 79,780,334	\$ 85,231,802	6.8%

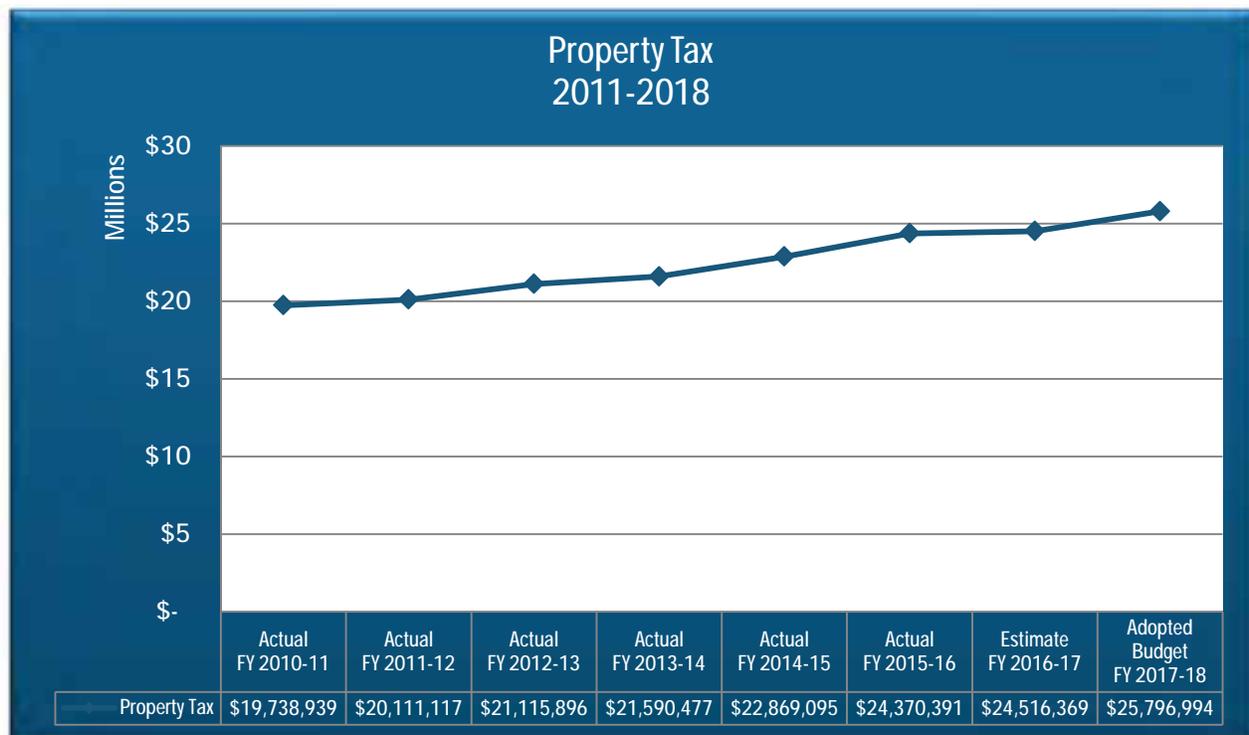
The following are the major revenue sources and basis for estimates for the General Fund. These revenue sources comprise over 79% of the City's General Fund Revenues. Other Revenues not detailed herein are estimated based upon local trends and historical data.

REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Property Tax

Property Tax remains the largest component of General Fund revenues (30% of this year's total revenue) and is expected to increase by 5.2% in FY 2017-18. Steady growth is expected in FY 2017-18 and beyond due to an improving housing market. Property tax is estimated based on past data, local economic trends and independent third party analysis. While the overall property tax rate in Downey is 1%, the City receives just 13.97% of that property tax rate – meaning for every \$1 in property tax paid, only about 14 cents is returned to the City.



The information graphic on the following page illustrates how the county distributes property tax revenues.

REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

City of Downey Property Tax Dollar Breakdown



- \$0.01394 Co. Sanitation Dist. No. 2 Operating
- \$0.01035 LA Co Flood Control Maintenance
- \$0.00768 LA Co FFW
- \$0.00743 LA Co School Service Fund—Downey
- \$0.00291 Children’s Instil. Tuition Fund
- \$0.00183 LA Co Flood Dr. Imp. District Maintenance

- \$0.00146 LA Co School Services
- \$0.00089 Downey Cemetery District
- \$0.00052 Develop. Center Handicapped Minor—Downey
- \$0.00039 Greater LA Co Vector Control District
- \$0.00018 Water Replenishment District of So. Cal.
- \$0.00012 LA Co Accum. Cap. Outlay

REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Sales and Use Tax

Now a few years post-recession, the City is still experiencing steady increase in sales and use tax revenue. As noted previously in this document, nearly two thirds of Downey voters approved a temporary half-cent sales tax, which businesses began collecting in April 2017 and will be remitted to the City by the State beginning in September. This temporary revenue is expected to generate approximately \$4,300,000 next fiscal year. With regard to non-Measure S revenues, the City's sales tax revenues derived from local automobile dealerships have increased faster than the overall sales tax revenue growth due to pent up demand during the recession, and lower gas prices.

Recently, the City celebrated the opening of an expanded Nissan dealership that, at the time of budget adoption, was the #1 performing dealership in the State of California and the #4 dealership in the country. It is anticipated that Hyundai will open a new dealership at the old Nissan facility in the coming fiscal year which will further increase sales tax revenue. The new Promenade at Downey development, now nearly fully operational, will generate roughly \$1 million in sales tax revenue. Note that the slower growth between FY 14-15 and FY 15-16 revenue is the result of the final accounting settlement of the state's sales tax triple flip, which netted a one-time payout of past sales taxes due to the city. Therefore, the overall sales tax revenue figure for FY 15-16 is higher than what would have otherwise been generated due to normal sales tax revenue growth. Sales tax is estimated based on past data, local economic trends and third party analysis.

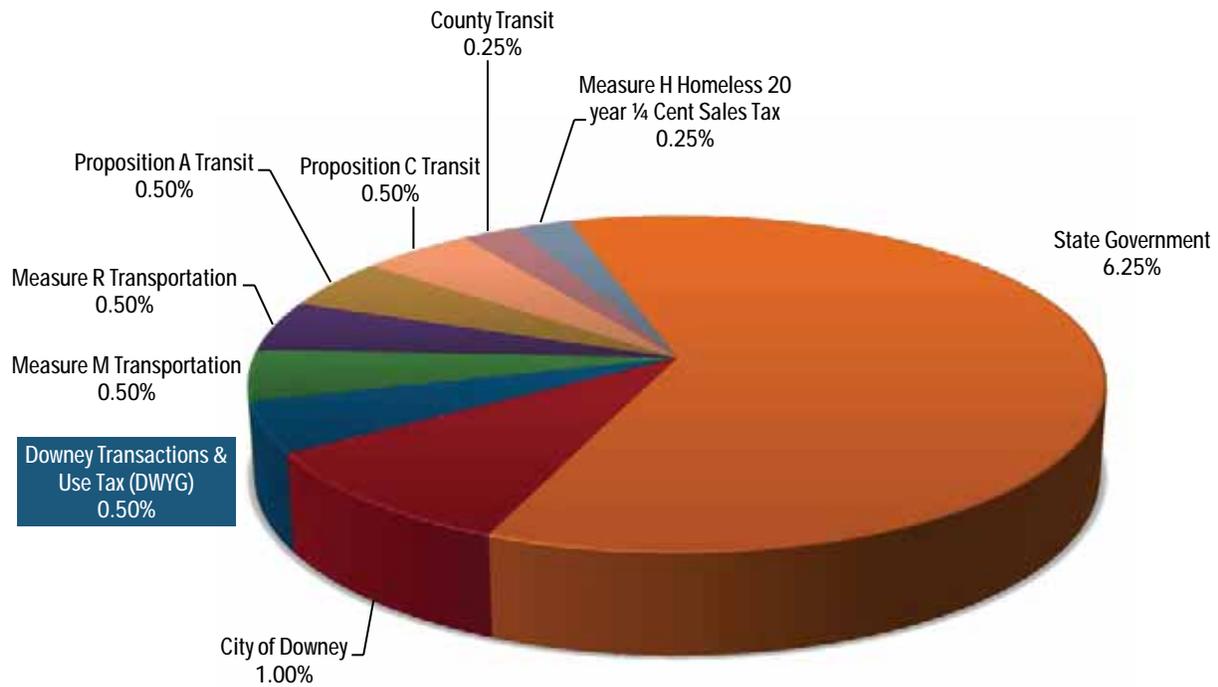


REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

City of Downey Sales Tax Breakdown

State Government	6.25%
City of Downey	1.00
City of Downey – 20 year ½ Cent Sales Tax	0.50
Measure M Transportation	0.50
Measure R Transportation	0.50
Proposition A Transit	0.50
Proposition C Transit	0.50
County Transit	0.25
Measure H Homeless 20 year ¼ Cent Sales Tax	0.25
Total	10.25%

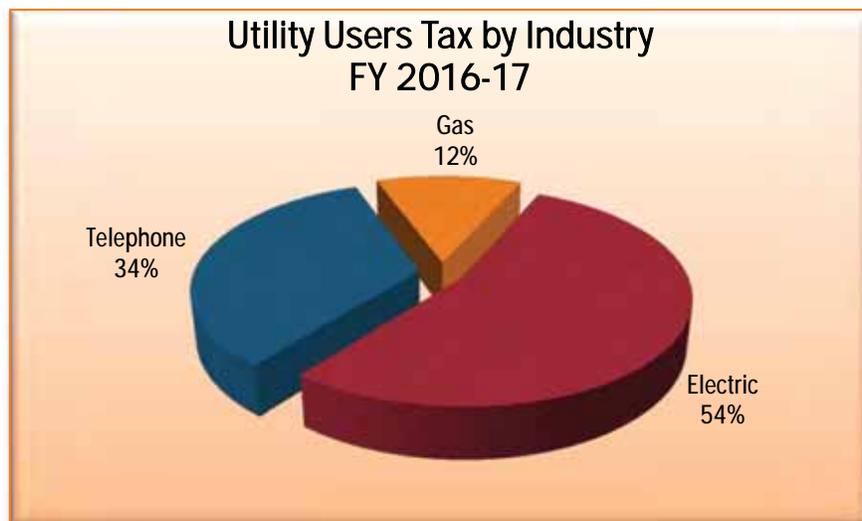
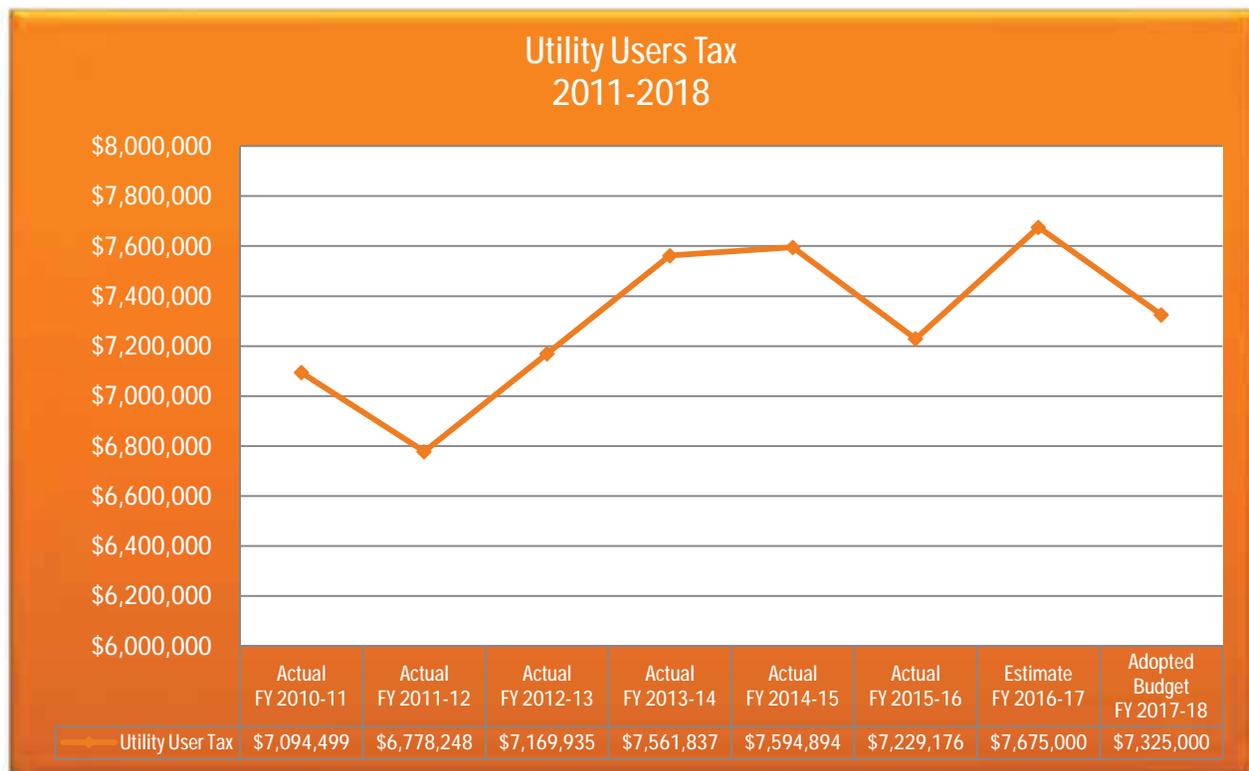


REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Utility Users Tax

Utility Users Tax is the third largest revenue generator for the city. This tax is generated by gas, electric and telecommunications. Due to changes in the telecommunications market, with more households opting out of the use of land-lines in favor of cellular phones, the UUT is expected to decline slightly, by 4.6% or about \$350,000 for fiscal year 2017-18. The estimates for decrease are based on past and current data and trend analysis. The pie chart below provides the dollar figures for each category of utility included in the UUT.

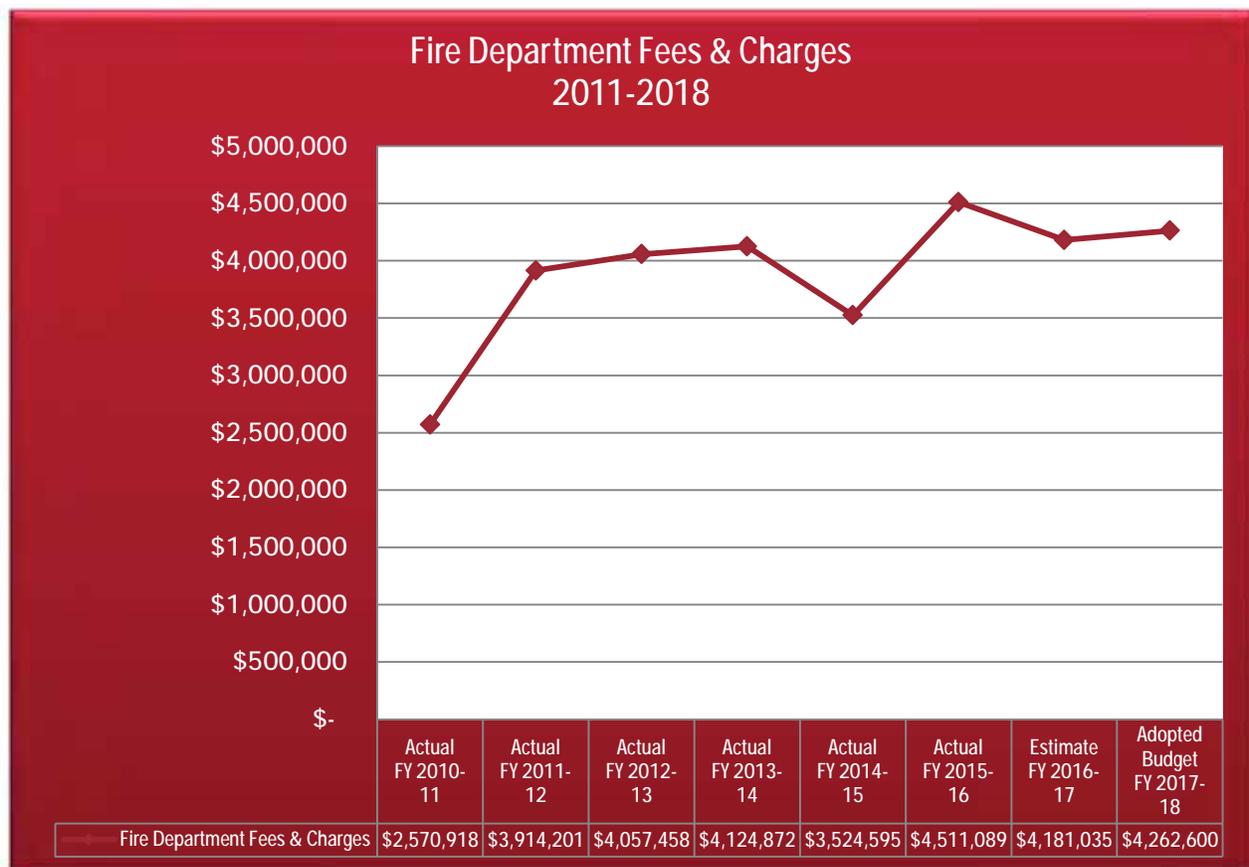


REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Fire Department Fees

Fire Department Fees are the fourth largest revenue source. The City of Downey's Fire Department provides emergency transport or ambulances services and provides dispatching services for three neighboring cities in the City's Communications and Dispatch Services. Downey's Emergency Transport Service revenue is expected to increase by \$81,565 or 2.0 % compared with last year based upon steady year-to-year growth in number of responses to medical incidents and medical transports. Fees for Communication and Dispatch Services will remain the same, but the departure of the City of Vernon and La Habra Heights will result in an overall reduction of revenues and expenditures but will also result in an increase in cost-sharing across the remaining three cities, Downey included (the mirror increases in costs are reflected in the expenditure analysis in the Fire Department Narratives).

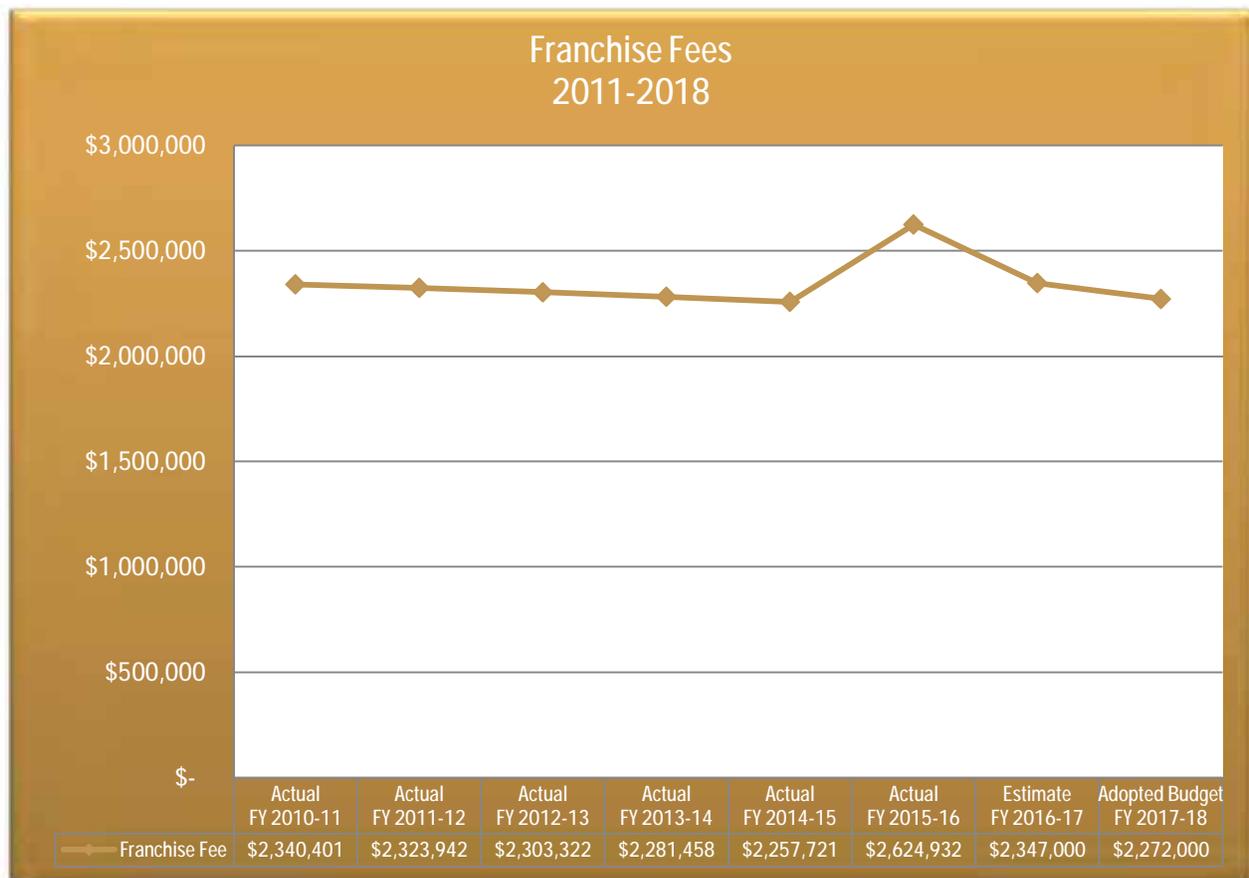


REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Franchise Tax

This tax is paid by local gas, electric, cable TV, rubbish and other utility companies. This tax is expected to decrease slightly, by 3.2% in Fiscal Year 2017-18, due in large part to the renegotiation of the solid waste and recycling contract. The new contract includes a road impact fee due to wear-and-tear on the public streets from the large trash-hauling vehicles. The intended expenditure of this impact fee is reflected in the Capital Improvement Projects (CIP) section of the budget, under Streets.

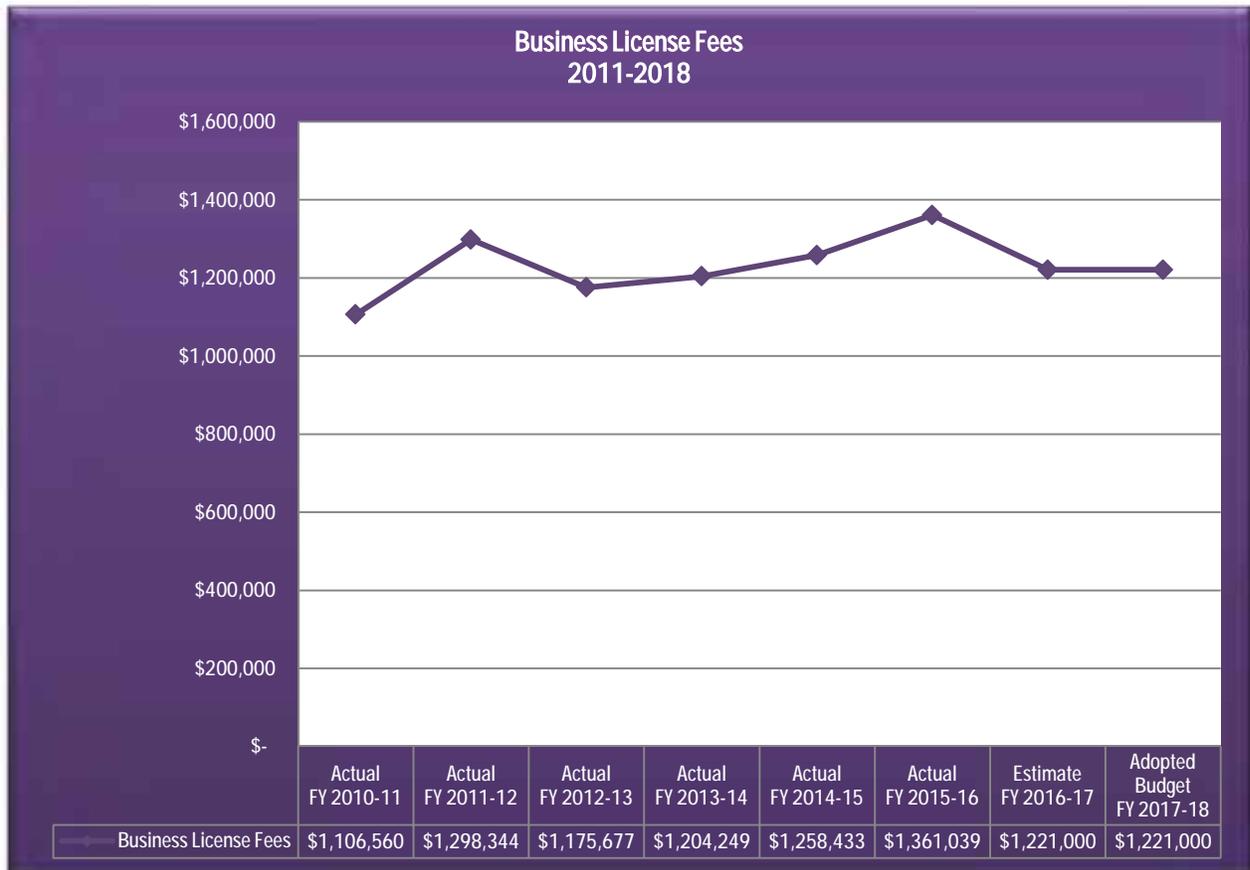


REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Business License Fees

The City issues over 4,000 business licenses annually, and revenue from this tax is based primarily on gross receipts reported. This tax is expected to increase just slightly over last fiscal year.

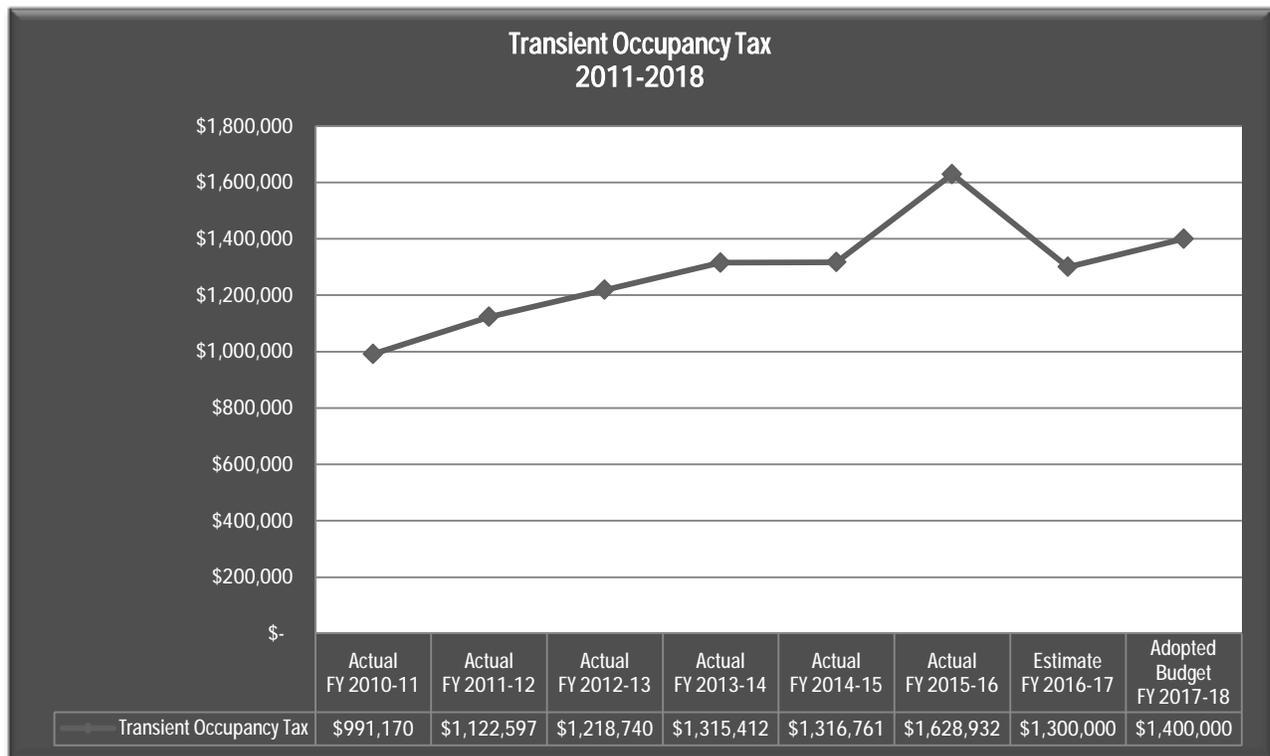


REVENUE

MAJOR REVENUE SOURCES AND BASIS FOR ESTIMATES

Transient Occupancy Tax

The City levies a 9% Transient Occupancy Tax on hotel/ motel rooms. This tax is expected to increase compared with prior year budgeted amount. The slightly lower rate of increase compared to last year's 10% increase is based on local economic trends, research with individual properties and historical data (last fiscal year, the TOT rates were quickly recovering from to pre-recession levels, and are expected to resume normal growth patterns).





EXPENDITURES



General Fund Expenditures

Enterprise Funds & Special Revenue

Grant Funds



City of Downey

EXPENDITURES

FY 2017-2018 Expenditures

As previously described in the “Budget Introduction and Overview” section, the operating budget for the City includes city-wide and fund-specific information in addition to department-specific information. The City Council of the City of Downey has directed staff to propose balanced budgets, meaning that the proposed expenditures are less than or equal to the anticipated revenues in a fiscal year (July 1 through June 30). The chart immediately following this page is a summary of the financial requirements necessary for City activities and operations, outlined per account, with the anticipated revenue for each account. Following this overview is a narrative explanation of the planned expenditures for the City’s Enterprise Funds and Special Revenue and Grant Funds. Finally, there is a brief narrative overview of General Fund expenditures, which comprise 50.4% of the City’s overall budget, and charts which characterize the expenditures. These expenditures are described in even greater detail in the department tabs which follow this section.

Summary of Resources & Requirements by Fund

Fund	FY 2016-2017	FY 2017-2018
General & Reserve Funds	\$83,451,336	\$88,030,620
Special Revenue & Capital Funds	40,620,108	47,123,769
Grant Funds	1,819,213	1,642,564
Enterprise Funds	26,256,389	28,185,089
Successor Agencies	2,012,884	1,599,707
Total City Budget	\$154,159,930	\$166,581,749
Internal Service Funds	2,612,497	2,602,237
Grand Total	\$156,772,427	\$169,183,986

The proposed 2017-18 General Fund expenditures are compared with previous fiscal years as shown in the following pages.

EXPENDITURES

OVERALL GENERAL FUND BUDGET FY 2017-2018

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 52,173,315	\$ 56,462,549	\$ 56,628,592	\$ 57,728,403	\$ 61,246,931
Operations, Materials & Supplies	\$ 8,208,456	\$ 9,331,816	\$ 8,808,659	\$ 7,313,377	\$ 8,861,119
Indirect Costs	\$ 2,829,216	\$ 3,966,830	\$ 4,380,493	\$ 2,753,883	\$ 4,367,669
Employee Benefits	\$ 2,432,992	\$ 2,836,768	\$ 3,296,422	\$ 2,774,755	\$ 2,893,790
Contract & Professional Services	\$ 4,858,514	\$ 5,077,649	\$ 5,874,756	\$ 4,848,811	\$ 6,042,858
Capital Outlay	\$ 377	\$ 27,026	\$ 559,446	\$ 57,929	\$ 27,640
Transfers	\$ 5,046,990	\$ 4,797,229	\$ 2,176,100	\$ 797,500	\$ 1,775,600
Grand Total	\$ 75,549,858	\$ 82,499,867	\$ 81,724,468	\$ 76,274,659	\$ 85,215,607

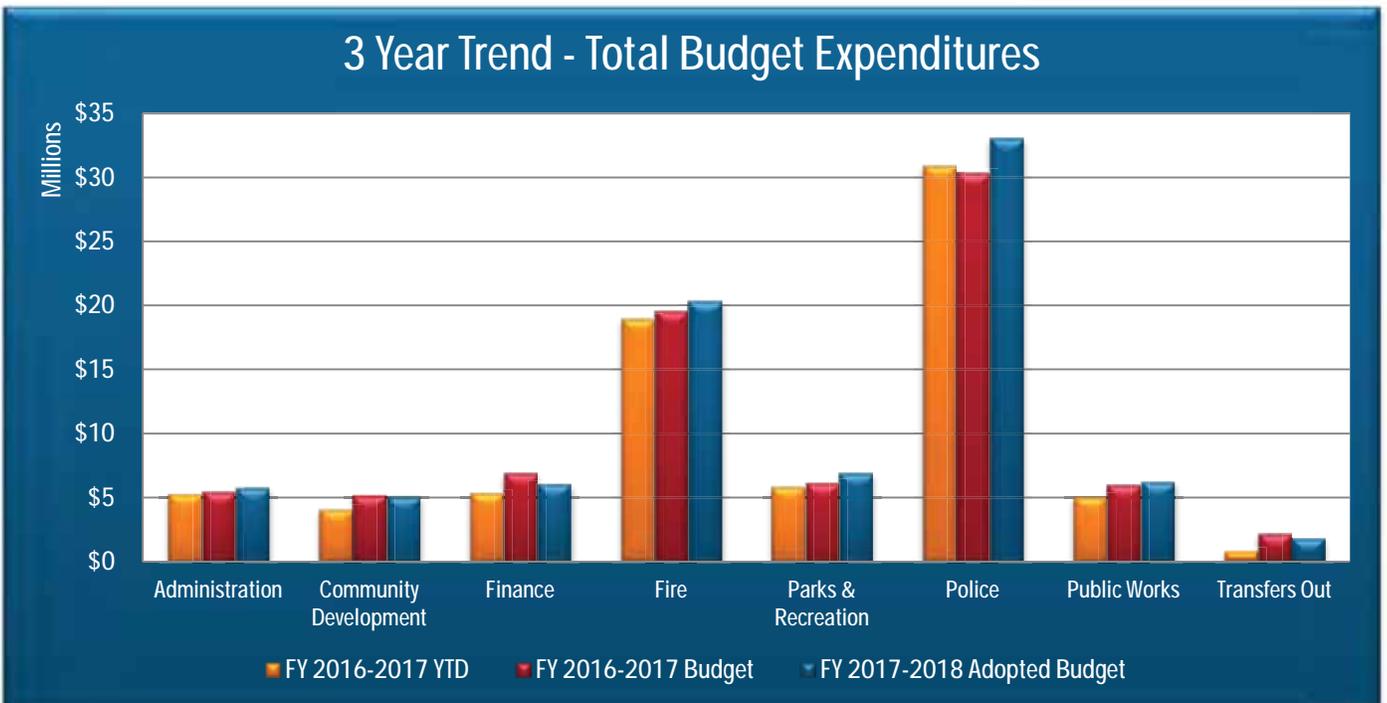
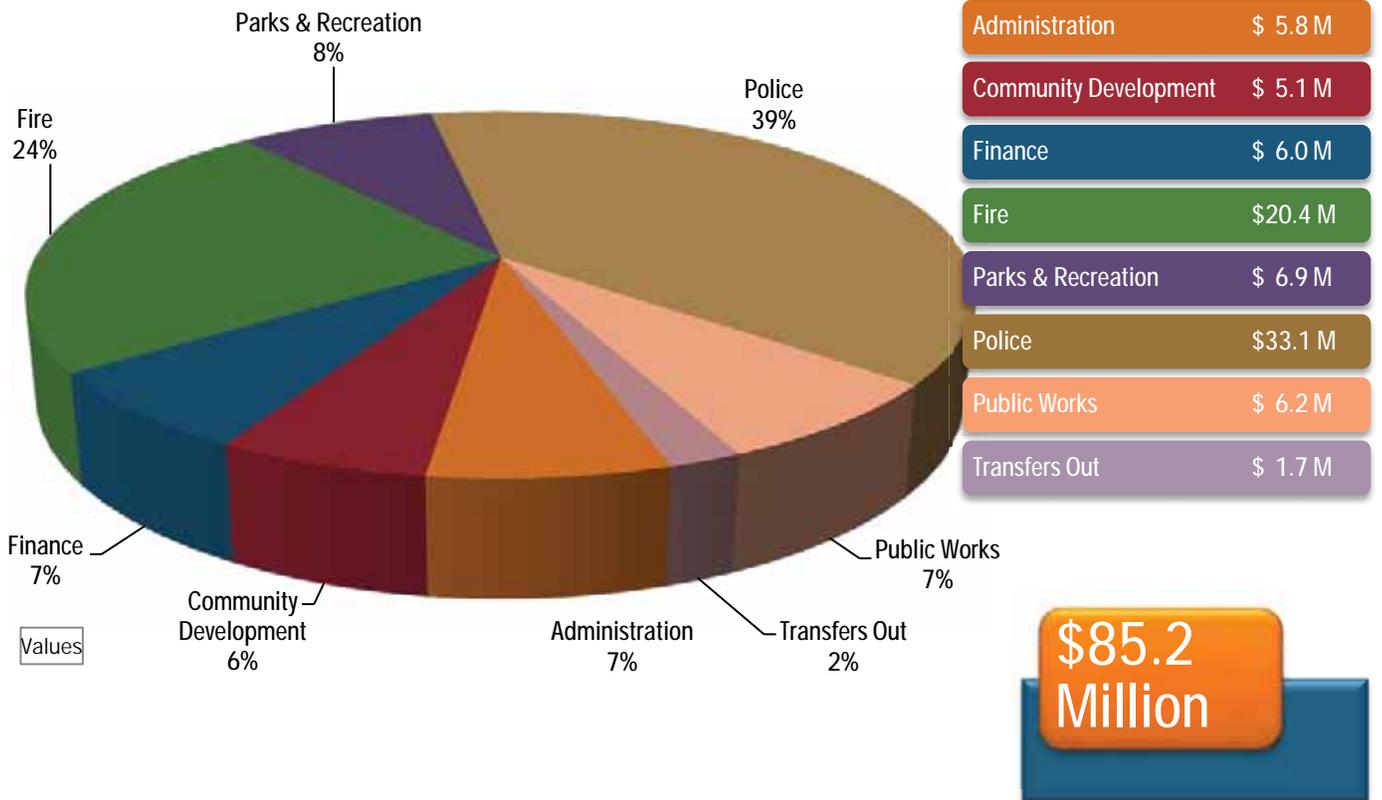
By Department	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD FY 2016-2017	Adopted Budget FY 2017-2018
Administration	\$ 4,667,576	\$ 5,437,083	\$ 5,471,274	\$ 5,211,158	\$ 5,790,983
Community Development	\$ 3,998,204	\$ 4,572,076	\$ 5,150,052	\$ 4,087,659	\$ 5,104,245
Finance	\$ 5,532,645	\$ 6,119,460	\$ 6,902,099	\$ 5,306,828	\$ 6,002,989
Fire	\$ 16,631,364	\$ 19,320,267	\$ 19,553,461	\$ 19,024,179	\$ 20,350,403
Parks & Recreation	\$ 5,834,365	\$ 6,378,466	\$ 6,124,807	\$ 5,871,496	\$ 6,901,395
Police	\$ 28,359,884	\$ 30,454,090	\$ 30,364,382	\$ 30,935,019	\$ 33,068,361
Public Works	\$ 5,478,830	\$ 5,421,196	\$ 5,982,293	\$ 5,040,819	\$ 6,221,631
Transfers Out	\$ 5,046,990	\$ 4,797,229	\$ 2,176,100	\$ 797,500	\$ 1,775,600
Grand Total	\$ 75,549,858	\$ 82,499,867	\$ 81,724,468	\$ 76,274,659	\$ 85,215,607



EXPENDITURES

OVERALL GENERAL FUND BUDGET FY 2017-2018

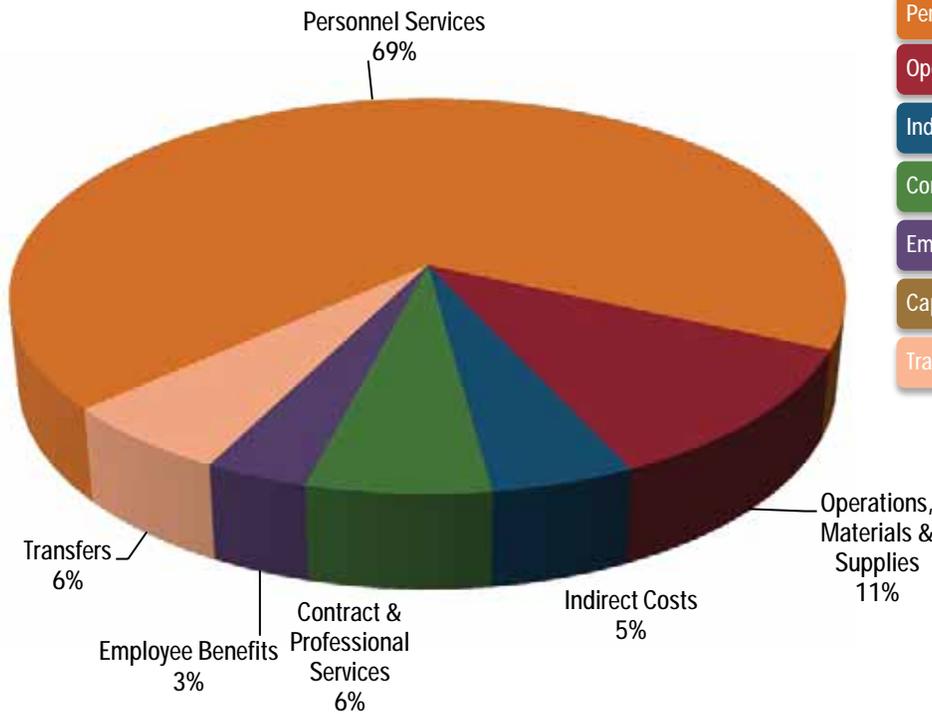
Total GENERAL FUND Budget Expenditures by Department



EXPENDITURES

OVERALL GENERAL FUND BUDGET FY 2017-18

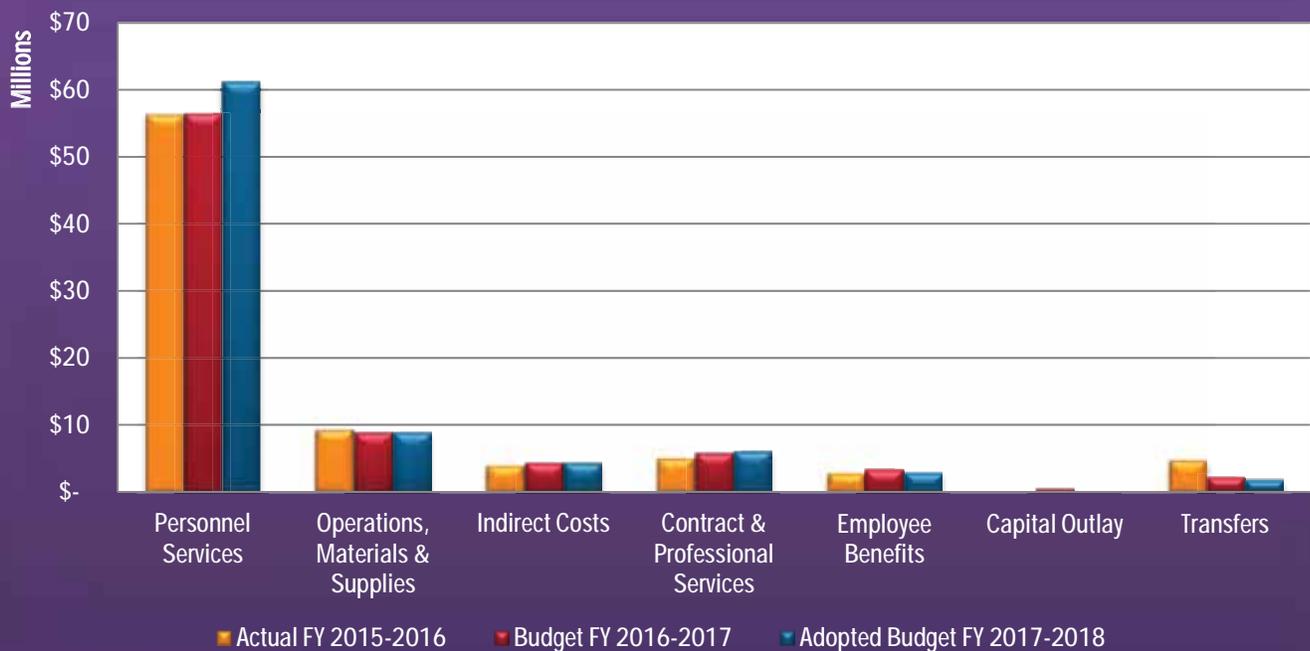
Total GENERAL FUND Budget Expenditures by Category



Personnel Services	\$61.2 M
Operations, Materials & Supplies	\$ 8.9 M
Indirect Costs	\$ 4.4 M
Contractual & Professional Services	\$ 6.0 M
Employee Benefits	\$ 2.9 M
Capital Outlay	\$ 27K
Transfers	\$ 1.8 M

\$85.2 Million

3 Year Trend - Total Budget Expenditures



EXPENDITURES

Expenditures - General Fund

The largest part of the total budget (excluding Civic Center, Liability Insurance Funds and Capital Improvement Projects), comprising of 50.4%, is the General Fund. This fund receives general tax revenues and finances basic City services such as Police, Fire, Public Works, and Parks & Recreation.

Overall, the proposed General Fund operating budget is up 5.56% from last year, due substantially to activities funded by the local, temporary sales tax called Measure S. The changes for each department are summarized in the following narratives and charts.

The **Police Department** continues to be the biggest part of the General Fund comprising 39% of the total budget, and has increased by \$2,703,979 or 8.9% compared to last year. The primary increase is due to the authorization of 10 new police officers, 1 new network engineer, and 2 new traffic enforcement officers. There are also increases due to Cost of Living Adjustment (COLA), the aforementioned PERS cost increases, and increases in health insurance costs. The budget again includes the school resource officer program, fully supported by a grant from G.O.O.D (Gangs Out Of Downey) and the Downey Unified School District, along with 4 part time park rangers to supplement enforcement efforts at City parks. In the equipment fund, the design and procurement process for the highly-anticipated interoperable radio system will begin this fiscal year.



The **Fire Department** is the second biggest part of the General Fund comprising 24% of the budget. The department budget has remained the same percentage of the total budget as last year, but increased by \$796,942 or 4.1%. The primary reason for the increase is the addition of 6 new ambulance operators, a full time coordinator for the EMS personnel, and a training captain; other increases include a COLA, higher PERS, health insurance, and other employee benefits costs.

The **Parks & Recreation Department** budget is the third largest part of the General Fund comprising 10.5% of the budget. This year, the Department budget increased by 9.5%. The department budget has increased by \$779,010 due to an increase in PERS, health insurance, and other employee benefits costs. In addition, the budget includes costs for enhanced community programming.

The **Public Works Department** budget is the fourth largest General Fund Department at 7.11% of the budget. This department is comprised of four major divisions: Administration, Engineering, Utilities, and Maintenance Services. The department budget has remained the same percentage of the total budget as last year, but increased by \$244,338 or 4.2%. The increased costs are primarily due to increased employee benefit costs, similar to other departments.

The **Finance Department** is the fifth largest General Fund Department budget at 7.04% of the budget, and includes Administration, General Accounting, Information Technology, Revenue and non-departmental costs. The department budget is a management analyst position for payroll is added this fiscal year.

EXPENDITURES

The **Administration** budget is 7.8% of the budget, and includes all general administrative and legal operations of the City, including the City Attorney, City Clerk, City Council, City Manager, and Human Resources as well as Library and Columbia Memorial Space Center. The department budget has increased by 5.8% or \$366,113 primarily due to the addition of Human Resources staff members in furtherance of City Council's Efficiency and Adaptability goal; an analyst position is included in this fiscal year's budget.



The **Community Development Department** is the smallest General Fund Department budget at 6% of the budget. Community Development includes five divisions: Administration, Building & Safety, Code Enforcement, Housing & Grants, and Planning. The department budget also includes Animal Control Services and has remained the same percentage of the total budget as last year. It should be noted that while HOME and CDBG funds were not reduced by the FY 2016-17 omnibus appropriations bill, there has been substantial discussion at the federal level with regard to eliminating these funding sources altogether; the City's current budget anticipates a 45.9% reduction in HOME and a 12.6% reduction in CDBG, but if the federal government does de-fund these programs, the Council will need to consider whether and how to continue the following programs:

- Rebate and Grant Program to assist with single-family residential renovations of low- to moderate- income family households
- New homebuyer
- Social services (senior center, low-income nutrition, family homeless services, adult literacy)
- Code enforcement programs

Transfers-out are up by 11%, including funds that are transferred from the General Fund to other funds in the City budget as follows:

	FY 2015-2016	FY 2016-2017	FY 2017-2018
Transfer to Capital Projects	2,476,800	\$450,000	424,165
Transfer to Federal Fire Grant Fund	1,240,419	0	0
Transfer to Sewer & Storm Drain Fund	130,011	150,000	0
Transfer to Learning Center Fund	858,279	795,000	837,200
Transfer to Golf Fund	200,000	200,000	125,000
Transfer to Gas Tax Fund	0	0	389,235
Total	\$4,905,509	\$1,595,000	\$1,775,600

The largest transfer is the Learning Center Fund to fund Columbia Memorial Space Center operations.

EXPENDITURES

Internal Service Fund. The budgets for these funds are not included in the overall budget amount, because they receive their funding from regular budget funds. And thus, the dollars are already included in the total budget figure. However, each fund accounts for an important operation of the City and is included in the budget document. Because the available reserves of the Employee Benefit Fund, Civic Center Fund and Liability Fund are all available to the General Fund should the need arise, they are included with the General Fund in the "Summary of Resources and Requirements by Fund."



Civic Center Fund. This fund accounts for the cost of maintaining the Civic Center, which includes City Hall, Council Chambers, the Police Department and the City Library along with the three public parking lots and Civic Center Drive. Each department pays "rent" in proportion to their usage of the facilities. Total costs charged to other Funds amounts to \$1,350,000.

Liability Insurance Fund. This fund accounts for the cost of the City's municipal liability insurance program. Each department contributes a specified sum each year into the fund. The fund then bears all of the costs for general liability: attorney fees, insurance premiums, claim payments, and the City's third-party administrator. Downey is a member of the Independent Cities Risk Management Authority (ICRMA), but self-insures the first \$2,000,000. This means that Downey has to pay the first \$2,000,000 of any individual claim. The City strives to maintain an active role on the Authority Board to keep insurance costs down.

Employee Benefit Fund. The Employee Benefit Fund accounts for accumulated leave and worker's compensation.

Equipment Fund. The Equipment Fund accounts for City equipment including vehicles, radios, computers, office machines, field maintenance equipment, and even fire engines. The Fund charges a "rental" fee to each department for the cost of maintaining the equipment and the cost of replacing the equipment. By charging this fee, the Fund maintains a balance to fund the timely replacement of equipment. This year, the cost to maintain existing equipment is \$2,602,237. for the FY 2017-18 Budget includes funds for the design and procurement process for the Police Department's interoperable radio system (a 9-11 Commission recommendation).



EXPENDITURES

Special Revenue and Grant Funds

The City has a number of special revenue funds that account for revenues that are designed for specific purposes. These revenues are restricted and may not be expended for any general government purpose. The proposed budgets for these funds are as follows:

	Operating	Equipment	Capital Projects	Transfers	Total
Waste Management	\$656,800	\$ 0	\$ 0	\$ 0	\$656,800
Air Quality	129,132	0	67,537	0	196,669
Street Lighting	1,953,634	0	484,875	0	\$2,438,509
Learning Center	1,027,004	0	0	0	\$1,027,004
TDA Article III	0	0	74,000	0	\$74,000
Grants	0		21,312,182	0	\$21,312,182
Gas Tax	0	0	893,565	2,100,303	\$2,993,868
State – SB1	0	0	954,812	0	\$954,812
Vehicle Impact	0	0	2,260,765	389,235	\$2,650,000
Capital Projects	0	0	1,145,617	0	\$1,145,617
Transit - "PROP. A"	2,969,945	0	0	0	\$2,969,945
Transit - "PROP. C"	165,480	0	752,448	1,000,000	\$1,917,928
Transit - "MEAS. R"	21,538	0	1,871,250	0	\$1,892,788
Transit – "MEAS. M"	0	0	1,337,000	0	\$1,337,000
Sewer & Storm Drain	2,617,211	262,850	1,430,000	0	\$4,310,061
Asset Forfeiture	1,241,386	0	0	0	\$1,241,386
Cemetery District	5,200	0	0	0	\$5,200
State Grants	0	0	0	0	\$ 0
CDBG	1,036,512	0	0	190,000	\$1,226,512
Federal HOME Loan	416,052	0	0	0	\$416,052
Total	\$12,239,894	\$262,850	\$32,584,051	\$3,679,538	\$48,766,333

Waste Management. This fund accounts for revenues the City receives to comply with the State's Waste Reduction program, commonly known as AB939. Under this State mandate, the City must reduce the amount of trash that is hauled to sanitation landfills by 50% and up to 75% by 2020. Revenue to support this fund was established in 1990 and a bi-monthly fee of \$1.90 was set for residential waste customers. This fund also receives State grant revenue to operate the oil recycling program and related educational programs. The Revenue is estimated to be \$437,725, and approximately \$323,710 will be carried over from unspent FY 2016-17 funds. The total \$656,800 in expenditures for the coming fiscal year will include the costs of the Keep Downey Beautiful coordinator, landscaping materials, and other related programs, with the funding gap to be closed next year using FY 2018-19 revenues.

Air Quality Fund. This is a small fund accounting for revenues received from the State to improve air quality. The proposed budget is used to help pay for the City's trip reduction program. The City also uses this fund to help finance state mandated traffic congestion studies.

Street Lighting Fund. This fund pays for the electrical and repair costs for all City lights and traffic signals. It also pays for trimming City street trees. Each year the City Council approves a special

EXPENDITURES

assessment for these costs, which appear on Downey property tax bills. The assessment revenue and expenses are all accounted for in this one fund. The proposed budget is \$2,438,509, primarily for utility costs and tree trimming services. There is also \$484,875 budgeted for a capital improvement project (CIP) to convert some of the City's existing inefficient street lighting infrastructure to more efficient LEDs.

Learning (Space) Center Fund. The Learning Center program provides a budget to operate the Columbia Memorial Space Center. This year's budget allocates \$1,027,004 for operating costs. The primary funding source for the Center is a contribution from the General Fund of \$837,200.



TDA Article III Fund. This fund collects and budgets for Transportation Development Act (TDA) Article III monies, which are remitted to cities by the Los Angeles County Metropolitan Transportation Authority for the planning and construction of bicycle and pedestrian facilities. Funds are allocated annually on a per capita basis and may be used immediately or placed on reserve until enough funds are available to undertake an eligible project. This year, \$74,000 in TDA Article III funds will be used for Citywide Sidewalk Projects.

Gas Tax Fund. This fund is used to account for gas tax revenues the City receives from the State. Approximately one point thirty-six cents (0.0136¢) of the State's twenty-nine point seven cents (29.7¢) gasoline tax comes to the City and is deposited into this fund. The revenues are governed by State regulations and must be spent on public right-of-way improvements. These include street,



adjoining landscaping, curbs, gutters, sidewalks and drainage facilities. This fund is also used to pay for qualified street sweeping charges and covers applicable graffiti removal costs recorded in the Waste Management Fund. The City Gas Allocation for FY 2017-18 is projected to be \$3.05 million. Gas tax funds are expended for two main purposes: (1) \$2.1 million is transferred to other funds to pay for qualifying expenditures; (2) \$950,000 will be used to pay for capital improvements to the City's streets. A comprehensive listing of all gas tax projects and their respective funding sources can be seen in the 2017-18 Capital Improvement Projects list.

Vehicle Impact Fund. The newly-negotiated waste hauling contract includes a vehicle impact fee to recover the costs of repairing the wear-and-tear imposed on City streets by the large waste-hauling

EXPENDITURES

and recycling vehicles. The Fiscal Year 2017-18 is the second year in which the fee will be collected, and it is anticipated to generate approximately \$1.4 million for local street improvements. A comprehensive list of these improvements can be seen in the 2017-18 Capital Improvement Project list

Capital Project Fund. This fund accounts for capital projects which include long term improvements and maintenance programs such as land and building acquisitions, street development and maintenance and funded through operating capital, federal, state and local grants and debt financing. Implementation of Capital Improvement Projects (CIPs) with an approved budget of \$21,312,182 for fiscal year 2017-18 will depend largely on the amount of grant or other funds available. A comprehensive list of these improvements can be seen in the 2017-18 Capital Improvement Project list.

Transit (Prop A) Fund. This fund accounts for special revenues the City receives pursuant to a County ballot measure called Proposition A. Programs operated under Prop A are regulated by the Metropolitan Transportation Authority. The City uses Prop A funds to support the City's senior and disabled bus operation, as well as the Downey Link Fixed Route Service. It also includes special recreation transportation programs and the bus bench maintenance program. Unlike the Water and Golf Course Funds, this fund is not fee supported. Revenues from Proposition A are projected to be \$2,172,317 this fiscal year. However, total requirements for operations under Prop A exceed this revenue projection, and thus approximately \$1,000,000 in Prop C funds will be transferred to support total operational requirements of \$2,969,945.



Trans (Prop C) Fund. Similar to the Transit Prop A Fund, the Proposition C fund accounts for special transit revenues the City receives pursuant to a County ballot measure. A significant portion of Prop C funds are used for eligible street improvements projects. A comprehensive listing of all Prop C fund projects and their respective funding sources can be seen in the 2017-18 Capital Improvement Projects list. This year, there will be a transfer of \$1,000,000 to the Prop "A" Fund.

Transit (Meas. R) Fund. Similar to the Transit Proposition A and C funds, ballot Measure R was approved by Los Angeles County voters November 2008. The county-wide approved sales tax measure increased the sales tax rate by one-half percent. The new tax will be in place through 2039 and is intended to relieve traffic congestion by providing for mass transit systems (i.e. bus rail, and subway services), roadway repairs, traffic signal synchronization and pedestrian walkways and paths just to name a few. The City anticipates receiving \$1,322,842 in Measure R funds next year. The City has appropriated \$1,871,250 for various Measure R-related capital projects, with the difference coming from the built up reserves and next year allocation.



EXPENDITURES

Sewer and Storm Water. This fund accounts for a special service fee collected on water bills as well as City expenses related to sewer maintenance, street sweeping and storm water clean-up. The General Fund, Water Fund and Gas Tax Fund collectively provide 50% of the funding for the Sewer and Storm Water Fund operations. For 2017-18, \$1,430,000 in capital projects is budgeted. A comprehensive list of these improvements can be seen in the 2017-2018 Capital Improvement Projects list.

One of the long term goals of this fund is to comply with the Los Angeles Regional Water Quality Control Board's mandate to ensure that the water entering the storm drain system is clean. The purpose of the mandate is to ensure that the rivers and oceans are not polluted with dirty water from the storm drain system. The underground storm water retention basins at the City's Discovery Sports Complex are an example of the types of projects built to accomplish this goal.

Asset Forfeiture Fund. This fund accounts for the revenue the City receives when the Downey Police Department is involved in the seizure of assets from criminal drug related activity. Federal and State laws govern how these funds can be expended. The basic requirement is that the funds be used for new law enforcement programs and equipment. This year's proposed expenditure of \$1,241,386 includes funds for the Special Enforcement Team, overtime for participation on regional and federal task forces.

Community Development Block Grant (CDBG) Fund. This fund accounts for revenues the City receives from the Housing and Urban Development Department of the U.S. Government. Grant expenditures must be in accordance with federal regulations. The monies will be used for qualified housing improvement projects, the Apollo Neighborhood facility as well as the senior paint and fix-up program and limited economic development programs. The budget also includes a \$190,000 transfer to the General Fund to fund eligible code enforcement programs, social service grants and the senior nutrition program.



HOME Fund. The HOME Special Revenue Fund is used to account for the operations of HOME Investment Partnership Program. The federally funded program provides opportunities for a wide range of activities including building, acquiring, and/or rehabilitating affordable housing. The City of Downey provides direct assistance to low-to-moderate income, special needs and senior residents through its rehabilitation grant and rebate program, and first-time homebuyer programs.

Community Development Commission Successor Agency. Effective February 1, 2012, the Commission was dissolved due to the State's elimination of Redevelopment. The administrative operation and duties of the Commission were transferred to a Successor Agency with an appointed Oversight Board. Since the administration of this new Agency is now recorded in the General Fund, this portion of the budget accounts for the payment of existing bond and contractual obligations owed by the former Commission. The Successor Agency's estimated income is \$1,453,482 of which \$715,126 is transferred to cover Housing Obligations and CRA debt service of the former commission. Another \$1,428,477 is for limited operations to maintain former Commission investments (e.g.: maintenance of the downtown parking garage).

EXPENDITURES

Enterprise Funds

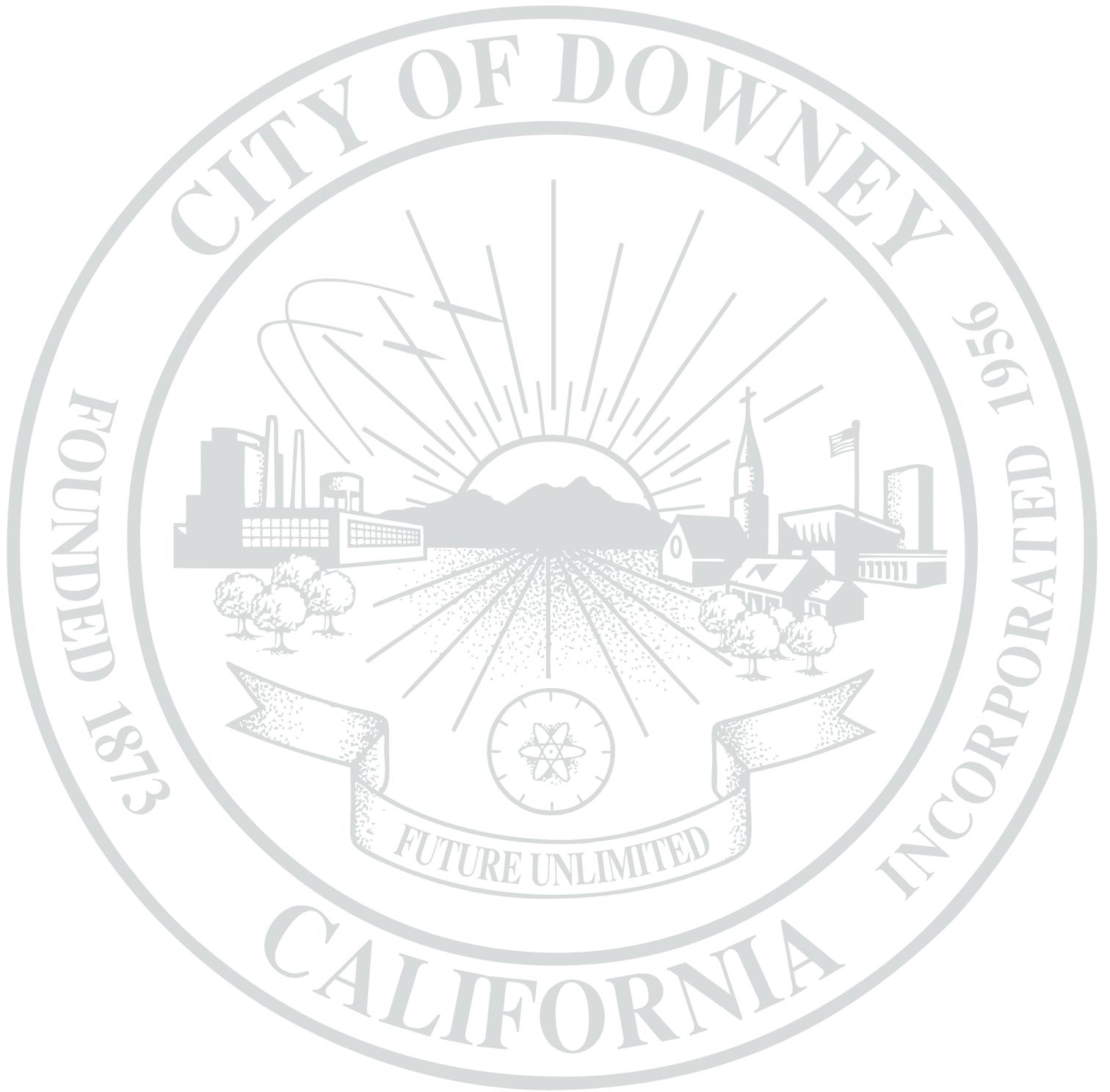
The City operates two funds called Enterprise Funds because they are maintained on a profit-and-loss basis. The proposed budgets for these two funds are as follows:

	Operating	Equipment	Capital Projects	Transfers Out	Total
Water	\$12,981,698	\$337,000	\$10,550,000	\$1,375,000	\$25,243,698
Golf Course	2,941,391	0	0	0	2,941,391
Total	\$15,923,089	\$337,000	\$10,550,000	\$1,375,000	\$28,185,089

Water Fund. The proposed Water Fund budget is \$25,243,698. The Capital project budget for water amounts to \$10,550,000, the largest of which is construction of the first two new wells in 40 years, and rehabilitation of water infrastructure. The Water Fund revenues are anticipated to increase slightly this year, because the State Water Board has amended its previous stance requiring across-the-board water conservation, and instead allowed agencies such as the City of Downey to implement conservation measures in accordance with the anticipated three-year availability of water. With the new methods, Downey water consumers will not be penalized for their previous judicious conservation of water.

Golf Course Fund. The City owns the Rio Hondo Gold Course, which continues to be a considerable asset of the City. However, while played rounds at the course continue to increase following the substantial drop-off in play during the depths of the Great Recession, the course is still operating at a loss. The Golf Course Fund begins the fiscal year with a net deficit of \$545,268. Operational expenditures will be funded through estimated revenues of \$2,850,300 and a transfer in of \$125,000 from General Fund. The fund is expected to end the year with a \$511,359 deficit.





ADMINISTRATION



City Attorney ❖ City Clerk ❖ City Council

City Manager ❖ Columbia Memorial Space Center

Human Resources ❖ Library

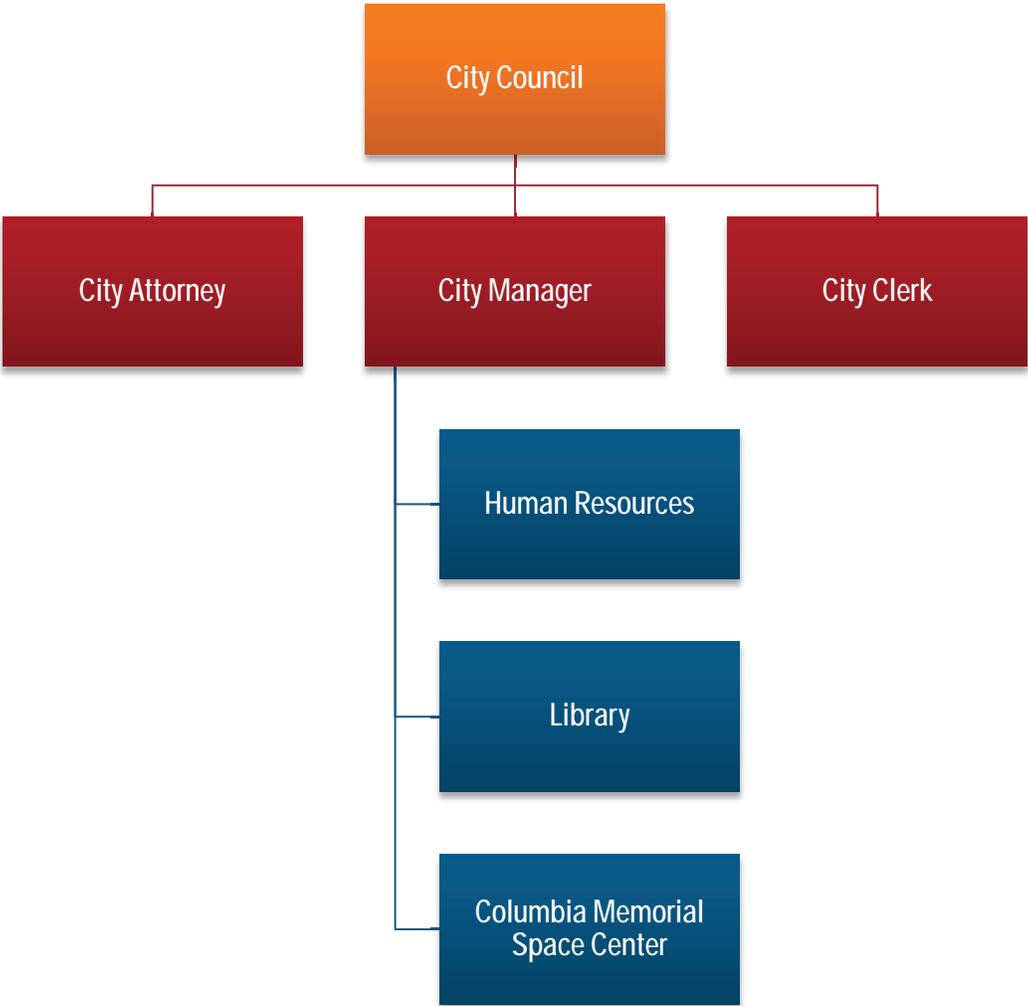


City of Downey

ADMINISTRATION

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Administration Department is comprised of the City Council, its appointed officers (City Manager, City Attorney and City Clerk) and the Human Resources, Library, Columbia Memorial Space Center and Public Information Divisions. The Administrative Department provides leadership for the entire City through policy direction and implementation, as well as through the provision of legal advice, public records, and personnel management.

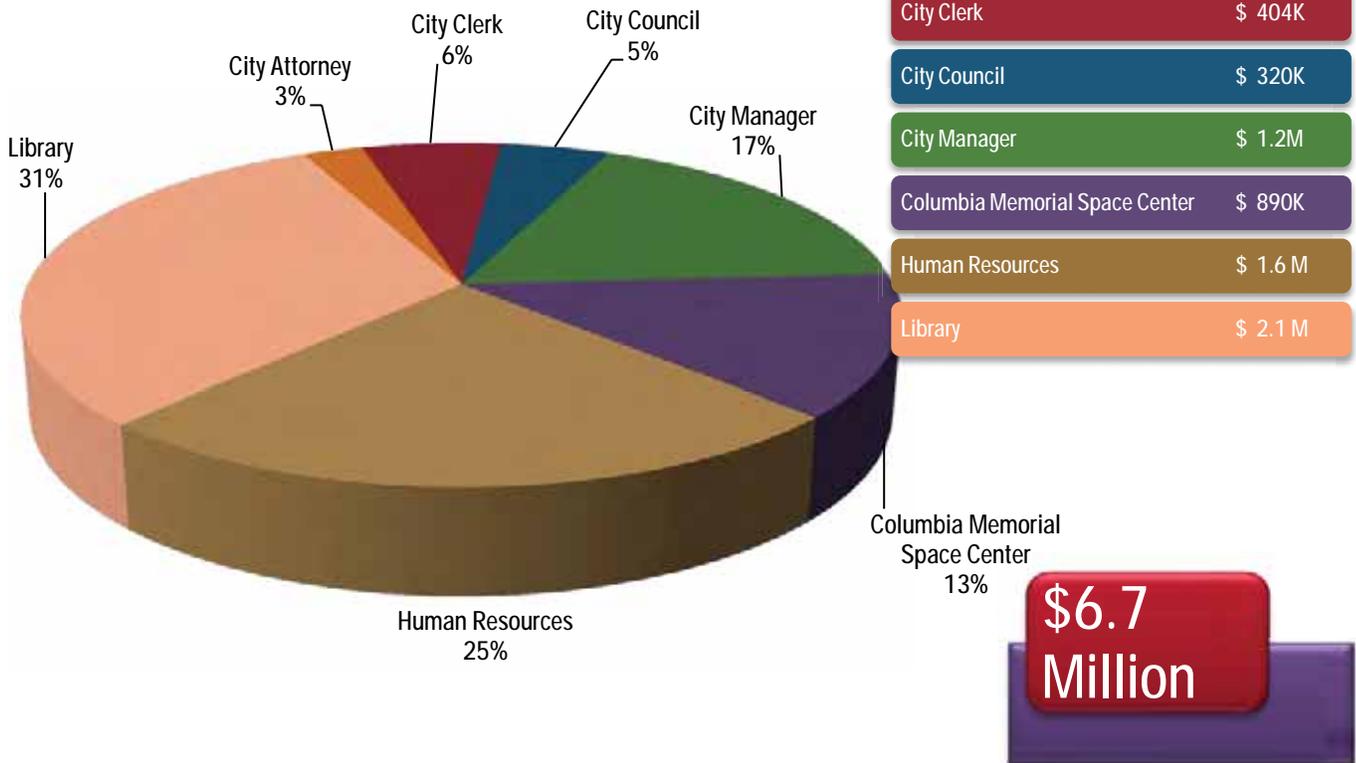
ADMINISTRATION

Department Summary of Full Time Positions

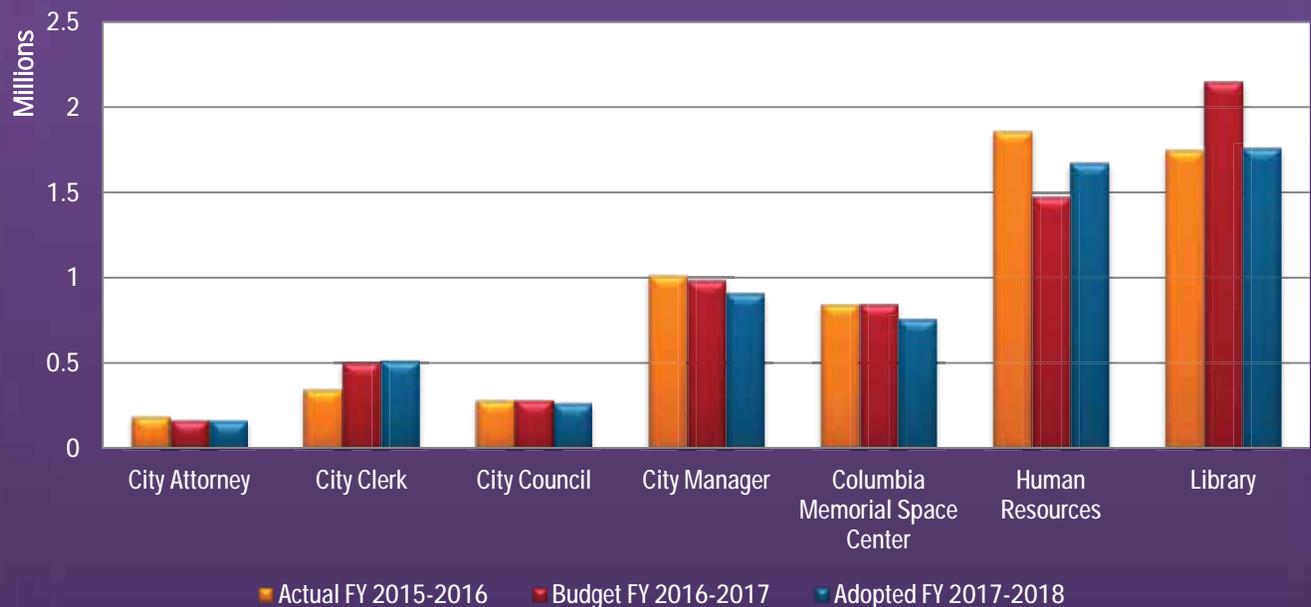
Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
City Attorney	1	1	1	1
City Attorney	1	1	1	1
City Clerk	2	2	2	2
City Clerk	1	1	1	1
Deputy City Clerk	0	1	1	1
Secretary	1	0	0	0
City Council	6	6	6	6
Executive Secretary	0	1	1	1
Secretary to the City Council	1	0	0	0
City Council Member	5	5	5	5
City Manager	5	5	5	5
Administrative Aide	1	1	1	1
Assistant City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
City Manager	1	1	1	1
Executive Secretary	1	0	0	0
Management Analyst	0	1	1	1
Columbia Memorial Space Center	3	3	3	3
Administrative Assistant	1	1	0	0
Center Supervisor	1	1	2	2
Executive Director	1	1	1	1
Human Resources	4	5	5	6
Administrative Aide	1	1	0	0
Administrative Assistant	0	0	0	0
Executive Secretary	0	1	0	0
Human Resources Analyst	0	0	1	1
Human Resources Director	1	1	1	1
Human Resources Specialist	0	0	2	3
Human Resources Technician	1	1	0	0
Sr. Human Resources Analyst	1	1	1	0
Human Resources Manager	0	0	0	1
Library	9	9	9	9
Administrative Assistant	1	1	1	1
Librarian	3	3	3	3
Library Assistant	3	3	3	3
Senior Librarian	1	1	1	1
Senior Library Assistant	1	1	0	0
Supervising Library Assistant	0	0	1	1
Administration	30	31	31	32

ADMINISTRATION DEPARTMENT SUMMARY

Total Budget Expenditures by Division



3 Year Trend - Total Budget Expenditures



ADMINISTRATION

Fiscal Year 2016-2017

Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Increased citizen engagement through the use of technology and social media					X
Updated administrative regulations		X			
Once again assisted Finance with budget process, including the production of the budget document	X				
Coordinated various ribbon cuttings/groundbreakings, including those for The Promenade				X	X
Completed re-design of the City's website		X			X
Handled grant management for various City grants	X	X			
Applied for and received both the GFOA and CMFOA Budget Awards for FY 2016-17	X	X			X
Customer Satisfaction Survey		X			X
Addressed digital divide through grant-funded automated-dispensary laptop kiosk at Library	X	X		X	X
Conducted self-evaluation and developed ADA Transition Plan	X	X		X	X
Garnered more than 10% of CMSC Operating budget from grants and sponsors	X				X
Instituted first-ever inter-disciplinary Technology & Innovation Team		X			
Updated the City's Records & Retention Policy		X			
Managed the November General Municipal Election and Assisted in the Coordination of Voter Education Events		x			X
Implemented In-House Legal Document Recording with LA & Orange Counties	x	x	x		
Created "Welcome to the Downey City Council Meeting" Informational brochure					x
Utilizing Technology, created a QR (quick reader) Code for City Council Agendas		x			x

ADMINISTRATION

Fiscal Year 2017-2018 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Strategic Organizational Assessment	X	X	X		
Develop ADA Clearinghouse and Compliance Strategy	X			X	X
Enhance Public Transparency through Communications	X				X
Implement Organizational Mission & Values	X	X	X	X	X
Continue to develop and expand the City's Volunteer Program		X			
Continue to utilize the City's social media platforms and new technology to engage the community					X

ADMINISTRATION

DEPARTMENT SUMMARY

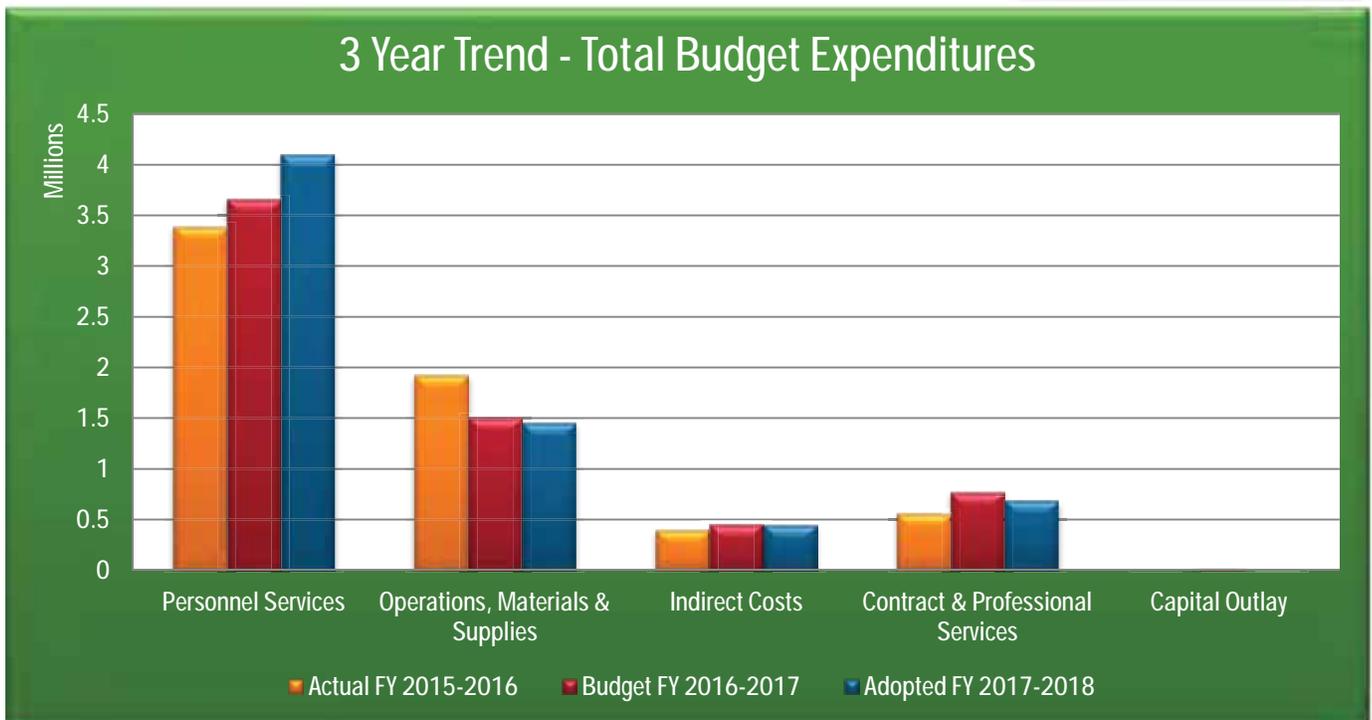
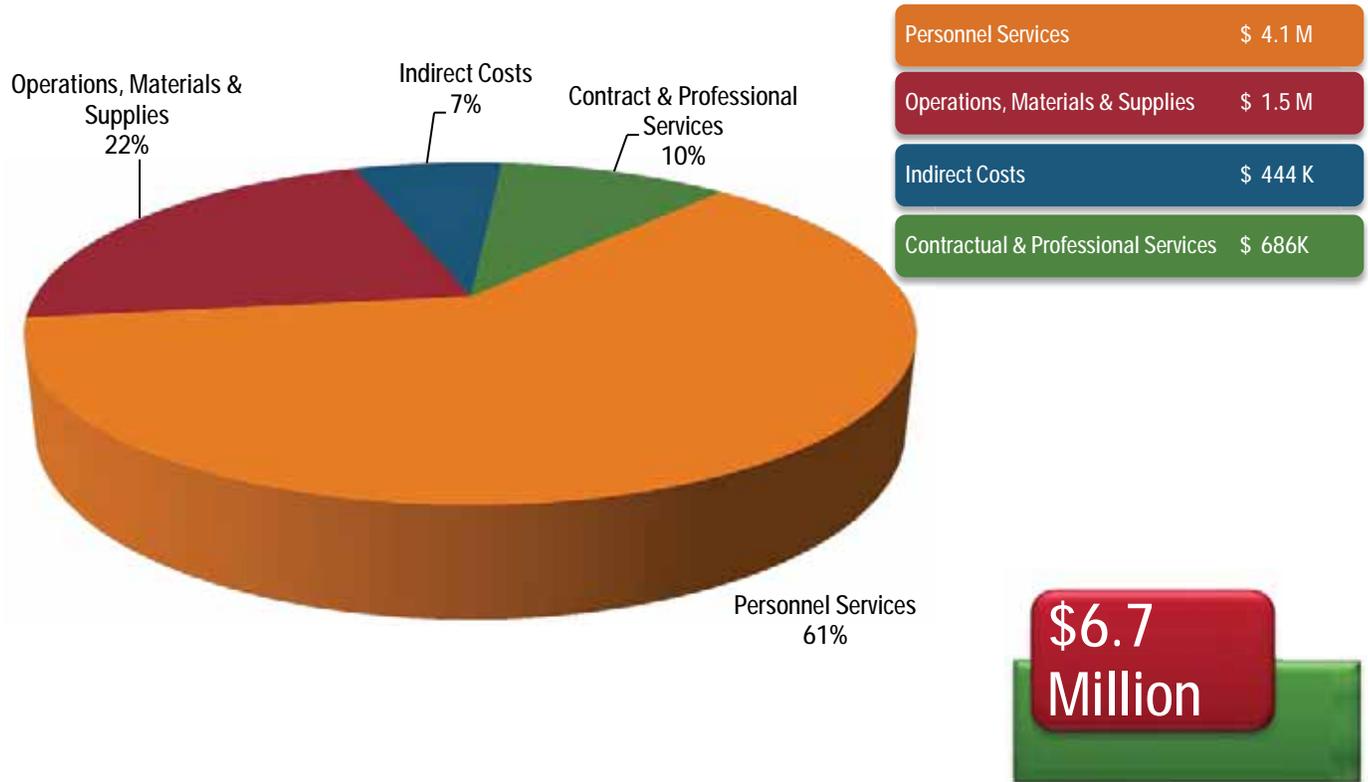
By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 3,130,392	\$ 3,394,012	\$ 3,663,347	\$ 3,463,794	\$ 4,101,243
Operations, Materials & Supplies	\$ 1,312,194	\$ 1,930,522	\$ 1,510,963	\$ 1,616,665	\$ 1,457,290
Indirect Costs	\$ 414,398	\$ 397,150	\$ 451,069	\$ 377,996	\$ 444,483
Contract & Professional Services	\$ 531,793	\$ 562,507	\$ 775,725	\$ 598,504	\$ 686,771
Capital Outlay	\$ 3,197	\$ 2,151	\$ 14,364	\$ -	\$ -
Grand Total	\$ 5,391,975	\$ 6,286,342	\$ 6,415,468	\$ 6,056,958	\$ 6,689,787

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
City Attorney	\$ 241,123	\$ 187,226	\$ 167,744	\$ 165,841	\$ 174,518
City Clerk	\$ 346,610	\$ 345,160	\$ 502,476	\$ 514,316	\$ 404,357
City Council	\$ 292,700	\$ 280,922	\$ 280,949	\$ 265,151	\$ 319,951
City Manager	\$ 874,717	\$ 1,017,024	\$ 991,219	\$ 911,528	\$ 1,170,879
Columbia Memorial Space Center	\$ 718,171	\$ 843,210	\$ 843,800	\$ 758,760	\$ 890,204
Human Resources	\$ 1,199,054	\$ 1,861,495	\$ 1,477,373	\$ 1,676,836	\$ 1,649,579
Library	\$ 1,719,599	\$ 1,751,304	\$ 2,151,907	\$ 1,764,528	\$ 2,080,299
Grand Total	\$ 5,391,975	\$ 6,286,342	\$ 6,415,468	\$ 6,056,958	\$ 6,689,787

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
10-General	4,667,576	5,437,083	5,471,274	5,211,158	5,790,983
24-Learning Center Fund	716,586	842,757	843,800	758,760	890,204
31-LSTA Grant Fund	-	-	74,030	60,431	-
62-Equipment	7,812	6,501	26,364	26,609	8,600
Grand Total	\$ 5,391,975	\$ 6,286,342	\$ 6,415,468	\$ 6,056,958	\$ 6,689,787

ADMINISTRATION DEPARTMENT SUMMARY

Total Budget Expenditures by Category



ADMINISTRATION

DIVISION SUMMARY

City Attorney	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 92,524	\$ 87,759	\$ 103,760	\$ 101,477	\$ 109,769
Operations, Materials & Supplies	\$ 135,606	\$ 85,233	\$ 49,250	\$ 48,066	\$ 49,750
Indirect Costs	\$ 7,581	\$ 7,461	\$ 8,734	\$ 8,006	\$ 8,999
Contract & Professional Services	\$ 5,411	\$ 6,772	\$ 6,000	\$ 8,292	\$ 6,000
Grand Total	\$ 241,123	\$ 187,226	\$ 167,744	\$ 165,841	\$ 174,518

City Clerk	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 229,460	\$ 268,248	\$ 270,890	\$ 278,066	\$ 302,356
Operations, Materials & Supplies	\$ 18,406	\$ 21,158	\$ 25,300	\$ 19,852	\$ 30,325
Indirect Costs	\$ 26,806	\$ 25,936	\$ 30,286	\$ 27,762	\$ 31,926
Contract & Professional Services	\$ 71,938	\$ 29,818	\$ 176,000	\$ 188,636	\$ 39,750
Grand Total	\$ 346,610	\$ 345,160	\$ 502,476	\$ 514,316	\$ 404,357

City Council	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	112,051	122,698	126,374	126,937	134,689
Operations, Materials & Supplies	103,898	84,546	70,750	67,307	85,670
Indirect Costs	40,375	36,145	42,225	38,706	53,592
Contract & Professional Services	36,376	37,533	41,600	32,200	46,000
Grand Total	\$ 292,700	\$ 280,922	\$ 280,949	\$ 265,151	\$ 319,951

City Manager	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	683,544	755,160	775,119	718,303	831,056
Operations, Materials & Supplies	63,642	75,793	74,750	74,269	79,050
Indirect Costs	29,801	29,652	31,986	30,870	34,571
Contract & Professional Services	97,730	156,420	95,000	88,086	226,202
Capital Outlay	-	-	14,364	-	-
Grand Total	\$ 874,717	\$ 1,017,024	\$ 991,219	\$ 911,528	\$ 1,170,879

ADMINISTRATION

DIVISION SUMMARY

Columbia Memorial Space Center	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	547,477	573,258	639,646	610,687	839,798
Operations, Materials & Supplies	527,758	1,156,222	661,028	953,927	655,378
Indirect Costs	23,683	21,853	25,079	22,989	26,736
Contract & Professional Services	100,136	110,162	151,620	89,233	127,667
Grand Total	\$ 1,199,054	\$ 1,861,495	\$ 1,477,373	\$ 1,676,836	\$ 1,649,579

Human Resources	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	547,477	573,258	639,646	610,687	839,798
Operations, Materials & Supplies	527,758	1,156,222	661,028	953,927	655,378
Indirect Costs	23,683	21,853	25,079	22,989	26,736
Contract & Professional Services	100,136	110,162	151,620	89,233	127,667
Grand Total	\$ 1,199,054	\$ 1,861,495	\$ 1,477,373	\$ 1,676,836	\$ 1,649,579

Library	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,009,935	1,026,364	1,196,693	1,064,399	1,275,706
Operations, Materials & Supplies	343,530	367,657	487,350	347,722	401,082
Indirect Costs	219,944	210,703	247,359	226,746	247,359
Contract & Professional Services	144,578	145,109	220,505	125,661	156,152
Capital Outlay	1,612	1,472	-	-	-
Grand Total	\$ 1,719,599	\$ 1,751,304	\$ 2,151,907	\$ 1,764,528	\$ 2,080,299

ADMINISTRATION

CITY ATTORNEY

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
City Attorney	1	1	1	1
Total Full Time Positions	1	1	1	1

Division Description

The City Attorney's Office is a service department within municipal government upon which the City Council, City Commissions and Boards, and City departments rely for a full range of dedicated in-house legal services intended to ensure the legality of city policies, contracts, legislation and programs. The City Attorney's Office also oversees and directs city litigation matters as they arise.

ADMINISTRATION

CITY ATTORNEY

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Planned FY 2017-2018
Establish efficient, cost-effective & streamlined legal services delivery processes	Developed and Implemented a Litigation Management Policy for Outside Law Firms; and developed a legal internship program in the City Attorney's Office	Reduced fees and recovered legal costs. Resolved litigation against the City (RA Litigation, Fire Union Election Challenge, and ATT Refund master) and was successful tendering defense to 3 rd party contractors and their insurance companies for lawsuits arising from and in connection with public works projects to reduce the City's defense costs. Law Student Internship: This program saw two law students getting valuable experience in the City Attorney's Office. Program evolved to ensure it met the needs of the City Attorney's Office.	Reduced the number of active city lawsuits/reduced city's legal fees; brought in-house all small claims lawsuits and were handled by City Attorney's office; and updated credit card policy.	Continue to reduce to number of active lawsuits and reduce City's legal fees.
Ensure programs and processes emphasizing City's mission and values in alignment with the Council's stated priorities	Led and assisted with large-scale projects and issues	Increased communication with the City Council. Outside the quarterly litigation updates provide to the Council, City Attorney has provided the Council with additional updates on significant developments in pending lawsuits as they occur.	Continued one-on-one meetings with City Council Members.	Continue to assist the City's Risk Manager to identify, manage and reduce the City's risk. Continue to supervise the City's outside legal counsel to ensure the delivery of efficient and cost effective legal services.

ADMINISTRATION

CITY ATTORNEY

Budget Narrative

In support of the City Council's priorities of efficiency and fiscal responsibility, this year's budget request proposes to continue providing the same level of service at the same level of funding as last year.

Division Budget Summary

City Attorney	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	92,524	87,759	103,760	101,477	109,769
Operations, Materials & Supplies	135,606	85,233	49,250	48,066	49,750
Indirect Costs	7,581	7,461	8,734	8,006	8,999
Contract & Professional Services	5,411	6,772	6,000	8,292	6,000
Grand Total	\$241,123	\$187,226	\$167,744	\$165,841	\$174,518

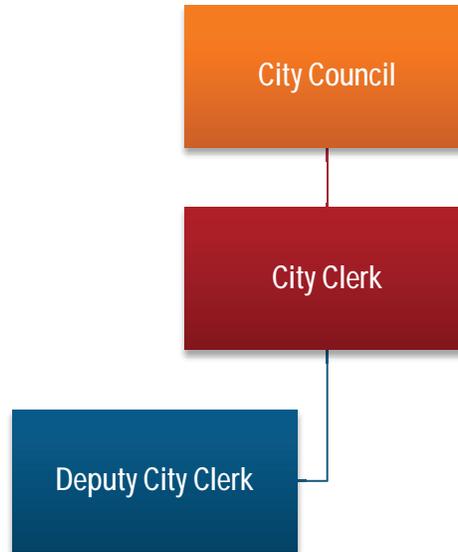
Contractual & Professional Detail

Account			Description	Amount
10	1120	0700	West Law Information	\$6,000
Total Detail				\$6,000

ADMINISTRATION

CITY CLERK

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
City Clerk	1	1	1	1
Deputy City Clerk	0	0	1	1
Secretary	1	1	0	0
Total Full Time Positions	2	2	2	2

Division Description

The City Clerk's Department is a service department within municipal government upon which the City Council, City departments and the general public rely for information regarding operations and legislative history of the City. The City Clerk's Department serves as the liaison between the public and City Council and responds to requests for public information; certifies and distributes ordinances and resolutions as appropriate and legally required; and, tracks agreements for expiration of term and insurance requirements. The Department is also responsible for preparation of agendas and minutes for meetings of the City Council, the Successor Agency to the Former Community Development Commission and the Oversight Board. The Department publishes and posts legal notices, accepts and processes claims, subpoenas and lawsuits, and is responsible for the maintenance and distribution of the Downey Municipal Code. Pursuant to the Political Reform Act, the City Clerk serves as the filing official for Campaign Contribution and Expenditure Statements filed by candidates in municipal elections, and Statements of Economic Interests filed by public officials, consultants, and designated employees. The City Clerk's Department is responsible for the conduct of all municipal elections and maintains rosters and oaths-of-office for the City's Committees and Commissions.

ADMINISTRATION

CITY CLERK

The City Clerk's Office is responsible for maintaining accurate records and the legislative history of City Council actions, ensuring the safe keeping and storage of the City's official records and archives; and enabling and assisting with record retrieval and legislative research for the public and City Departments.

The City Clerk's Department coordinates and assists elected officials and designated employees with required biennial Ethics Training in compliance with AB 1234. Approximately 60 officials and employees receive training.

The City Clerk is charged with administering the election in accordance with Federal, State and local procedures through which local government representatives are selected. The City Clerk assists candidates in meeting their legal responsibilities before, during, and after an election.

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Projected FY 2016-2017	Planned FY 17-18
Number City Council Meetings	23	23	24	24
Number files converted to Laserfiche	1,162	1,500	1500	500
Number of Subpoenas & Summons Processed	68	60	85	150
City Documents on Laserfiche	15,012	42,527	58,000	60,000
Council Agenda Items Processed (Clerk's)	396	500	400	400
Public Records Requests	378	400+	450	500
Total Documents Processed	1,170	900+	900+	2000
Percent Turnaround Time achieved for Municipal Code Update (90% of all updates codified in stated time)	100%	100%	100%	90%
Number of Candidates Assisted in Municipal Election	4 + June Charter Amendment	Non-Election Year	9	Non-Election Year
Number of Home Loan Subordination Documents Executed	33	20	25	25

ADMINISTRATION

CITY CLERK

Budget Narrative

This year's budget is reduced because this is a non-election year, eliminating the previously budgeted Los Angeles County Registrar-Recorder cost associated with elections. That aside, the City Clerk's budget remains status quo, maintaining current operations and services such as managing the City's contract with AV Capture All for the viewing and recording of City Council and Planning Commission Meetings, and updating and maintaining the City's Municipal Code with assistance from Quality Code Publishers.

Division Budget Summary

City Clerk	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	229,460	268,248	270,890	278,066	302,356
Operations, Materials & Supplies	18,406	21,158	25,300	19,852	30,325
Indirect Costs	26,806	25,936	30,286	27,762	31,926
Contract & Professional Services	71,938	29,818	176,000	188,636	39,750
Grand Total	\$346,610	\$345,160	\$502,476	\$514,316	\$404,357

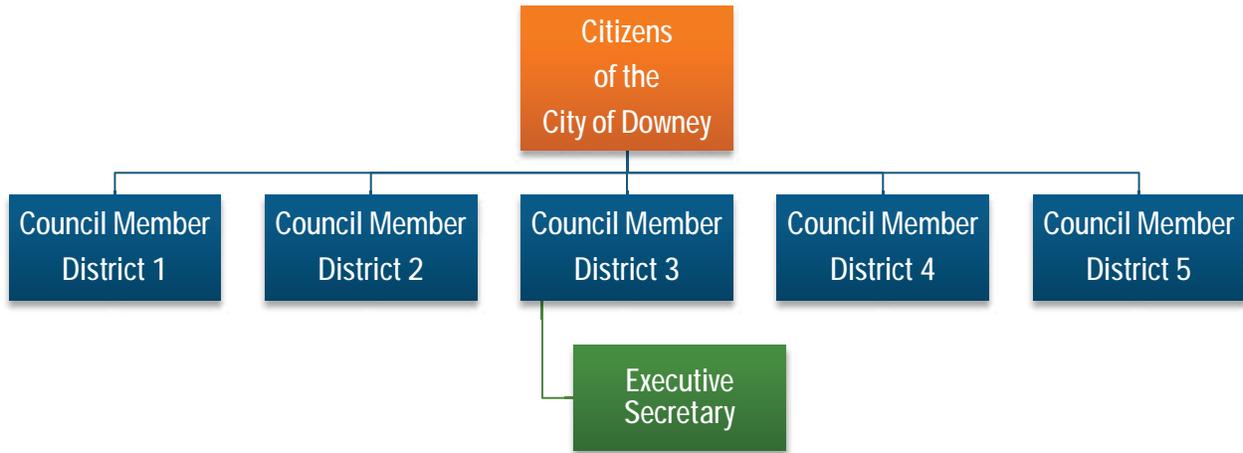
Contractual & Professional Detail

Account			Description	Amount
10	1130	0700	AV Capture All (Video Recording/ Web-streaming public meetings)	7,200
10	1130	0700	Quality Code (Municipal Code Updates)	6,000
10	1130	0700	Laserfiche Avante (Records Management Archival System)	10,000
10	1130	0700	Net File (Practices Commission Statements)	7,800
10	1130	0700	IT Contract Services	8,750
Total Detail				\$39,750

ADMINISTRATION

CITY COUNCIL

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
City Council	0	0	5	5
Executive Secretary	1	0	1	1
Secretary to the City Council	0	1	0	0
Total Full Time Positions	1	1	6	6

ADMINISTRATION

CITY COUNCIL

Division Description

The City Council is the official legislative body for the City of Downey. It sets all policy necessary for the provision of public services to the Downey community and adopts ordinances and resolutions as expressions of those policies. On an annual basis, the City Council sets priorities to be addressed throughout City operations. The City Council appoints the City Manager, City Clerk, City Attorney, and various City commissions, boards and advisory bodies. Members are elected from one of the five Council districts. Four of the districts each comprise approximately one-fourth of the City. The fifth district encompasses the entire City. The titles of Mayor and Mayor Pro Tem are rotated on an annual basis by vote of the City Council.

The annual budget adopted by the City Council appropriates funds for programs, initiatives and operations that address those annual priorities. The FY 2017-2018 Budget addresses the following Priorities, as set by the City Council in March 2014:

- Fiscal Responsibility
- Efficiency and Adaptability
- Economic Vibrancy
- Quality of Life, Infrastructure and Parks
- Public Engagement

Within each of these five broad priorities, there are specific objectives set by the Council and supporting goals determined by each department. Every year, a list of priorities is established based on input direction from the City Council. The City Council receives a regular update on the incremental steps taken to address their annual priorities.

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Projected FY 2016-2017	Planned FY 2017-2018
Number of City Council Meetings	23	23	23	23
Number of Ribbon Cuttings/ Groundbreakings/ Special Events	N/A	N/A	10	20
Percent Completion Of Fiscal Year Goals	100%	100%	100%	100%
Goal Setting Workshops	1	1	1	1
Number of Councils, Boards and Subcommittees served on by Council Members	34	34	34	34

ADMINISTRATION

CITY COUNCIL

Budget Narrative

The City Council budget for FY 2017-2018 remains consistent with previous budget years and will continue to allow the City Council to work effectively with the City Manager to maintain accountability in implementing budget priorities for the upcoming year. Funds are included in this budget to enable City Council members to represent the best interests of the citizens and businesses of Downey on local boards, regional agencies, and special districts. In addressing the City Council's five priorities, funds are authorized within this budget for small-scale public engagement activities, promotional items and events, Council transition ceremonies and priority and goal setting workshops.

Division Budget Summary

City Council	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	112,051	122,698	126,374	126,937	134,689
Operations, Materials & Supplies	103,898	84,546	70,750	67,307	85,670
Indirect Costs	40,375	36,145	42,225	38,706	53,592
Contract & Professional Services	36,376	37,533	41,600	32,200	46,000
Grand Total	\$292,700	\$280,922	\$280,949	\$265,151	\$319,951

Contractual & Professional Detail

Account			Description	Amount
10	1110	0670	League of California Cities	26,000
10	1110	0670	Independent Cities Association	5,000
10	1110	0670	California Contract Cities Association	5,000
10	1110	0670	Various Government Agencies & Groups	4,000
10	1110	0670	Shellito Consulting - Council Annual Priorities Workshop	6,000
TOTAL DETAIL				\$46,000

ADMINISTRATION

CITY MANAGER

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administrative Aide	1	1	1	1
Assistant City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
City Manager	1	1	1	1
Executive Secretary	1	1	0	0
Management Analyst	0	0	1	1
Total Full Time Positions	5	5	5	5

ADMINISTRATION

CITY MANAGER

Division Description

The City Manager is responsible for the implementation of policy decisions established by the Downey City Council and the coordination of those efforts through the various City departments. The City Manager assists the City Council in the development and formulation of policies, goals and objectives. The City Manager provides administrative direction to the City's department directors and is responsible for managing the activities and operations of the City. Responsibilities range from Controller duties and negotiations with labor groups, inter-government relations and grants, to monitoring and reporting on the implementation of the Council's annual Policies and Goals.

The division includes Public Information, Legislative Analysis and Special Projects such as regional homeless task forces, Veteran programs, and grant management

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Projected FY 2016-2017	Planned FY 2017-2018
ADA Complaints (%) Resolved within Grievance Tracking	N/A	N/A	100%	100%
Annual Report	1	1	1	1
Percent Of Scheduled Progress Reports Completed	100%	100%	100%	100%
Social Media Post Engagements	N/A	N/A	581,500	800,000
Social Media Likes/Followers (Facebook)	N/A	N/A	10,000	15,000

ADMINISTRATION

CITY MANAGER

Budget Narrative

The City Manager's Office will continue to provide oversight and direction to City departments to ensure the implementation of policies and priorities set forth by the City Council.

This year's budget request will continue to promote civic engagement in the community through annual events such as the annual Tree Lighting, Veterans Day ceremony, as well as through the City's social media platforms and newly redesigned City Website. The Public Information division will continue to effectively and efficiently carry out information to the general public and news media through a variety of sources which include press releases, newsletters, promotional items, City website and social media sites.

Division Budget Summary

City Manager	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	683,544	755,160	775,119	718,303	831,056
Operations, Materials & Supplies	63,642	75,793	74,750	74,269	79,050
Indirect Costs	29,801	29,652	31,986	30,870	34,571
Contract & Professional Services	97,730	156,420	95,000	88,086	226,202
Capital Outlay	-	-	14,364	-	-
Grand Total	\$874,717	\$1,017,024	\$991,219	\$911,528	\$1,170,879

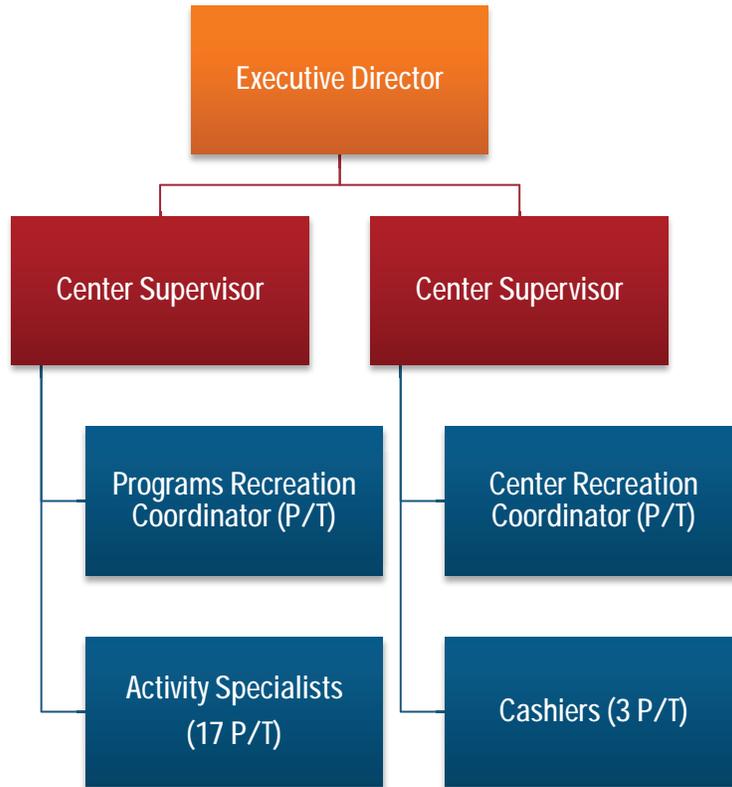
Contractual & Professional Detail

Account	Description	Amount
10 1210 0670	Edington, Peel & Associates	46,200
10 1210 0670	Rotary Annual Membership	1,800
10 1210 0670	Grant Writing Services	20,000
10 1210 0670	Management Partners-Gateway Service Comparison Project	10,000
10 1210 0670	Shellito Consulting – Department Head Annual Workshop	4,000
10 1210 0700	Grant Finder Membership	1,000
10 1210 0700	Mid Management Consulting	4,000
10 1210 0700	IT Contract Services	20,202
10 1230 0700	Granicus Hosting Fee (Website)	4,900
10 1230 0700	Granicus Annual Maintenance Fee (Website)	4,100
10 1210 0700	Coast to Coast (Homeless Services)	50,000
10 1210 0700	Technology and Innovation Projects	40,000
10 1210 0700	Citywide Staff Training	20,000
Total Detail		\$226,202

ADMINISTRATION

COLUMBIA MEMORIAL SPACE CENTER

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administrative Assistant	1	1	0	0
Center Supervisor	1	1	2	2
Executive Director	1	1	1	1
Total Full Time Positions	3	3	3	3

ADMINISTRATION

COLUMBIA MEMORIAL SPACE CENTER

Division Description

The Columbia Memorial Space Center (CMSC) is a space museum and science learning center opened in 2009. The Space Center strives to ignite a community of creative and critical thinkers throughout Southern California with innovative and world-class experiences in science, technology, engineering and math (STEM). Located on a historic NASA site, CMSC honors the rich aerospace history of the City of Downey by focusing on the future, working to be the hub of innovative STEM learning throughout Southern California and serving as a hands-on learning center dedicated to bringing the wonder and excitement of STEM to audiences of all ages and backgrounds. In addition, the Space Center serves as NASA's official memorial to the astronauts lost on Space Shuttle Columbia.

The Space Center receives most of its funding from the General Fund and generates a small amount of revenue from revenue, including admission prices, field trip fees, event reservation fees and gift store sales. The Center is also supporting a non-profit Foundation that was established in 2004 to provide financial assistance to the programs and operations of the Space Center. FY 2017-2018 will see the further implementation of a plan adopted in 2016 to increase the Foundation's activity supporting the Space Center.

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Projected FY 2016-2017	Planned FY 2017-2018
Number of patron visits in the fiscal year	30,074	69,428	65,000	67,000
Number of Special Events (Robotics Workshop, Rocket Fever, Scouting Days)	145	203	160	170
Percent weekends booked for rentals	62%	98%	80%	82%
Number of early childhood/elementary classes conducted	12	22	24	24
Number of CLC missions conducted	107	144	130	130
Percent enrollment in summer camps & workshops	72%	80%	85%	92%
Number of Saturday Science Workshops held	12	35	N/A	Discontinued
Number of ROP and Volunteer Hours	1799	2,895	3,200	3,200
Number of Birthday Parties	30		30	30
Percent Saturdays booked for birthday parties	58%	58%	55%	55%
Number of teacher workshops	9	8	8	8

ADMINISTRATION

COLUMBIA MEMORIAL SPACE CENTER

Budget Narrative

The Columbia Memorial Space Center addresses the City Council's Quality of Life Priority. The Space Center is a unique resource for the City of Downey, serving the learning and leisure-time activities of children and adults while housing two exceptional learning environments open to the public, namely the Robot Lab and Challenger Learning Center. The activities of the CMSC are diverse and serve the city in many ways, including providing informal science education enrichment programs to various age groups; offering hands-on exhibit experiences; affording access to and preservation of artifacts related to Downey's aerospace history; furnishing community convening space; and delivering special events that bring the community together.

In FY 2016-2017, the Space Center has grown in almost every sector. Its programs, field trip visits, outreach activity, reservations, and special events, have all seen increased use and attendance. The number of guest engagements, including on-site visits and off-site experiences, doubled in FY15-16; the Center is on track to meet the same number in FY 2016-2017. This increased activity has been accomplished within a consistent budget over the past few years. Reflecting the Space Center's growth and the increased coordination that come with it, the FY 2017-2018 budget implements small, reasonable changes that will ensure the Center continues the delivery of its diverse activities in ways that ensure quality and efficiency. In addition, allowances have been made to cover increased IT costs, including a city-wide kiosk system. At the same time, continued effort will be put into maintaining equipment and staff training, along with allowances for making use of outside experts for space planning and fundraising at a level consistent with the previous year.

Division Budget Summary

Columbia Memorial Space Center	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	455,401	560,526	550,865	563,925	607,869
Operations, Materials & Supplies	119,353	139,913	142,535	105,523	156,035
Indirect Costs	66,208	65,400	65,400	22,917	41,300
Contract & Professional Services	75,625	76,692	85,000	66,396	85,000
Capital Outlay	1,585	679	-	-	-
Grand Total	\$718,171	\$843,210	\$843,800	\$758,760	\$890,204

ADMINISTRATION

COLUMBIA MEMORIAL SPACE CENTER

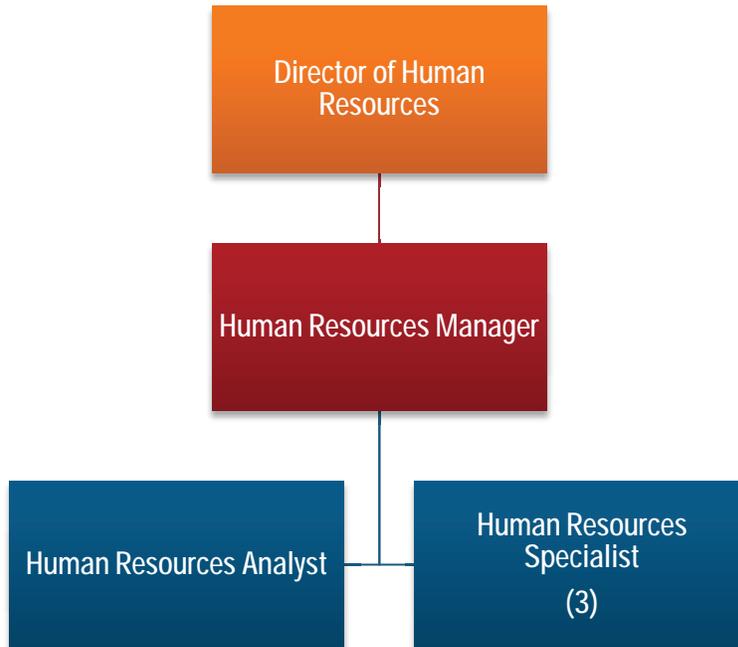
Contractual & Professional Detail

Account			Description	Amount
24	4511	0670	CLC Annual License Fee	20,000
24	4511	0670	ASTC Membership	1,000
24	4511	0670	American Alliance of Museums (AAM)	1,000
24	4511	0670	Smithsonian Affiliation Fee	3,000
24	4511	0700	Exhibit Upgrade Maintenance & Repair	15,000
24	4511	0700	CLC and Staff Training	3,000
24	4511	0700	IT services (Datasource)	22,000
24	4511	0700	Museum Planning and Programming Consultants	20,000
Total Detail				\$85,000

ADMINISTRATION

HUMAN RESOURCES

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administrative Aide	1	1	0	0
Administrative Assistant	0	0	0	0
Executive Secretary	0	1	0	0
Human Resources Analyst	0	0	1	1
Human Resources Director	1	1	1	1
Human Resources Manager	0	0	0	1
Human Resources Specialist	0	0	2	3
Human Resources Technician	1	1	0	0
Sr. Human Resources Analyst	1	1	1	0
Total Full Time Positions	4	5	5	6

ADMINISTRATION

HUMAN RESOURCES

Division Description

Human Resources is responsible for the administration of the City's personnel system, which includes both traditional and routine personnel functions to support organizational objectives and goals. Functional areas include: recruitment and selection testing; classification and compensation; employee and labor relations; collective bargaining support; implementation and administration of Memoranda of Understanding; development and administration of personnel rules and regulations; employee training and development; management consultation on discipline and other personnel matters; workers' compensation administration; employee benefits administration; application and adherence to Federal and State employment laws; and, personnel records management.

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Projected FY 2016-2017	Planned FY 2017-2018
Number of full time recruitments conducted	39	35	33	30
Number of part time recruitments conducted	30	41	34	35
Number of collective bargaining agreements (MOUs) negotiated and implemented	3	5/7	2/7	7/7
Number of Personnel Status Changes evaluated and processed	846	915	886	900
Number of supervisory and management skills training sessions provided or conducted, including mandated training	10	19	17	20

ADMINISTRATION

HUMAN RESOURCES

Budget Narrative

This year's budget request proposes an increase to funding levels over last year, resulting primarily from increased technology enhancement tools as well as the addition of an executive leadership training program. This budget also includes the addition of one full-time paraprofessional position due to increased recruitment and selection workload and technology programming goals. These changes are designed to increase efficiency and effectiveness in the delivery of personnel services for the attraction, development, and retention of qualified and key personnel in support of organizational objectives and Council priorities.

Division Budget Summary

Human Resources	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	547,477	573,258	639,646	610,687	839,798
Operations, Materials & Supplies	527,758	1,156,222	661,028	953,927	655,378
Indirect Costs	23,683	21,853	25,079	22,989	26,736
Contract & Professional Services	100,136	110,162	151,620	89,233	127,667
Grand Total	\$1,199,054	\$1,861,495	\$1,477,373	\$1,676,836	\$1,649,579

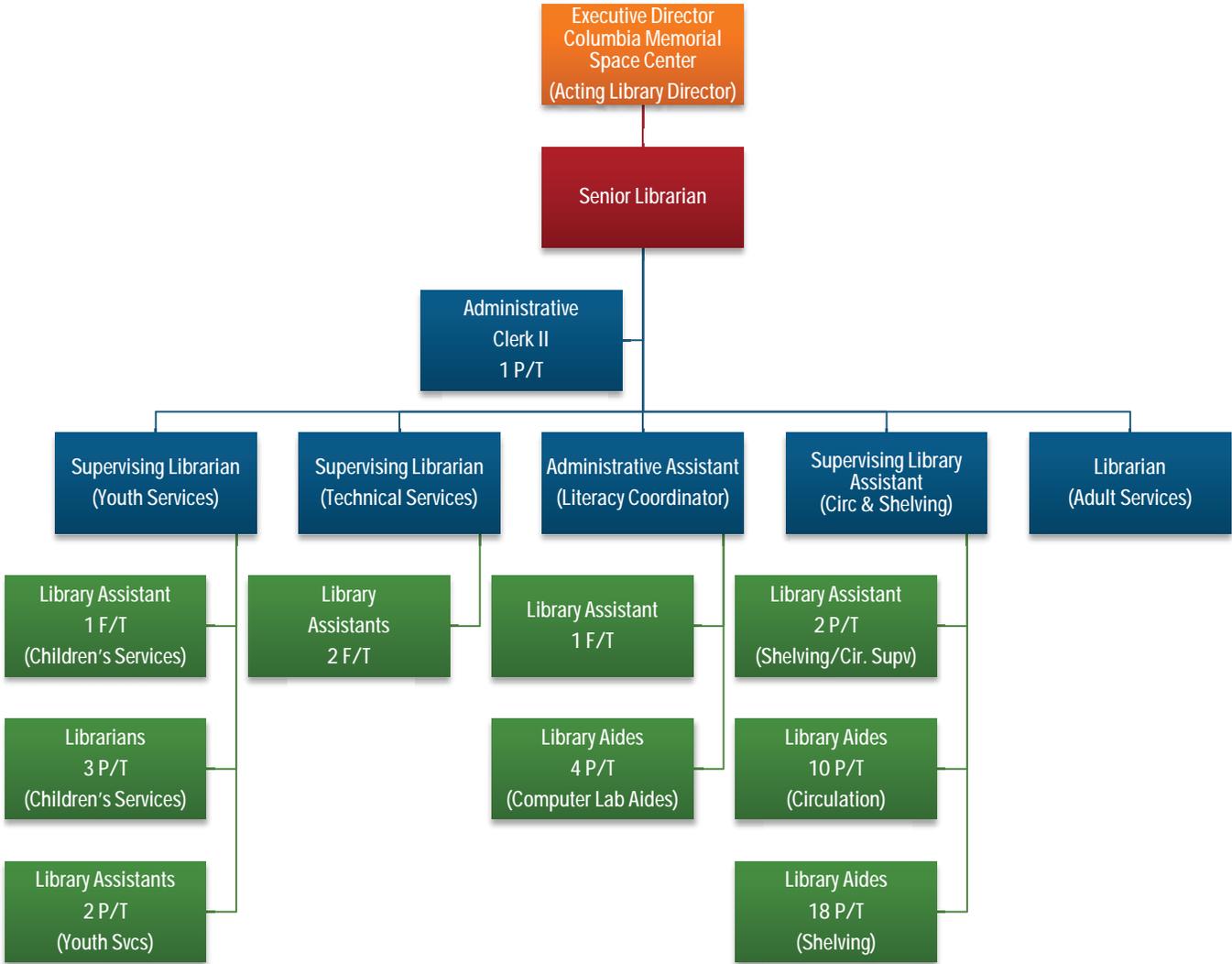
Contractual & Professional Detail

Account	Description	Amount
10 1390 0670	Background Checks	\$2,000
10 1390 0670	Bilingual Skills Testing	1,000
10 1390 0670	Fingerprinting	6,000
10 1390 0670	governmentjobs.com Membership	1,463
10 1390 0670	National Safety Compliance (DOT)	4,000
10 1390 0670	NEOGOV On-Line Applicant Tracking	9,446
10 1390 0670	NEOGOV On-Line Performance Evaluation	14,877
10 1390 0670	NEOGOV Onboarding	12,800
10 1390 0670	EDEN HRIS Module	7,000
10 1390 0670	Professional Memberships	8,000
10 1390 0670	On-Site Training	10,000
10 1390 0670	Written Examinations	7,000
10 1390 0670	Online Training Management System	15,000
10 1390 0670	Contract Services	20,000
10 1390 0700	IT Helpdesk	9,081
TOTAL DETAIL		\$127,667

ADMINISTRATION

LIBRARY

Organizational Chart



ADMINISTRATION

LIBRARY

Division Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administrative Assistant	1	1	1	1
Librarian	3	3	3	3
Library Assistant	3	3	3	3
Senior Librarian	1	1	1	1
Senior Library Assistant	1	1	0	0
Supervising Library Assistant	0	0	1	1
Total Full Time Positions	9	9	9	9

Division Description

The Downey City Library's mission is to *grow with the Community by bringing people and resources together*. The Library's policies and staff effectively manage information and technological resources in order to provide quality services and materials to meet that mission. Thanks to the efforts of staff to recruit, train, supervise and reward our volunteers, the Downey community benefitted from more than 7,900 hours of Volunteer time and effort – the equivalent of four full-time employees. In addition to providing 54 hours of public service per week, Library staff selects and maintains print and electronic collections, provides one-on-one assistance, and instruction at the reference desk. Staff hosts weekly story times in English and Spanish to prepare children for preschool and kindergarten; teaches basic computer classes; plans programs and events for young adults and adults; conducts book clubs and arranges for Author events and speakers. Other services offered by the Library include "Every Child Ready to Read" programs, family literacy support, adult literacy, tutoring and assistance with job preparation and job searches. An 18-station computer lab, free beginning computer classes, and a variety of non-fiction and entertainment DVDs, music CDs and audio books are available. The Library's catalog is accessible online for searches, book renewals and holds, access to electronic reference databases and use of the Library's language learning software, which provides individualized language instruction in six different languages.

ADMINISTRATION

LIBRARY

Division Performance Measures

	Actual FY 2014-2015	Actual FY 2015-2016	Projected FY 2016-2017	Planned FY 2017-2018
Number of patron visits in the fiscal year	360,211	371,625	372,000	373,000
Number of Items Borrowed	391,861	365,658	326,000	330,000
Children's Program Attendance	3,286	11,121	10,000	10,000
Summer Reading Participation	2,224	3,095	3,000	3,100
Adult Literacy Program Tutor Hours	3,647	3,404	3,700	3,700
Number of hours of basic computer instruction provided	45	50	50	50
Number of volunteer hours provided	8,456	8,411	8,400	8,400
Number of library card holders	65,886	72,555	78,000	80,000
Number of computer lab sessions	41,798	42,221	42,000	42,000
Number of E-books checked out	4,432	4,858	5,000	5,200
Visits Per Hour Open (Downey Library vs. State Median)	133 DCL vs. 69 median	137 DCL vs. 65 median	137 DCL	137 DCL
Circulation Per Hour Open (Downey Library vs. State Median)	149 DCL vs. 79 median	137 DCL vs. 79 median	137 DCL	137 DCL
Operating Expenditures Per Visit (Downey Library vs. State Median)	\$4.73 DCL vs. \$7.60 median	\$4.68 DCL vs. \$8.60 median	\$5.05 DCL	\$5.06 DCL
Operating Expenditures Per Borrower (Downey Library vs. State Median)	\$26.03 DCL vs. \$54.95 median	\$23.97 DCL vs. \$58.90 median	\$24 DCL	\$24 DCL
Customer Survey Rating - Quality of Service	n/a	n/a	98% Good or Very Good	>95% Good or Very Good
Customer Service Rating – Speed of Service	n/a	n/a	95% Good or Very Good	>95% Good or Very Good

ADMINISTRATION

LIBRARY

Budget Narrative

This year's budget request includes the up-front costs to migrate from commercial internet service to the CalREN educational and research network, to support the Council's goals of efficiency and fiscal responsibility. Also in support of Council's efficiency goal, the Library budget includes funds for new software and hardware for upgraded server and firewall and dozens of access parts to establish "virtual" branches of the Library within Columbia Memorial Space Center at Discovery Park, Barbara J. Riley Community Center, McCaughan Gymnasium at Apollo, and Civic Center Park. There is a decrease in contract services for DataSource technology support due to new distribution calculations city-wide. There is an increase in internal charges such as equipment replacement funds and liability insurance. It should be noted that the next step of the State's mandatory minimum wage increase will increase the part-time staffing costs by roughly 10% this year. Finally, there is a modest amount of staff time which will be devoted to the acquisition and implementation of a state grant funded 18-station automated laptop check out kiosk. This staff time constitutes the bulk of the city's required match for the grant. The Library budget allows the continued pursuit of Council priorities for Quality of Life and Public Engagement, by providing cultural and technological learning opportunities and hosting forums for discussion of books, art and recent news topics. In addition to adding baby story time on Saturdays and a quarterly family literacy night, staff has added a monthly lego builder's club, a monthly family game night, a monthly kid's craft night and an annual Summer Kick-Off event to continue to expand the Summer Reading Program, at no additional cost to the city.

Division Budget Summary

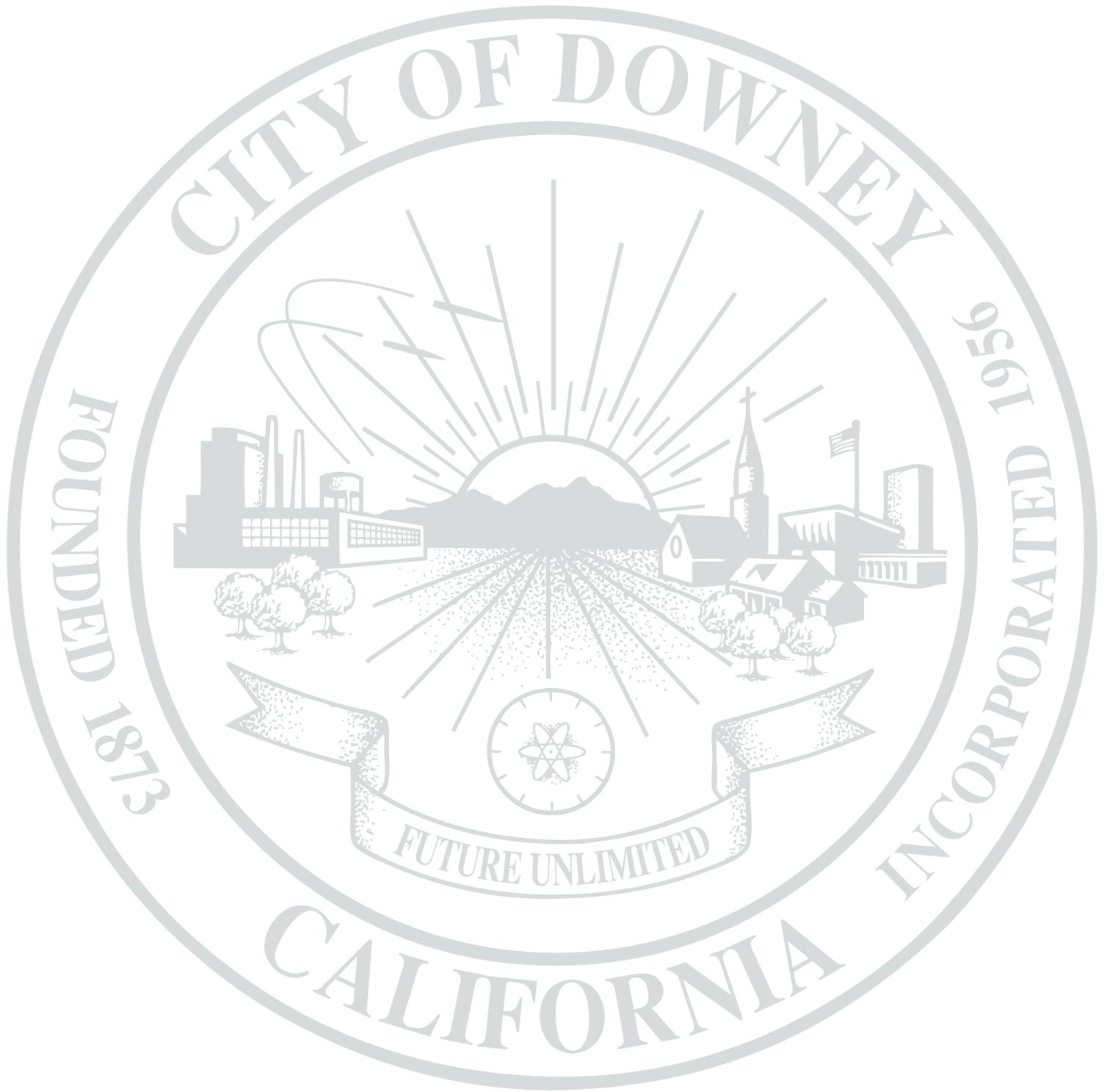
Library	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,009,935	1,026,364	1,196,693	1,064,399	1,275,706
Operations, Materials & Supplies	343,530	367,657	487,350	347,722	401,082
Indirect Costs	219,944	210,703	247,359	226,746	247,359
Contract & Professional Services	144,578	145,109	220,505	125,661	156,152
Capital Outlay	1,612	1,472	-	-	-
Grand Total	1,719,599	1,751,304	2,151,907	1,764,528	2,080,299

ADMINISTRATION

LIBRARY

Contractual & Professional Detail

Account			Description	Amount
10	4390	0670	CLA Memberships	640
10	4390	0700	Overdrive E-Book MARC Records	600
10	4390	0700	Authority Notification Service, Data Only (Annual Fee)	1,500
10	4390	0700	OCLC Annual Service Fee	23,000
10	4390	0700	SCLC Annual Membership Fee	4,750
10	4390	0700	Califa Annual Membership Fee	400
10	4390	0700	Amazon Prime Membership Fee	110
10	4390	0700	Marcive Database Record Management	4,000
10	4390	0700	Marcive - Annual Service Fee	2,500
10	4390	0700	Ingram pre-shipping processing (security/barcodes)	25,000
10	4390	0700	UMS Collection Agency	5,000
10	4390	0700	Repair Services	2,000
10	4392	0700	Ingram Analytics	6,000
10	4392	0700	Stack Map	3,000
10	4392	0700	Overdrive E-Book Service Fee	12,000
10	4392	0700	Firewall and Security Support (1-GB capacity)	8,000
10	4392	0700	VBS Envisionware Licenses	6,000
10	4392	0700	ISP (from TWC to CENIC, after E-Rate reimbursements)	4,400
10	4392	0700	Telecirc (iTiva Annual Maintenance)	3,000
10	4392	0700	Public Browser License Fees	200
10	4392	0700	Contract IT services	41,152
10	4394	0670	Staff Training	400
10	4392	0700	E-Rate Application and Consulting Services	2,500
Total Detail				\$156,152



COMMUNITY DEVELOPMENT



Administration ❖ Building & Safety

Code Enforcement

Economic Development/ Housing

Planning



City of Downey

COMMUNITY DEVELOPMENT

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Community Development Department is responsible for improving and sustaining the health of the city's economy, neighborhoods and infrastructure and includes five divisions: Administration, Building & Safety, Code Enforcement, Economic Development & Housing, and Planning. The Department oversees all economic development and redevelopment projects within the city, administers federal grants for community improvement, and oversees the redevelopment dissolution process.

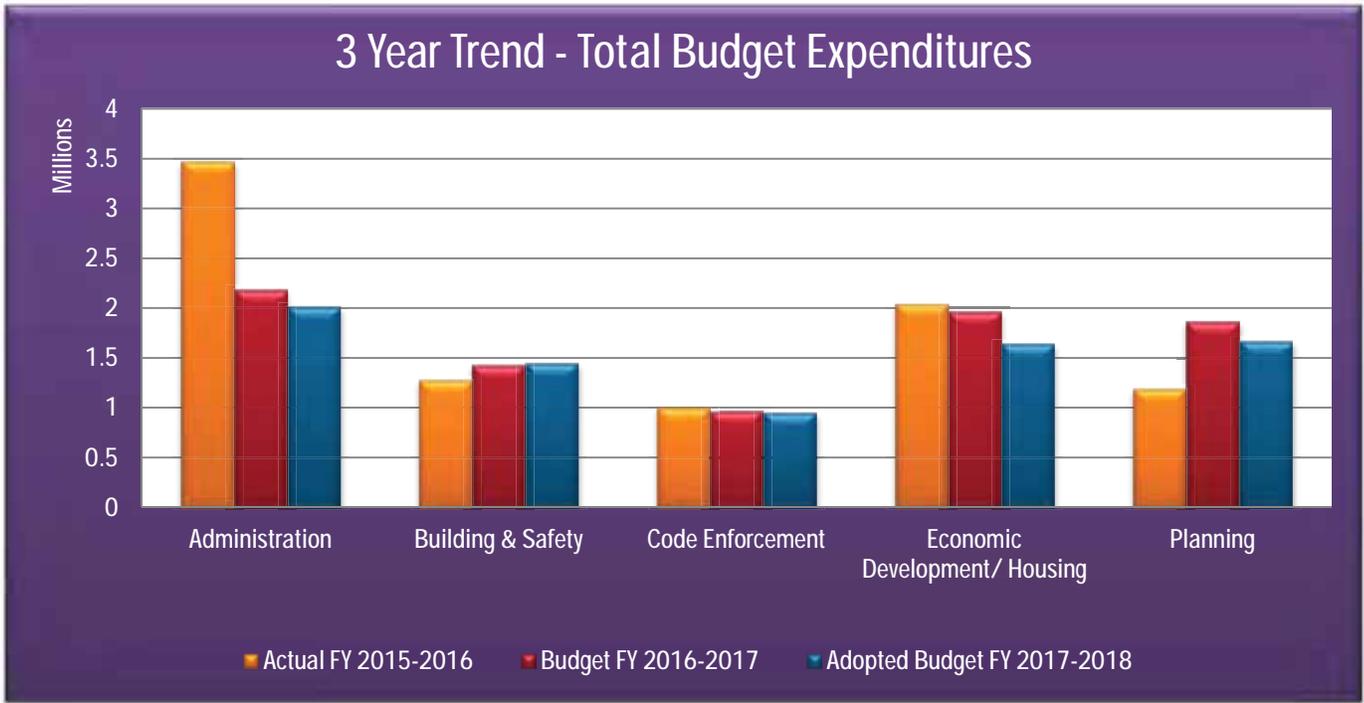
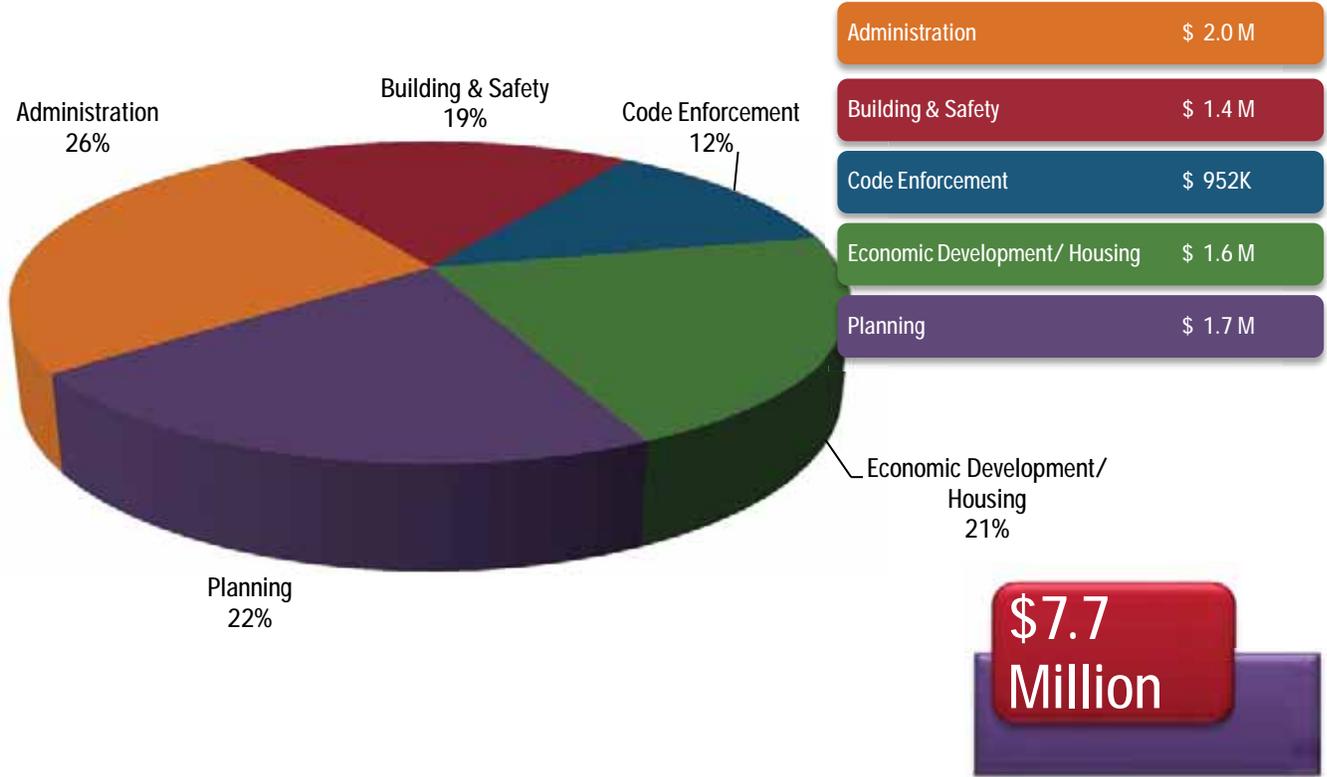
COMMUNITY DEVELOPMENT

Department Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	2	3	2	2
Director of Community Development	1	1	1	1
Economic Development/ Housing Manager	0	1	0	0
Executive Secretary	1	1	1	1
Building & Safety	4	4	5	5
Building Inspector	1	1	1	1
Building Official	0	0	1	1
Building Permit Technician	2	2	2	2
Principal Building Inspector	1	1	1	1
Code Enforcement	5	5	5	5
Administrative Clerk II	1	1	1	1
Code Enforcement Officer	4	3	3	3
Senior Code Enforcement Officer	0	1	1	1
Economic Development/ Housing	1	1	2	2
Administrative Aide	1	1	0	0
Economic Development/ Housing Manager	0	0	1	1
Management Analyst	0	0	1	1
Planning	6	6	6	6
Assistant Planner	1	1	1	1
Associate Planner	1	1	1	1
City Planner	1	1	1	1
Principal Planner	1	1	1	1
Secretary	1	1	1	1
Senior Planner	1	1	1	1
Community Development	18	19	20	20

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Total Budget Expenditures by Division



COMMUNITY DEVELOPMENT

Fiscal Year 2016-2017

Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Completed of the majority of the Promenade Shopping Center.		X	X	X	
Completed the construction of Champion Dodge, The Commons and Downey Crossroads.		X	X	X	
Facilitated the entitlement process and development of: Marriott-Springhill Suites, 8-unit townhomes on Fontana St., 8-unit townhomes on Western Ave., 6-unit apartment on Second St., 39-unit townhomes on Telegraph Rd., 24-unit townhomes on Firestone Blvd., a 12,000 sq. ft. medical office building on Imperial Hwy., and the expansion of Kaiser Permanente.		X	X	X	X
Issued building permits and began vertical construction of numerous projects including: 117-unit townhomes on Paramount Blvd., two Starbucks on Imperial Hwy, Downey Nissan, Habitat for Humanity townhomes, Aldi Grocery store, Olson housing development, Jack in the Box on Firestone Blvd., and the fire damaged office building on Paramount Blvd.		X		X	
Finalized the Imperial Highway Economic Development Strategic Plan.	X	X	X		
Commenced due diligence and stakeholder meetings to establish a Downtown property owner assessment district.		X	X	X	X
Provided CDBG funding incentive for the retention of Downey Nissan with an expected outcome of 35 newly created jobs for low-income persons.	X	X	X	X	
Completed 20 projects under the City's Home Improvement Grant and Rebate Assistance Program.	X	X		X	X
Completed grant agreement negotiations with Metro for a \$425,000 grant for Rancho Los Amigos South Campus/ EcoRapid Transit Line Specific Plan.	X	X		X	
Inspected over 1,247 new code enforcement cases and closed over 1,313 cases.		X		X	
Completed the first phase of the Bio-Medical Overlay Study.	X	X			
Continued providing staff support to the Oversight Board, by winding down the affairs of the former Redevelopment Agency.	X	X			
Negotiated the sale and adaptive reuse of the Avenue Theatre.	X	X	X	X	
Completed the Downtown Parking Study.		X	X	X	
Obtained approval and began work on an expansion to the ACCELA Automation System to enhance customer experience.	X	X		X	X
Established a First-Time Homebuyer Program to assist approximately 7-10 homebuyers in purchasing their first home.	X			X	
Completed the development permit process study.	X	X			

COMMUNITY DEVELOPMENT

Fiscal Year 2017-2018

Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Continue assisting in the economic growth of the city by facilitating the revitalization of all of our commercial corridors.		X	X	X	
Foster Downtown Downey growth and promotion by redeveloping the Avenue Theatre, and attracting retail, restaurant, and housing developments.		X	X	X	
Continue economic development efforts by assisting with the expansion of auto dealerships.	X		X		
Begin construction of a hotel development located at 9066 Firestone Blvd.	X		X		
Initiate plans for the redevelopment of remaining 20 acres at The Promenade.	X		X	X	
Continue to facilitate the development of quality residential projects.		X		X	
Maintain a high level of customer service through efficient and speedy service at the public counter, accurate and timely plan review.		X			X
Continue to provide a high level of customer service by utilizing code enforcement as a tool to maintain the highest standards for industrial, commercial, retail, and residential properties throughout the community.		X	X	X	
Begin a new specific plan for the Rancho Los Amigos South Campus, which will include a station design for the future EcoRapid transit line.		X		X	X
Assess results of Development Permit Process Review, Imperial Highway Economic Development and Bio-Medical Overlay Zone Study.	X	X	X	X	
Provide federal CDBG and HOME funds to continue the implementation of the Grant and Rebate Program for 20-25 home improvement projects.	X	X		X	X
Continue to expand the use of the ACCELA permit tracking system by implementing a Code Enforcement and Housing module, providing mobile access to field staff, and allowing for a Citizen Access component.		X		X	X
Revise existing specific plans to provide new regulations for future development and bring existing standards up-to-date.		X		X	X
Initiate a multi-year, state-mandated General Plan update.	X	X		X	X
Manage the \$425,000 grant for Rancho Los Amigos South Campus/EcoRapid Transit Line Specific Plan, and complete the first due diligence and environmental phase.	X	X	X		X

COMMUNITY DEVELOPMENT

DEPARTMENT SUMMARY

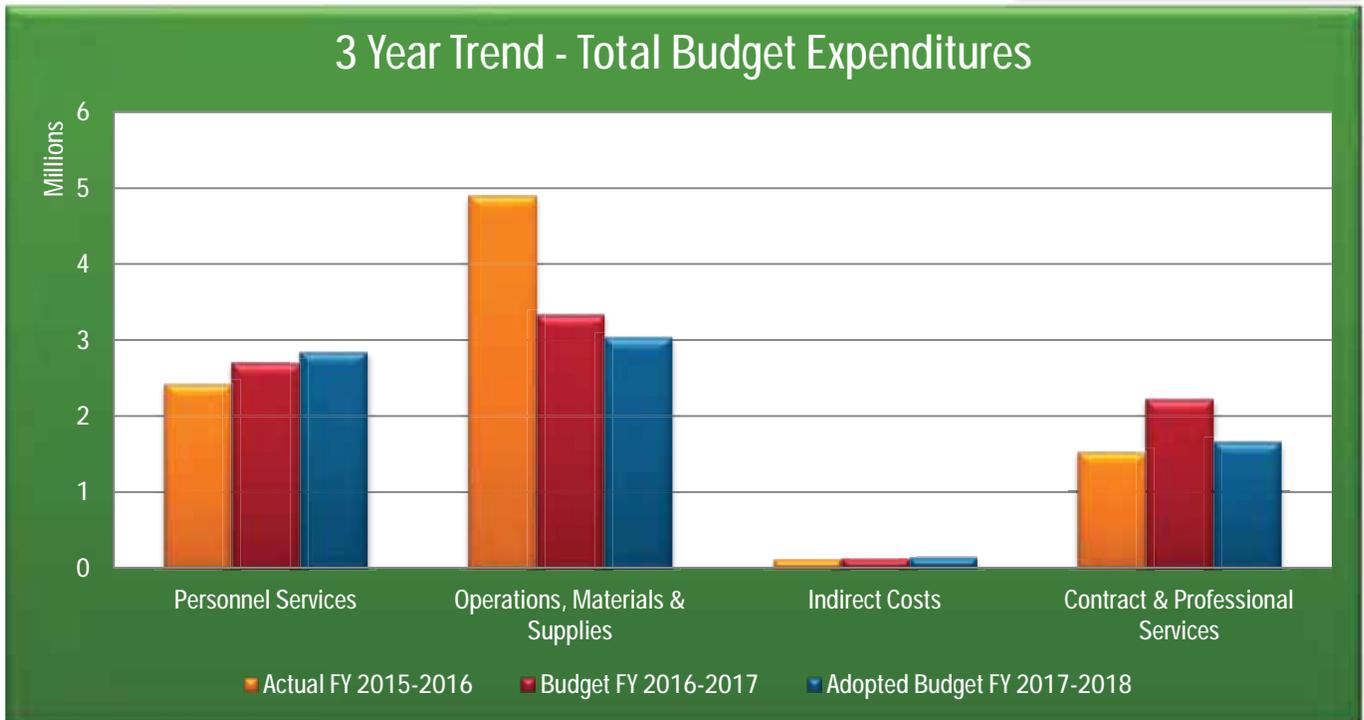
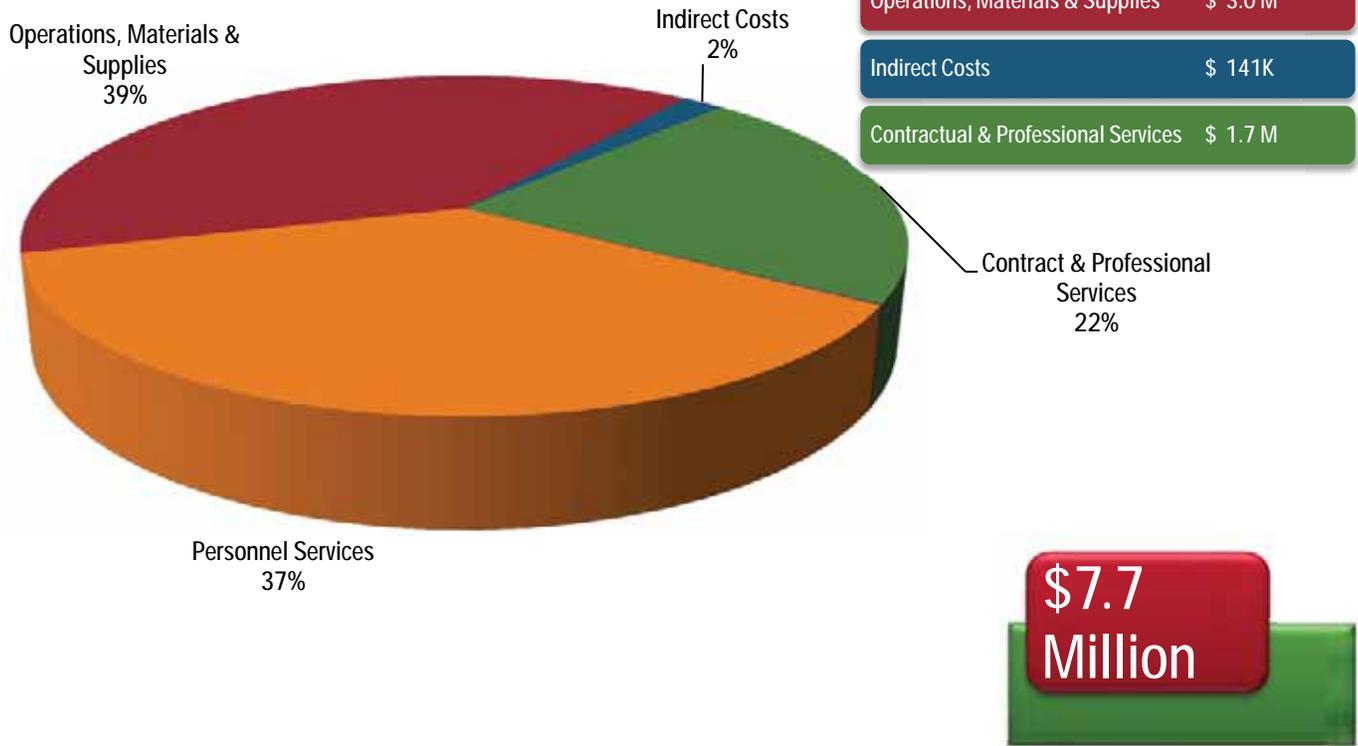
By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 2,386,883	\$ 2,428,555	\$ 2,709,692	\$ 2,459,616	\$ 2,851,312
Operations, Materials & Supplies	\$ 6,310,981	\$ 4,905,177	\$ 3,345,817	\$ 332,008	\$ 3,048,392
Indirect Costs	\$ 127,096	\$ 114,145	\$ 123,590	\$ 116,135	\$ 141,428
Contract & Professional Services	\$ 1,326,602	\$ 1,533,050	\$ 2,232,242	\$ 1,354,289	\$ 1,673,563
Capital Outlay	\$ -	\$ -	\$ 13,495	\$ -	\$ 11,140
Grand Total	\$ 10,151,561	\$ 8,980,927	\$ 8,424,836	\$ 4,262,047	\$ 7,725,835

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Administration	\$ 5,953,783	\$ 3,471,416	\$ 2,189,099	\$ (114,727)	\$ 2,015,082
Building & Safety	\$ 1,226,305	\$ 1,279,261	\$ 1,432,982	\$ 1,176,646	\$ 1,445,434
Code Enforcement	\$ 873,932	\$ 1,001,605	\$ 968,277	\$ 976,453	\$ 951,997
Economic Development/ Housing	\$ 1,079,477	\$ 2,038,850	\$ 1,968,284	\$ 1,037,834	\$ 1,642,864
Planning	\$ 1,011,154	\$ 1,189,900	\$ 1,866,194	\$ 1,185,841	\$ 1,670,458
Grand Total	\$ 10,144,649	\$ 8,981,032	\$ 8,424,836	\$ 4,262,047	\$ 7,725,835

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
10-General	\$ 3,998,204	\$ 4,572,076	\$ 5,150,052	\$ 4,087,659	\$ 5,104,245
28-CDBG	\$ 893,884	\$ 700,905	\$ 1,198,572	\$ 899,354	\$ 1,226,512
29-HOME	\$ 185,355	\$ 1,337,634	\$ 769,412	\$ 137,163	\$ 416,052
62-Equipment	\$ 11,579	\$ 11,286	\$ 11,800	\$ 7,635	\$ 9,400
73-Special Deposits	\$ -	\$ 500	\$ -	\$ -	\$ -
84-Successor Agency - Housing	\$ 20,907	\$ 67,005	\$ 85,045	\$ 6,161	\$ 85,045
91-Redevelopment Agency	\$ 3,133,295	\$ 250,450	\$ 577,321	\$ 156,000	\$ 254,500
93-CRA Debt Service	\$ 1,901,425	\$ 2,041,176	\$ 632,634	\$ (1,031,925)	\$ 630,081
96-SEAACA Grant	\$ 6,912	\$ (105)	\$ -	\$ -	\$ -
Grand Total	\$ 10,151,561	\$ 8,980,927	\$ 8,424,836	\$ 4,262,047	\$ 7,725,835

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Total Budget Expenditures by Category



COMMUNITY DEVELOPMENT DIVISION SUMMARY

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 539,444	\$ 578,482	\$ 563,599	\$ 539,395	\$ 595,322
Operations, Materials & Supplies	\$ 5,094,269	\$ 2,407,258	\$ 1,043,179	\$ (867,924)	\$ 1,074,726
Indirect Costs	\$ 272	\$ -	\$ -	\$ -	\$ 6,769
Contract & Professional Services	\$ 319,797	\$ 485,676	\$ 582,321	\$ 213,801	\$ 338,265
Grand Total	\$ 5,953,783	\$ 3,471,416	\$ 2,189,099	\$ (114,727)	\$ 2,015,082

Building & Safety	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 304,355	\$ 310,426	\$ 477,266	\$ 317,558	\$ 521,978
Operations, Materials & Supplies	\$ 337,789	\$ 502,165	\$ 430,050	\$ 454,482	\$ 422,750
Indirect Costs	\$ 71,350	\$ 60,987	\$ 64,666	\$ 60,032	\$ 64,666
Contract & Professional Services	\$ 512,811	\$ 405,683	\$ 461,000	\$ 344,574	\$ 433,300
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 2,740
Grand Total	\$ 1,226,305	\$ 1,279,261	\$ 1,432,982	\$ 1,176,646	\$ 1,445,434

Code Enforcement	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 373,644	\$ 343,749	\$ 484,177	\$ 349,328	\$ 490,406
Operations, Materials & Supplies	\$ 122,805	\$ 206,552	\$ 86,500	\$ 176,145	\$ 71,400
Indirect Costs	\$ 3,151	\$ 2,995	\$ -	\$ 2,089	\$ 11,069
Contract & Professional Services	\$ 374,332	\$ 448,309	\$ 397,600	\$ 448,891	\$ 379,122
Grand Total	\$ 873,932	\$ 1,001,605	\$ 968,277	\$ 976,453	\$ 951,997

Economic Development/ Housing	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 369,525	\$ 439,585	\$ 388,530	\$ 463,772	\$ 399,882
Operations, Materials & Supplies	\$ 674,149	\$ 1,570,039	\$ 1,211,088	\$ 386,306	\$ 874,316
Contract & Professional Services	\$ 35,803	\$ 29,226	\$ 368,666	\$ 187,756	\$ 368,666
Grand Total	\$ 1,079,477	\$ 2,038,850	\$ 1,968,284	\$ 1,037,834	\$ 1,642,864

COMMUNITY DEVELOPMENT

DIVISION SUMMARY

Planning	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 799,915	\$ 756,312	\$ 796,120	\$ 789,563	\$ 843,724
Operations, Materials & Supplies	\$ 75,057	\$ 219,268	\$ 575,000	\$ 182,999	\$ 605,200
Indirect Costs	\$ 52,323	\$ 50,163	\$ 58,924	\$ 54,014	\$ 58,924
Contract & Professional Services	\$ 83,859	\$ 164,156	\$ 422,655	\$ 159,266	\$ 154,210
Capital Outlay	\$ -	\$ -	\$ 13,495	\$ -	\$ 8,400
Grand Total	\$ 1,011,154	\$ 1,189,900	\$ 1,866,194	\$ 1,185,841	\$ 1,670,458

COMMUNITY DEVELOPMENT ADMINISTRATION

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Director of Community Development	1	1	1	1
Executive Secretary	1	1	1	1
Economic Development Manager*	0	1	0	0
Total Full Time Positions	2	3	2	2

**Economic Development Manager budgeted in Economic Development & Housing Division beginning FY 2016-17 to accurately reflect the manager of that separate division.*

COMMUNITY DEVELOPMENT

ADMINISTRATION

Division Description

The Administration Division coordinates and manages the Community Development Department's five divisions: Administration, Building & Safety, Code Enforcement, Economic Development & Housing, and Planning. The Division's responsibilities include providing direction and leadership to the Department; setting standards and accountability for timely permit, inspection, entitlement, and code enforcement processes; coordination of departmental human resources-related issues; budget preparation and fiscal tracking; coordinating inter-departmental collaborative objectives; and providing clerical, administrative, and office management services for all divisions within the Department.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Customer Service Satisfaction Survey Responses	678	599	639	639*
Customer Service Survey Results - Overall Quality of Service Scored Very Good and Above	90%	81%	85%	90%

*City-wide survey system to be implemented; may skew CD Dept.'s numbers due to change in survey process.

COMMUNITY DEVELOPMENT

ADMINISTRATION

Budget Narrative

The Administration Division includes funds for the attraction, promotion and retention of businesses; design, development and entitlement consulting services for real property throughout the city; and necessary administrative and legal services. An economic development initiative continues to address the Council's Economic Vibrancy priorities. As a result, a 30% increase is reflected in this budget, of which 23% will be used to enable the development negotiations for the City's remaining 20 acres located at the Promenade shopping center, Rancho South Campus, and the Avenue Theatre. In addition, the remaining 7% will be used to cover required single and quarterly sales tax audits and related auditing services that were not previously accounted for.

Division Budget Summary

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	539,444	578,482	563,599	539,395	595,322
Operations, Materials & Supplies	5,094,269	2,407,258	1,043,179	(867,924)	1,074,726
Indirect Costs	272	-	-	-	6,769
Contract & Professional Services	319,797	485,676	582,321	213,801	338,265
Grand Total	\$5,953,783	\$3,471,416	\$2,189,099	\$ (114,727)	\$2,015,082

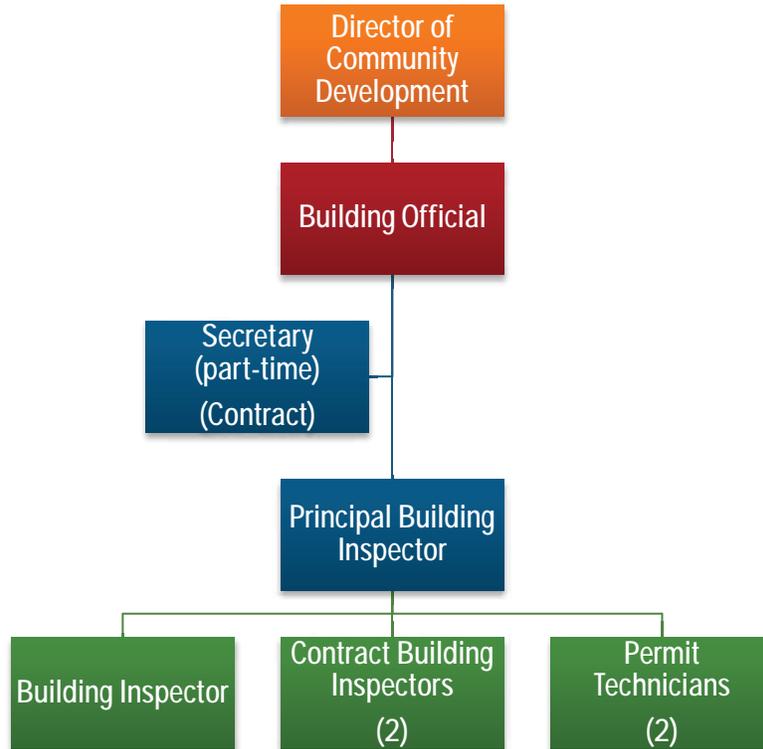
Contractual & Professional Detail

Account			Description	Amount
10	5910	0700	Business attraction and retention	\$50,000
10	5910	0700	Design, engineering and environmental consulting	40,000
10	5910	0700	Sales tax auditing and information services	69,800
10	5910	0700	Chamber of Commerce	33,000
10	5910	0700	Economic development studies	100,000
10	5910	0700	Other professional and technical services/fees	25,465
84	6855	0700	Successor Agency - Housing	20,000
Total Detail				\$338,265

COMMUNITY DEVELOPMENT

BUILDING & SAFETY

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Adopted FY 2016-17	Adopted FY 2017-18
Building Official *	0	0	1	1
Building Inspector	1	1	1	1
Building Permit Technician	2	2	2	2
Principal Building Inspector	1	1	1	1
Total Full Time Positions	4	4	5	5

*Per City Council action on 11/24/2015, contracted Building Official position became a full-time City position.

COMMUNITY DEVELOPMENT

BUILDING & SAFETY

Division Description

The Building and Safety Division of the Community Development Department is responsible for reviewing commercial and residential construction plans, inspecting city-wide building projects, serving the public at the public counter, and maintaining and retrieving building records in an orderly and precise manner. The Division monitors the City of Downey's Municipal Code as it relates to local and state building code standards enforced for the health, safety, and welfare of the citizens of Downey.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of Permits Issued	2,073	2,599	2,198	2,290
Number of Counter Visits	17,954	12,599	13,686	14,746
Number of Inspections	10,549	13,378	11,163	11,697
California Building Officials (CALBO) and International Code Council (ICC) Staff Development and Training	50%	50%	100%	100%
International Code Council (ICC) Staff Certification	25%	30%	50%	75%

COMMUNITY DEVELOPMENT

BUILDING & SAFETY

Budget Narrative

This year's budget request proposes to decrease the contract services funds for the Building & Safety Division due to a City Council approved action to create a full-time Building Official position, thereby eliminating the contract Building Official position; furthermore, this budget also includes a request for a part-time contract plan checker. Finally, the budget also includes the replacement of an existing Microfiche machine with an updated machine that includes digitizing software, thereby allowing the public to efficiently digitize, e-mail and save permits. Projects for the year include continuing to effectively and expeditiously issue permits and complete field inspections; ensuring hardcopy and microfilm building records are scanned and Laserfiche'd to allow for more efficient and faster access to historical documents; the continued expansion of the ACCELA permit tracking system by implementing a two additional division modules, providing mobile access to field staff, and allowing for a citizen access component; and completing vertical construction of various projects, including The Promenade project.

Division Budget Summary

Building & Safety	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	304,355	310,426	477,266	317,558	521,978
Operations, Materials & Supplies	337,789	502,165	430,050	454,482	422,750
Indirect Costs	71,350	60,987	64,666	60,032	64,666
Contract & Professional Services	512,811	405,683	461,000	344,574	433,300
Capital Outlay	-	-	-	-	2,740
Grand Total	\$1,226,305	\$1,279,261	\$1,432,982	\$1,176,646	\$1,445,434

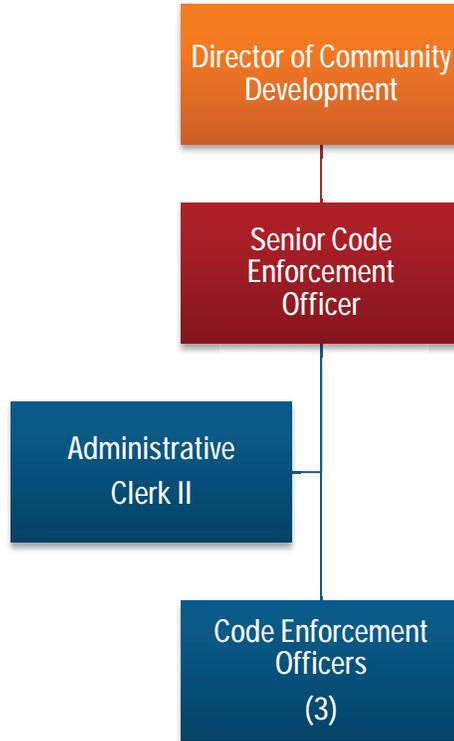
Contractual & Professional Detail

Account				Vendor	Amount
10	5210	0670	ICBO & IAPMO dues		1,000
10	5210	0700	Building inspection professional and technical services		432,300
Total Detail					\$433,300

COMMUNITY DEVELOPMENT

CODE ENFORCEMENT

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Administrative Clerk II	1	1	1	1
Code Enforcement Officer	4	3	3	3
Senior Code Enforcement Officer	0	1	1	1
Total Full Time Positions	5	5	5	5

COMMUNITY DEVELOPMENT

CODE ENFORCEMENT

Division Description

The Code Enforcement Division practices proactive enforcement of health and safety, nuisance, blight, commercial, and MS4 (storm water system) violations. The Division is committed to maintaining the high standards established for integrity, professionalism and dedicated service, while improving the quality of life for those who live, work, and own property and businesses within the city. The Division is responsible for the care, quality, and maintenance of neighborhoods and the built community, after construction is completed. These efforts are carried out through the enforcement of city codes, the education and involvement of residents, maintenance of the right-of-ways and the monitoring of permits and licenses.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of Code Enforcement Cases	2,645	2,820	2,684	2,716
Number Yard Sale Inspections	4,885	4,480	4,735	4,700
Number of Parking Citations	169	134	160	155
Number of Administrative Citations	169	216	195	194
California Association of Code Enforcement Officers (CACEO) Staff Certification and Training	75%	100%	100%	100%
Joint Regional Task Force Training	100%	75%	100%	100%
Hazardous Material Training	100%	100%	100%	100%
International Code Council (ICC) Training and Certification	0%	100%	100%	100%

COMMUNITY DEVELOPMENT

CODE ENFORCEMENT

Budget Narrative

Code Enforcement operations help to advance the City Council's Quality of Life goal. This year's budget request proposes to continue to fund the Code Enforcement Division at approximately the same level of funding as Fiscal Year 2016-17, with a minimal increase to the contractual services budget due to a necessary increase in database usage, and a new information technology contractual service cost. On an annual basis, code enforcement officers take part in certification and training as well as participate in Joint Regional Task Force initiatives. Code Enforcement has also participated in the on-the-ground implementation of the Gateway Cities Council of Governments Homelessness Initiative by coordinating with case workers and 24-hour response counselors to ensure respectful, empathetic interventions between homeless individuals and Code Enforcement and/or Police Officers. Projects for the year include pro-actively enforcing the Public Nuisance codes to gain compliance at blighted properties; to provide a high-level of customer service by responding to community code concerns within 48 hours of the initial complaint; and becoming well-versed in the use of the ACCELA permit tracking system code enforcement module.

Division Budget Summary

Code Enforcement	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	373,644	343,749	484,177	349,328	490,406
Operations, Materials & Supplies	122,805	206,552	86,500	176,145	71,400
Indirect Costs	3,151	2,995	-	2,089	11,069
Contract & Professional Services	374,332	448,309	397,600	448,891	379,122
Grand Total	\$873,932	\$1,001,605	\$968,277	\$976,453	\$951,997

Contractual & Professional Detail

Account			Description	Amount
10	5215	0700	Other professional and technical services/fees	8,622
10	5215	0700	LA County database and CoreLogic Solutions fees	10,500
10	1250	0700	SEAACA (Animal Control Services)	360,000
Total Detail				\$379,122

COMMUNITY DEVELOPMENT

ECONOMIC DEVELOPMENT & HOUSING

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Administrative Aide	1	1	0	0
Economic Development & Housing Manager*	0	0	1	1
Management Analyst	0	0	1	1
Total Full Time Positions	1	2	2	2

**Staffing changes reflect the hiring of a new full time Economic Development & Housing Manager.*

COMMUNITY DEVELOPMENT

ECONOMIC DEVELOPMENT & HOUSING

Division Description

The Economic Development and Housing Division of the Community Development Department oversees all Economic Development activity within the city, including strategies and services that create an environment in which businesses can develop and prosper, while effectively retaining and expanding businesses in the community. Additionally, the Division is responsible for the administration of federally-funded housing projects, rehabilitation projects, and neighborhood and senior center programs. It is responsible for developing and preserving affordable housing opportunities for people of low- and moderate-income. The Division administers three (3) sources of funds, including the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME) funds, and housing successor agency funds for low- and moderate-income housing activities. Finally, the Division provides support to the Downey Successor Agency and Oversight Board, which are responsible for winding down the affairs of the former Redevelopment Agency.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Rehabilitation Grant Program	20	19	20	20
Community Development Block Grant (CDBG) and Integrated Disbursement Information System (IDIS) Staff Training	100%	95%	100%	100%

COMMUNITY DEVELOPMENT

ECONOMIC DEVELOPMENT & HOUSING

Budget Narrative

The Economic Development & Housing Division is partially funded through the federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). For Fiscal Year 2017-18, CDBG is projected to receive a 12.6% decrease and also a 45.9% decrease to HOME from last year's Federal Government entitlement allocation. This Division addresses the Council's Quality of Life and Economic Vibrancy Priorities, and this year is continuing the implementation of the grant and rebate program for qualified projects that help low- to moderate-income homeowners achieve code compliance and access for persons with disabilities, in addition to managing the City's first-time homebuyer program. The Division's budget provides for debt service on various qualified CDBG projects such as Champion Dodge, and Downey Nissan; it also administers various economic development activities and projects throughout the community.

Division Budget Summary

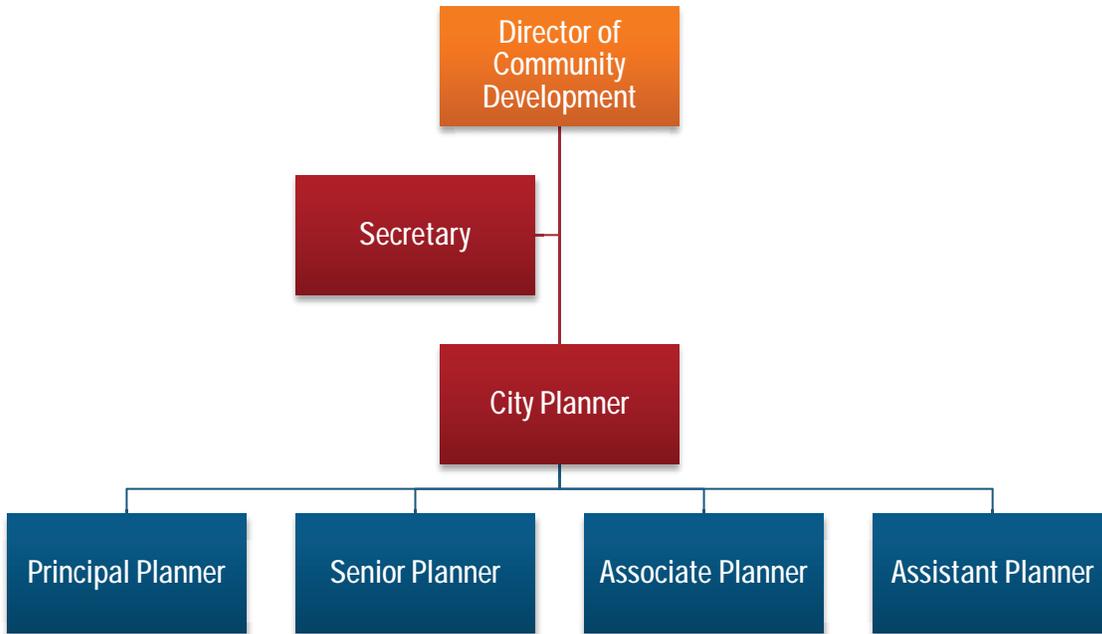
Economic Development/ Housing	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	369,525	439,585	388,530	463,772	399,882
Operations, Materials & Supplies	674,149	1,570,039	1,211,088	386,306	874,316
Contract & Professional Services	35,803	29,226	368,666	187,756	368,666
Grand Total	\$1,079,477	\$2,038,850	\$1,968,284	\$1,037,834	\$1,642,864

Contractual & Professional Detail

Account			Description	Amount
28	6851	0700	Professional consulting services	20,000
28	6852	0700	CDBG auditing consultant	5,000
29	6856	0700	HOME auditing consultant	5,000
29	6856	0700	Grant Writing	10,000
29	6859	0700	Consultant services to support HOME and CDBG rehabilitation projects	12,000
28	5912	0700	Economic Development activities	316,666
Total Detail				\$368,666

COMMUNITY DEVELOPMENT PLANNING

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Assistant Planner	1	1	1	1
Associate Planner	1	1	1	1
City Planner	1	1	1	1
Principal Planner	1	1	1	1
Secretary	1	1	1	1
Senior Planner	1	1	1	1
Total Full Time Positions	6	6	6	6

COMMUNITY DEVELOPMENT

PLANNING

Division Description

The Planning Division of the Community Development Department is responsible for the physical development of the City of Downey. Its work program is sensitive to the community, avoids unnecessary impacts to the environment, meets the needs of the public, and improves the built environment by promoting high quality architecture, urban design and well-designed public environments that reflect community values, heritage and progressive design practices. Responsibilities include preparing and updating the General and Specific Plans, updating and receiving the Zoning Code, and processing development applications (variances, conditional use permits, subdivisions, etc.). In addition, the Division provides support for the Planning Commission.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of Counter Visits	7,158	7,195	6,901	7,085
Number of Planning Applications/Entitlements	248	176	231	218
Land Use, Planning Law and Environmental Review Staff Training	100%	100%	100%	100%

COMMUNITY DEVELOPMENT

PLANNING

Budget Narrative

This year's budget request includes an additional contract permit technician and an increase in ACCELA maintenance cost. The division will be placing special focus on efficiency and responsiveness to address the Council's priorities. Projects for the year include the continued, expedited processing of planning applications and entitlements; the review and implementation of the Development Permit Process study recommendations and the Bio-Medical Overlay study results; managing and completing the grant-related Rancho Los Amigos South Campus/EcoRapid Transit Line Specific Plan; updating various existing specific plans; initiating a multi-year project to update the city's General Plan; the continued expansion of the ACCELA permit tracking system by implementing two additional division modules, providing mobile access to field staff, and allowing for a citizen access component; and the completion of the 2016 General Plan Annual Report.

Division Budget Summary

Planning	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	799,915	756,312	796,120	789,563	843,724
Operations, Materials & Supplies	75,057	219,268	575,000	182,999	605,200
Indirect Costs	52,323	50,163	58,924	54,014	58,924
Contract & Professional Services	83,859	164,156	422,655	159,266	154,210
Capital Outlay	-	-	13,495	-	8,400
Grand Total	\$1,011,154	\$1,189,900	\$1,866,194	\$1,185,841	\$1,670,458

Contractual & Professional Detail

Account			Description	Amount
10	5110	0670	Southern California Association of Governments (SCAG)	\$10,000
10	5110	0670	Local Agency Formation Commission (LAFCO)	3,000
10	5110	0670	Other professional associations	1,000
10	5110	0700	Architectural, design and landscape consultants	20,000
10	5110	0700	ACCELA & GIS maintenance services	90,000
10	5110	0700	Other professional and technical service fees and consultants	30,210
Total Detail				\$154,210

FINANCE



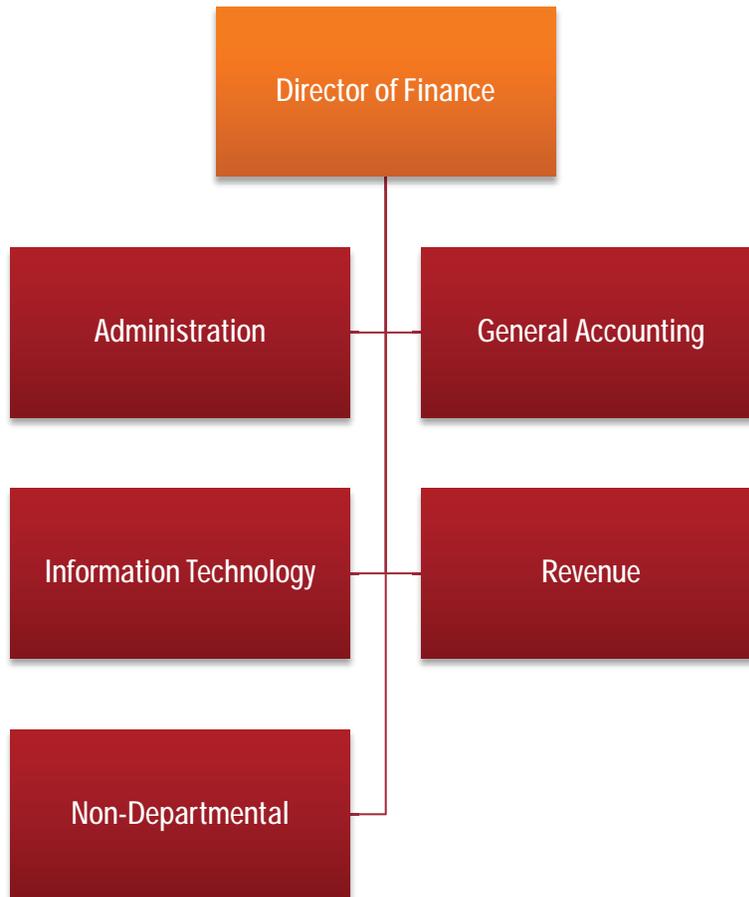
Administration ❖ General Accounting
Information Technology ❖ Non-Departmental
Revenue



City of *Downey*

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Finance Department effectively and efficiently manages the fiscal affairs of the City, Successor to the former Community Development Commission, Southeast Area Animal Control Authority (SEAACA) and the Downey Cemetery District. The department serves the financial needs of the Downey's citizens, management and employees through centralized accounting, auditing, treasury, business registration, animal licenses, water customer service, permit payments, purchasing, information technology, city operated ambulance collections, fixed asset management, and the filing of required regulatory periodic reports. In coordination with the City Manager's office, the Finance Department prepares and review the City's Annual Budget and Capital Improvement Program.

The Finance Department annually receives awards for audits and budgeting. The recently-received favorable ratings from Moody's and Standard & Poor underscore the City's sound financial practices.

FINANCE

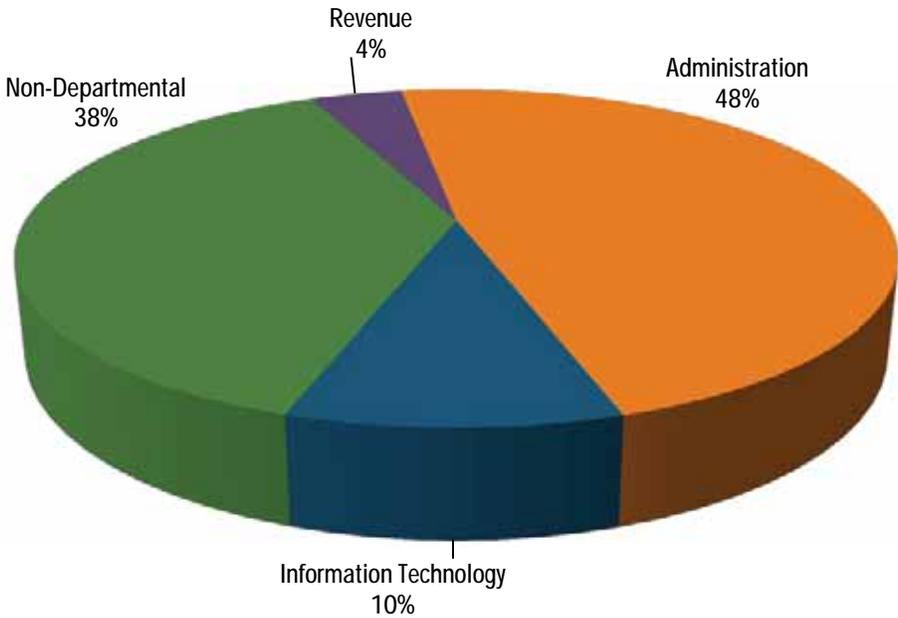
Department Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	14	14	14	15
Accountant	2	3	3	3
Accounting Coordinator	0	1	1	1
Administrative Assistant	1	1	1	1
Administrative Clerk II (GA)	1	1	1	0
Administrative Clerk II (Rev)	3	3	3	3
Assistant Finance Director	0	1	1	1
Finance Director/Risk Manager	1	1	1	1
Finance Manager	1	0	0	0
Junior Accountant	2	1	1	2
Principal Accountant	1	1	1	1
Revenue Supervisor	0	0	0	0
Senior Account Clerk	1	1	1	1
Senior Accountant	1	0	0	0
Management Analyst (Payroll)	0	0	0	1
Information Technology	1	1	1	1
Computer System Manager	1	0	0	0
Information Technology & Systems Manager	0	1	1	1
Finance	15	15	15	16

FINANCE

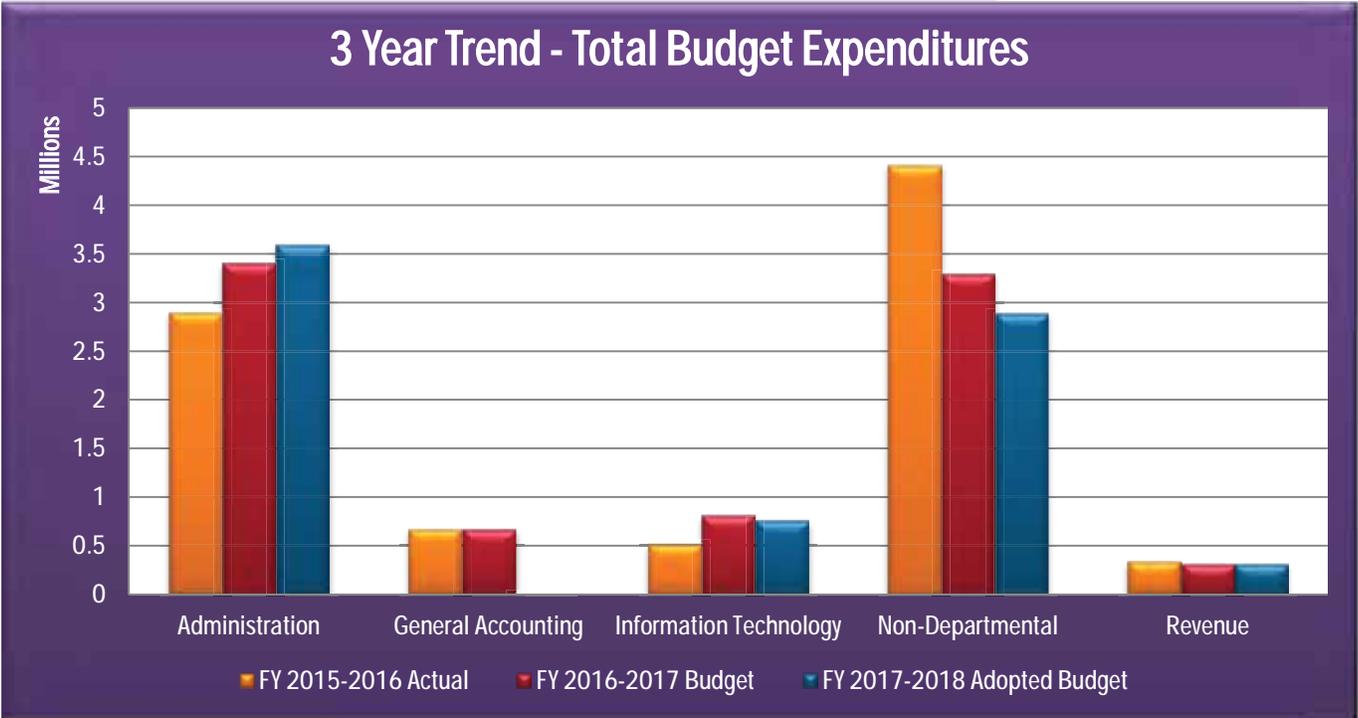
DEPARTMENT SUMMARY

Total Budget Expenditures by Division



Administration	\$ 3.6 M
Information Technology	\$ 0.8 M
Non-Departmental	\$ 2.9 M
Revenue	\$ 0.3 M

\$7.6 Million



FINANCE

Fiscal Year 2016-2017

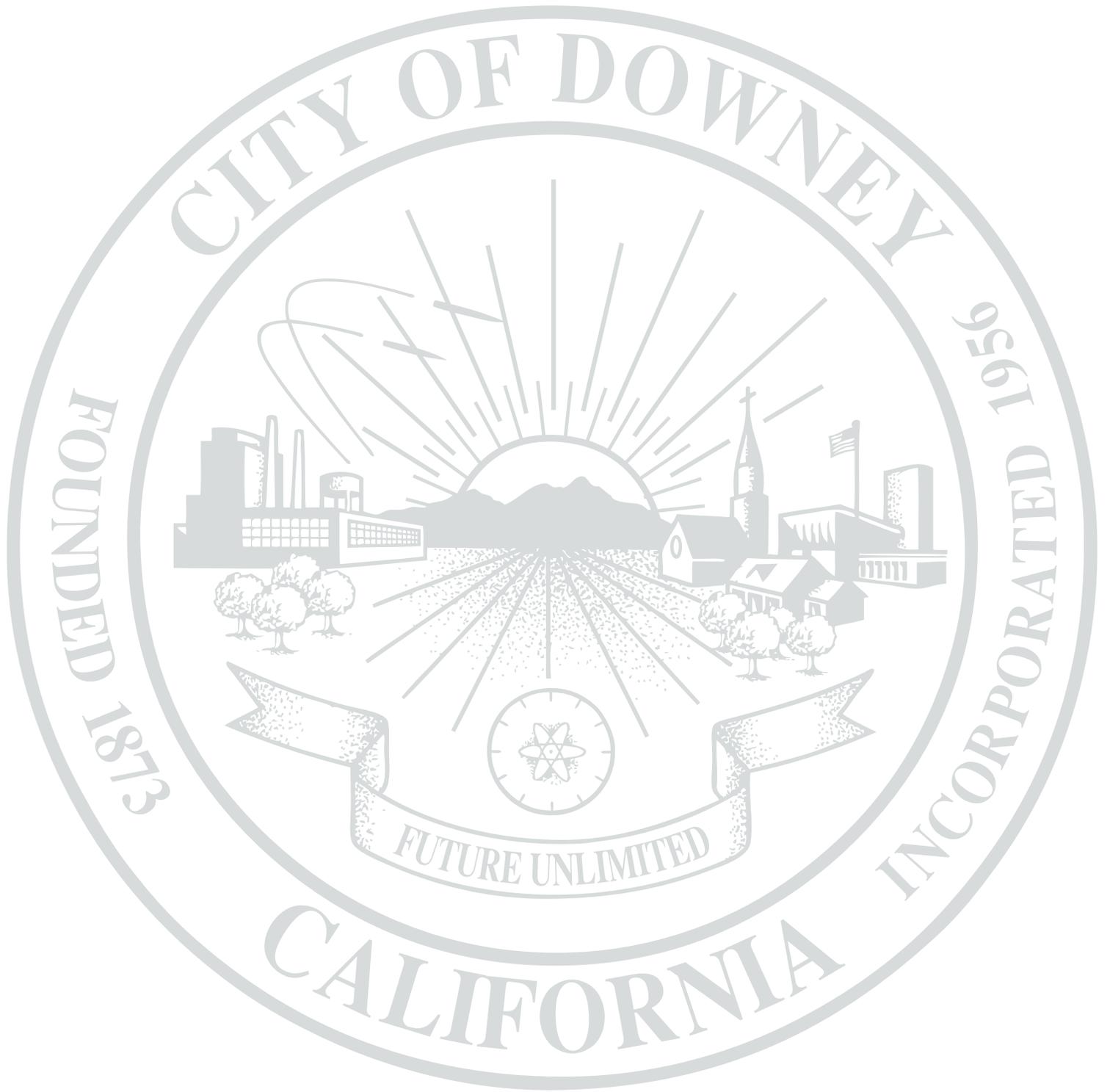
Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Balanced Budget	X	X			
Received Government Finance Officers Association (GFOA) Budget Award and State of California (CSMFO) Budget Award for FY 2015-16 Budget Document	X	X			
Provided frequent financial updates to Budget Subcommittee	X	X			
Cash Flow and long range financial forecast model	X	X			
Automated water billing – Phase I Completed	X	X	X		
Overhaul outdated city communications systems	X	X			
Aid in the development of a five-year CIP plan with Public Works	X	X			
Reorganize Finance Dept. for efficiency and professionalism	X	X			
Upgraded Finance Manager position to Assistant Finance Director	X	X			

FINANCE

Fiscal Year 2017-2018 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Conduct citywide fee study and review City cost allocation plan	X	X	X		
Review and update City Financial Policies	X		X		
Institute a pilot program to deliver city employee check stub via email	X	X			
Automate Purchase Order approval process in EDEN system	X	X			
Implement an accelerated month-end and year-end close process which improve the timeliness and accuracy of Management financial information and facilitate the external audit process.	X	X			
Utility Billing increase online customer account registration	X	X			
Long-range financial planning & cash flow projection	X	X			
Implement optical imaging document management system	X	X			
Implement online time, attendance and scheduling software citywide	X	X			
Complete citywide fixed-asset inventory	X	X			



FINANCE

DEPARTMENT SUMMARY

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 1,316,827	\$ 1,462,775	\$ 1,630,409	\$ 1,521,007	\$ 1,771,660
Operations, Materials & Supplies	\$ 2,688,283	\$ 3,079,020	\$ 1,935,010	\$ 3,051,848	\$ 1,424,323
Indirect Costs	\$ 634,593	\$ 669,438	\$ 812,095	\$ 1,473,363	\$ 857,215
Employee Benefits	\$ 3,051,236	\$ 3,056,419	\$ 3,296,422	\$ 3,034,390	\$ 2,893,790
Contract & Professional Services	\$ 592,224	\$ 572,968	\$ 659,880	\$ 581,921	\$ 609,675
Capital Outlay	\$ 352,823	\$ (0)	\$ 169,764	\$ 46,969	\$ 10,000
Capital Improvement	\$ -	\$ 5	\$ -	\$ -	\$ -
Grand Total	\$ 8,635,986	\$ 8,840,625	\$ 8,503,580	\$ 9,709,498	\$ 7,566,663

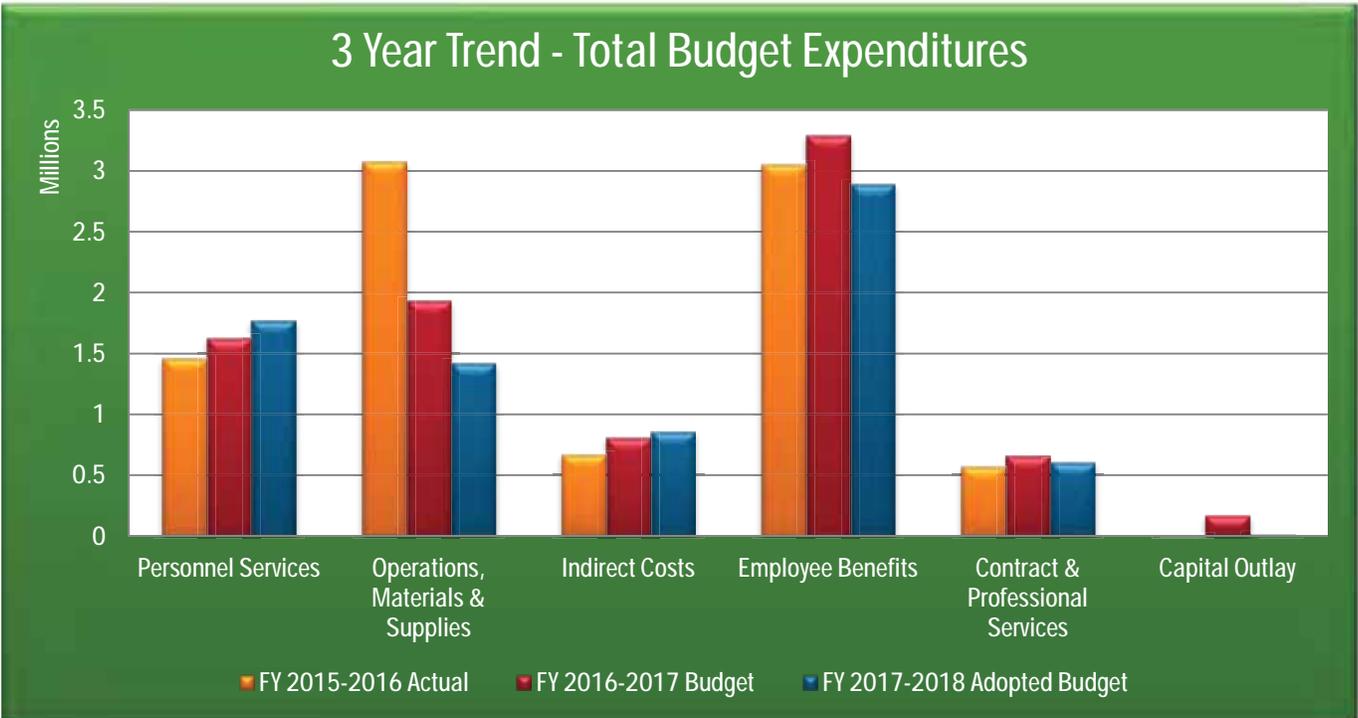
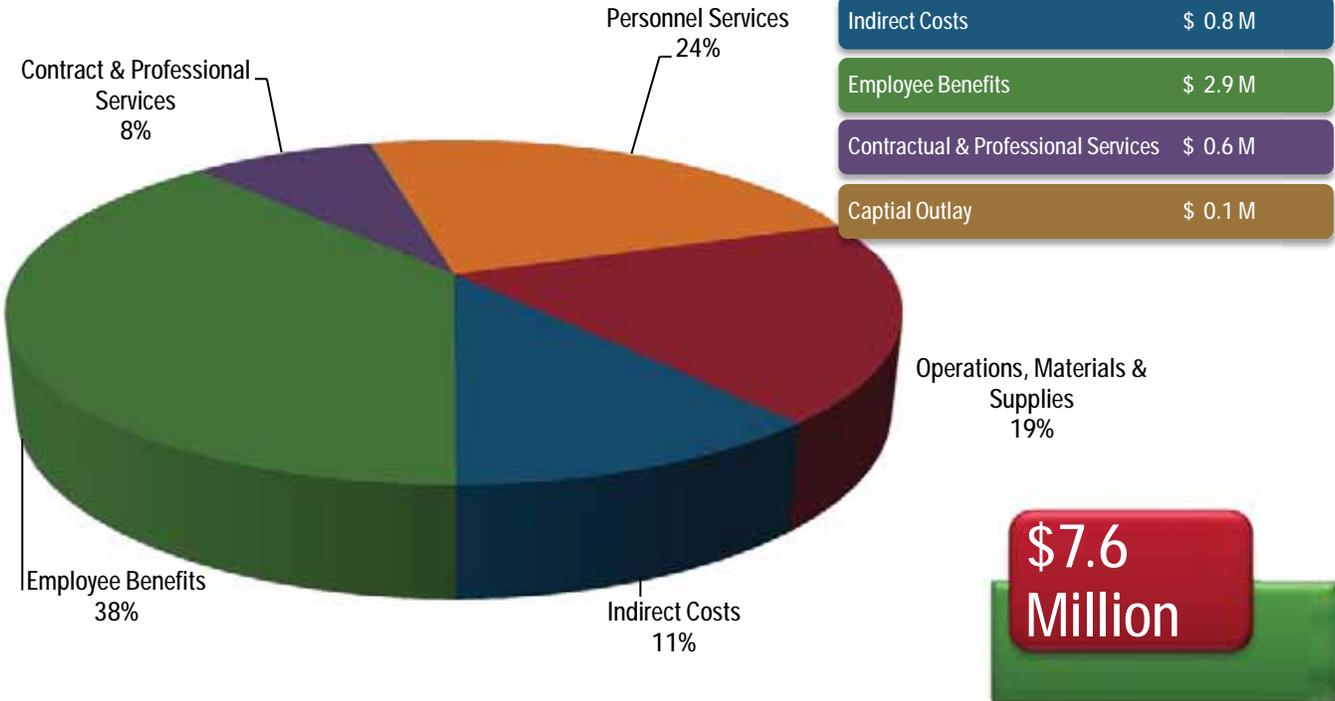
By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Administration	\$ 2,391,176	\$ 2,898,891	\$ 3,407,418	\$ 3,862,818	\$ 3,598,948
General Accounting	\$ 633,242	\$ 668,070	\$ 668,000	\$ -	\$ -
Information Technology	\$ 810,445	\$ 519,632	\$ 816,740	\$ 525,802	\$ 758,925
Non-Departmental	\$ 4,447,105	\$ 4,420,390	\$ 3,296,422	\$ 5,057,610	\$ 2,893,790
Revenue	\$ 354,018	\$ 333,641	\$ 315,000	\$ 263,268	\$ 315,000
Grand Total	\$ 8,635,986	\$ 8,840,625	\$ 8,503,580	\$ 9,709,498	\$ 7,566,663

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
10-General	\$ 5,532,645	\$ 6,119,460	\$ 6,902,099	\$ 5,306,828	\$ 6,002,989
40-Capital Project	\$ -	\$ 5	\$ -	\$ -	\$ -
54-Transit (Prop C)	\$ 55,120	\$ 65,418	\$ 13,560	\$ 50,335	\$ 13,560
61-Employee Benefit	\$ 2,014,114	\$ 1,583,622	\$ -	\$ 2,282,855	\$ -
62-Equipment	\$ 355,757	\$ 12,248	\$ 159,764	\$ 56,813	\$ 117,263
76-Liability Insurance	\$ 678,350	\$ 1,059,872	\$ 1,428,157	\$ 2,012,667	\$ 1,432,851
Grand Total	\$ 8,635,986	\$ 8,840,625	\$ 8,503,580	\$ 9,709,498	\$ 7,566,663

FINANCE

DEPARTMENT SUMMARY

Total Budget Expenditures by Category



FINANCE

DIVISION SUMMARY

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 1,157,814	\$ 1,286,363	\$ 1,448,723	\$ 1,343,958	\$ 1,575,798
Operations, Materials & Supplies	\$ 632,564	\$ 875,049	\$ 1,013,660	\$ 921,244	\$ 1,051,860
Indirect Costs	\$ 449,598	\$ 642,048	\$ 780,035	\$ 1,443,947	\$ 806,290
Contract & Professional Services	\$ 151,200	\$ 95,431	\$ 165,000	\$ 153,670	\$ 165,000
Grand Total	\$ 2,391,176	\$ 2,898,891	\$ 3,407,418	\$ 3,862,818	\$ 3,598,948

General Accounting	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Operations, Materials & Supplies	\$ 633,242	\$ 668,070	\$ 668,000	\$ -	\$ -
Grand Total	\$ 633,242	\$ 668,070	\$ 668,000	\$ -	\$ -

Information Technology	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 159,014	\$ 176,412	\$ 181,686	\$ 177,049	\$ 195,862
Operations, Materials & Supplies	\$ 20,511	\$ 32,236	\$ 28,350	\$ 21,906	\$ 147,463
Indirect Costs	\$ 33,590	\$ 27,390	\$ 32,060	\$ 29,416	\$ 50,925
Contract & Professional Services	\$ 244,508	\$ 283,589	\$ 404,880	\$ 250,461	\$ 354,675
Capital Outlay	\$ 352,823	\$ (0)	\$ 169,764	\$ 46,969	\$ 10,000
Capital Improvement	\$ -	\$ 5	\$ -	\$ -	\$ -
Grand Total	\$ 810,445	\$ 519,632	\$ 816,740	\$ 525,802	\$ 758,925

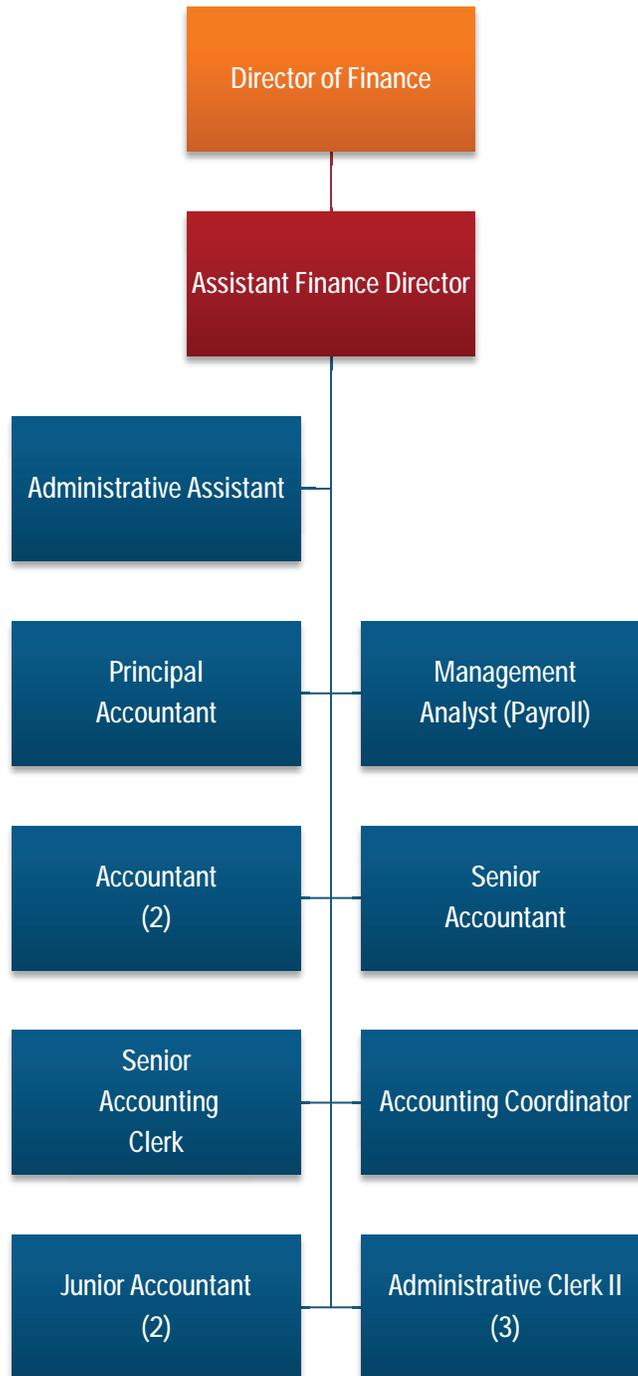
Non-Departmental	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Operations, Materials & Supplies	\$ 1,142,213	\$ 1,258,647	\$ -	\$ 1,914,740	\$ -
Indirect Costs	\$ 151,405	\$ -	\$ -	\$ -	\$ -
Employee Benefits	\$ 3,051,236	\$ 3,056,419	\$ 3,296,422	\$ 3,034,390	\$ 2,893,790
Contract & Professional Services	\$ 102,252	\$ 105,324	\$ -	\$ 108,480	\$ -
Grand Total	\$ 4,447,105	\$ 4,420,390	\$ 3,296,422	\$ 5,057,610	\$ 2,893,790

Revenue	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Operations, Materials & Supplies	\$ 259,753	\$ 245,017	\$ 225,000	\$ 193,958	\$ 225,000
Contract & Professional Services	\$ 94,265	\$ 88,624	\$ 90,000	\$ 69,310	\$ 90,000
Grand Total	\$ 354,018	\$ 333,641	\$ 315,000	\$ 263,268	\$ 315,000

FINANCE

ADMINISTRATION

Organizational Chart



FINANCE

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Accountant	2	3	3	3
Accounting Coordinator	0	1	1	1
Administrative Assistant	1	1	1	1
Administrative Clerk II (GA)	1	1	1	0
Administrative Clerk II (Rev)	3	3	3	3
Assistant Finance Director	0	1	1	1
Finance Director/Risk Manager	1	1	1	1
Finance Manager	1	0	0	0
Junior Accountant *	2	1	1	2
Management Analyst (Payroll)	0	0	0	1
Principal Accountant	1	1	1	1
Revenue Supervisor	0	0	0	0
Senior Account Clerk	1	1	1	1
Senior Accountant	1	0	0	0
Total Full Time Positions	14	14	14	15

FINANCE

ADMINISTRATION

Division Description

The Finance Administration division provides management of the City's financial operations in accordance with established fiscal policies. The staff manages fiscal and financial duties ranging from pay checks to contract oversight and all of the accounting, budgeting and revenue procedures in between to support internal City operations. The City's SCAQMD-mandated Ride Share program is administered through the Finance Administration division, which is also responsible for the preparation and verification of employee payroll.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Award received for Comprehensive Annual Financial Report (CAFR)	Received	Received	Anticipate	Anticipate
Award received for Annual Budget	GFOA & CSMFO Excellence in Operational Budget			
Percent of Monthly Financial Status reports issued within 15 days or less	100%	100%	100%	100%
Pieces of mail processed (in -house)	94,119	75,265	65,000	94,000
Number of purchase orders issued	980	1,290	575	600
Dollar amount of purchase orders issued	20.9 Million	36.5 Million	23.1 Million	25 Million

FINANCE

ADMINISTRATION

Budget Narrative

This year's budget request is increased by \$300,000 due to previously unbudgeted county administrative fees, credit card merchant service fees and funding for a city-wide fee study and cost allocation study, fulfilling the Council's Fiscal Responsibility and Efficiency priorities. The division will be investigating additional online billing options and planning for the overhaul of the City's outdated telecom systems. The division will continue to safeguard the public assets entrusted to us and ensure full compliance with the reporting requirements by the Governmental Accounting Standards Board (GASB).

Division Budget Summary

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Total FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,157,814	1,286,363	1,448,723	1,343,958	1,575,798
Operations, Materials & Supplies	632,564	875,049	1,013,660	921,244	1,051,860
Indirect Costs	449,598	642,048	780,035	1,443,947	806,290
Contract & Professional Services	151,200	95,431	165,000	153,670	165,000
Grand Total	\$2,391,176	\$2,898,891	\$3,407,418	\$3,862,818	\$3,598,948

Contractual & Professional Detail

Account			Vendor/ Description	Amount
10	1350	0700	Annual Software Support - Quadrant	1,300
10	1350	0700	HdL Business License	5,000
10	1350	0700	GFOA CAFR Review	700
10	1350	0700	HdL CAFR Report	750
10	1350	0700	Shredding Service	250
10	1350	0700	Verisign SSL Certificate	500
10	1350	0700	State Street Report Service	2,500
10	1350	0700	CMTA, GFOA, CSMFO Annual Memberships	1,200
10	1350	0700	Tyler Output Processor Consulting and Software	17,800
10	1350	0700	Citywide Fee Study and Cost Allocation Study	50,000
10	1350	0670	Munincast Forecasting Model	5,000
10	1350	0670	Tyler EDEN & Laserfische content management software	10,000
10	1350	0670	Consulting Fee - Internal Control 7 Financial Process	20,000
76	1510	0700	Carl Warren – 3 rd Party Administrator – General Liability Insurance	50,000
Total Detail				\$165,000

FINANCE

GENERAL ACCOUNTING

Division Description

The general accounting division is responsible for the management, tracking, payment and auditing of the City's financing structure. Included in these responsibilities are the investment of certain funds to ensure an appropriate return on taxpayer dollars; participation in the City's Joint Insurance Powers Authority Risk Pool; and the debt service on the Civic Center and former Redevelopment Agency projects.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Received unqualified audit opinion letter	Received	Received	Anticipate	Anticipate
Number of Accounts Payable checks issued	8,655	8,783	8,500	8,700
Number of Accounts Payable EFT	953	1,088	1,100	1,200
File Annual State Controller's Report and Single Audit on timely manner	Filed	Filed	Plan to File	Plan to File
Process bi-weekly payrolls with minimum errors	99%	99%	100%	100%
Number of Accounts Receivable Invoices Processed	1,693	1,529	1,600	1,400
% of Accounts Receivable collectible rate	97%	97%	100%	100%
Number of Business Registration renewals processed	5,067	5,250	5,200	4,500
Number of Business Registrations renewed on-line	555	904	1,500	1,000
Number of counter transactions	52,716	39,314	40,000	30,000
Number of Paramedic Subscription Program enrollments processed	4,759	4,983	5,000	5,200
Form 1099 issued	310	310	300	300

FINANCE

GENERAL ACCOUNTING

Budget Narrative

There is no budget request for FY 17-18. The divisions historical budget shown below accounted for transactions related to the City's Golf Course bonds paid through an enterprise fund. See the Golf Course Fund section for additional information.

Division Budget Summary

General Accounting	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Operations, Materials & Supplies	633,242	668,070	668,000		-
Grand Total	\$633,242	\$668,070	\$668,000	\$0	\$0

Contractual & Professional Detail

None.

INFORMATION TECHNOLOGY

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Computer System Manager	1	0	0	0
Information Technology & Systems Manager	0	1	1	1
Total Full Time Positions	1	1	1	1

INFORMATION TECHNOLOGY

Division Description

The Information Technology (IT) division enables the organization to meet its objectives by providing technology and aiding in the use and understanding of technological tools. The division is responsible for maintaining over 45 servers and 500 users workstations and phones and for ensuring the 24-7 operation of municipal e-mail and network services. Most importantly, IT maintains the critical networks and communications systems that are the backbone of the Downey Police Department and Area E Fire Dispatching center.

As technology has evolved, more and more employees are expanding the hours and the ways they work while City Hall is closed. This has required significant support from IT to ensure access to networks, emails and contacts while maintaining the security of the system. The prolific use of personally purchased mobile devices (such as Androids and iPhones) has necessitated significant one-on-one support to ensure connectivity for the employees who seek to enhance the timeliness of service to the public.

In addition, the department continues to expand support for online access to public records and applications across all city functions.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number IT help tickets addressed	3,109	2,705	2,800	2,800
Number of telephone questions	535	510	500	450
Number of smart phone users supported	45	45	45	50
Number of training hours for IT staff	20	20	20	20
Number of city staff receiving technology training	150	200	200	200

INFORMATION TECHNOLOGY

Budget Narrative

This year's budget request shows a decrease of \$47,000 to the I.T. Department budget, this is because IT contractor cost is shared across all department based on usage allocation extrapolated from Help desk ticketing system. This fiscal year the I.T. Department is focusing on Cyber security, due to increasing threats of ransomware, viruses, DDoS, and hacking. The emphasis is on hardening the City's firewall, end user education, and building a redundant Internet connection to address the increase some of the cloud based applications used by the City. Lastly, the I.T. division goal is to upgrade the remaining servers that are running a legacy operating system.

Division Budget Summary

Information Technology	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	159,014	176,412	181,686	177,049	195,862
Operations, Materials & Supplies	20,511	32,236	28,350	21,906	147,463
Indirect Costs	33,590	27,390	32,060	29,416	50,925
Contract & Professional Services	244,508	283,589	404,880	250,461	354,675
Capital Outlay	352,823		169,764	46,969	10,000
Capital Improvement		5			
Grand Total	\$810,445	\$519,632	\$816,740	\$525,802	\$758,925

FINANCE

Contractual & Professional Detail

Account			Vendor / Description	Amount
10	1380	0670	Subscription: MISAC IT ListServ	260
10	1380	0700	MDM (Mobile Device Management)	9,000
10	1380	0700	Firewall -City wide (Appliance Maintenance)	26,000
10	1380	0700	End Point Desktop Enterprise Security (City wide)	12,000
10	1380	0700	Enterprise Switch Critical Warranty (City Hall/PD/Fire)	8,000
10	1380	0700	Spam Firewall (City wide)	4,500
10	1380	0700	Backup Software	6,000
10	1380	0700	DLP Email Encryption (HIPPA,PCI, PII compliance)	2,500
10	1380	0700	City's Financial System (City wide)	44,000
10	1380	0700	Internet Access (City wide) ISP	31,000
10	1380	0700	I.T. Services (City wide) OutSource Help Desk	122,115
10	1380	0700	Professional Services (City Wide) Firewall / Project Base	28,000
10	1380	0700	Storage hardware support- City wide	4,000
10	1380	0700	IPS Security App and URL (City wide)	3,000
10	1380	0700	After Market Server Warranty Coverage	9,000
10	1380	0700	VoIP Phone System Maintenance Support	23,000
10	1380	0700	Mail Archive/ Retrieval System	2,500
10	1380	0700	Data Center Annual Cleaning	1,800
10	1380	0700	Wi-Fi Support / Maintenance and Licensing (City Wide)	7,000
10	1380	0700	Service Request Ticket System Portal /Software Patch Mgmt (City wide)	5,000
10	1380	0700	Cyber Security PEN Test	6,000
Total Detail				\$354,675

FINANCE

REVENUE

Division Description

The Revenue Division enforces local laws and regulations on the performance of fair and cost-effective revenue collection services for taxes, fees and grant revenue. The division is responsible for ensuring the local remittance is received from state and county taxes and for projecting future revenues and making mid-year adjustments to support the budget. Fees paid for the provision of municipal water utility services are also processed by the division.

Division Performance Measures

Referenced in General Accounting.

Budget Narrative

This year's budget request proposes to continue providing the same level of service at the same level of funding as last year. The Revenue division will achieve the Council's Fiscal Responsibility and Efficiency and Adaptability Priorities through the use of a new interface between the City's business license software system and the California Franchise Tax Board's sales tax records. Also to enhance efficiency and to improve overall customer service, the Revenue Division is studying the cost-effectiveness of online billing and payment for the City's water utility services.

Division Budget Summary

Revenue	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Operations, Materials & Supplies	259,753	245,017	225,000	193,958	225,000
Contract & Professional Services	94,265	88,624	90,000	69,310	90,000
Grand Total	354,018	333,641	315,000	263,268	315,000

Contractual & Professional Detail

Account			Vendor/ Description	Amount
10	1351	0700	Citation Processing	\$90,000
Total Detail				\$90,000

FINANCE

NON-DEPARTMENTAL

Division Description

The Non-Departmental Division is the section of the budget where all Employee Benefits costs are accounted.

Division Performance Measures

Not applicable

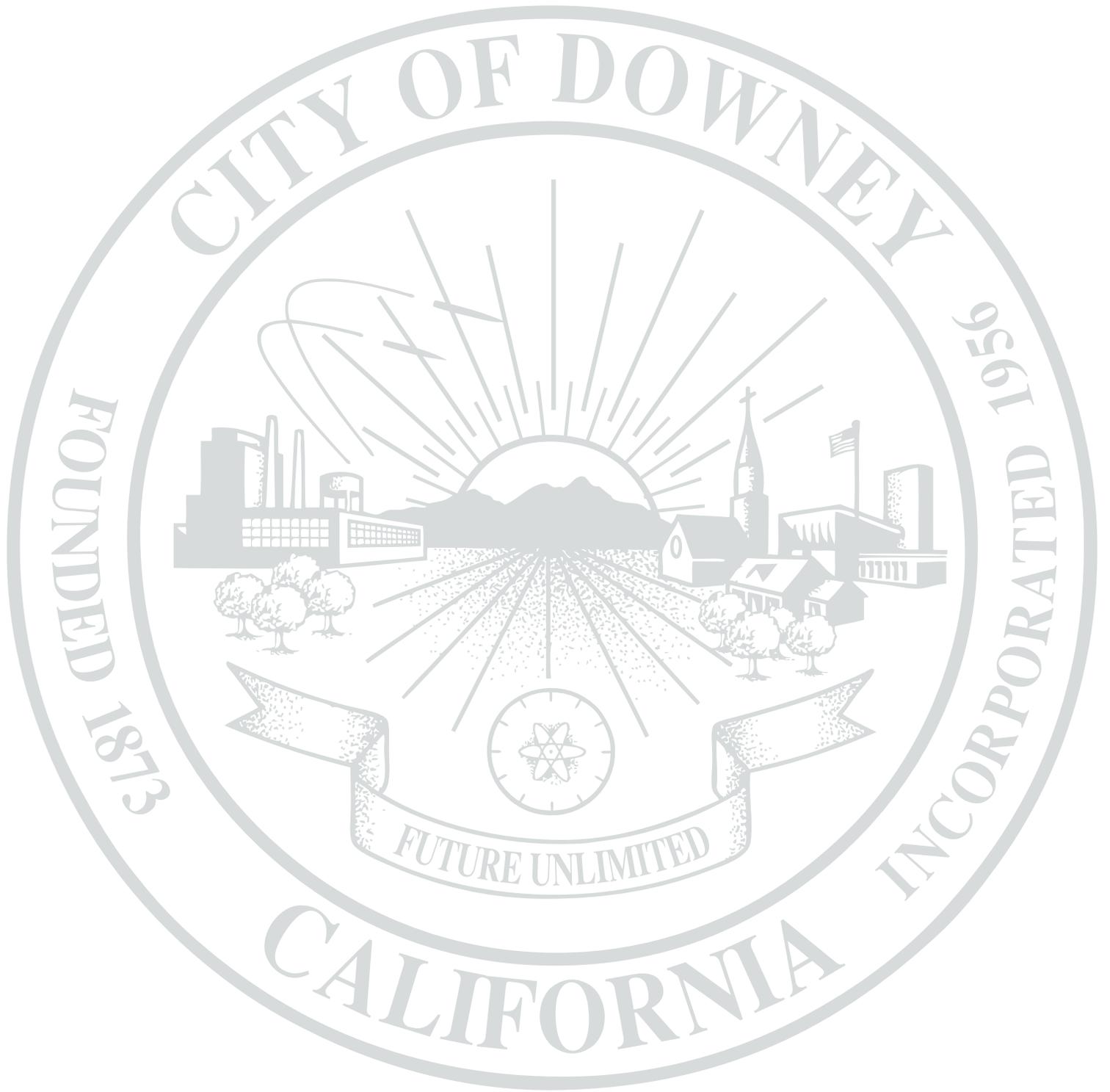
Budget Narrative

This year's budget request proposes to continue providing the same level of employee benefits.

Division Budget Summary

Non-Departmental	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Operations, Materials & Supplies	1,142,213	1,258,647	-	1,914,740	-
Indirect Costs	151,405	-	-	-	-
Employee Benefits	3,051,236	3,056,419	3,296,422	3,034,390	2,893,790
Contract & Professional Services	102,252	105,324	-	108,480	-
Grand Total	\$4,447,105	\$4,420,390	\$3,296,422	\$5,057,610	\$2,893,790

* During the adoption of Fiscal Year 2013-14 Budget, the Fringe Benefit Fund (Internal Service Fund) was eliminated. The components of the Fringe Benefit Fund, which were vacation, sick leave, medical and dental insurance, retirement benefits, worker's compensation and life insurance, are now charged to their respective divisions and departments.



FIRE



Administration ❖ Emergency Services

Federal Grants

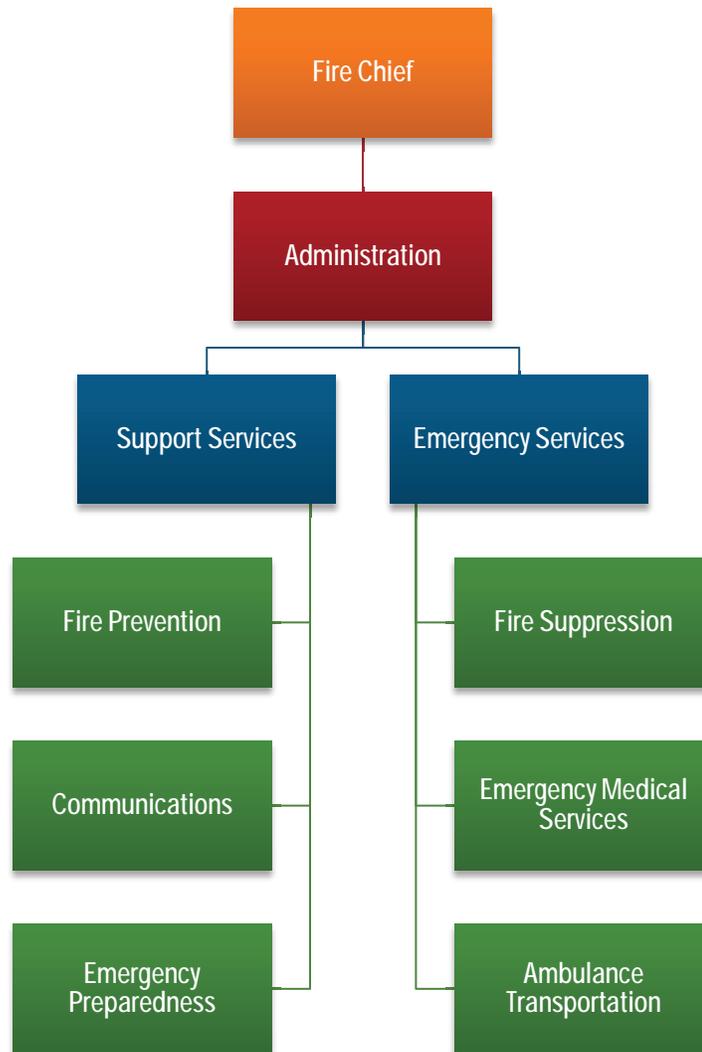
Support Services



City of Downey

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Fire Department is responsible for comprehensive and effective all risk fire and rescue services that meet service delivery needs of all residents and business owners. The department is made up of three Branches: Administration, Emergency Services and Support Services.

The Emergency Services is comprised of the Fire Suppression Division, Emergency Medical Services Division, and Emergency Transport Division. The Support Services is comprised of the Fire Prevention Division, Fire Communications Division, and oversees the City's Emergency Preparedness Division.

FIRE

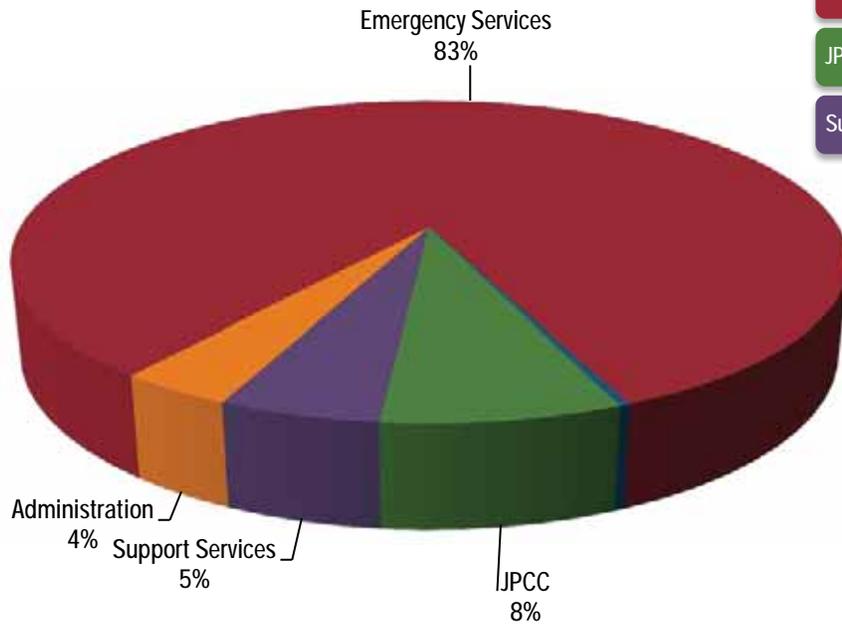
Department Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	2	2	2	3
Administrative Assistant *	0	0	0	1
Executive Secretary	1	1	1	1
Fire Chief	1	1	1	1
Emergency Services	83	83	83	91
Ambulance Operator	18	18	18	24
Ambulance Operator Coordinator	0	0	0	1
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Captain (EMS Coordinator)	1	1	1	1
Fire Captain (Training)	0	0	0	1
Fire Engineer	15	15	15	15
Fire Mechanic	1	1	1	1
Firefighter	6	6	6	6
Firefighter/Paramedic	24	24	24	24
Support Services	15	15	15	15
Assistant Chief	1	1	1	1
Emergency Preparedness Coordinator	1	1	1	1
Fire Communications Center Supervisor	1	1	1	1
Fire Inspector	1	1	1	1
Fire Prevention Technician	1	1	1	1
Hazardous Materials Fire Inspector	1	1	1	1
Regional Fire Communications Lead Operator	1	1	1	1
Regional Fire Communications Operator	8	8	8	8
Fire	100	100	100	109

*Added Administrative Assistant position per City Council action on 09/13/2016

FIRE DEPARTMENT SUMMARY

Total Budget Expenditures by Division

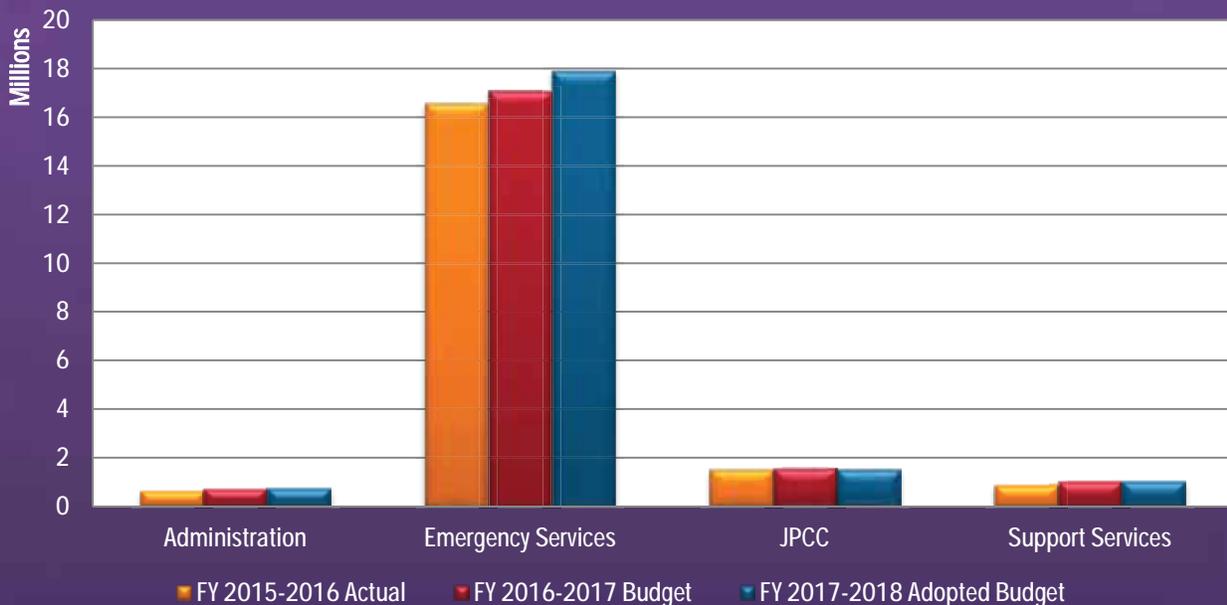


Administration	\$ 755K
Emergency Services	\$ 17.9 M
JPCC	\$ 1.5 M
Support Services	\$ 1.1 M

Values

**\$21.3
Million**

3 Year Trend - Total Budget Expenditures



Fiscal Year 2016-17 Recent Accomplishments & Performance Indicators

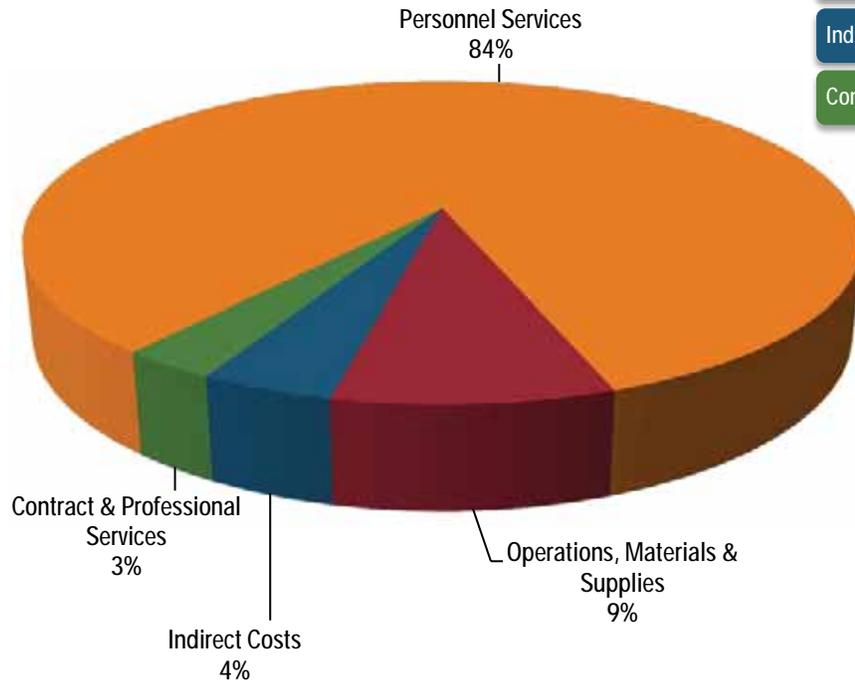
	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Appointed a new Assistant Fire Chief/Fire Marshal	X	X			
Promoted one Battalion Chief, one Fire Captain, two Fire Engineers		X		X	X
Conducted two Firefighter Recruit Drill towers (fifteen firefighters)		X		X	X
Hired one Administrative Assistant	X	X			
Appointed one Fire Inspector	X	X		X	X
Appointed four Firefighters to Paramedic assignments	X	X		X	X
Conducted Engineers Promotional exam, an interim Captains exam, and a Firefighter recruitment		X			
Hired one Fire Communications Operator		X		X	X
Hired sixteen new Ambulance Operators	X	X		X	X
Received 2015 State Homeland Security grant (\$70,000)	X	X		X	
Adopted 2016 California Fire Code and updated Downey Municipal Code		X		X	X
Hired consultant to perform a Comprehensive Facility Assessment and Master Plan of Fire Stations	X	X	X	X	
Purchased Ballistic Personal Protective Equipment	X	X		X	
Provided mutual aid assistance to five wildland incidents totaling 2,612 personnel hours		X			
Creation of Downey Alerts notification system, A-CERT Program, and the Downey Resiliency Project		X		X	X
Provided Citywide Disaster Service Worker training and EOC staff training	X	X		X	
Emergency Ground Medical Transportation services generated over \$3,000,000	X	X			
Hosted California State Fire Explorer Academy					X

Fiscal Year 2017-2018 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Strengthen Employee Relations		X			
Strengthen Public Safety Radio Communications System	X	X		X	
Improve Fire Station Facilities	X	X	X	X	X
Improve Emergency Medical Services Delivery Model		X		X	X
Improve Fire Prevention Capabilities	X			X	X
Implement Data Analysis Performance Program	X	X		X	
Implement Staff Development Program	X	X			
Develop Comprehensive Training Program	X	X		X	
Revise Department Policies and Procedures		X			

FIRE DEPARTMENT SUMMARY

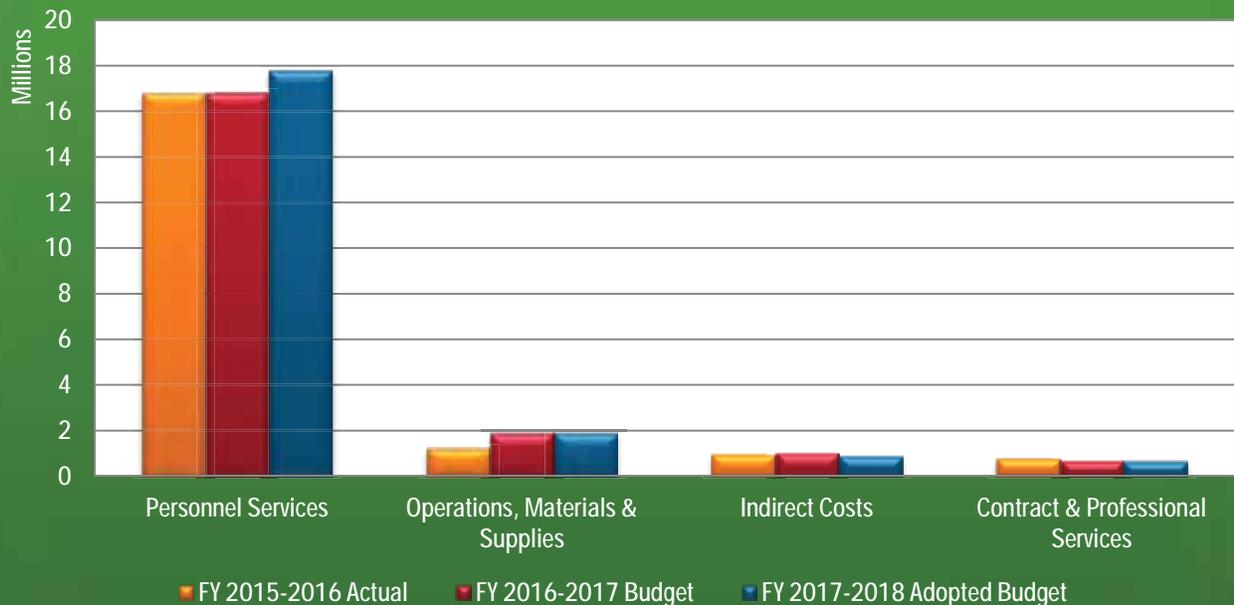
Total Budget Expenditures by Category



Personnel Services	\$ 17.8 M
Operations, Materials & Supplies	\$ 1.9 M
Indirect Costs	\$.9 M
Contractual & Professional Services	\$ 0.6 M

**\$21.3
Million**

3 Year Trend - Total Budget Expenditures



FIRE

DIVISION SUMMARY

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 15,916,216	\$ 16,815,472	\$ 16,835,724	\$ 17,346,791	\$ 17,804,928
Operations, Materials & Supplies	\$ 1,324,945	\$ 1,213,827	\$ 1,904,572	\$ 1,409,037	\$ 1,899,746
Indirect Costs	\$ 330,081	\$ 957,594	\$ 1,022,246	\$ 245,606	\$ 904,747
Contract & Professional Services	\$ 672,018	\$ 748,692	\$ 682,193	\$ 648,625	\$ 657,680
Capital Outlay	\$ 6,512	\$ (44,404)	\$ 119,844	\$ 50,351	\$ -
Grand Total	\$ 18,249,772	\$ 19,691,182	\$ 20,564,579	\$ 19,700,411	\$ 21,267,101

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Administration	\$ 714,465	\$ 648,803	\$ 752,424	\$ 702,731	\$ 754,828
Emergency Services	\$ 14,019,331	\$ 16,604,208	\$ 17,118,129	\$ 16,755,321	\$ 17,930,102
Federal Grant	\$ 1,189,614	\$ 4,740	\$ 70,000	\$ -	\$ -
JPCC	\$ 1,533,299	\$ 1,531,314	\$ 1,568,500	\$ 1,319,665	\$ 1,517,857
Support Services	\$ 793,063	\$ 902,116	\$ 1,055,526	\$ 922,693	\$ 1,064,314
Grand Total	\$ 18,249,772	\$ 19,691,182	\$ 20,564,579	\$ 19,700,411	\$ 21,267,101

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
10-General	\$ 16,631,364	\$ 19,320,267	\$ 19,553,461	\$ 19,024,179	\$ 20,350,403
14-Federal Fire Grant	\$ 1,189,614	\$ 34,538	\$ 70,000	\$ -	\$ -
22-Air Quality	\$ -	\$ -	\$ 33,369	\$ 33,047	\$ -
62-Equipment	\$ 428,795	\$ 336,376	\$ 907,749	\$ 643,184	\$ 916,698
Grand Total	\$ 18,249,772	\$ 19,691,182	\$ 20,564,579	\$ 19,700,411	\$ 21,267,101

FIRE

DIVISION SUMMARY

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 543,938	\$ 459,182	\$ 438,297	\$ 483,114	\$ 531,999
Operations, Materials & Supplies	\$ 19,611	\$ 27,268	\$ 32,142	\$ 27,644	\$ 20,914
Indirect Costs	\$ 135,315	\$ 176,194	\$ 201,496	\$ 130,438	\$ 180,920
Contract & Professional Services	\$ 15,600	\$ 30,563	\$ 35,120	\$ 15,594	\$ 20,995
Capital Outlay	\$ -	\$ (44,404)	\$ 45,369	\$ 45,941	\$ -
Grand Total	\$ 714,465	\$ 648,803	\$ 752,424	\$ 702,731	\$ 754,828

Emergency	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 12,343,770	\$ 14,429,567	\$ 14,317,858	\$ 15,017,568	\$ 15,130,618
Operations, Materials & Supplies	\$ 1,150,282	\$ 1,030,466	\$ 1,683,646	\$ 1,250,736	\$ 1,696,764
Indirect Costs	\$ 192,797	\$ 778,142	\$ 815,650	\$ 113,891	\$ 719,262
Contract & Professional Services	\$ 348,482	\$ 366,034	\$ 296,500	\$ 368,717	\$ 383,458
Capital Outlay	\$ (16,000)	\$ -	\$ 4,475	\$ 4,410	\$ -
Grand Total	\$ 14,019,331	\$ 16,604,208	\$ 17,118,129	\$ 16,755,321	\$ 17,930,102

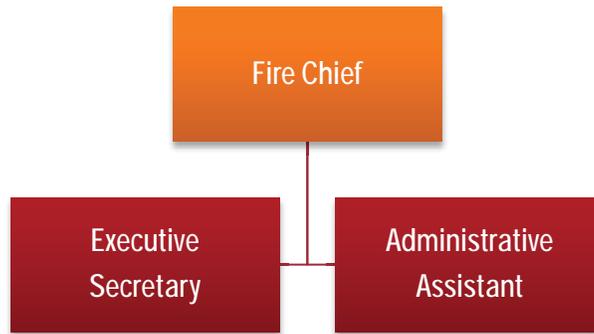
Federal Grant	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 1,158,488	\$ 4,740	\$ -	\$ -	\$ -
Operations, Materials & Supplies	\$ 3,274	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 27,852	\$ -	\$ 70,000	\$ -	\$ -
Grand Total	\$ 1,189,614	\$ 4,740	\$ 70,000	\$ -	\$ -

JGCC	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 1,181,328	\$ 1,165,916	\$ 1,213,497	\$ 1,027,527	\$ 1,173,810
Operations, Materials & Supplies	\$ 102,785	\$ 103,807	\$ 120,900	\$ 87,459	\$ 113,300
Contract & Professional Services	\$ 254,526	\$ 261,591	\$ 234,103	\$ 204,679	\$ 230,747
Capital Outlay	\$ (5,340)	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 1,533,299	\$ 1,531,314	\$ 1,568,500	\$ 1,319,665	\$ 1,517,857

Support Services	Actuals FY 2014-2015	Actuals FY 2015-2016	Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 688,691	\$ 756,067	\$ 866,072	\$ 818,582	\$ 968,501
Operations, Materials & Supplies	\$ 48,993	\$ 52,286	\$ 67,884	\$ 43,198	\$ 68,768
Indirect Costs	\$ 1,969	\$ 3,258	\$ 5,100	\$ 1,277	\$ 4,565
Contract & Professional Services	\$ 53,410	\$ 90,504	\$ 116,470	\$ 59,636	\$ 22,480
Grand Total	\$ 793,063	\$ 902,116	\$ 1,055,526	\$ 922,693	\$ 1,064,314

FIRE ADMINISTRATION

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Administrative Assistant *	0	0	0	1
Executive Secretary	1	1	1	1
Fire Chief	1	1	1	1
Total Full Time Positions	2	2	3	3

*Added Administrative Assistant position per City Council action on 09/13/2016

FIRE

ADMINISTRATION

Branch Description

The Fire Administration Division is comprised of three personnel: the Fire Chief and the Secretary to the Fire Chief and Administrative Assistant. Fire Administration is responsible for the overall leadership and coordination of professional fire and life safety services for the community. Included is the financial management of its budget, the application and administration of federal and state grants; the recruitment and selection of personnel, and public relations and community outreach. Its primary objective is to further enhance both emergency and non-emergency services to better serve its mission of serving the public relating to life safety, environmental protection, and property conservation.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of Firefighters Hired and Trained by the Fire Department	5	3	15	4
Number of Federal and State Grant Dollars Secured	\$912,652	\$88,900	\$70,000	\$281,360

FIRE

ADMINISTRATION

Budget Narrative

The Fire Admin budget has minor increase due to the addition of an Administrative Assistant position. Approximately \$15,000 in contract services has been reduced due to the elimination of a grant.

Division Budget Summary

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Sum of Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	543,938	459,182	438,297	483,114	531,999
Operations, Materials & Supplies	19,611	27,268	32,142	27,644	20,914
Indirect Costs	135,315	176,194	201,496	130,438	180,920
Contract & Professional Services	15,600	30,563	35,120	15,594	20,995
Capital Outlay	-	(44,404)	45,369	45,941	-
Grand Total	\$714,465	\$648,803	\$752,424	\$702,731	\$754,828

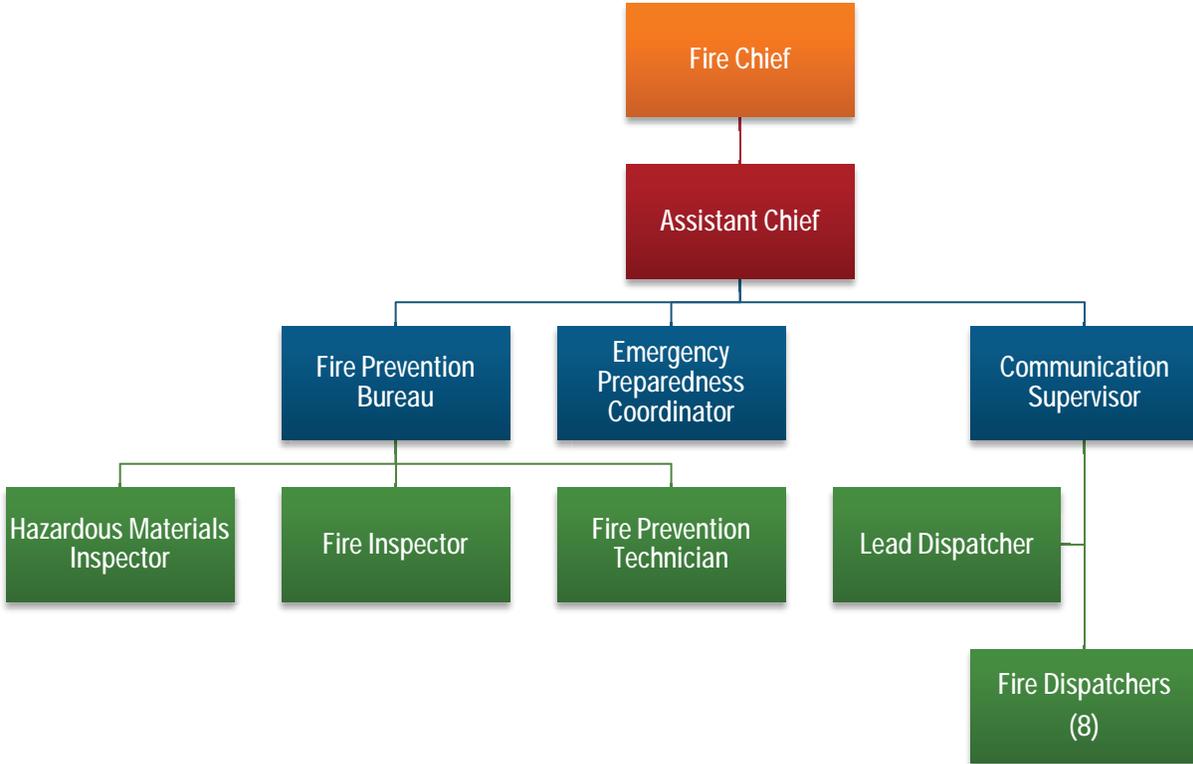
Federal Grant	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,158,488	4,740	-	-	-
Operations, Materials & Supplies	3,274	-	-	-	-
Capital Outlay	27,852	-	70,000	-	-
Grand Total	\$1,189,614	\$4,740	\$70,000	-	-

Contractual & Professional Detail

Account			Vendor/ Description	Amount
10	2610	0700	Fire Stats - Statistic Data	13,500
10	2610	0700	Lexipol - Policies & Procedures	6,655
10	2610	0700	Insight – Adobe Cloud	840
Total Detail				\$20,995

FIRE SUPPORT SERVICES

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Assistant Chief	1	1	1	1
Emergency Preparedness Coordinator	1	1	1	1
Fire Communications Center Supervisor	1	1	1	1
Fire Inspector	1	1	1	1
Fire Prevention Technician	1	1	1	1
Hazardous Materials Fire Inspector	1	1	1	1
Regional Fire Communications Lead Operator	1	1	1	1
Regional Fire Communications Operator	8	8	8	8
Total Full Time Positions	15	15	15	15

FIRE

SUPPORT SERVICES

Branch Description

The Support Services is overseen by the Assistant Fire Chief/Fire Marshal. Support Services is comprised of three separate divisions; Fire Prevention, Fire Communications, and the City's Emergency Management Section. These divisions either directly or indirectly support the Emergency Services.

The Fire Communications Division is comprised of the Downey Fire Communication Center (DFCC) and is responsible for processing and dispatching both 9-1-1 emergency and non-emergency fire and medical calls for the Downey Fire Department, as well as for the cities of Compton and Santa Fe Springs, fire departments. The DPCC offers emergency medical dispatching advice to 9-1-1 callers and offers tiered dispatching services to its customers. Each DFCC city contributes to the funding of the dispatch center.

The EPC is responsible for the City's disaster preparedness, mitigation, and recovery efforts. This includes maintaining its mandated emergency operations plans and pre-hazard mitigation documents. The EPC is tasked with overseeing all City-related federal and/or state disaster reimbursement efforts. In addition, The Preparedness Divisions is responsible for ensuring city employees are adequately trained and proficient in Emergency Operations Center (EOC) activations and coordination. The EPC will continue the long tradition of community preparedness outreach and education to its citizens through the city's CERT training program.

The Fire Prevention Bureau is staffed with four personnel and is tasked with the inspection and fire safety assurance of all businesses, schools, hospitals, hazardous materials operations and detention facilities. The fire department conducts approximately 4,000 inspections annually. Additionally, the prevention bureau is responsible for overseeing all hazardous materials disclosure occupancies. The Fire Movie Service Unit, which supplies staffing for film productions in the City and is maintained as a revenue-neutral service through fees for film permits. The fire prevention bureau also oversees the Fire Investigation Unit.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of CERT Training Classes Offered by the Fire Department	2	2	2	2
Fire Prevention Inspections Conducted	4,304	3,685	2,000	4,400
Fire Prevention Plans Reviewed/Submitted	214	373	380	400
Counter Visits	449	783	579	630
Total Incidents Dispatched by the JPC for 4 cities	27,114	29,465	28,678	30,000

FIRE

SUPPORT SERVICES

Budget Narrative

The fire prevention budget was increased to plan for the hiring of a fire inspector, resulting in increases in personnel costs as well as to prepare for the planned retirement of the Fire Prevention Technician and to assist with the increased administrative duties.

DFCC's account 569 was reduced with the exit of La Habra Heights from the communications center.

Emergency Operations budget is slightly decreased due to the completion of the pre-hazard mitigation grant and the annual Everbridge fee was being shared with multiple departments.

Division Budget Summary

Support Services	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	688,691	756,067	866,072	818,582	968,501
Operations, Materials & Supplies	48,993	52,286	67,884	43,198	68,768
Indirect Costs	1,969	3,258	5,100	1,277	4,565
Contract & Professional Services	53,410	90,504	116,470	59,636	22,480
Grand Total	\$793,063	\$902,116	\$1,055,526	\$922,693	\$1,064,314

JPCC	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,181,328	1,165,916	1,213,497	1,027,527	1,173,810
Operations, Materials & Supplies	102,785	103,807	120,900	87,459	113,300
Contract & Professional Services	254,526	261,591	234,103	204,679	230,747
Capital Outlay	(5,340)	-	-	-	-
Grand Total	\$1,533,299	\$1,531,314	\$1,568,500	\$1,319,665	\$1,517,857

FIRE

SUPPORT SERVICES

Contractual & Professional Detail

Support Services

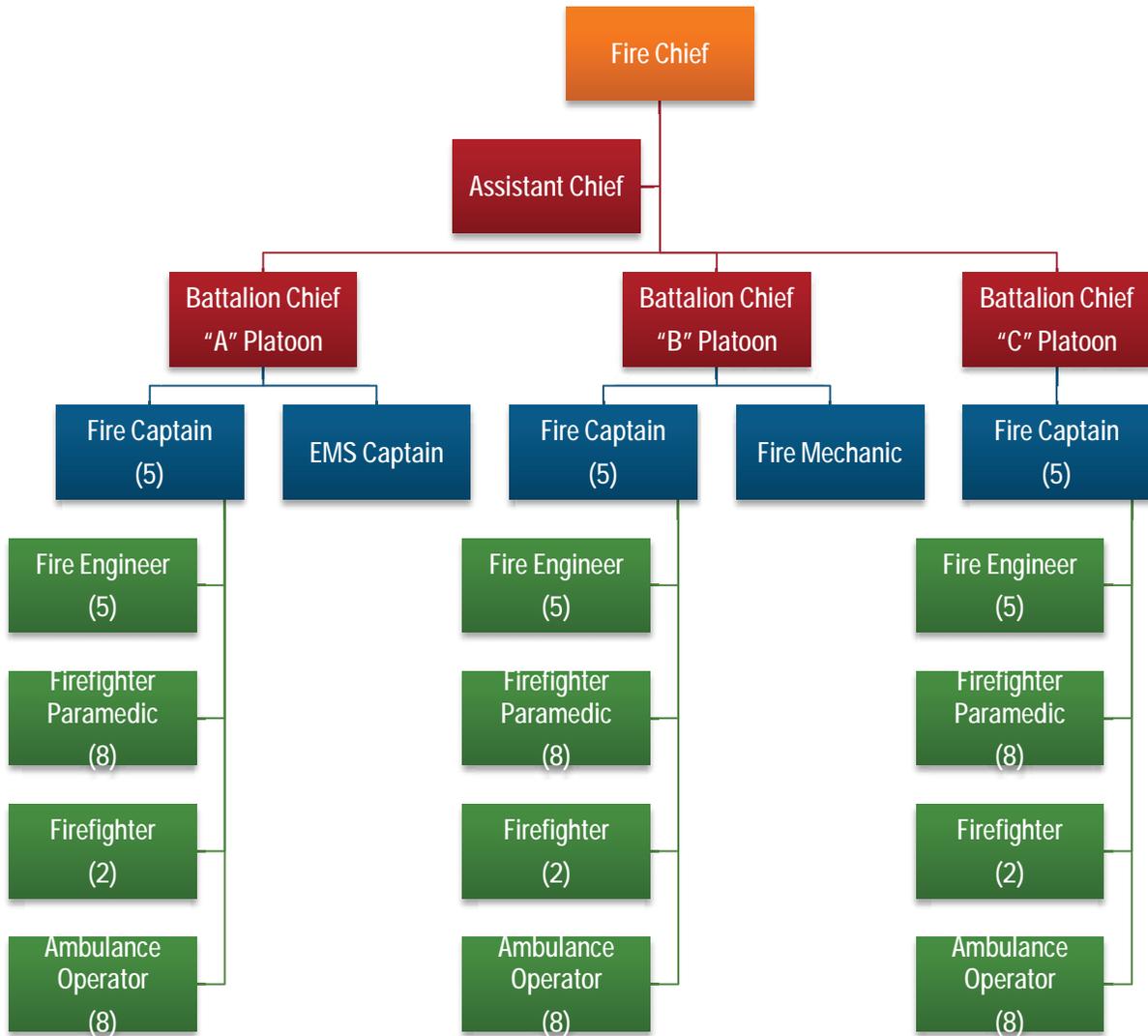
Account			Vendor	Amount
10	2650	0670	Annual Memberships (LAAFMA, Social FPO, CAPIO, LAFMA)	1,000
10	2660	0670	Area E Disaster Management Board Membership	5,668
10	2660	0700	Salamander Technologies - Contract Services	1,500
10	2660	0700	Everbridge Inc. Annual Fee	13,700
10	2660	0700	Google - Email Account for CERT	300
10	2660	0700	SurveyMonkey.com - Online Survey Tool	312
Total Detail				\$22,480

JGCC

Account			Vendor/ Description	Amount
10	2640	0670	FDM (CAD/ RMS/ NFIRS/ TRN/ MOBIL CAD)	112,000
10	2640	0670	CommLine Contract Services	24,384
10	2640	0670	Embassy Suites Hotel - wireless antenna on Hotel	1,260
10	2640	0670	Radio IP Software - (MDC Data system Licensing)	5,655
10	2640	0670	Reddinet (hospital status system)	3,910
10	2640	0670	Core Router Renewal (Dispatch Network Maintenance)	2,600
10	2640	0670	ESRI (Mapping Licenses for Dispatch)	2,400
10	2640	0670	Omega Polygraph	450
10	2640	0670	Barracuda Fire Wall (Span Blocker)	1,150
10	2640	0670	Thomas Brother (Mapping License)	1,000
10	2640	0670	Area E Web site (Domain Registry)	30
10	2640	0700	Power Conversion Systems - Maintenance contract	1,839
10	2640	0700	Skill Office Machines - Maintenance Contract	784
10	2640	0700	Target Solutions - Renewal Annual License & Online Training	1,050
10	2640	0700	City of Whittier - Lease space at reservoir #12	139
10	2640	0700	Dispatch Charges (IT Staff - Downey IT)	59,000
10	2640	0700	UC Regents (EMD Training)	4,782
10	2640	0700	Priority Dispatch (EMD Licenses and Maintenance)	4,200
10	2640	0700	Symantec Back Up system (Anti-Virus)	3,376
10	2640	0700	Annual Report (Printing)	600
10	2640	0700	Starlight Lease (Site Lease Agreement for Radio systems)	138
Total Detail				\$230,747

FIRE EMERGENCY SERVICES

Organizational Chart



FIRE

EMERGENCY SERVICES

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Ambulance Operator	18	18	18	24
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Captain (EMS Coordinator)	1	1	1	1
Fire Captain (Training)	0	0	0	1
Fire Engineer	15	15	15	15
Fire Mechanic	1	1	1	1
Firefighter	6	6	6	6
Firefighter/Paramedic	24	24	24	24
Ambulance Operator Coordinator	0	0	0	1
Total Full Time Positions	83	83	83	91

Division Description

The Emergency Services Division is responsible for comprehensive and effective all-risk fire and rescue services that meet the service delivery needs of all residents and business owners. This branch is comprised of Fire Suppression Division, Emergency Medical Services Division, and the Ambulance Transportation Division. Each division of the Emergency Services works cohesively to increase the success of the fire department mission: the protection of life, environment, and property. This branch is responsible for the emergency response of apparatus to all 9-1-1 calls.

The Fire Suppression Division is comprised of highly trained firefighters divided among three work platoons. Each platoon is comprised of twenty one firefighters, assigned to four fire stations which are strategically located throughout the City. The fire department staffs four fire engines and one ladder truck. Each platoon is overseen by one battalion chief or incident commander.

The Emergency Medical Services (EMS) Division is comprised of the department's paramedic program. The majority of today's responses are for medical assistance; approximately 80%. The EMS branch is responsible for providing high-quality advanced life support patient care. All of the fire department's paramedics are sworn firefighters too. The division utilizes EMT and Paramedic continuing education programs to enhance patient care and treatment.

The Ambulance Transportation Division implements a Basic Life Support (BLS) ambulance transportation program. This program is responsible for ambulance transportation of non-life threatening patients. The department's ambulances are staffed with two non-sworn emergency medical technicians (EMTs).

FIRE

EMERGENCY SERVICES

Annually, over 5,900 patients are transported to area hospitals by fire department employees. Fire department ambulances minimize patient response times to area hospitals; patients would otherwise be reliant on private ambulance companies not stationed within the city. Our combined ALS and BLS transports are projected to be over 6,000 in FY 2016-17.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Average Emergency Response Time	5:10 Minutes	5:07 Minutes	5:00 Minutes	5:00 Minutes
Number of BLS Transports	2,646	2,620	2,800	3,000
Number of ALS Transports	3,119	3,488	3,600	3,800
Paramedic Continuing Education Hours	1,000	1,200	1,470	1,638
EMT Continuing Education Hours	1,900	1,932	2,250	2,400
Total Training Hours Conducted	18,053	13,807	15,000	20,880
Total Emergency Incidents	10,151	11,211	11,300	11,900

FIRE

EMERGENCY SERVICES

Budget Narrative

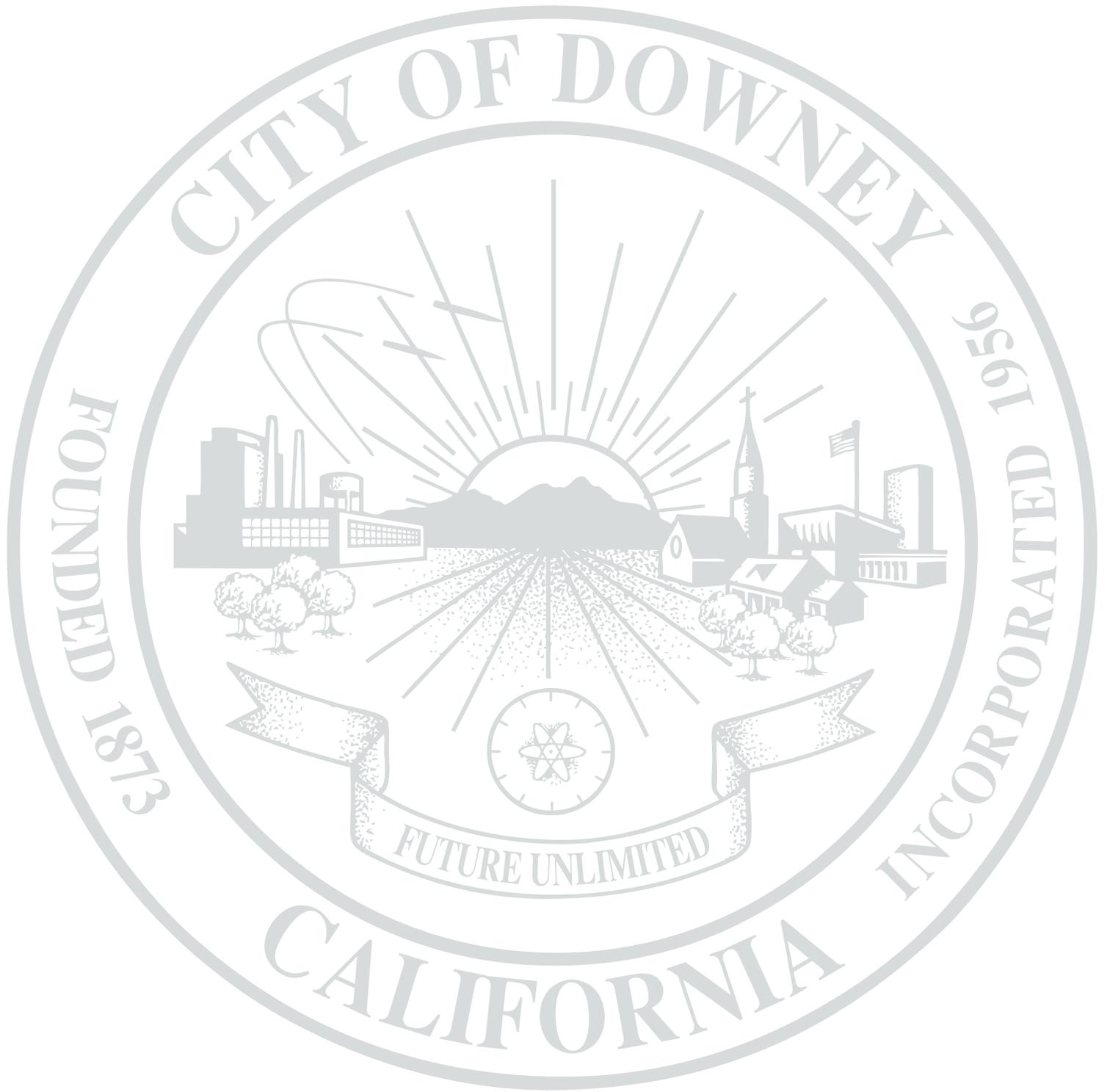
The EMS budget has increased to reflect the hiring of a new training Captain, a new Ambulance Coordinator and new Ambulance Operators. There are minor increases to supplies to continue safely serving increased medical calls.

Division Budget Summary

Emergency	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	12,343,770	14,429,567	14,317,858	15,017,568	15,130,618
Operations, Materials & Supplies	1,150,282	1,030,466	1,683,646	1,250,736	1,696,764
Indirect Costs	192,797	778,142	815,650	113,891	719,262
Contract & Professional Services	348,482	366,034	296,500	368,717	383,458
Capital Outlay	(16,000)	-	4,475	4,410	-
Grand Total	\$14,019,331	\$16,604,208	\$17,118,129	\$16,755,321	\$17,930,102

Contractual & Professional Detail

Account			Vendor	Amount
10	2620	670	Dickerson McCulloch & Associates - Background Investigator	20,000
10	2620	670	DFD Post 641 - Explorer Program	96
10	2620	700	Omega Polygraph	3,750
10	2620	700	Crime Scene Biohazard Disposal	11,000
10	2620	700	EMS Paramedic License Renewal	5,500
10	2620	700	Commline	11,364
10	2630	700	DOJ Fingerprint, polygraph	20,000
10	2630	700	Richard Guess - Annual Fee - Medical Doctor	9,000
10	2630	700	Digital EMS Solutions – Contract	31,583
10	2630	700	EMSAR - Maintenance Contract	5,000
10	2630	700	UC Regents - Service Agreement (Nurse Educator)	60,000
10	2630	700	Zoll - Maintenance Contract – Ferno	1,040
10	2630	700	LA County DHS - Renewal EMT Certification	125
10	2635	670	Wittman LLC (Billing EMS Transport)	180,000
10	2635	700	Background Investigations, Psychological Evaluation, Polygraph	25,000
Total Detail				\$383,458



PARKS & RECREATION



Administration, Grants & Contracts

Facilities & Events ❖ Fee-Supported Programs

Golf Course Operations

Transit



City of Downey

PARKS & RECREATION

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Parks and Recreation Department is comprised of six divisions: Administration (including grants and contract services), Facilities & Events, Fee Supported Recreation Programs, Golf Course Operations, Transit and Cemetery. The Department enhances the quality of life for Downey residents and positively influences neighborhoods through the provision of quality recreational opportunities, parks, and facilities for all residents of Downey. The department is committed to providing services that strengthen the community's image and provide a sense of place, thereby supporting economic development, increasing public engagement, and promoting health and wellness.

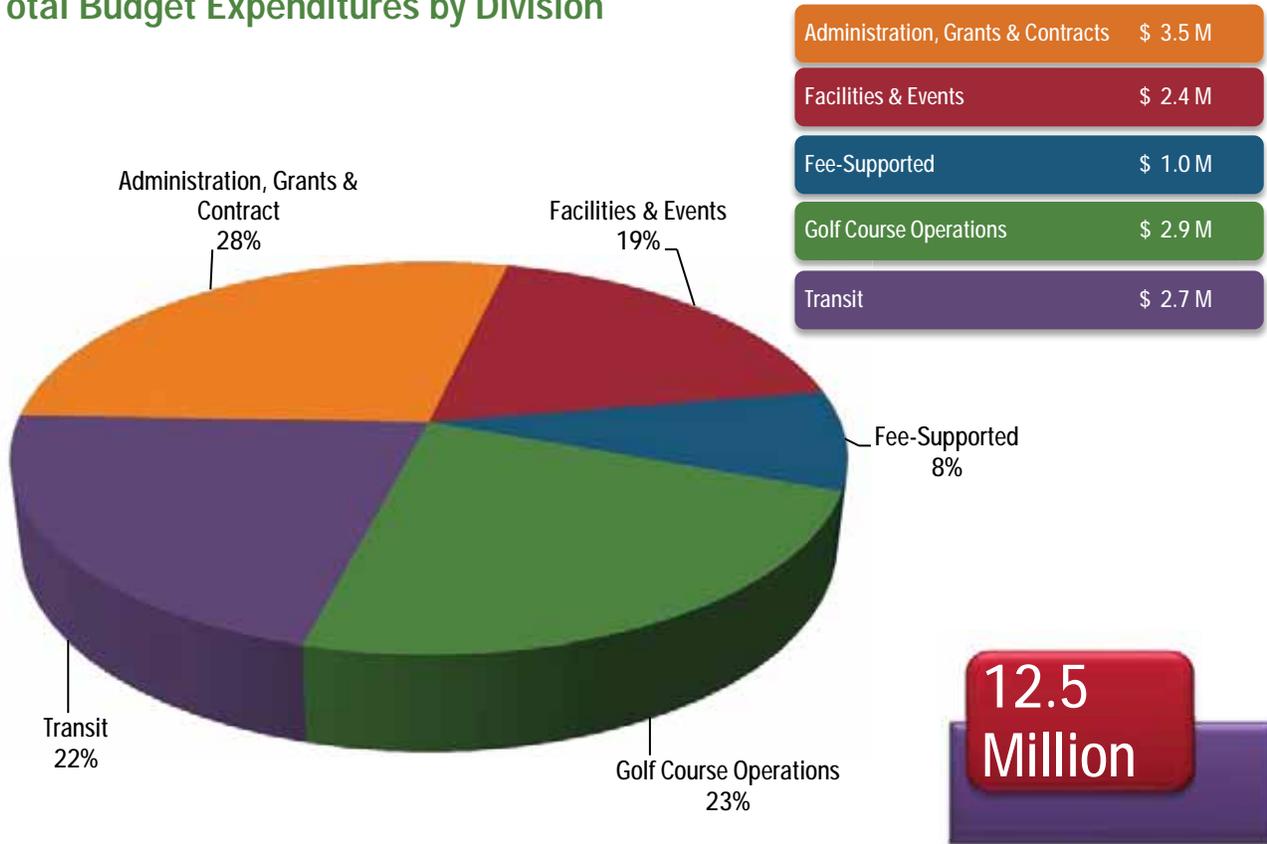
PARKS & RECREATION

Department Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration, Grants & Contracts	7	6	6	6
Administrative Assistant	0	0	1	1
Director of Parks & Recreation	1	1	1	1
Executive Secretary	1	1	0	0
Program Coordinators	3	2	2	2
Program Supervisor (ASPIRE)	1	1	1	1
Secretary (ASPIRE)	1	1	1	1
Facilities & Events	5	5	5	5
Program Coordinator	0	0	1	1
Recreation Coordinator	1	1	0	0
Recreation Manager	1	1	1	1
Recreation Supervisor	3	3	3	3
Transit	7	7	7	7
Transit Coordinator	1	1	1	1
Transit Driver	5	5	5	5
Transit Driver/Dispatcher	1	1	1	1
Parks & Recreation	19	18	18	18

PARKS & RECREATION DEPARTMENT SUMMARY

Total Budget Expenditures by Division



3 Year Trend - Total Budget Expenditures



PARKS & RECREATION

Fiscal Year 2016-17

Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Successfully partnered with & received funding from Downey Unified School District to provide a 2nd summer of Science Technology Engineering Art Math (STEAM) Works educational programming at 3 school sites for over 900 youth	X	X		X	X
Purchased 4 new minivans and 2 new Compressed Natural Gas buses for the Dial-A-Ride program with funding from FTA 5310 MTA Seniors and Disabilities grant	X	X		X	X
Effectively implemented the first LA Metro grant funded Ride & Stride Open Streets event with 30,000 people in attendance for May 1, 2016	X		X	X	X
Received MTA Open Streets grant for \$125,528 to fund second Ride & Stride Open Streets event on May 7, 2017	X		X	X	X
Provided a Mobile Fit & Recreation program at various sites throughout Downey with funding provided by Kaiser Permanente Downey	X	X		X	X
Installed fitness equipment at Apollo Park with a grant from LA County Regional Park and Open Space District and at Golden Park with a grant from Kaiser Permanente Downey	X	X		X	X
Replaced playground equipment with new Americans with Disabilities (ADA) accessible playground equipment at both Apollo and Independence Parks using grant funding from LA County Regional Park and Open Space District	X	X		X	X
Coordinated with Public Works to complete Downey Civic Theatre renovations including a new HVAC system, revamped staff offices and box office, lobby redecorations, reconstruction of lobby restrooms, and patio improvements		X	X	X	X
Converted Rio Hondo Golf Course irrigation system to recycled water	X	X	X		
Completed the Parks & Open Space Master Plan	X	X		X	X
Coordinated and offered 24 community wide events including TLC 5k, Brunch with the Bunny, Open Streets Ride & Stride, Cemetery Memorial Day event, 2 Meredith H. Perkins Skate Park Competitions, Apollo and Independence Park Dedication Ceremonies, 6 Summer Concerts at Furman Park, the Movie and Music Night at Golden Park, 4 th of July fireworks event, Stardust Art Festival, 2 Downtown Rooftop concerts, the International Food Festival, annual Pumpkin Patch at Apollo Park, the Dia De Los Muertos Festival at the Downey Civic Theatre, and fitness equipment Dedication ceremonies at Apollo and Golden Parks	X	X	X	X	X
Worked with Downey Police Department to implement new Park Ranger Program		X		X	X
Implemented new Special Olympics softball & basketball league programming		X		X	X

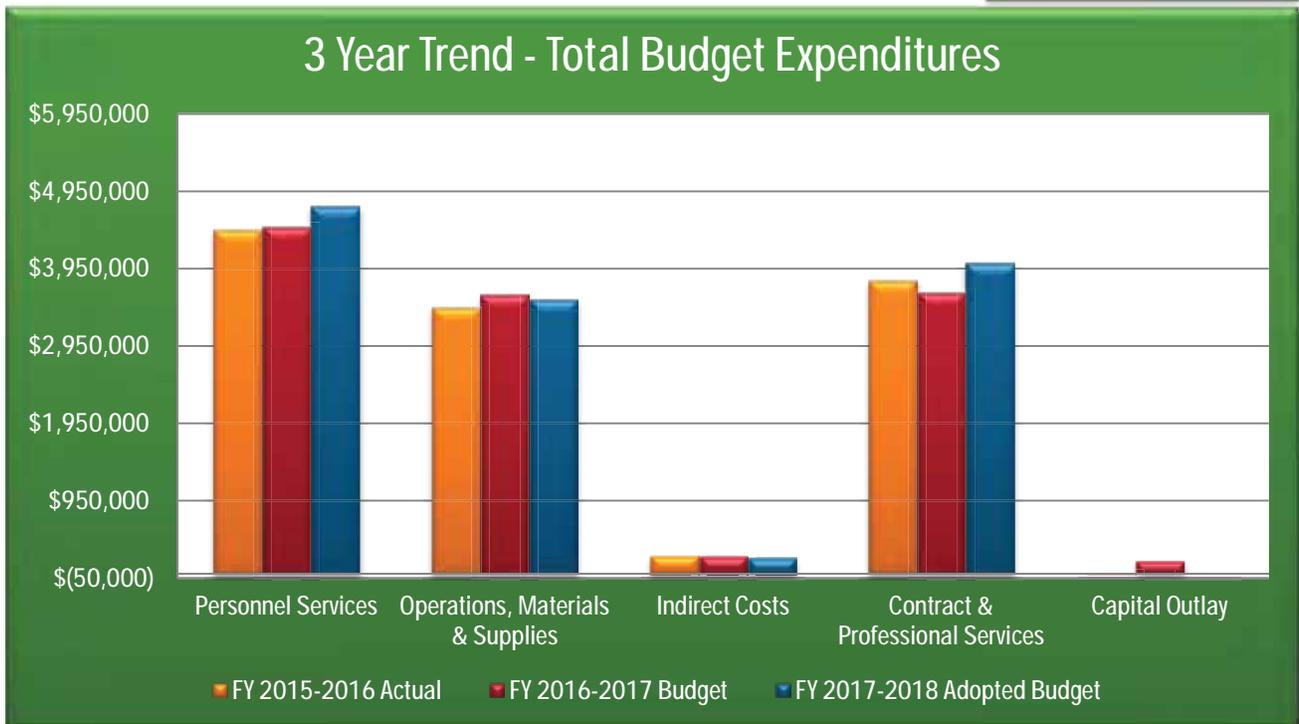
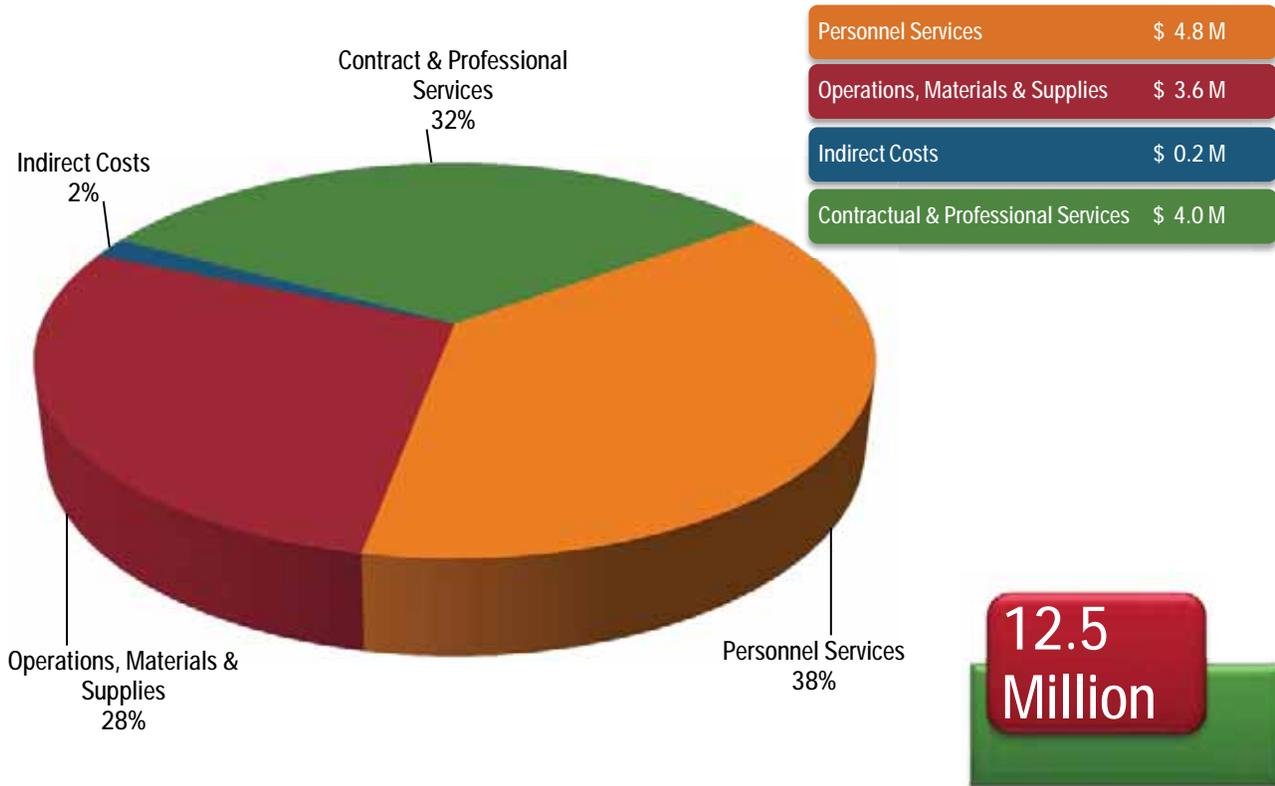
PARKS & RECREATION

Fiscal Year 2017-2018 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Develop site specific master plan designs for both Apollo and Furman Parks		X		X	
Complete the Rio Hondo Golf Course Event Center capital improvement project upgrades (paint, flooring replacement, furniture)			X	X	
Complete Phase II of the LA County Regional Park and Open Space District grant funded lighting installation at Apollo and Furman Parks	X			X	
Coordinate with Public Works Department to begin grant funded renovations of Wilderness Park and ponds	X	X		X	
Review staffing levels and make changes as appropriate to provide better supervision and administration for Department operations		X		X	X
Implement the Parks and Open Space Master Plan maintenance and Capital Improvement Project		X		X	

PARKS & RECREATION DEPARTMENT SUMMARY

Total Budget Expenditures by Category



PARKS & RECREATION

DEPARTMENT SUMMARY

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 4,247,904	\$ 4,456,266	\$ 4,495,514	\$ 4,231,609	\$ 4,761,243
Operations, Materials & Supplies	\$ 3,679,083	\$ 3,448,331	\$ 3,616,497	\$ 2,540,503	\$ 3,552,254
Indirect Costs	\$ 258,648	\$ 236,645	\$ 233,200	\$ 76,564	\$ 206,845
Contract & Professional Services	\$ 3,692,178	\$ 3,803,482	\$ 3,641,972	\$ 3,447,827	\$ 4,026,316
Capital Outlay	\$ (8,414)	\$ 7,877	\$ 165,000	\$ -	\$ -
Capital Improvement	\$ -	\$ 75,000	\$ 410,986	\$ 413,484	\$ -
Grand Total	\$ 11,869,399	\$ 12,027,601	\$ 12,563,169	\$ 10,709,988	\$ 12,546,658

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Administration, Grants & Contracts	\$ 2,992,437	\$ 3,092,311	\$ 3,078,312	\$ 3,177,391	\$ 3,522,092
Cemetery	\$ 115,742	\$ 70,514	\$ 77,980	\$ 43,025	\$ 5,200
Facilities & Events	\$ 1,841,383	\$ 2,147,191	\$ 2,192,934	\$ 2,030,376	\$ 2,352,347
Fee-Supported	\$ 1,019,909	\$ 1,157,793	\$ 980,589	\$ 806,713	\$ 1,027,956
Golf Course Operations	\$ 3,163,014	\$ 2,659,526	\$ 3,219,243	\$ 1,966,665	\$ 2,941,391
Transit	\$ 2,736,914	\$ 2,900,267	\$ 3,014,111	\$ 2,685,817	\$ 2,697,672
Grand Total	\$ 11,869,399	\$ 12,027,601	\$ 12,563,169	\$ 10,709,988	\$ 12,546,658

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
10-General	\$ 5,834,365	\$ 6,378,466	\$ 6,124,807	\$ 5,871,496	\$ 6,901,395
26-CIP Grant Fund	\$ -	\$ -	\$ 336,574	\$ 335,612	\$ -
28-CDBG	\$ 17,867	\$ 17,584	\$ -	\$ 17,508	\$ -
52-Golf Course	\$ 3,163,014	\$ 2,659,526	\$ 3,219,243	\$ 1,966,665	\$ 2,941,391
54-Transit (Prop C)	\$ -	\$ 75,000	\$ -	\$ -	\$ -
55-Transit (Prop A)	\$ 2,736,914	\$ 2,825,267	\$ 2,803,065	\$ 2,474,658	\$ 2,697,672
62-Equipment	\$ 1,498	\$ 1,245	\$ 1,500	\$ 1,024	\$ 1,000
97-Cemetery District	\$ 115,742	\$ 70,514	\$ 77,980	\$ 43,025	\$ 5,200
Grand Total	\$ 11,869,399	\$ 12,027,601	\$ 12,563,169	\$ 10,709,988	\$ 12,546,658

PARKS & RECREATION

DIVISION SUMMARY

Administration, Grants & Contracts	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 1,693,117	\$ 1,882,246	\$ 1,770,464	\$ 1,788,080	\$ 1,882,953
Operations, Materials & Supplies	\$ 542,759	\$ 480,937	\$ 551,097	\$ 492,659	\$ 594,711
Indirect Costs	\$ 44,345	\$ 39,280	\$ 38,700	\$ 38,897	\$ 40,655
Contract & Professional Services	\$ 712,216	\$ 689,848	\$ 718,051	\$ 857,755	\$ 1,003,773
Grand Total	\$ 2,992,437	\$ 3,092,311	\$ 3,078,312	\$ 3,177,391	\$ 3,522,092

Facilities & Events	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 1,386,283	\$ 1,502,827	\$ 1,547,887	\$ 1,481,897	\$ 1,710,859
Operations, Materials & Supplies	\$ 217,726	\$ 364,489	\$ 371,921	\$ 283,877	\$ 368,216
Indirect Costs	\$ 11,526	\$ 3,440	\$ -	\$ 2,376	\$ -
Contract & Professional Services	\$ 225,848	\$ 276,436	\$ 273,126	\$ 262,226	\$ 273,272
Grand Total	\$ 1,841,383	\$ 2,147,191	\$ 2,192,934	\$ 2,030,376	\$ 2,352,347

Fee-Supported	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 322,315	\$ 413,300	\$ 333,499	\$ 218,482	\$ 280,398
Operations, Materials & Supplies	\$ 620,651	\$ 668,294	\$ 559,214	\$ 526,303	\$ 647,998
Indirect Costs	\$ 2,970	\$ -	\$ -	\$ -	\$ -
Contract & Professional Services	\$ 73,972	\$ 76,199	\$ 87,876	\$ 61,929	\$ 99,560
Grand Total	\$ 1,019,909	\$ 1,157,793	\$ 980,589	\$ 806,713	\$ 1,027,956

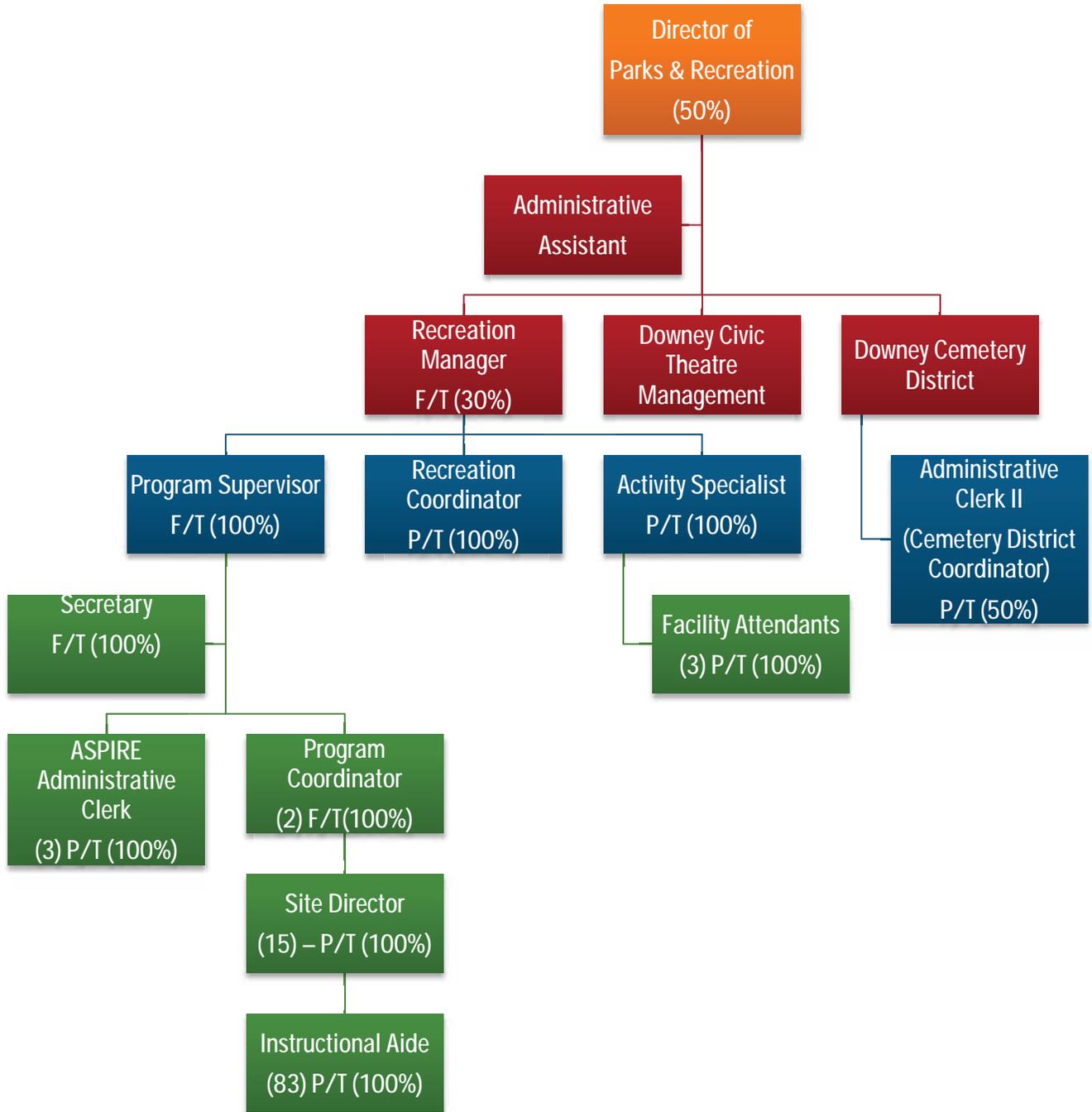
Golf Course Operations	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 56,264	\$ (152,762)	\$ 15,792	\$ 14,609	\$ 17,077
Operations, Materials & Supplies	\$ 2,042,574	\$ 1,682,487	\$ 1,899,017	\$ 992,366	\$ 1,739,787
Indirect Costs	\$ 22,000	\$ 22,000	\$ 22,000	\$ 20,167	\$ 22,000
Contract & Professional Services	\$ 1,050,589	\$ 1,099,924	\$ 1,117,434	\$ 939,524	\$ 1,162,527
Capital Outlay	\$ (8,414)	\$ 7,877	\$ 165,000	\$ -	\$ -
Grand Total	\$ 3,163,014	\$ 2,659,526	\$ 3,219,243	\$ 1,966,665	\$ 2,941,391

Transit	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 786,477	\$ 809,742	\$ 817,741	\$ 723,764	\$ 869,956
Operations, Materials & Supplies	\$ 175,041	\$ 205,517	\$ 193,399	\$ 221,547	\$ 197,342
Indirect Costs	\$ 176,950	\$ 171,500	\$ 171,500	\$ 15,125	\$ 143,190
Contract & Professional Services	\$ 1,598,447	\$ 1,638,508	\$ 1,420,485	\$ 1,311,897	\$ 1,487,184
Capital Improvement	\$ -	\$ 75,000	\$ 410,986	\$ 413,484	\$ -
Grand Total	\$ 2,736,914	\$ 2,900,267	\$ 3,014,111	\$ 2,685,817	\$ 2,697,672

PARKS & RECREATION

ADMINISTRATION, GRANTS & CONTRACTS

Organizational Chart



PARKS & RECREATION

ADMINISTRATION, GRANTS & CONTRACTS

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Director of Parks & Recreation	1	1	1	1
Executive Secretary	1	1	0	0
Program Coordinators	3	2	2	2
Secretary (ASPIRE)	1	1	1	1
Program Supervisor (ASPIRE)	1	1	1	1
Administrative Assistant	0	0	1	1
Total Full Time Positions	7	6	6	6

Division Description

The Parks and Recreation Administration Division is responsible for the leadership and delivery of a wide range of recreation, cultural and educational Parks and Recreation programs, activities and services. Staff maintains budgetary control and fiscal responsibility for the department budget, staff support to City Council and the Recreation and Community Services Commission, Youth Commission, and Downey Cemetery District. The Division provides administrative direction and oversight of the entire Department of Parks and Recreation, the Healthy Downey initiative, grant funded ASPIRE after-school program, grant funded Science Technology Engineering Art Math (STEAM) Works summer after-school program, contract for services with Venuetech for Downey Civic Theatre, and contracted services for the Rio Hondo Golf Course.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Healthy Downey partners	32	29	29	30
Healthy Downey events/activities	10	12	10	9
Downey Civic Theatre attendance	45,869	51,762	47,500	50,000
Number of days occupied at Theatre	160	111	150	155
Theatre Presenting Series Events/Festival	5	2	9	8
Theatre Rental Clients	64	71	66	68
Number of enrollment in STEAMWorks summer program	NA	763	920	900
Number of enrollment in ASPIRE program	1,556	1,468	1,400	1,400
Number of ASPIRE sports leagues	5	5	5	5

PARKS & RECREATION

ADMINISTRATION, GRANTS & CONTRACTS

Budget Narrative

This year's budget request proposes to increase with the State mandated minimum wage increase for part time employees, required enhancement of Information Technology (IT) contracted services, increased utility rates for Downey Civic Theatre operations including a new HVAC system, and an enlargement in the Theatre's overall budget due to providing an increased number of shows/events for the community.

Division Budget Summary

Administration, Grants & Contracts	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,693,117	1,882,246	1,770,464	1,788,080	1,882,953
Operations, Materials & Supplies	542,759	480,937	551,097	492,659	594,711
Indirect Costs	44,345	39,280	38,700	38,897	40,655
Contract & Professional Services	712,216	689,848	718,051	857,755	1,003,773
Grand Total	\$2,992,437	\$3,092,311	\$3,078,312	\$3,177,391	\$3,522,092

Contractual & Professional Detail

Account	Description	Amount
10 4305 0670	Laserfiche licensing share	600
10 4305 0670	"When to Work" license fee	1,100
10 4305 0670	Healthy Downey Dining Program	5,000
10 4305 0700	Contracted Grant Writing	10,000
10 4305 0700	City GIS share	5,000
10 4305 0700	Program Consultant	20,000
10 4305 0700	IT Services Share	48,525
10 4338 0670	Professional Memberships	1,325
10 4338 0700	Global Learning Training	15,000
10 4380 0670	Venuetech Management Fee	197,836
10 4380 0670	Dues & Subscriptions	240
10 4380 0700	Talent Production Expenses	30,000
10 4380 0700	Talent Fees (Special Event Productions)	180,000
10 4380 0700	ASCAP/BMI/SESAC Licensing	4,000
10 4380 0700	Talent Production Expenses DDLM	9,600
10 4380 0700	Dia De Los Muertos Production Expenses	26,000
10 4380 0700	Website Maintenance and Internet Regulatory Surcharge	4,600
10 4380 0700	Venuetech Insurance reimbursement	12,500
10 4380 0700	IT Services Share	6,581
10 4380 0700	LA County Food Retail License	766
10 4380 0700	Labor Fees for Presenting Series, Rental Staff & DDLM (excludes Venuetech Management)	400,000
TOTAL DETAIL		\$1,003,773

PARKS & RECREATION

CEMETERY

Organizational Chart



Division Summary of Full Time Positions

None.

PARKS & RECREATION

CEMETERY

Division Description

The Parks and Recreation Department oversees the Downey Cemetery District, which was established in 1928 and is now the final resting place over 9,000 souls, including veterans from the Civil War through the Gulf War. The Downey Cemetery District Board of Trustees are appointed by the Los Angeles County Board of Supervisors.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of Burials	9	6	9	9
Number of Niches Sold	4	20	5	5
Number of Board Members Appointed	1	0	2	2

Budget Narrative

The Cemetery budget request is for administrative support costs related to the City's ongoing operations of the cemetery district.

Division Budget Summary

Cemetery	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	3,447	914	10,131	4,776	-
Operations, Materials & Supplies	80,333	46,607	41,849	23,752	4,200
Indirect Costs	857	425	1,000	-	1,000
Contract & Professional Services	31,105	22,568	25,000	14,497	-
Grand Total	\$115,742	\$70,514	\$77,980	\$43,025	\$5,200

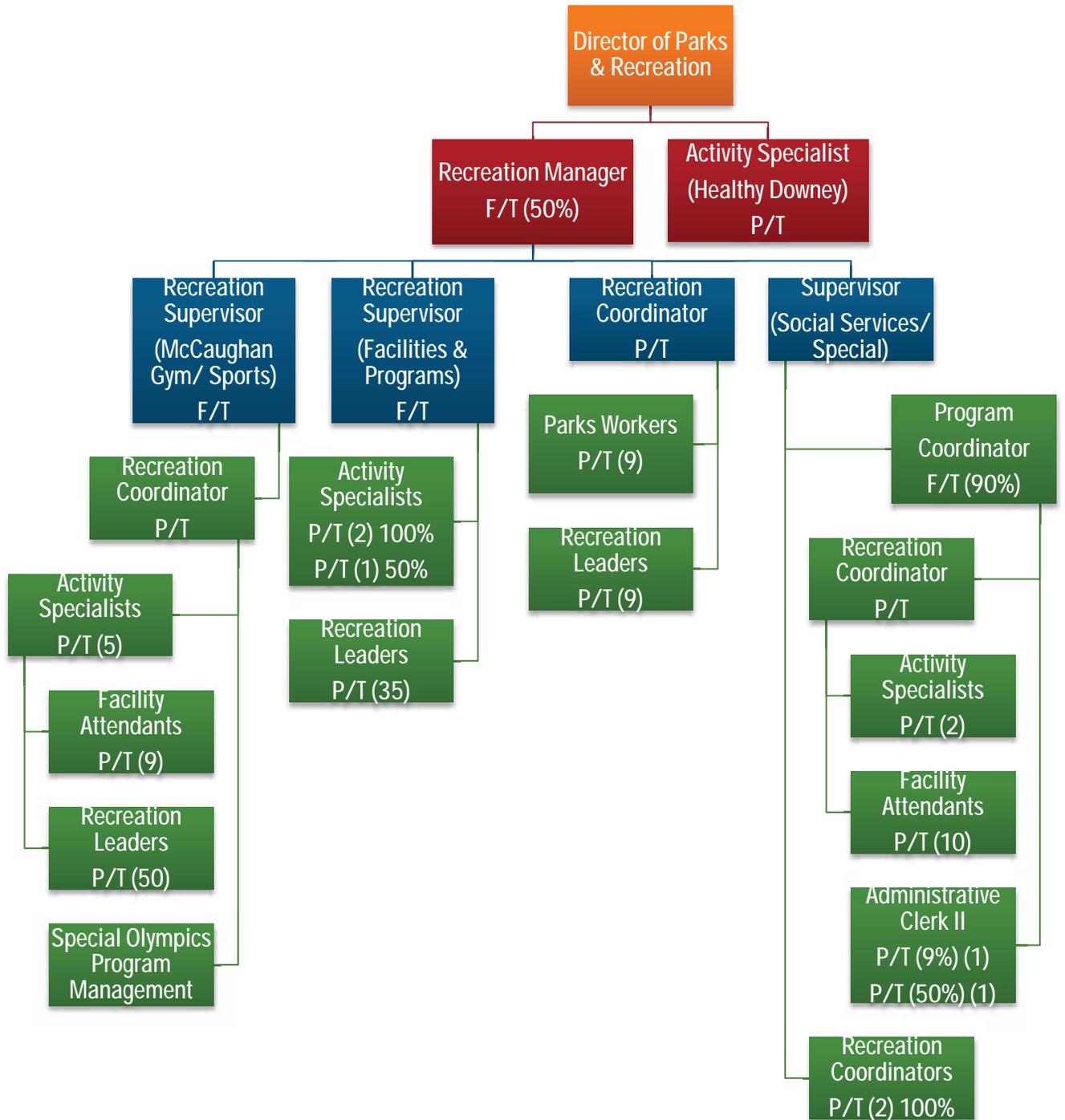
Contractual & Professional Detail

None.

PARKS & RECREATION

FACILITIES AND EVENTS

Organizational Chart



PARKS & RECREATION

FACILITIES AND EVENTS

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Program Coordinator	0	0	1	1
Recreation Coordinator	1	1	0	0
Recreation Manager	1	1	1	1
Recreation Supervisor	3	3	3	3
Total Full Time Positions	5	5	5	5

Division Description

The Parks and Recreation Facilities and Events Division are responsible for Downtown Civic Events, such as the International Food Festival, activity coordination for recreation facilities including parks/multi-purpose rooms, picnic shelters, including McCaughan Gymnasium and Barbara J. Riley Community and Senior Center. This division also provides for oversight of the park drop-in programs, Special Olympics league programming, and community wide events including Open Streets Ride & Stride, Bunny Brunch, Golden Park Movie & Music, Summer Concerts, 4th of July Fireworks, Rooftop events, Halloween, Café Quill, senior programming and BJR Community and Senior Center events. The planned events has been reduced due to not having dates for park and playground dedications, not having Ride and Stride this next fiscal year (which was grant funded), combining the skate event into one, and having the 4th of July fireworks take place instead of a summer concert. The amount of money budgeted has increased due to part time wage increase and projected dedications this next fiscal year.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Barbara J. Riley Senior Center attendance	171,529	179,775	180,000	180,000
Barbara J. Riley Senior Center Rentals	800	625	700	700
Summer Park Program Attendance	5,270	5,284	4,610	4,700
General Park Attendance	1,652,469	2,006,615	1,900,000	1,900,000
Number community events hosted	22	23	24	16

PARKS & RECREATION

FACILITIES AND EVENTS

Budget Narrative

Funding requests include an increase in personnel for Facilities and Events due to State mandated minimum wage increase for part time employees and required enhancement of Information Technology (IT) contracted services. These increases are in support of the Council's Quality of Life, Infrastructure & Parks priority. The number of planned events have been reduced due to not having dates for park and playground dedications, not having Ride and Stride this next fiscal year (which was grant funded), combining the skate event into one, and having the 4th of July fireworks take place instead of a summer concert. The amount of money budgeted has increased due to part time wage increase and projected dedications this next fiscal year.

Division Budget Summary

Facilities & Events	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	1,386,283	1,502,827	1,547,887	1,481,897	1,710,859
Operations, Materials & Supplies	217,726	364,489	371,921	283,877	368,216
Indirect Costs	11,526	3,440	-	2,376	-
Contract & Professional Services	225,848	276,436	273,126	262,226	273,272
Grand Total	\$1,841,383	\$2,147,191	\$2,192,934	2,030,376	\$2,352,347

PARKS & RECREATION

FACILITIES AND EVENTS

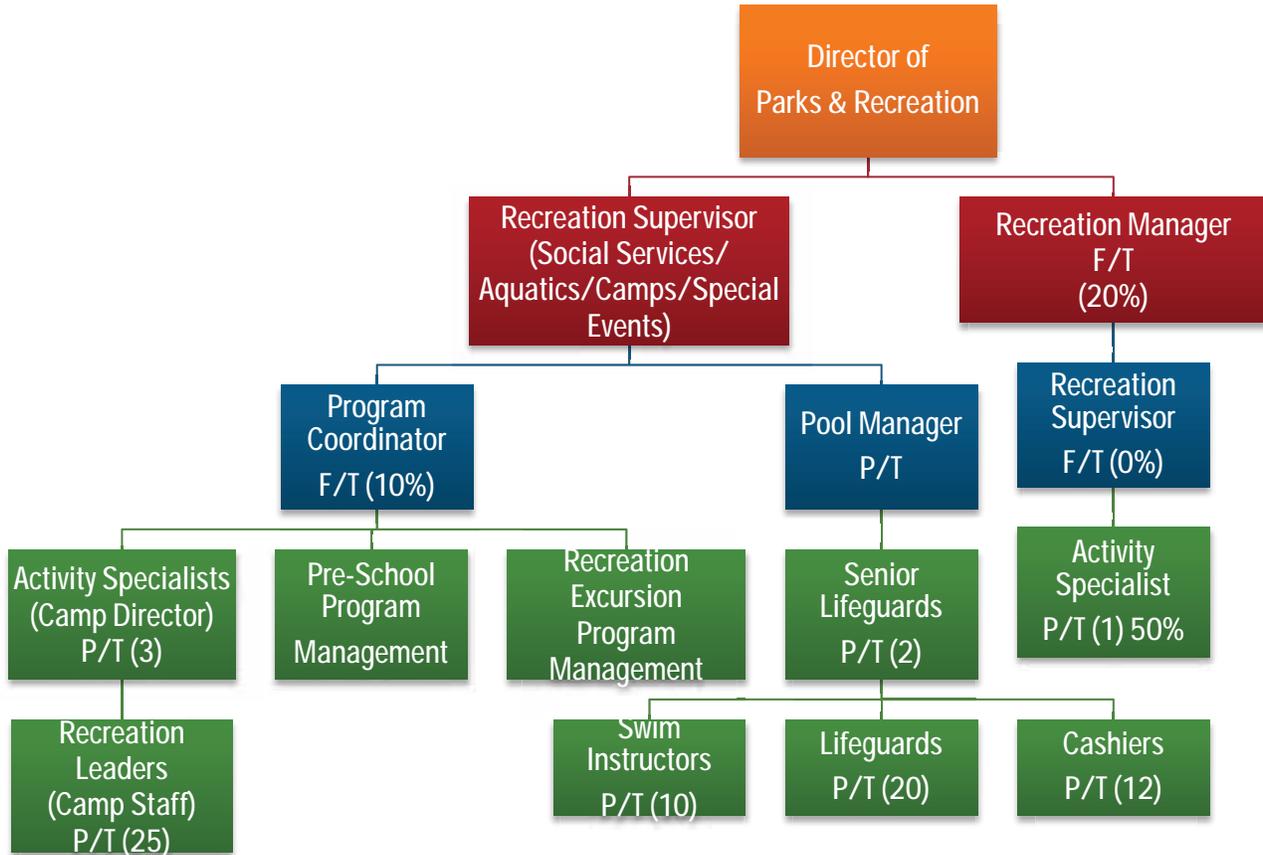
Contractual & Professional Detail

Account			Description	Amount
10	4306	0670	Professional Memberships	\$ 100
10	4310	0670	Professional Memberships	650
10	4310	0700	Park Dedication Services	1,000
10	4310	0700	Park Security Services	20,000
10	4310	0700	Field Maintenance	20,000
10	4310	0700	DUSD Janitorial Fee for MLS Softball and Columbus H.S.	15,000
10	4310	0700	Motion Picture License	330
10	4310	0700	Skate Park Competition DJ Services	300
10	4321	0670	Professional Memberships	600
10	4321	0700	Pumpkin Patch	9,850
10	4321	0700	Nutrition Program - Human Services Association	13,000
10	4321	0700	Café Quill	9,750
10	4321	0700	Summer Concert Series	28,500
10	4321	0700	Senior Center Special Events	7,450
10	4321	0700	August Music & Movie Event	6,200
10	4321	0700	Motion Picture and BMI Licensing	1,500
10	4321	0700	Senior Center Fitness Equipment Maintenance Agreement	5,500
10	4321	0700	Security Services for Facility Rentals	2,500
10	4321	0700	Facility Audio Visual Screen Maintenance	1,200
10	4322	0700	International Food Festival	55,000
10	4322	0700	Rooftop Events	25,000
10	4322	0700	Motion Picture License	500
10	4322	0700	Special Event Security	3,500
10	4322	0700	Downtown Decorations Electrician Services	1,000
10	4340	0670	Professional Memberships	500
10	4340	0700	Gymnasium Program Special Events, Promotional Photography, & portion of Motion Picture License	1,176
10	4340	0700	IT Services Share	1,666
10	4350	0700	Freedom Festival	17,500
10	4350	0700	Freedom Festival - Fireworks Show	24,000
Total Detail				\$273,272

PARKS & RECREATION

FEE-SUPPORTED RECREATION PROGRAMS

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2012-13	Actual FY 2014-15	Actual FY 2015-16	Proposed FY 2016-17
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No Full Time Staffing assigned to Fee-Supported Recreation Programs Funds.

PARKS & RECREATION

FEE-SUPPORTED RECREATION PROGRAMS

Division Description

The Parks and Recreation's Fee Supported Programs include contract classes, excursions, preschool classes, Wilderness Park parking lot, staff for park facility rentals, tennis courts, summer camps, aquatics and sports. Fee Supported programs fund the design and printing of the Parks and Recreation Community News Guide. This fund also provides for financial aids and CDBG funds for community based organizations that provide social service programs.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Picnic shelter reservations	188	121	130	130
Park multi-purpose room reservations	123	166	160	165
Wilderness Park weekend car counts	15,224	11,982	12,000	12,000
Number contract class participants	8,529	8,672	8,600	8,700
Number of contract classes offered	195	198	200	200
Number Sports league participants	945	968	1,000	1,000
Number camp participants	638	795	650	650
Number of dog park patrons	8,020	11,260	10,000	11,000
Number of dog park dogs	7,753	11,800	10,150	11,200
Number of Wee Three and Tot Time preschool participants	230	230	230	230
Number of senior excursions	24	23	24	24
Number of excursion participants	1,344	880	1,000	1,000
Total number of 1 st Monday participants	484	490	500	500
Number of senior enrichment classes	141	132	130	130
Number of senior participants in enrichment classes	8,836	8,536	8,500	8,500
Number of recreation swim participants	6,240	6,000	5,648	6,000
Number of swim lesson participants	1,200	817	630	630
Number of junior lifeguard participants	33	49	40	40

PARKS & RECREATION

FEE-SUPPORTED RECREATION PROGRAMS

Budget Narrative

The division's budget is increasing due to the expanded demand for youth and adult sports and fitness programming. The personnel services budget was reduced due to the increased use of contract and professional service providers to conduct the classes/activities. Revenues generated from these additional classes/activity offerings offset the additional expansion to these contract classes.

Division Budget Summary

Fee-Supported	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	322,315	413,300	333,499	218,482	280,398
Operations, Materials & Supplies	620,651	668,294	559,214	526,303	647,998
Indirect Costs	2,970		-		-
Contract & Professional Services	73,972	76,199	87,876	61,929	99,560
Grand Total	\$1,019,909	\$1,157,793	\$980,589	\$806,713	\$1,027,956

Contractual & Professional Detail

Account			Description	Amount
10	4316	0700	Pre-School Contract Instructors	23,760
10	4317	0700	Specialty Camp/ Wilderness Camp - Bubble Mania / Reptile	9,000
10	4317	0700	Discover Downey Camp Field Trip	1,000
10	4320	0670	Professional Memberships	300
10	4320	0700	Miscellaneous and Special Event Services	500
10	4330	0700	DUSD Maintenance Payments for use of swimming pool	65,000
Total Detail				\$99,560

PARKS & RECREATION

GOLF COURSE OPERATIONS

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2012-13	Actual FY 2014-15	Actual FY 2015-16	Proposed FY 2016-17
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No Full Time Staffing assigned to Golf Course Operation Funds

PARKS & RECREATION

GOLF COURSE OPERATIONS

Division Description

The Golf Course Operations provide administrative oversight to the golf professional, food and beverage operator and course maintenance contractor to assure the highest level of service and course playing conditions, which will result in generating sufficient revenues to offset all operation costs, bonded indebtedness and retain additional revenues for capital reserves.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Total Rounds	52,828	52,828	58,000	58,000
Tournaments	178	185	170	175
Tournament Participants	3,725	2,908	3,000	3,200

PARKS & RECREATION

GOLF COURSE OPERATIONS

Budget Narrative

Budget requests are comparable to the Fiscal Year 2016-17 requests with slight decrease in Operations, Materials, and Supplies for the additional golf carts purchased in Fiscal Year 2016-17. To further the Council's quality of life priority, staff will continue to work with golf pro and food and beverage operator to continue to increase rounds of golf and use of Rio Hondo Golf Course banquet facilities.

Division Budget Summary

Golf Course Operations	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	56,264	(152,762)	15,792	14,609	17,077
Operations, Materials & Supplies	2,042,574	1,682,487	1,899,017	992,366	1,739,787
Indirect Costs	22,000	22,000	22,000	20,167	22,000
Contract & Professional Services	1,050,589	1,099,924	1,117,434	939,524	1,162,527
Capital Outlay	(8,414)	7,877	165,000	-	-
Grand Total	\$3,163,014	\$2,659,526	\$3,219,243	\$1,966,665	\$2,941,391

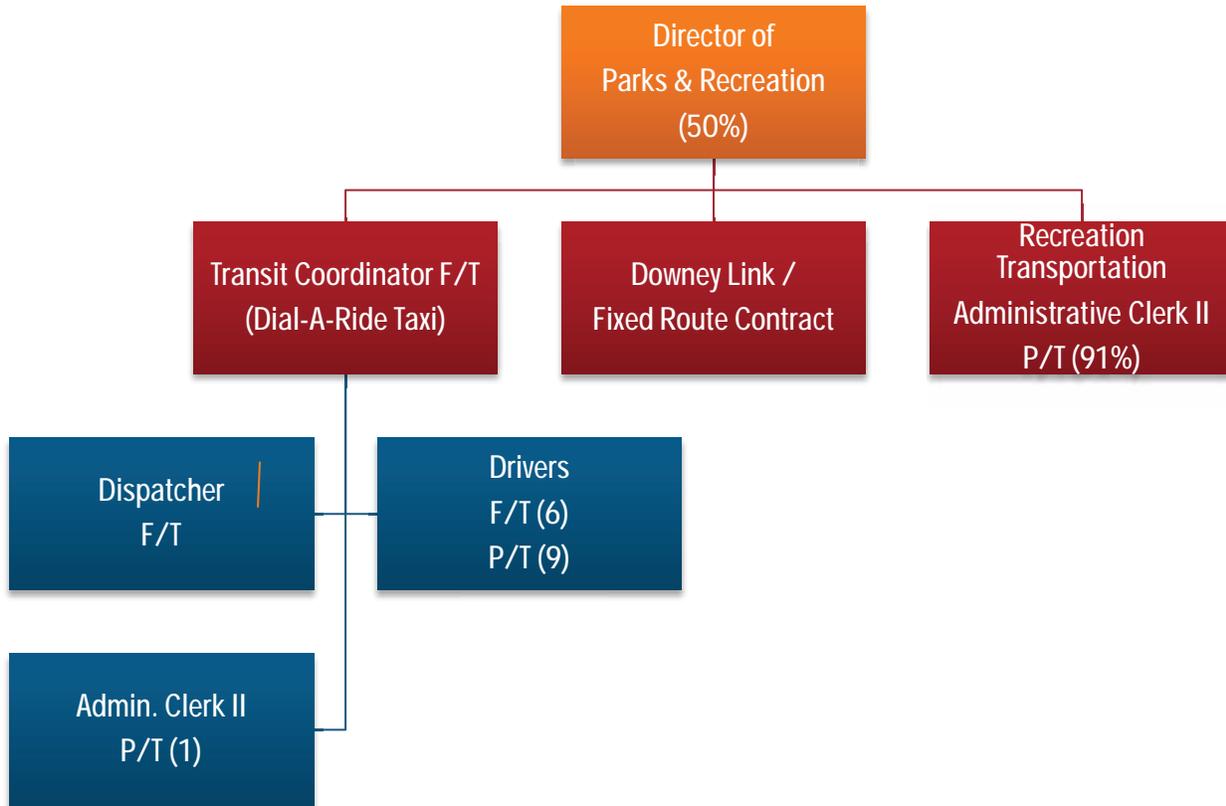
Contractual & Professional Detail

Account	Description	Amount
52 4410 0670	USGA Membership, Turf Advisory Services, Telephone Technical Support, Wifi Services, and POS System	10,890
52 4410 0700	Golf Course Consultant	10,000
52 4410 0700	DI water for cart battery monthly service (Aqua Con Co.)	336
52 4410 0700	Cart battery repair and related service costs (Club Car)	5,000
52 4410 0700	Fire Alarm monitoring services (Bill's Sound)	600
52 4410 0700	Miscellaneous other contract services	10,000
52 4410 0700	Security Services	15,000
52 4410 0700	Errant ball damage repair services	5,000
52 4420 0700	Admiral Pest Control	1,200
52 4420 0700	United Pacific Tree Trimming	40,000
52 4420 0700	Golf Cart Maintenance monthly services	25,920
52 4420 0700	Event Center Parking Lot Street Sweeping (Cleen Street)	5,000
52 4420 0700	Event Center Elevator Maintenance	7,000
52 4420 0700	Pump Station Maintenance	3,660
52 4420 0700	Course Lake Maintenance	17,000
52 4420 0700	Golf Course Archetect (Pirkl Assoc.)	9,999
Total Detail		\$1,162,527

PARKS & RECREATION

TRANSIT

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2016-17
Transit Coordinator	1	1	1	1
Transit Driver	5	5	5	5
Transit Driver/Dispatcher	1	1	1	1
Total Full Time Positions	7	7	7	7

PARKS & RECREATION

TRANSIT

Division Description

The Parks and Recreation Transit Division includes Proposition A funded fixed-route (Downey LINK) system, the Dial-A-Ride transportation service for disabled persons and those over 65 years, and MTA Proposition A funded recreation transportation services provides for youth, adults and seniors to participate in same-day trips to various educational and entertainment venues.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of fixed route transit boardings	211,657	195,521	180,000	165,000
Number of Dial-A-Ride boardings	33,700	32,017	31,000	32,000
Number of community excursions	72	92	70	70

PARKS & RECREATION

TRANSIT

Budget Narrative

This year's budget proposes a decrease in funding due to the reduction of fixed route services which will offset the costs to expanded Dial-A-Ride transportation services. It is expected that Proposition A funds will cover the majority of transportation expenses, maintaining the Council's Fiscal Responsibility priority.

Division Budget Summary

Transit	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	786,477	809,742	817,741	723,764	869,956
Operations, Materials & Supplies	175,041	205,517	193,399	221,547	197,342
Indirect Costs	176,950	171,500	171,500	15,125	143,190
Contract & Professional Services	1,598,447	1,638,508	1,420,485	1,311,897	1,487,184
Capital Improvement		75,000	410,986	413,484	
Grand Total	\$2,736,914	\$2,900,267	\$3,014,111	\$2,685,817	\$2,697,672

Contractual & Professional Detail

Account			Description	Amount
55	6220	0670	Annual Trapeze Dispatching Software & MDT Transmitting Fee	18,570
55	6220	0670	On-Board SEON Security Camera Service Fee	1,000
55	6220	0670	Verizon Wireless MDC Monthly Service Fee	4,319
55	6220	0670	Trapeze Server Maintenance	550
55	6220	0670	FCC Radio Transmitting Fee	415
55	6220	0700	Transit Planning Services	20,000
55	6220	0700	IT Services Share	4,165
55	6230	0700	Charter Buses for Excursions	105,800
55	6280	0670	MV Contracted Fixed Route	1,312,365
55	6280	0700	Transit Planning Services	20,000
Total Detail				\$1,487,184

POLICE



Administration ❖ Detectives

Grants

Patrol/ Operations



City of *Downey*

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Mission of the Downey Police Department is to preserve the peace and protect and serve all who live or work in, as well as those who travel through our City, and in so doing to make a meaningful contribution to the quality of life in our community. Excellence, Respect, Integrity, Pride and Cooperation serve as our “value anchors” as we strive each day to carry out our Mission.

The Police Department is celebrating its 61st year of service to the Downey Community. During the past fiscal year the department hired and trained 13 Police Officers, four part-time Park Rangers, three part-time Police Aides, two full-time and two part-time Police Dispatchers, and a full-time Records Supervisor. An area of emphasis over the past year for the department has been the recruitment of both sworn and non-sworn personnel. As such, the department has created a website dedicated to the recruitment of new employees while also expanding those efforts through various forms of social media and other forms of advertising. The department has also remained focused on crime prevention and organizational transparency through avenues such Neighborhood Watch and the School Resource program, along with social media.

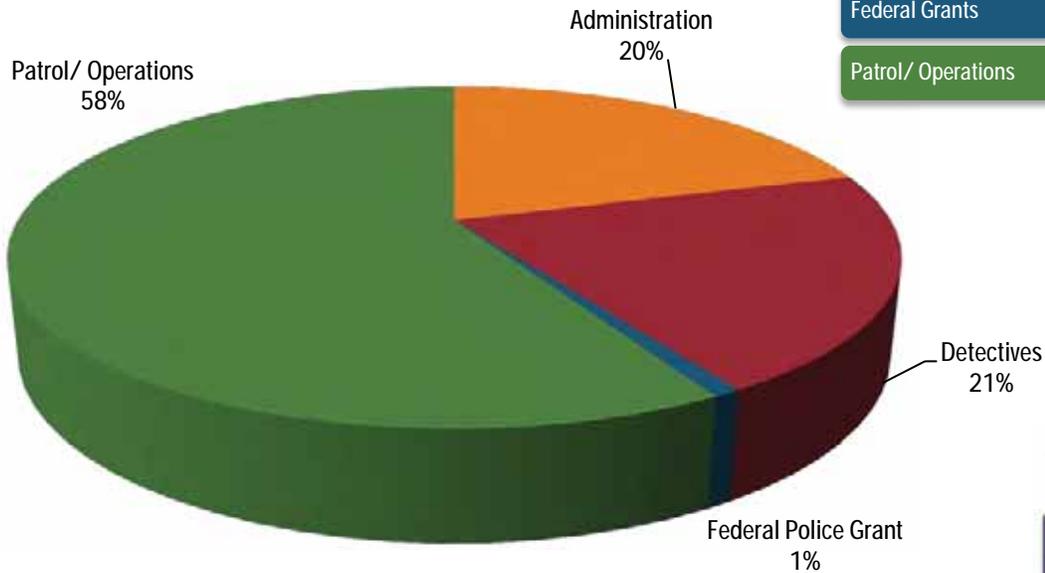
POLICE

Department Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	21	20	20	22
Chief of Police	1	1	1	1
Executive Secretary	2	2	2	2
Neighborhood Watch Coordinator	1	1	1	1
Police Corporal	2	2	2	1
Police Lieutenant	1	1	1	1
Police Officer	1	1	0	1
Police Records Specialist I	6	6	6	6
Police Records Specialist II	3	3	3	3
Police Records Supervisor *	0	0	0	1
Police Sergeant	3	2	3	3
System/Network Engineer	1	1	1	2
Detectives	33	35	35	35
Community Service Officer	1	1	1	1
Forensic Specialist	3	3	3	3
Forensic Supervisor	1	1	1	1
Police Captain	1	1	1	1
Police Corporal	17	17	17	17
Police Lieutenant	1	1	1	1
Police Officer	3	4	4	4
Police Sergeant	4	5	5	5
Property/Evidence Technician	1	1	1	1
Secretary	1	1	1	1
Field Operations	96	95	95	108
Communications Supervisor (Sr Communications Operator)	1	1	1	1
Community Service Officer	4	4	4	4
Motor Officer	6	6	6	6
Parking Enforcement Officer	3	3	3	5
Police Captain	1	1	1	1
Police Corporal	17	18	19	20
Police Lieutenant	4	4	4	4
Police Officer *	38	37	38	47
Police Recruit	2	1	0	0
Police Sergeant	9	9	8	8
Safety/ Dispatch (Communications Operator)	10	10	10	11
Secretary	1	1	1	1
Police	150	150	150	165

POLICE DEPARTMENT SUMMARY

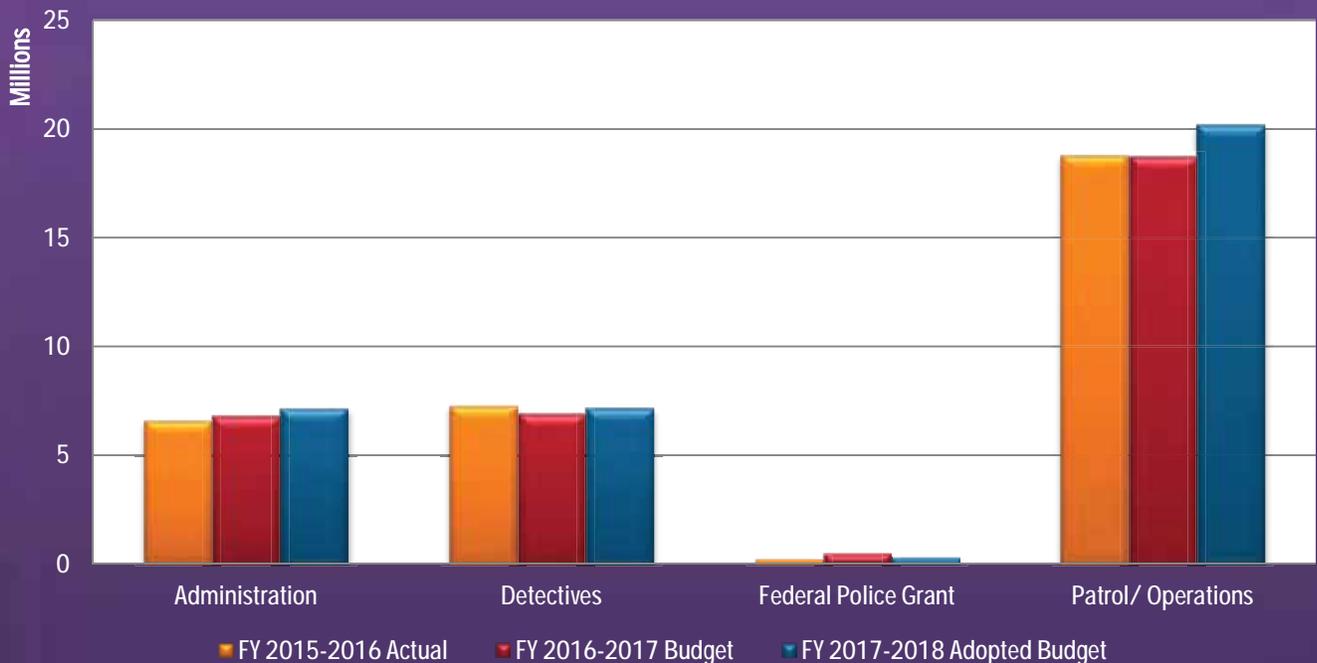
Total Budget Expenditures by Division



Administration	\$ 7.1 M
Detectives	\$ 7.2 M
Federal Grants	\$ 0.3 M
Patrol/ Operations	\$20.2 M

**34.8
Million**

3 Year Trend - Total Budget Expenditures



POLICE

Fiscal Year 2016-2017

Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Hired 12 new full and part-time employees within the department, including 13 new police officers		X		X	X
Expanded the department's recruitment efforts including the addition of a dedicated website for attracting new employees, expanding our use of social media and advertising		X		X	X
Hosted monthly Safe Schools meetings with DUSD administrators and participated in the School Resource Officer Program and Gangs Out of Downey (G.O.O.D.) meetings in collaboration to provide a safer environment for the city's students and educators				X	X
Expanded Neighborhood Watch groups from 187 at the end of the 2015-2016 budget year to 196 this year				X	X
The department scored outstanding during various governmental audits regarding the proper recording and tracking of criminal cases, along with the use of confidential databases.		X		X	
Secured a Traffic Safety and DUI Enforcement Grant in the amount of \$300,000 for traffic enforcement and equipment in an effort to reduce injury and fatality related traffic collisions	X			X	
Secured an ABC Grant in the amount of \$50,520 to be used for the enforcement and education of the laws regarding the sales of alcohol	X			X	
Secured "JAG" grant funding in the amount of \$26,358 for Crime Impact and Neighborhood Preservation programs	X		X	X	
Secured "AB109" enforcement funding in the amount of \$242,938 to help track and enforce laws relating to those individuals released from jail as a result of the state's "Public Safety Realignment program"	X			X	
Secured Homeland Security Grant funding to purchase 9 new interoperable portable radios at a cost of \$82,000	X			X	
Secured grant funding in the amount of \$150,000 to support the department's effort to address the homeless situation in the city	X			X	
The department has begun the installation of an additional 25 Automated License Plate Readers at 10 different locations throughout the city				X	
Started the city's first Park Ranger Program with the hiring of 4 Rangers that are dedicated to patrol parks through the city in an effort to provide a safer environment for the community				X	X

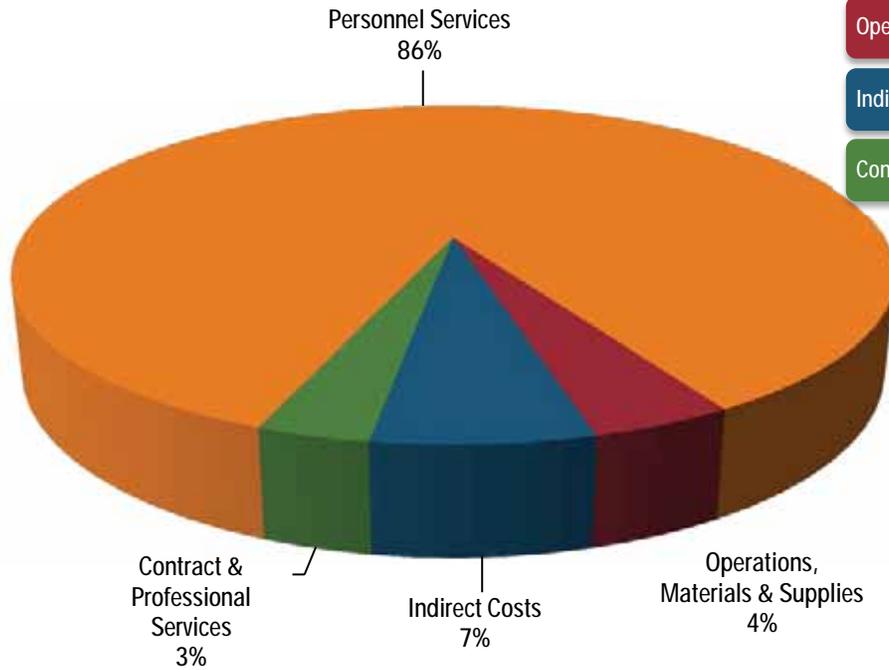
POLICE

Fiscal Year 2017-2018 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Expand the Neighborhood Watch Program by adding additional groups				X	X
Continue to use social media as a means of public engagement				X	X
Seek grant opportunities to fund essential programs	X			X	
Continue to address quality of life issues				X	
Maintain public safety through proactive approaches to crime suppression and increased public awareness		X		X	X
Provide the highest level of on-going training for all police personnel		X		X	
Increase staffing levels to ensure no decrease in services		X		X	
Promote school safety through continued and on-going collaborative efforts with our schools		X		X	X
Increase Police Officer recruitment efforts to ensure maximum staffing levels		X		X	X
Continue efforts to ensure park safety through coordination of police services; such as regular police patrols, Crime Impact operations, Park Ranger Program, and Neighborhood Preservation Program		X		X	
Replace police radio infrastructure with a new interoperable communications system		X			
Launch the department's volunteer program				X	X

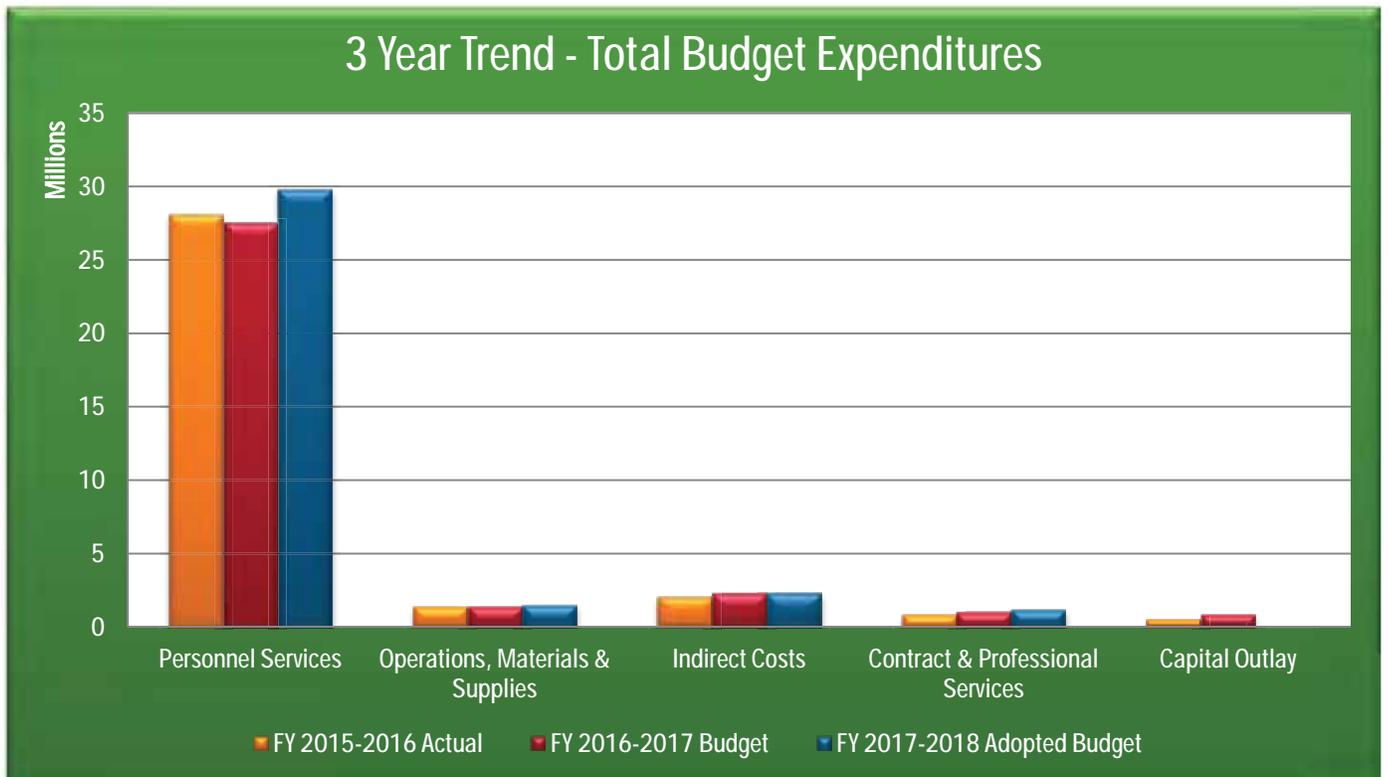
POLICE DEPARTMENT SUMMARY

Total Budget Expenditures by Category



Personnel Services	\$ 29.8 M
Operations, Materials & Supplies	\$ 1.5 M
Indirect Costs	\$ 2.3 M
Contractual & Professional	\$ 1.2 M

**34.8
Million**



POLICE

DEPARTMENT SUMMARY

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 26,002,110	\$ 28,149,983	\$ 27,545,367	\$ 28,483,457	\$ 29,829,919
Operations, Materials & Supplies	\$ 1,388,382	\$ 1,360,090	\$ 1,348,445	\$ 1,171,564	\$ 1,496,086
Indirect Costs	\$ 1,393,762	\$ 2,047,902	\$ 2,296,864	\$ 1,496,528	\$ 2,319,112
Contract & Professional Services	\$ 778,374	\$ 826,321	\$ 993,000	\$ 724,008	\$ 1,179,630
Capital Outlay	\$ 26,010	\$ 494,093	\$ 837,873	\$ 95,914	\$ -
Grand Total	\$ 29,588,638	\$ 32,878,390	\$ 33,021,549	\$ 31,971,470	\$ 34,824,747

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Administration	\$ 5,790,296	\$ 6,584,654	\$ 6,826,089	\$ 5,688,861	\$ 7,149,101
Detectives	\$ 6,656,357	\$ 7,284,359	\$ 6,939,511	\$ 7,709,684	\$ 7,170,972
Federal Police Grant	\$ 28,536	\$ 214,528	\$ 491,358	\$ 39,523	\$ 300,000
Patrol/ Operations	\$ 17,113,448	\$ 18,794,849	\$ 18,764,591	\$ 18,533,402	\$ 20,204,674
Grand Total	\$ 29,588,638	\$ 32,878,390	\$ 33,021,549	\$ 31,971,470	\$ 34,824,747

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
10-General	\$ 28,359,884	\$ 30,454,090	\$ 30,364,382	\$ 30,935,019	\$ 33,068,361
11-Federal Police Grant	\$ 28,536	\$ 27,028	\$ 326,358	\$ 272,231	\$ -
22-Air Quality	\$ -	\$ -	\$ 60,000	\$ -	\$ -
62-Equipment	\$ 720,050	\$ 651,445	\$ 570,500	\$ 489,676	\$ 515,000
78-Asset Forfeiture	\$ 480,168	\$ 1,745,827	\$ 1,700,309	\$ 274,543	\$ 1,241,386
Grand Total	\$ 29,588,638	\$ 32,878,390	\$ 33,021,549	\$ 31,971,470	\$ 34,824,747

POLICE

DIVISION SUMMARY

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 3,165,669	\$ 3,200,854	\$ 3,108,003	\$ 3,162,044	\$ 3,775,164
Operations, Materials & Supplies	\$ 1,151,859	\$ 1,122,352	\$ 871,974	\$ 907,745	\$ 1,238,492
Indirect Costs	\$ 1,121,033	\$ 1,422,040	\$ 1,645,714	\$ 1,311,879	\$ 1,598,135
Contract & Professional Services	\$ 325,075	\$ 370,869	\$ 395,000	\$ 258,084	\$ 537,310
Capital Outlay	\$ 26,660	\$ 468,539	\$ 805,398	\$ 49,110	\$ -
Grand Total	\$ 5,790,296	\$ 6,584,654	\$ 6,826,089	\$ 5,688,861	\$ 7,149,101

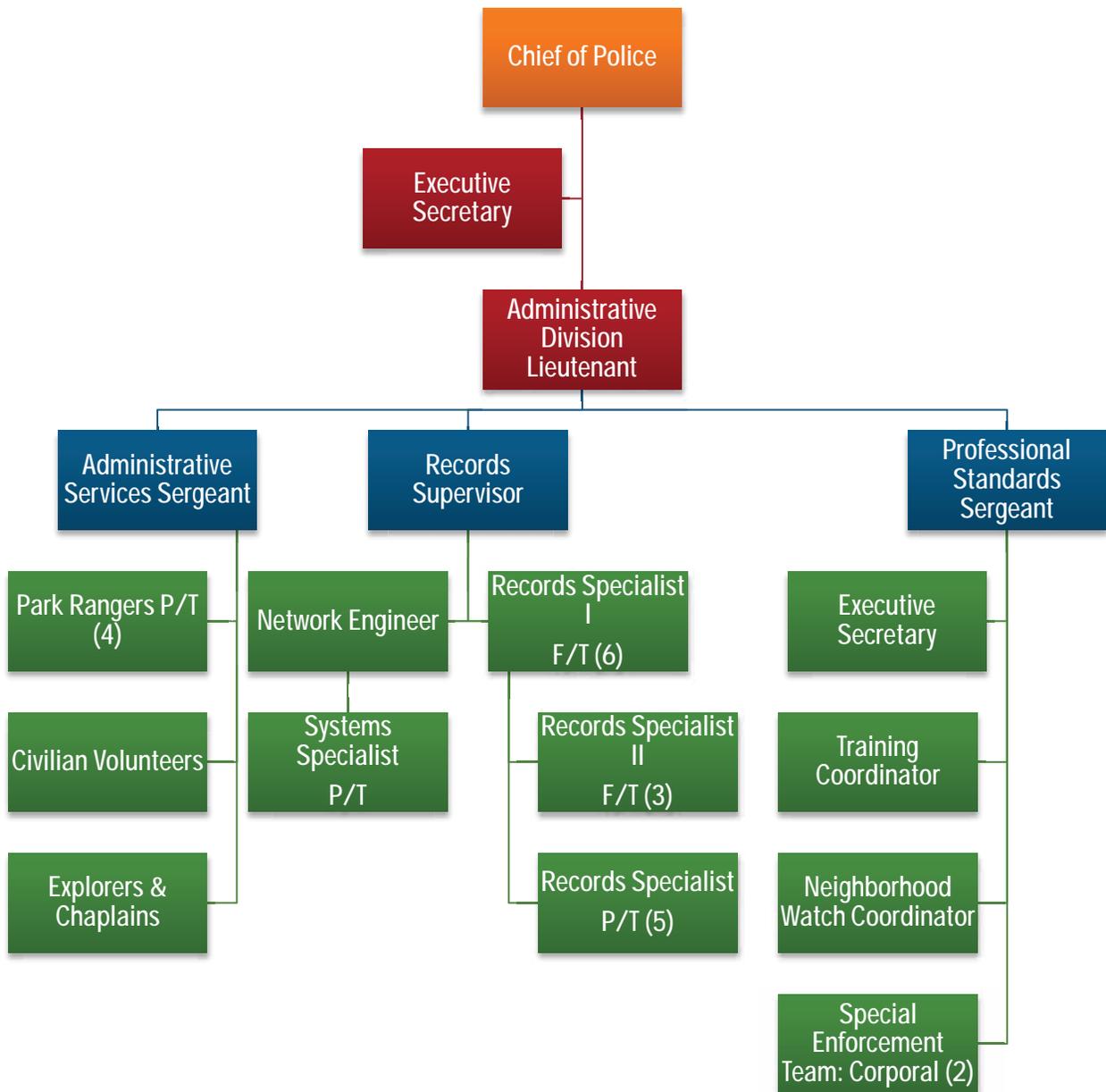
Detectives	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 6,516,070	\$ 7,041,417	\$ 6,672,615	\$ 7,613,450	\$ 6,930,948
Operations, Materials & Supplies	\$ 74,871	\$ 56,088	\$ 73,096	\$ 57,413	\$ 74,232
Indirect Costs	\$ 56,838	\$ 174,051	\$ 180,300	\$ 29,517	\$ 155,572
Contract & Professional Services	\$ 8,578	\$ 12,803	\$ 13,500	\$ 9,303	\$ 10,220
Grand Total	\$ 6,656,357	\$ 7,284,359	\$ 6,939,511	\$ 7,709,684	\$ 7,170,972

Federal Grant	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 29,186	\$ 214,528	\$ 491,358	\$ 24,572	\$ 300,000
Capital Outlay	\$ (650)	\$ -	\$ -	\$ 14,951	\$ -
Grand Total	\$ 28,536	\$ 214,528	\$ 491,358	\$ 39,523	\$ 300,000

Patrol/ Operations	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 16,291,184	\$ 17,693,184	\$ 17,273,391	\$ 17,683,389	\$ 18,823,807
Operations, Materials & Supplies	\$ 161,652	\$ 181,650	\$ 403,375	\$ 206,406	\$ 183,362
Indirect Costs	\$ 215,891	\$ 451,812	\$ 470,850	\$ 155,132	\$ 565,405
Contract & Professional Services	\$ 444,721	\$ 442,649	\$ 584,500	\$ 456,621	\$ 632,100
Capital Outlay	\$ -	\$ 25,554	\$ 32,475	\$ 31,854	\$ -
Grand Total	\$ 17,113,448	\$ 18,794,849	\$ 18,764,591	\$ 18,533,402	\$ 20,204,674

POLICE ADMINISTRATION

Organizational Chart



POLICE

ADMINISTRATION

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Chief of Police	1	1	1	1
Executive Secretary	2	2	2	2
Neighborhood Watch Coordinator	1	1	1	1
Police Corporal	2	2	2	1
Police Lieutenant	1	1	1	1
Police Officer	1	1	0	1
Police Records Specialist I	6	6	6	6
Police Records Specialist II	3	3	3	3
Police Records Supervisor **	0	0	0	1
Police Sergeant *	3	2	3	3
System/Network Engineer	1	1	1	2
Total Full Time Positions	21	20	20	22

**One of these Sergeant positions is funded through Asset Forfeiture funds and is shown on the Field Operations Organizational Chart.*

*** Added Police Records Supervisor position approved by City Council on September 27, 2016.*

Division Description

The Police Administration Division is responsible for the coordination of professional police services for the community; the application and administration of federal and state grants; oversight of recruiting, hiring and all training for the Department; community relations, records management and information systems development and maintenance; police permits and investigation of internal affairs matters. This division includes the Professional Standards Unit, Records Unit, Special Enforcement Team, Park Rangers, Volunteer Program (including Chaplains and Explorers), Information Technology, Neighborhood Watch, Neighborhood Preservation, as well as Range Staff and Use of Force Staff.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of ABC compliance sweeps completed	20	25	25	25
Number of Neighborhood Watch meetings facilitated	67	62	70	70
Number of Job applicants processed	3,580	3,613	5,608	5,600
Number of Background investigations conducted	93	92	110	120
Amount of grant funding awarded *	\$486,835	\$570,380	\$575,000	\$829,000
Number of hours of training provided	8,000	8,100	8,000	8,000
Attendance at National Neighborhood Night Out Event	320	350	500	700

**These projections may vary significantly based upon varying award amounts*

POLICE

ADMINISTRATION

Budget Narrative

This year's budget proposes a funding increase due to an increase in supplies/services costs and an increase in internal charges such as equipment replacement costs, service agreements for technology based equipment, and necessary building and other technology improvements. It also reflects additional demands on the general fund due to decreased asset forfeiture funding. Equipment funds are requested for our information technology back-up systems. They are necessary to support and safeguard our computer network infrastructure; including hardware, software and data. These information systems are essential to police operations and support all of our public safety and outreach efforts.

On November 8, 2016, the residents of Downey passed "Measure S". titled: *The Transactions and Use Tax Measure*, which enabled the City Council to authorize the department to expand its total number of police officers from 111 to 121. Over the upcoming year, we will continue our recruitment efforts to fill current and projected vacancies in order to ensure staffing levels that allow the police department to continue to provide the highest level of service. All recruitment and initial hiring costs, including the police academy for new police officers, are attributed to Administration.

Division Budget Summary

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	3,165,669	3,200,854	3,108,003	3,162,044	3,775,164
Operations, Materials & Supplies	1,151,859	1,122,352	871,974	907,745	1,238,492
Indirect Costs	1,121,033	1,422,040	1,645,714	1,311,879	1,598,135
Contract & Professional Services	325,075	370,869	395,000	258,084	537,310
Capital Outlay	26,660	468,539	805,398	49,110	-
Grand Total	\$5,790,296	\$6,584,654	\$6,826,089	\$5,688,861	\$7,149,101

Federal Grant	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	29,186	214,528	491,358	24,572	300,000
Capital Outlay	(650)	-	-	14,951	-
Grand Total	\$28,536	\$214,528	\$491,358	\$39,523	\$300,000

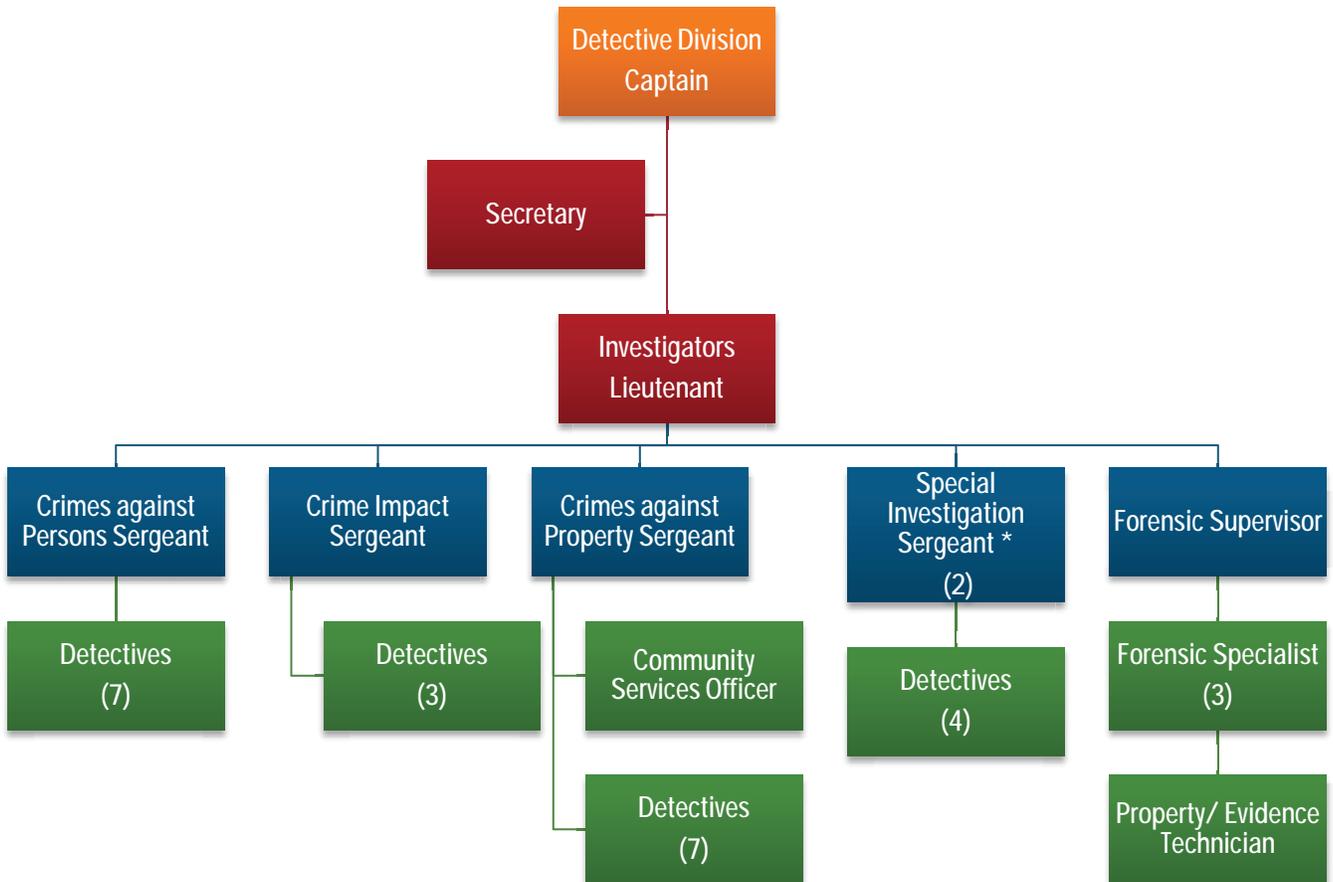
POLICE
ADMINISTRATION

Contractual & Professional Detail

Account			Description	Amount
10	2110	0670	Professional and Technical Services	4,000
10	2110	0700	LA County Prisoner Costs	22,000
10	2110	0700	Department of Justice Fees	3,500
10	2110	0700	Rio Hondo Shooting Range Fees	17,000
10	2110	0700	Health First Blood Draws	6,300
10	2110	0700	Uninterrupted Power Supply Maintenance	3,000
10	2110	0700	A/V Services: Anti-Virus	3,000
10	2110	0700	Shred-It Services	8,000
10	2110	0700	Net Motion Maintenance Fee	3,500
10	2110	0700	Computer Network/ Firewall Maintenance	8,500
10	2110	0700	Skills Office Supply - Toner	27,000
10	2110	0700	New World Contract	160,000
10	2110	0700	Mark 43 Services	80,000
10	2110	0700	LARIAC – Arial Imagery Project	5,000
10	2110	0700	Computer Service/Maintenance Fees	69,000
10	2110	0700	Clear Path Support: Department WiFi	3,000
10	2110	0700	Network Consulting Services	33,000
10	2110	0700	Lexipol	3,510
10	2110	0700	Amtek – Warranties for 5 servers	2,200
10	2110	0700	Edge Wave – Spam Filter	1,000
10	2110	0700	ESET – Anti-virus internet security	2,000
10	2110	0700	Bandwidth for Lobby Kiosks	200
10	2110	0700	Vigilant – ALPR service contract	54,600
10	2110	0700	3M – ALPR service contracts	18,000
Total Detail				\$537,310

POLICE DETECTIVES

Organizational Chart



*One sergeant is assigned to a narcotics task force.

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Community Service Officer	1	1	1	1
Forensic Specialist	3	3	3	3
Forensic Supervisor	1	1	1	1
Police Captain	1	1	1	1
Police Corporal*	17	17	17	17
Police Lieutenant	1	1	1	1
Police Officer	3	4	4	4
Police Sergeant	4	5	5	5
Property/Evidence Technician	1	1	1	1
Secretary	1	1	1	1
Total Full Time Positions	33	35	35	35

* Of the total number of Detectives, the number of Corporals and Officers will vary as rank is not an operational requirement but instead follows the individual Officers rotation through the department.

POLICE

DETECTIVES

Division Description

The Police Detective Division is responsible for investigating criminal cases and presenting the case for filing to the District Attorney's Office. The District Attorney's Office then determines if charges will be filed. Special investigative details include the Gang Unit, which is responsible for investigating all gang related crimes, as well as tracking and monitoring prisoners released under the Public Safety Realignment Program (AB109). The Narcotics Unit identifies, investigates, and arrests those persons responsible for both street level narcotics sales as well as large-scale narcotic distribution organizations.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number child internet safety presentations	8	8	10	4
Crimes against persons and property training hours for all detective personnel	731	1698	1300	1700
Number City-wide narcotics usage and possession arrests	679	443	713	500
Number AB109 compliance checks with local and neighboring law enforcement agencies.	220	229	520	300
Number Touch DNA suspect identification and usage of smart phone technology.	168	138	180	180

POLICE DETECTIVES

Budget Narrative

This year's budget request proposes to continue services at a level of funding comparable to last year. During last year's budget shortage, police department asset forfeiture funds were used to partially fund the department's overtime budget. This year, due to the depletion of the asset forfeiture fund, we are requesting that general funds be utilized to fund and support necessary events and services in support of the Council's Quality of Life, Parks & Infrastructure and Public Engagement priorities.

Division Budget Summary

Detectives	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	6,516,070	7,041,417	6,672,615	7,613,450	6,930,948
Operations, Materials & Supplies	74,871	56,088	73,096	57,413	74,232
Indirect Costs	56,838	174,051	180,300	29,517	155,572
Contract & Professional Services	8,578	12,803	13,500	9,303	10,220
Grand Total	\$6,656,357	\$7,284,359	\$6,939,511	\$7,709,684	\$7,170,972

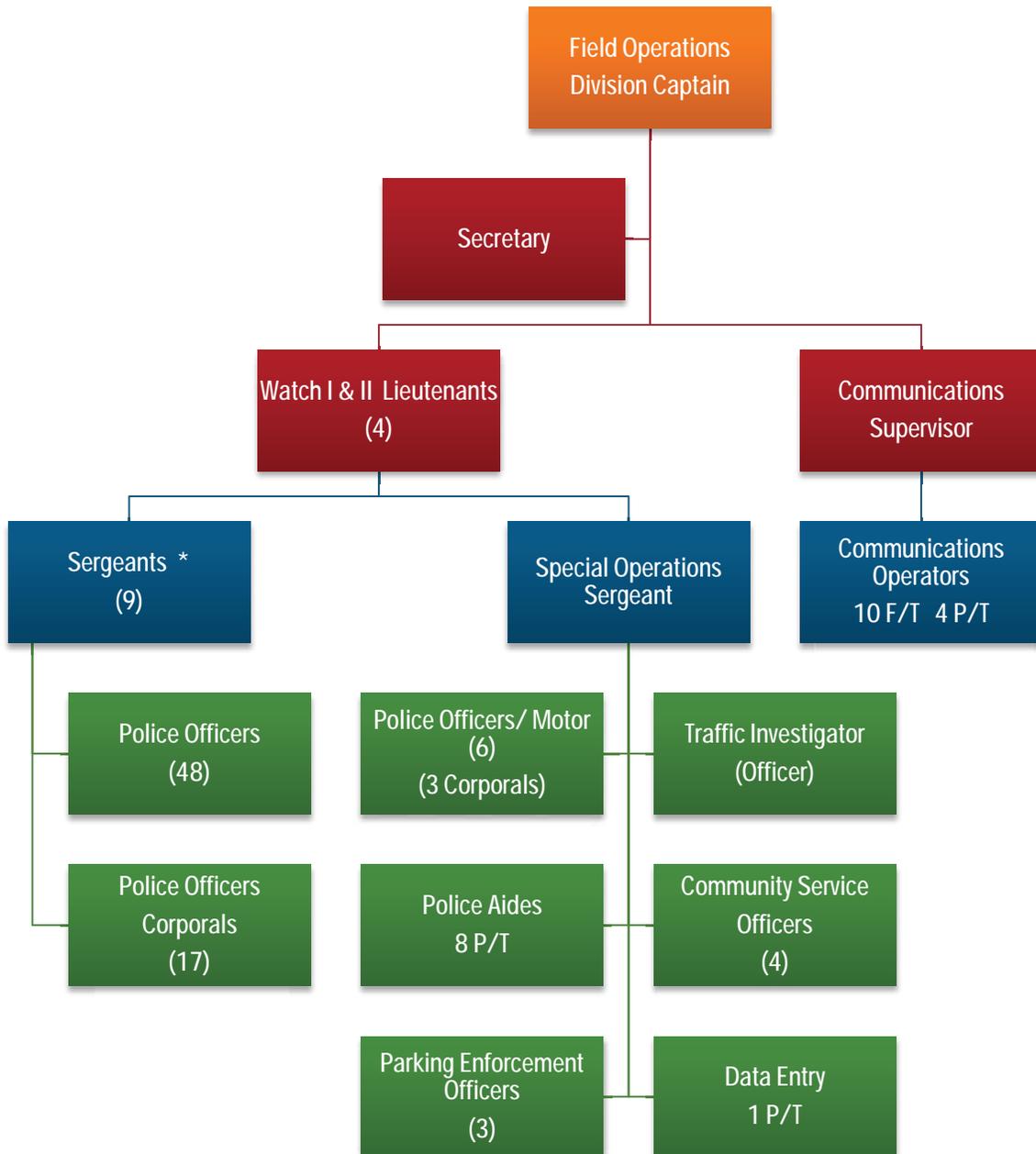
Contractual & Professional Detail

Account			Description	Amount
10	2130	0670	Professional and Technical Services Fees	1,500
10	2130	0700	Lantern Software Contract	600
10	2130	0700	Encase Software Contract	635
10	2130	0700	Cellebrite Software Contract	3,300
10	2130	0700	Miscellaneous	450
10	2130	0700	We-Tip Renewal	2,000
10	2130	0700	GPS Tracker Contract	1,100
10	2130	0700	Magnet Forensics	635
Total Detail				\$10,220

POLICE

FIELD OPERATIONS

Organizational Chart



* One of the Sergeant positions is funded through Asset Forfeiture funds through the Administrative Division

POLICE

FIELD OPERATIONS

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Police Captain	1	1	1	1
Police Lieutenant	4	4	4	4
Police Sergeant *	9	9	8	8
Police Corporal **	17	18	19	17
Police Officer***	38	37	38	48
Special Operations Sergeant	1	1	1	1
Motor Officer	6	6	6	6
Traffic Investigator (Police Officer)	1	1	1	1
Community Service Officer	4	4	4	4
Communications Supervisor (Senior Communications Operator)	1	1	1	1
Public Safety Dispatcher (Communications Operator)	10	10	10	10
Parking Enforcement Officer	3	3	3	3
Secretary	1	1	1	1
Total Full Time Positions	96	95	95	106

**An additional Police Sergeant is assigned to Field Operations but funded through Asset Forfeiture and listed on the Admin Division Summary. Three of these officers currently hold the rank of Corporal.*

***This figure does not include those Corporals who are Motor Officers.*

****An additional 10 police officers was approved by the City Council on 04/11/2017*

POLICE

FIELD OPERATIONS

Department Description

The Field Operations Division provides 24-hour uniformed services for emergencies, traffic control, preliminary investigation, arrests, and calls for service from the community. The division is dedicated to being responsive to the citizens they serve and working together with the community to address crime and chronic quality of life issues. Field Operations consists of Uniformed Patrol and Special Operations, which includes Traffic, K-9, Communications, Community Service Officers, Data Entry and Police Aides. The division also oversees the Jail, Field Training Officers, Crime Impact Team, Defensive Driving Tactics, Special Response Team, Terrorism Liaison Officers, Honor Guard and Homeless Encampment Detail.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of reported FBI index crimes	3,082	3,496	4,000	Reduce
Number of sobriety checkpoints conducted	4	4	6	8
Number of DUI arrests at checkpoints	8	5	6	8
Number of citations issued at checkpoints for unlicensed/suspended driver licenses	250	52	130	130
Number of stolen vehicles recovered as a result of Automated License Plate Reader Program	N/A	N/A	122	Increase
Number of vehicle thefts and burglaries at Rio Hondo Event Center / Golf Course	8	5	8	Reduce
Number of DUI traffic collisions	166	144	166	Reduce

POLICE

FIELD OPERATIONS

Budget Narrative

This year's budget request proposes to continue services at an increased level of funding compared to last year due to an increase in external service contracts and internal charges such as equipment replacement funds. During last year's budget, police department asset forfeiture funds were used to supplement the department's overtime budget. This year all overtime funds have been requested from the general fund to support necessary events and services. General funds are also being requested to fund the purchase of patrol vehicles and updated in-car audio and video recording systems, in support of Council's Quality of Life, Volunteer, Infrastructure & Parks and Efficiency & Adaptability priorities.

Division Budget Summary

Patrol/ Operations	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	16,291,184	17,693,184	17,273,391	17,683,389	18,823,807
Operations, Materials & Supplies	161,652	181,650	403,375	206,406	183,362
Indirect Costs	215,891	451,812	470,850	155,132	565,405
Contract & Professional Services	444,721	442,649	584,500	456,621	632,100
Capital Outlay	-	25,554	32,475	31,854	-
Grand Total	17,113,448	18,794,849	18,764,591	18,533,402	20,204,674

Contractual & Professional Detail

Account			Description	Amount
10	2112	0700	Jail Services Contract*	320,100
10	2120	0670	Prof and Technical Service Fees	1,500
10	2120	0700	Motorola Service Contract	71,000
10	2120	0700	COBAN Service Contract	35,500
10	2120	0700	Digital Ally Body Camera Contract	24,000
10	2170	0700	All-City Management/Crossing Guards	180,000
Total Detail				\$632,100

**This amount is partially funded using SLESF grant funds, which vary in amount from year to year*



PUBLIC WORKS



Administration ❖ Engineering

Maintenance

Utilities

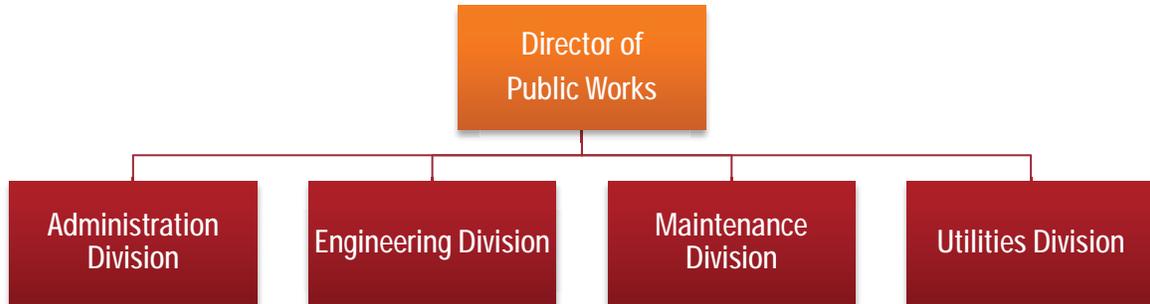


City of Downey

PUBLIC WORKS

DEPARTMENT OVERVIEW

Organizational Chart



Department Description

The Public Works Department plans, manages and maintains the City's roadway, water, sewer, drainage, and sidewalk infrastructure; vehicle fleet, public facilities, rights-of-way, urban forest, parks and recreation facilities. Public Works consists of four major divisions: Administration, Engineering, Utilities, and Maintenance Services. Public Works provides essential services to Downey's population of over 111,772 extending over an area of 12.6 square miles. Overall responsibilities of the Department of Public Works include the operation and maintenance of the following: Potable and Recycled Water System, Sanitary Sewer System, Storm Drain System as well as 215 centerline miles of paved streets, 112 acres of parks, 271 vehicles, 11 miles of alleys, 15,540 trees, and 6,200 street lights.

PUBLIC WORKS

Department Summary of Full Time Positions

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Administration	5	5	5	5
Director of Public Works	1	1	1	1
Executive Secretary	1	1	1	1
Keep Downey Beautiful Coordinator	1	0	0	0
Keep Downey Beautiful Recycling & Waste Coordinator	0	1	1	1
Management Analyst	1	1	1	1
Secretary	1	1	1	1
Engineering	8	8	8	8
Assistant Civil Engineer I	1	1	1	1
Assistant Civil Engineer II	1	1	1	1
Associate Civil Engineer	3	3	3	3
Deputy Dir. Of Public Works	1	1	1	1
Inspector/Plan Checker	1	1	1	1
Principal Engineer	0	1	1	1
Senior Civil Engineer	1	0	0	0
Maintenance	30	30	30	30
Asst. Superintendent, Facilities & Maintenance	0	1	1	1
Equipment Maintenance Leadworker	1	1	1	1
Equipment Maintenance Supervisor	1	0	0	0
Maintenance Lead Worker	8	8	8	8
Maintenance Worker II	13	9	9	10
Maintenance Worker III	0	4	4	3
Mechanic	2	2	2	2
Public Works Supervisor II	3	3	3	3
Secretary	1	1	1	1
Superintendent, Facilities & Maintenance	1	1	1	1

PUBLIC WORKS

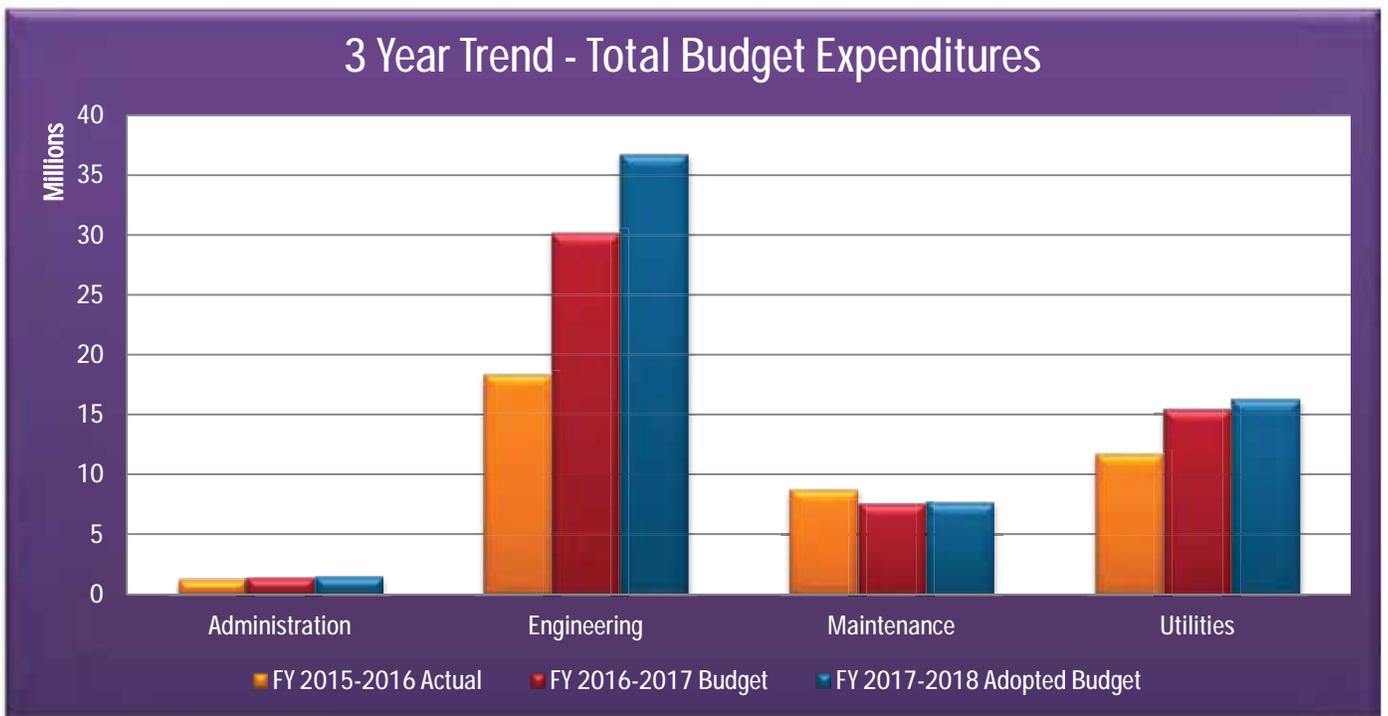
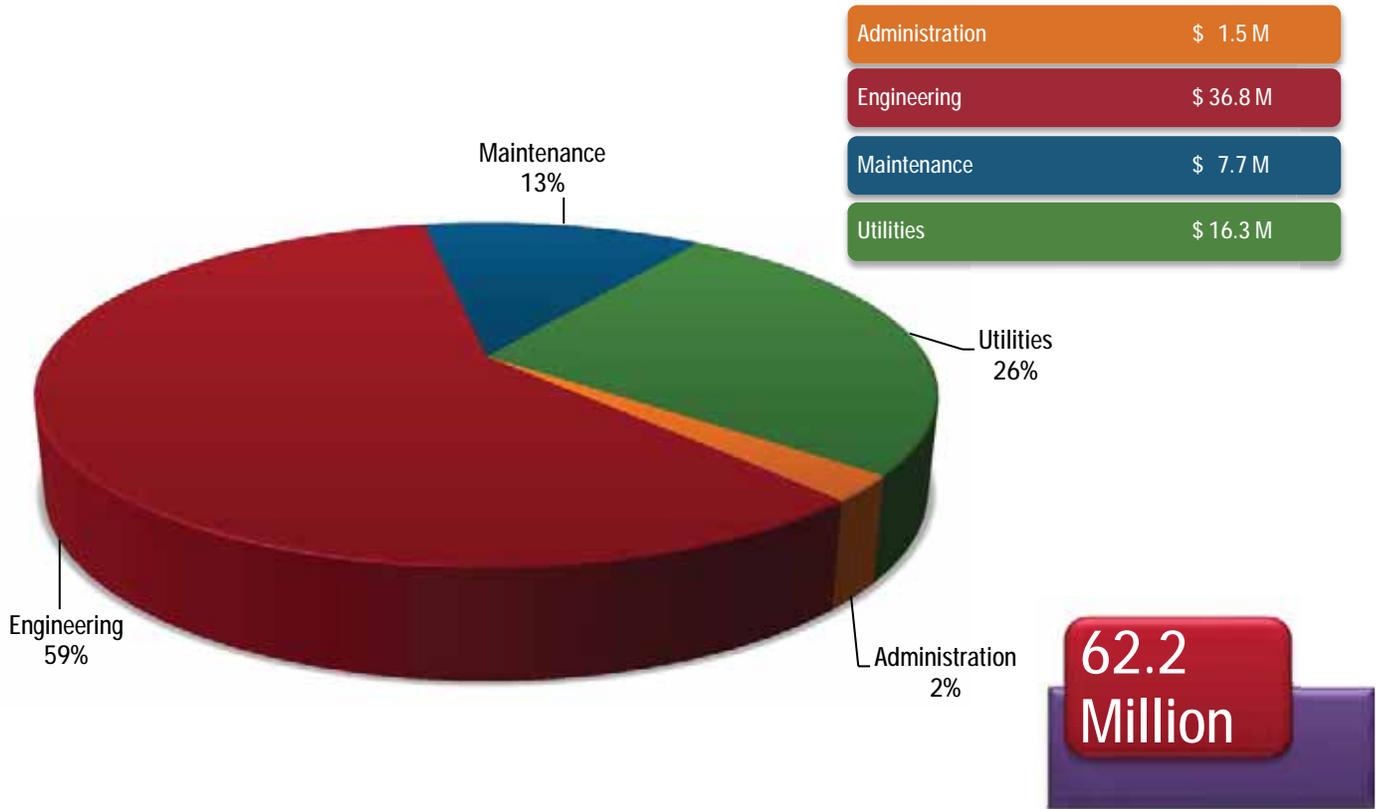
Department Summary of Full Time Positions (continued)

Positions	Actual FY 2014-2015	Actual FY 2015-2016	Actual FY 2016-2017	Adopted FY 2017-2018
Utilities	29	29	29	29
Assistant Civil Engineer I	1	1	1	0
Assistant Superintendent	1	1	1	1
Associate Civil Engineer	0	0	0	1
GIS Program Manager (former GIS Manager)	0	0	1	1
Principal Engineer	1	1	1	1
PW Supervisor II/ Water System Supervisor II	1	1	1	1
Secretary	1	1	1	1
Senior Civil Engineer	1	1	0	0
Superintendent of Utilities	0	0	1	1
Superintendent of Water and Sanitation	1	1	0	0
Water Quality & Environmental Specialist	0	1	1	1
Water System Leadworker	6	6	6	6
Water System Operator II	13	13	13	12
Water Systems Supervisor II	2	2	2	2
Water Systems Technical Supervisor II	1	0	0	0
Water System Operator III	0	0	0	1
Public Works	72	72	72	72



PUBLIC WORKS DEPARTMENT SUMMARY

Total Budget Expenditures by Division



PUBLIC WORKS

Fiscal Year 2016-17

Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Rehabilitated the large dog park with new decomposed granite surface, added new benches and planted additional trees.				X	
Constructed Officer Galvez Memorial					X
Upgraded Lights at City Hall to LED.		X			
Upgrade existing inefficient high pressure sodium lighting at Apollo Park, Golden Park and Furman Park to energy efficient LED lighting.		X			
Completed construction of new playground equipment at Apollo Park and Independence Park.				X	
Completed construction and installation of exercise equipment at Golden Park and Apollo Park.				X	
Completed street closure for Downey's Ride and Stride event.					X
Completed construction of Blandwood Rd. and True Ave. sewer lift stations replacement project		X		X	
Completed construction of potable (water service lines/meter, fire hydrants, and mains) water improvements at Bellflower Blvd. and Imperial Hwy.		X		X	
Completed construction of potable (water service lines/meter, fire hydrants, and mains) water improvements on Brookshire Ave. from Gardendale St. to Imperial Hwy. and Firestone Blvd. to Florence Ave.		X		X	
Completed construction of potable (water service lines/meter, fire hydrants, and mains) water improvements True Ave. between Blandwood Rd. and Metro St.		X		X	
Completed designs for upcoming: Bellflower Blvd.(Foster Rd. to Stewart and Gray Rd.); Firestone Blvd. (Old River School Rd. to West City limits); Lakewood Blvd. Phase 3C; Old River School Rd. (Imperial to Arnett) water improvements				X	
Groundwater wells rehabilitated/refurbished: 5				X	
Miles of sewer main cleaned: 75				X	
Gardendale Street Pavement Rehabilitation Project				X	
Lakewood Blvd. at Telegraph Road Intersection Improvement Project				X	
Firestone Blvd. Improvement Project (Lakewood – East City Limit)				X	
Civic Center Park Phase I				X	

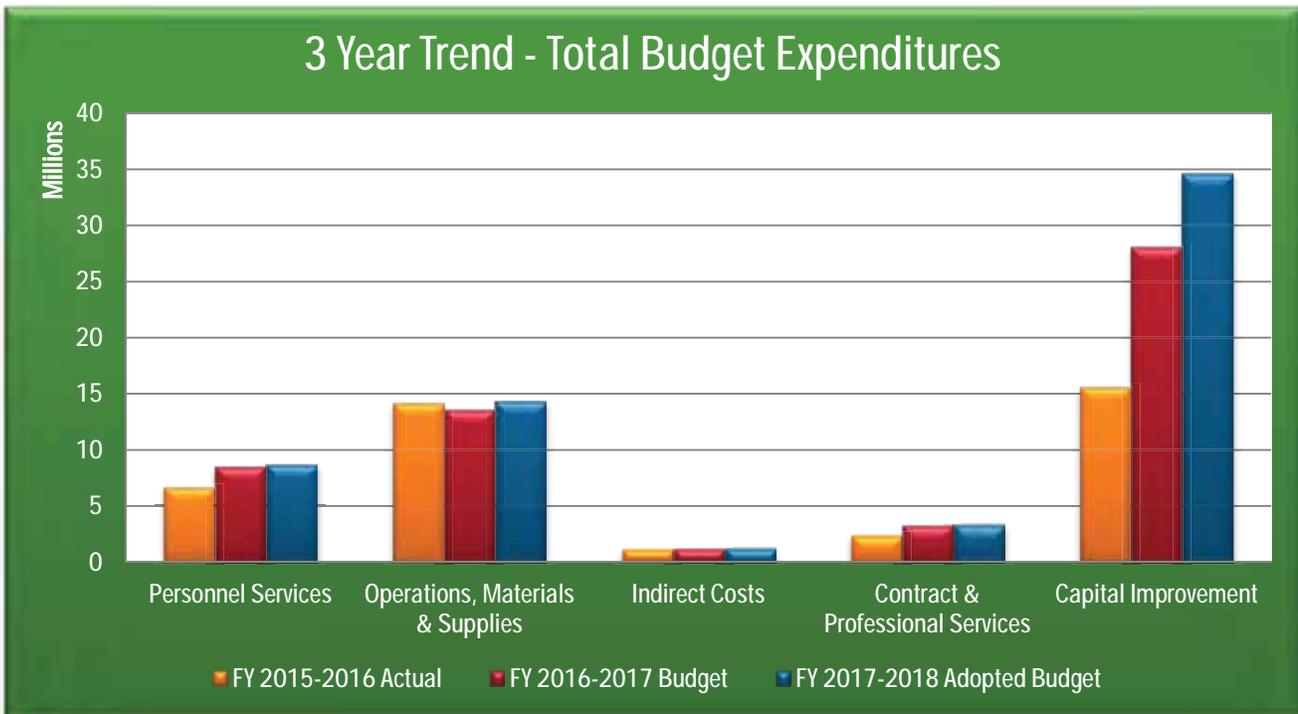
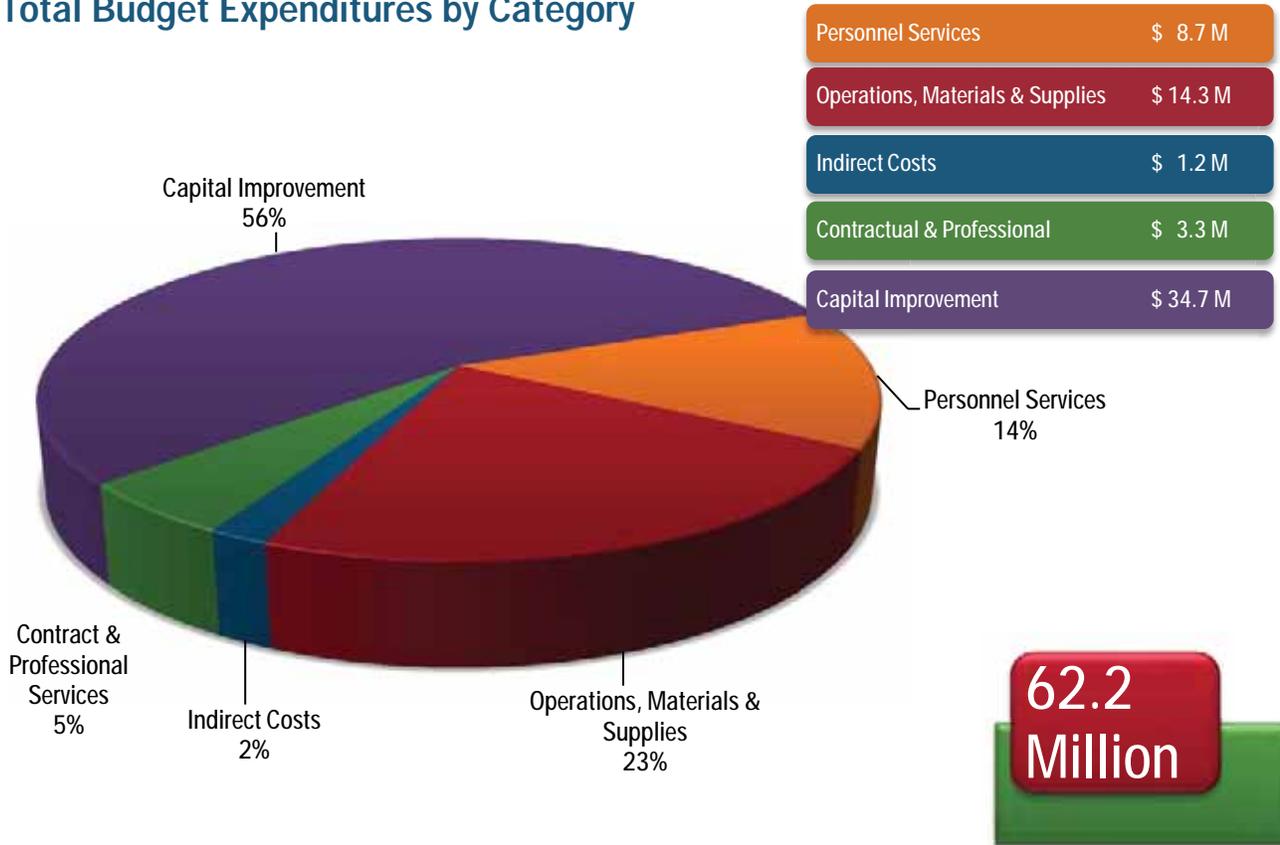
PUBLIC WORKS

Fiscal Year 2017-2018 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Retrofit to LED lighting at the Park Structure, Rio Hondo Gold Course and Apollo Parking Lot.		X			
Complete design for Wilderness Park lake design.				X	
Complete LED upgrade of Civic Center parking lot lights to LED.		X			
Consolidate landscaping contracts		X			
Biometric System installation at Civic Center		X			
Restripe major street lane markings.				X	
Continue rehabilitation of critical water/sewer infrastructure: wells, valve exercising and replacement, water services/meter, hydrants, maintain 65-70 miles/yr of sewer main flushing, sewer manhole odor and insect control		X			
Complete construction of potable water improvements at Bellflower Blvd.(Foster Rd. to Stewart and Gray Rd.); Firestone Blvd. (Old River School Rd. to West City limits); Lakewood Blvd. Phase 3C; Old River School Rd. (Imperial to Arnett)				X	
Continue to implement energy efficiency enhancements to water infrastructure		X			
Lakewood Blvd. Phase 3C Improvements (Construction)				X	
Bellflower Blvd. at Imperial Highway Intersection Improvement Project				X	
Paramount Blvd. Median Island Improvements (Imperial Hwy. to Florence Ave.)				X	
Old River School Road Pavement Rehabilitation Project (Imperial Hwy. to Arnett St.)				X	
Firestone Blvd. Improvements (Old River School Road to West City Limit)				X	
City Owned Street Light Retrofit		X			

PUBLIC WORKS DEPARTMENT SUMMARY

Total Budget Expenditures by Category



PUBLIC WORKS

DEPARTMENT SUMMARY

By Type	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 6,892,853	\$ 6,646,360	\$ 8,483,680	\$ 7,105,570	\$ 8,684,482
Operations, Materials & Supplies	\$ 15,340,981	\$ 14,177,238	\$ 13,589,532	\$ 10,117,040	\$ 14,340,073
Indirect Costs	\$ 1,177,675	\$ 1,137,013	\$ 1,163,796	\$ 528,565	\$ 1,207,245
Contract & Professional Services	\$ 2,494,644	\$ 2,371,230	\$ 3,243,384	\$ 2,197,947	\$ 3,320,775
Capital Outlay	\$ 46,321	\$ 123,520	\$ -	\$ 51,717	\$ 6,500
Capital Improvement	\$ 13,558,284	\$ 15,603,622	\$ 28,121,672	\$ 9,029,630	\$ 34,669,051
Grand Total	\$ 39,510,758	\$ 40,058,983	\$ 54,602,064	\$ 29,030,470	\$ 62,228,126

By Division	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Administration	\$ 1,546,015	\$ 1,216,401	\$ 1,350,877	\$ 1,316,956	\$ 1,456,409
Engineering	\$ 16,232,856	\$ 18,361,272	\$ 30,218,509	\$ 11,380,164	\$ 36,753,300
Maintenance	\$ 8,430,624	\$ 8,739,272	\$ 7,564,414	\$ 6,510,944	\$ 7,702,607
Utilities	\$ 13,301,264	\$ 11,742,039	\$ 15,468,264	\$ 9,822,406	\$ 16,315,810
Grand Total	\$ 39,510,758	\$ 40,058,983	\$ 54,602,064	\$ 29,030,470	\$ 62,228,126

By Fund	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
10-General	\$ 5,478,830	\$ 5,421,196	\$ 5,982,293	\$ 5,040,819	\$ 6,221,631
20-Waste Reduction	\$ 613,761	\$ 595,408	\$ 626,596	\$ 518,173	\$ 656,800
22-Air Quality	\$ 120,149	\$ 288,285	\$ 277,494	\$ 251,731	\$ 196,669
23-Street Lighting	\$ 1,690,415	\$ 2,015,160	\$ 2,081,560	\$ 1,700,116	\$ 2,438,509
24-Learning Center Fund	\$ 120,755	\$ 140,673	\$ 122,800	\$ 119,657	\$ 136,800
25-Article III	\$ 30,034	\$ 70,000	\$ 105,402	\$ 31,250	\$ 74,000
26-CIP Grant Fund	\$ 6,399,269	\$ 9,092,984	\$ 15,851,777	\$ 5,782,194	\$ 21,312,182
30-State Gas Tax	\$ -	\$ -	\$ 1,380,000	\$ 668,546	\$ 893,565
32-SB1 - Transportation Fund	\$ -	\$ -	\$ -	\$ -	\$ 954,812
36-SB300 FIRESTONE	\$ 1,813,798	\$ -	\$ -	\$ -	\$ -
38-Vehicle Impact	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 2,260,765
40-Capital Project	\$ 2,555,675	\$ 3,346,909	\$ 2,263,320	\$ 700,419	\$ 1,145,617
51-Water Utility	\$ 12,228,487	\$ 10,567,536	\$ 14,779,981	\$ 8,986,660	\$ 16,496,698
54-Transit (Prop C)	\$ 2,141,406	\$ 1,272,446	\$ 2,695,328	\$ 281,284	\$ 904,368
55-Transit (Prop A)	\$ 243,103	\$ 273,464	\$ 279,922	\$ 191,411	\$ 272,273
56-Transit (Measure R)	\$ 831,603	\$ 1,707,459	\$ 2,208,262	\$ 1,151,961	\$ 1,892,788
57-Transit (Measure M)	\$ -	\$ -	\$ -	\$ -	\$ 1,337,000
62-Equipment	\$ 2,434,256	\$ 2,263,185	\$ 1,021,184	\$ 819,357	\$ 1,034,276
65-Civic Center Maintenance	\$ 1,301,370	\$ 1,250,266	\$ 1,296,691	\$ 1,133,102	\$ 1,382,162
70-Southeast Water Coalition Fund	\$ -	\$ -	\$ 133,300	\$ 58,198	\$ -
72-Sewer & Storm Drain	\$ 1,507,845	\$ 1,754,012	\$ 2,296,155	\$ 1,595,591	\$ 2,617,211
Grand Total	\$ 39,510,758	\$ 40,058,983	\$ 54,602,064	\$ 29,030,470	\$ 62,228,126

PUBLIC WORKS DIVISION SUMMARY

Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 499,569	\$ 466,591	\$ 493,761	\$ 522,471	\$ 526,241
Operations, Materials & Supplies	\$ 409,146	\$ 407,587	\$ 357,139	\$ 331,929	\$ 370,149
Indirect Costs	\$ 292,624	\$ 289,313	\$ 339,359	\$ 311,130	\$ 342,019
Contract & Professional Services	\$ 302,459	\$ 52,909	\$ 160,618	\$ 151,426	\$ 218,000
Capital Outlay	\$ 42,217	\$ 0	\$ -	\$ -	\$ -
Grand Total	\$ 1,546,015	\$ 1,216,401	\$ 1,350,877	\$ 1,316,956	\$ 1,456,409

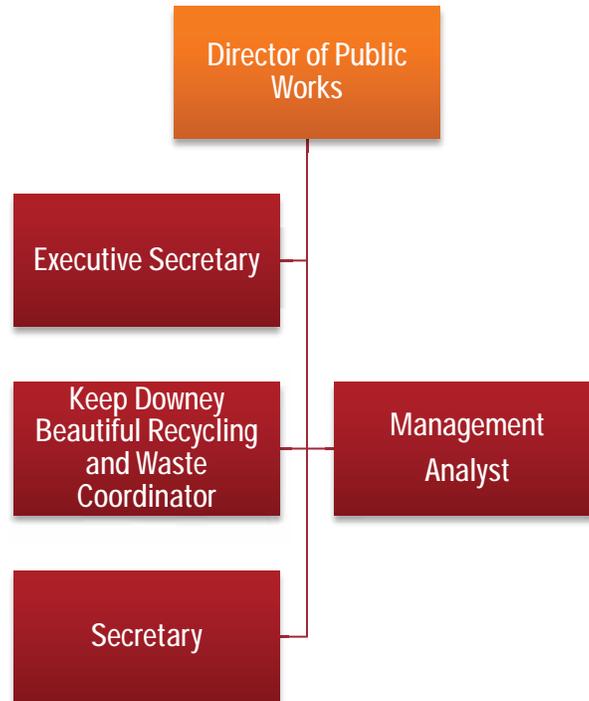
Engineering	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 692,087	\$ 711,013	\$ 1,254,833	\$ 653,630	\$ 1,320,999
Operations, Materials & Supplies	\$ 1,509,413	\$ 1,460,284	\$ 1,353,615	\$ 1,179,011	\$ 1,403,429
Indirect Costs	\$ 82,079	\$ 80,368	\$ 88,358	\$ 82,605	\$ 88,358
Contract & Professional Services	\$ 390,994	\$ 552,461	\$ 620,700	\$ 558,683	\$ 639,000
Capital Improvement	\$ 13,558,284	\$ 15,557,146	\$ 26,901,003	\$ 8,906,235	\$ 33,301,514
Grand Total	\$ 16,232,856	\$ 18,361,272	\$ 30,218,509	\$ 11,380,164	\$ 36,753,300

Maintenance	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 2,657,607	\$ 2,882,855	\$ 3,146,989	\$ 2,903,285	\$ 3,198,755
Operations, Materials & Supplies	\$ 4,761,068	\$ 4,727,210	\$ 3,214,925	\$ 2,757,439	\$ 3,304,790
Indirect Costs	\$ 159,690	\$ 83,016	\$ 50,500	\$ 34,753	\$ 50,750
Contract & Professional Services	\$ 848,155	\$ 905,720	\$ 999,000	\$ 683,058	\$ 1,074,275
Capital Outlay	\$ 4,104	\$ 123,520	\$ -	\$ 51,717	\$ 6,500
Capital Improvement	\$ -	\$ 16,951	\$ 153,000	\$ 80,693	\$ 67,537
Grand Total	\$ 8,430,624	\$ 8,739,272	\$ 7,564,414	\$ 6,510,944	\$ 7,702,607

Utilities	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	\$ 3,043,590	\$ 2,585,901	\$ 3,588,097	\$ 3,026,185	\$ 3,638,487
Operations, Materials & Supplies	\$ 8,661,355	\$ 7,582,157	\$ 8,663,854	\$ 5,848,661	\$ 9,261,705
Indirect Costs	\$ 643,283	\$ 684,316	\$ 685,579	\$ 100,077	\$ 726,118
Contract & Professional Services	\$ 953,036	\$ 860,140	\$ 1,463,065	\$ 804,780	\$ 1,389,500
Capital Improvement	\$ -	\$ 29,525	\$ 1,067,669	\$ 42,703	\$ 1,300,000
Grand Total	\$ 13,301,264	\$ 11,742,039	\$ 15,468,264	\$ 9,822,406	\$ 16,315,810

PUBLIC WORKS ADMINISTRATION

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Adopted FY 2016-17	Adopted FY 2017-18
Director of Public Works	1	1	1	1
Executive Secretary	1	1	1	1
Keep Downey Beautiful Coordinator	1	0	0	0
Keep Downey Beautiful Recycling & Waste Coordinator	0	1	1	1
Management Analyst	1	1	1	1
Total Full Time Positions	5	5	5	5

PUBLIC WORKS

ADMINISTRATION

Division Description

The Administration division of the Public Works Department is responsible for management and oversight of the remaining four divisions (Utilities, Maintenance, Engineering, and Construction Management), as well as administration of the department's public education programs; coordination of the department's outreach and community volunteer programs; compliance with AB 939 recycling and AB 1826 organic recycling regulations litter abatement, and storm water runoff requirements and city beautification. The division also seeks grant funding opportunities to assist in implementing capital improvement projects. In addition, it oversees grant applications and manages awarded grant funds pertinent to the Public Works Department.

The Public Works Administration Division ensures that the City Council's adopted priorities are implemented in the most efficient and effective manner.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Recycle ad contest <i>13 schools in Downey</i>	Open to all 5 th graders	Open to all 5 th graders	Open to all 5 th graders	Open to all 5 th graders
Compliance with solid waste diversion from landfills	Met goals	Met goals	Meet or exceed goals	Meet or exceed goals
Increase community volunteerism	>10%	>10%	≥ 15%	≥ 10%
Conducted the Solid Waste Collection Services Rate Study	Annual	Annual	Annual	Annual
Regional smart gardening information center and workshops	3	3	3	3
Stormwater pollution prevention educational programs to Downey 5 th grade students	Presentations to 2000 students	Presentations to 2000 students	10 School Presentations to nearly 1700 5 th grade students	10 School Presentations
Stormwater pollution prevention awareness events	11	11	9 monthly cleanups 4 additional cleanups by Civic Groups	12 cleanups
Number of grant applications submitted	7	5	6	5
Number of grant-funded projects managed	20	31	35	25

PUBLIC WORKS

ADMINISTRATION

Budget Narrative

To fulfill the Council's quality of life and infrastructure priorities, this year's budget supports the daily operations of the Public Works Department and its divisions (Utilities, Maintenance Services, Engineering, and Administration). Key budget items include personnel and operational services that provide management and support to the department and its divisions. Staff responsibilities also include responding to public inquiries in a timely manner and providing excellent customer service.

Division Budget Summary

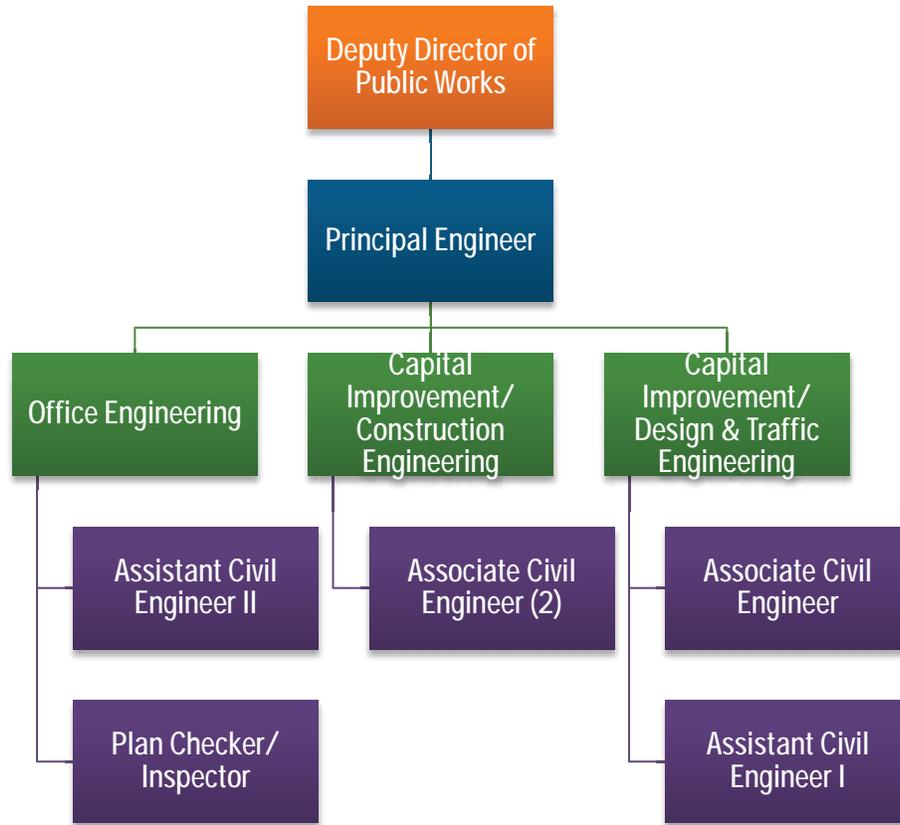
Administration	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	499,569	466,591	493,761	522,471	526,241
Operations, Materials & Supplies	409,146	407,587	357,139	331,929	370,149
Indirect Costs	292,624	289,313	339,359	311,130	342,019
Contract & Professional Services	302,459	52,909	160,618	151,426	218,000
Capital Outlay	42,217	0	-	-	-
Grand Total	\$1,546,015	\$1,216,401	\$1,350,877	\$1,316,956	\$1,456,409

Contractual & Professional Detail

Account			Description	Amount
10	3105	0700	Miscellaneous General Contractual Services	35,000
10	3105	0670	General Professional Services	500
20	3115	0670	General Professional Services	2,500
20	3115	0700	Miscellaneous General Contractual Services	5,000
20	3118	0700	Environmental Consulting – Used oil recycling grant technical services and education	30,000
20	3119	0700	Miscellaneous General Contractual Services- Beverage Container Grant	20,000
54	3205	0700	Prop C. Administration	125,000
Total Detail				\$218,000

PUBLIC WORKS ENGINEERING

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Adopted FY 2016-17	Adopted FY 2017-18
Assistant Civil Engineer I	1	1	1	1
Assistant Civil Engineer II	1	1	1	1
Associate Civil Engineer	3	3	3	3
Deputy Dir. Of Public Works	1	1	1	1
Inspector/Plan Checker	1	1	1	1
Principal Engineer	0	1	1	1
Senior Civil Engineer	1	0	0	0
Total Full Time Positions	8	8	8	8

PUBLIC WORKS

ENGINEERING

Division Description

The Engineering Division is responsible for the planning, design and construction management of City's Public Works projects, both Capital Improvement and miscellaneous projects involving the preservation and enhancements to the city's infrastructure including streets, bridges, buildings and parks. Additionally, this division reviews and oversees public improvements in connection with private developments for compliance with adopted codes, regulations and engineering standards, and subdivision processing. Traffic engineering is another component of the division, which includes maintenance and upgrade of the City's traffic signals and other traffic control devices as well as street lighting systems.

The Engineering Division also represents the City's interests through the I-5 Joint Powers Authority (JPA) for the proposed widening of the I-5 Freeway and through the Gateway Cities Council of Governments on several regional transportation issues which also affect the City, such as the I-605 Freeway Corridor Study, the I-710 Freeway Expansion Project and the Gateway Cities Strategic Transportation Plan. In addition, the Engineering Division provides administration of federal, state and county gasoline and transportation sales tax local return funds. More recently, the Engineering Division assisted with the Citywide LED conversion project.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of CIP projects completed	13	15	25	25
CIP and other Public Works projects completed or proposed (\$)	\$12,300,000	11,000,000	\$23,000,000	22,000,000
Number of plan checks completed	582	1,125	1,000	1,500
Number of permits issued	821	992	1,000	1,300
Number of service requests completed	133	205	200	300

PUBLIC WORKS

ENGINEERING

Budget Narrative

The total number of positions that existed in FY 2016-17 will remain in FY 2017-18. In addition, the division anticipates cost increases due to the use of architectural and engineering consultant services for various public improvement projects to achieve City Council priorities of fiscal responsibility via financial planning for street improvements and quality of life, neighborhoods and infrastructure through improved street congestion management (light timing, construction mitigation). The division will also maintain temporary personnel services, for engineering interns on a part-time basis.

Division Budget Summary

Engineering	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	692,087	711,013	1,254,833	653,630	1,320,999
Operations, Materials & Supplies	1,509,413	1,460,284	1,353,615	1,179,011	1,403,429
Indirect Costs	82,079	80,368	88,358	82,605	88,358
Contract & Professional Services	390,994	552,461	620,700	558,683	639,000
Capital Improvement	13,558,284	15,557,146	26,901,003	8,906,235	33,301,514
Grand Total	16,232,856	18,361,272	30,218,509	11,380,164	36,753,300

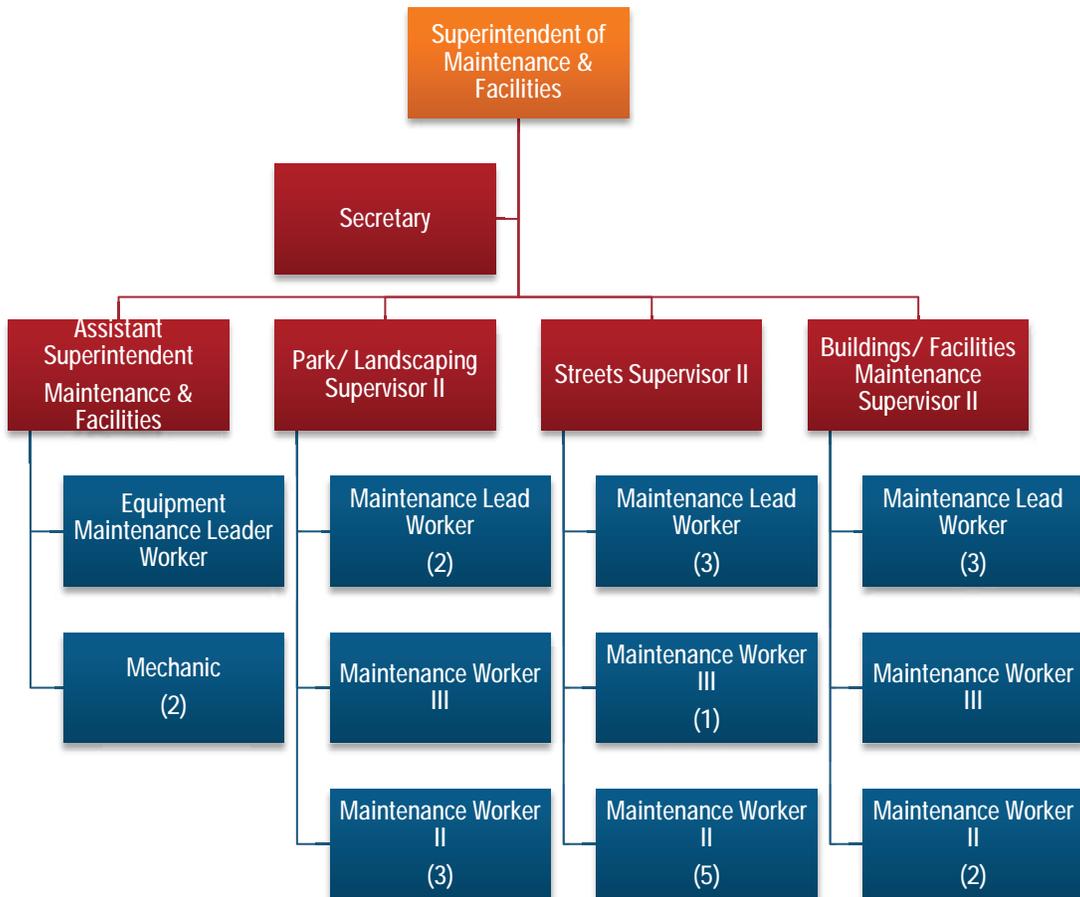
Contractual & Professional Detail

Account			Description	Amount
10	3180	0670	National Data & Surveying Services/Traffic data collection services	5,000
10	3180	0670	DLT Solutions/AutoCAD licenses	2,500
10	3180	0670	Grant writing consulting services	25,000
10	3180	0670	Structural engineering professional services	12,500
10	3180	0670	Pavement Evaluation Services	8,000
10	3180	0700	De Lange Landen Financial Services/copier lease	1,400
10	3180	0700	I.T. Help Desk	10,500
10	3180	0700	Planet Bids/bid solicitation services	5,000
10	3180	0700	The Downey Patriot/publications	7,800
10	3180	0700	Crosstown Electric/Communication Maintenance Services	1,300
23	5511	0670	County of Marin/Street Lighting Association - Street Lighting Association membership dues	7,500
23	5512	0670	Lighting Dist-Zone II Comm	2,500
23	5517	0700	United Pacific Services, Inc./tree trimming services	550,000
Total Detail				\$639,000

PUBLIC WORKS

MAINTENANCE

Organizational Chart



PUBLIC WORKS

MAINTENANCE

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Assistant Superintendent, Facilities & Maintenance*	0	1	1	1
Equipment Maint. Lead worker	1	1	1	1
Equipment Maintenance Supervisor	1	0	0	0
Maintenance Lead Worker	8	8	8	8
Maintenance Worker II	13	9	9	10
Maintenance Worker III	0	4	4	3
Mechanic	2	2	2	2
Public Works Supervisor II	3	3	3	3
Secretary	1	1	1	1
Superintendent, Facilities & Maintenance	1	1	1	1
Total Full Time Positions	30	30	30	30

PUBLIC WORKS

MAINTENANCE

Division Description

The Maintenance division is responsible for maintaining and repairing of 215 miles of streets and landscaping, 113 acres of parks (13 parks), 31 public facilities/buildings and for maintenance of the City's vehicle fleet. Traffic striping, pavement markings and signage; Downey Cemetery burial and niche wall interments; and seasonal renovation and layout of the athletic fields are also handled in this division. Maintenance Staff perform skilled carpentry, drywall, painting, and minor plumbing and electrical work in association with repair, remodeling, renovation and minor improvement projects at all City facilities including the Barbara J. Riley Community Center, the Gary P. McCaughan Gym; the Columbia Memorial Space Center, the Rio Hondo Golf Course, the Downey Depot Transit Center; and City Hall, Police Station, Library and Theatre. Additionally, the Fleet Maintenance Section of this division provides for maintenance of the City's entire fleet of vehicles and motorized equipment (except the Downey Fire Department); manages fuel dispensing facilities and hazardous material disposal; and handles equipment disposition for public auction.

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of capital projects completed	8	6	6	5
Projects completed and proposed (\$)	\$580,000	\$400,000	\$350,000	390,000
Square feet (Sq. ft.) graffiti removed	650,000	573,700	600,000	600,000
Number of trees trimmed by staff	400	275	350	350
Number of trees trimmed by contractor	5,000	7,700	6,500	7,000
Number of trees planted	300	105	150	150
Number of potholes filled	1,400	2,300	2,000	2,000
Vehicle Maintenance and Repair Work Orders	1,500	1,495	1,600	1,600
Tons of asphalt placed in streets and alleys	300	422	350	350
Streets & alleyways patched (sq. ft.)	63,000	81,600	70,000	75,000
Street signs replaced or repaired	2,500	4,490	3,000	3,500
Landscaped area treated for weeds (sq. ft.)	500,000	815,700	600,000	650,000
Street lights repaired or replaced	380	484	400	400
Street striping (no. of lineal feet)	29,000	2,100	30,000	30,000

PUBLIC WORKS

MAINTENANCE

Budget Narrative

In keeping with the Council's Priority for Quality of Life, Infrastructure and Parks, the Public Works Maintenance Division budget includes staff development programs; cost-effective support of the City's Capital Improvement Program and other City departments; and consolidation of the City's hazardous waste disposal costs for all City departments.

The budget includes funds for ongoing maintenance at the City's facilities and at City parks to offset the impact of the increased activity by all user groups. Capital outlay represents a new copy machine.

Division Budget Summary

Maintenance	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	2,657,607	2,882,855	3,146,989	2,903,285	3,198,755
Operations, Materials & Supplies	4,761,068	4,727,210	3,214,925	2,757,439	3,304,790
Indirect Costs	159,690	83,016	50,500	34,753	50,750
Contract & Professional Services	848,155	905,720	999,000	683,058	1,074,275
Capital Outlay	4,104	123,520	-	51,717	6,500
Capital Improvement	-	16,951	153,000	80,693	67,537
Grand Total	8,430,624	8,739,272	7,564,414	6,510,944	7,702,607

PUBLIC WORKS

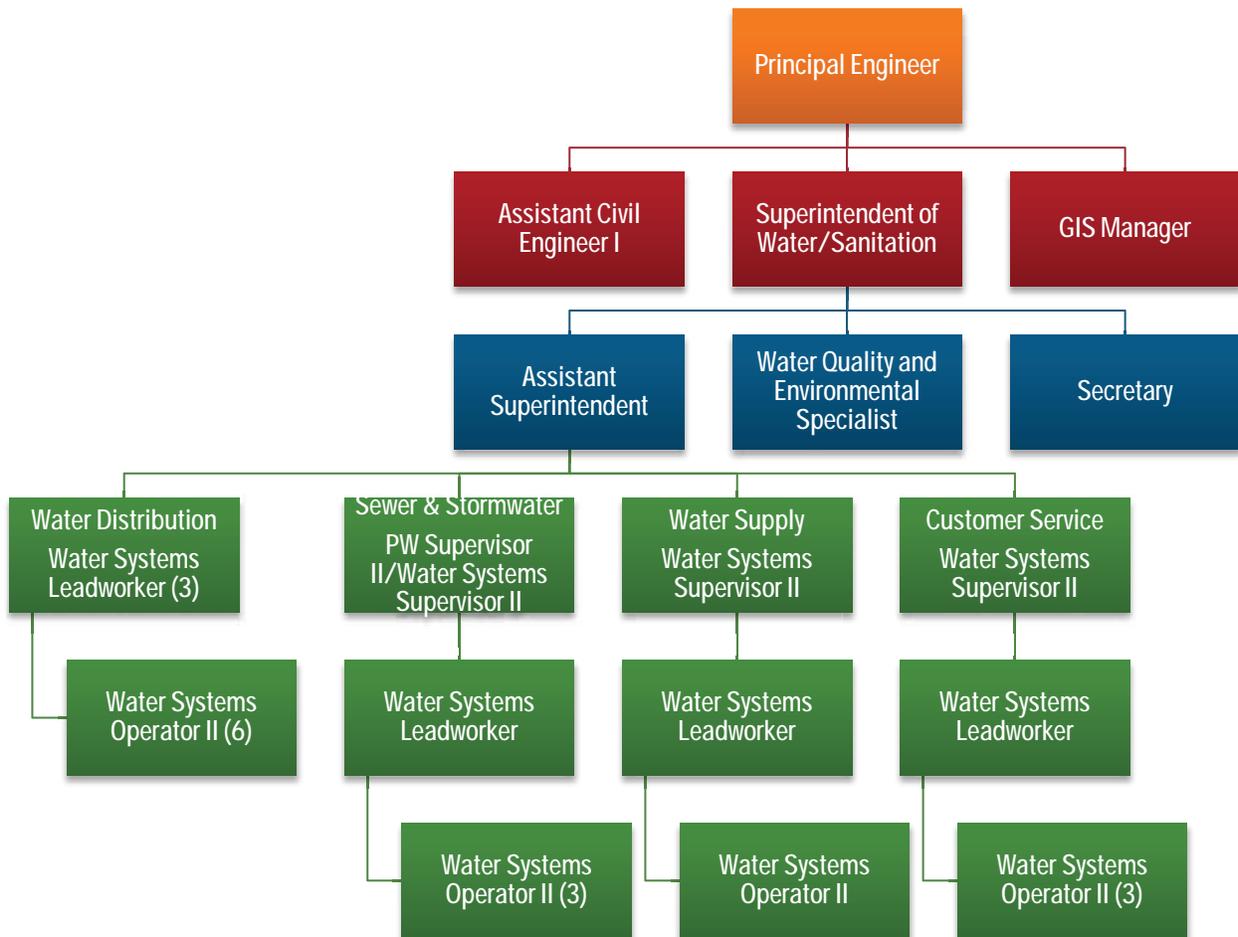
MAINTENANCE

Contractual & Professional Detail

Account			Description	Amount
10	3110	0670	Financial Services for energy-efficiency building upgrades	25,000
10	3110	0700	IT Contract Services	14,600
10	3120	0700	Facility Maintenance - various contract services - plumbing, electrical, masonry, HVAC	15,000
10	3122	0700	Apollo Senior Center Maintenance - various contract services - plumbing, electrical HVAC	9,500
10	3123	0700	Apollo Gym Maintenance - various contract services – (flooring/plumbing/electrical)	2,000
10	3130	0700	Staygreen, Inc. - park landscape improvement and irrigation repair projects	50,000
10	3145	0700	Traffic & Street Maintenance	40,000
24	3125	0700	Columbia Memorial Space Center Building Maintenance - various contract services - plumbing, electrical, HVAC	17,000
10	5915	0700	Parking Structure Maintenance	112,000
55	6225	0700	Nationwide - Transit Center Maintenance - cleaning, washing of depot/bus stops and hardscapes/furnishings	31,300
55	6240	0700	Nationwide - Bus stop maintenance citywide	112,500
62	1731	0670	Fleet Maintenance - annual vehicle maintenance system support fee, ASE membership	3,500
65	3121	0700	Civic Center Maintenance	45,000
65	3121	0670	IT Service Desk Fee	1,875
72	3160	0700	Nationwide – Street Sweeping Services	595,000
Total Detail				\$1,074,275

PUBLIC WORKS UTILITIES

Organizational Chart



PUBLIC WORKS

UTILITIES

Division Summary of Full Time Positions

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18
Assistant Civil Engineer I	1	1	1	0
Associate Civil Engineer (formerly Assistant Civil Engineer I)	0	0	0	1
Assistant Superintendent	1	1	1	1
GIS Manager (formerly Senior Civil Engineer)	0	0	1	1
Principal Engineer	1	1	1	1
Water Systems Supervisor II (formerly Public Works Supervisor II/Water System Supervisor II)	1	1	1	1
Secretary	1	1	1	1
Senior Civil Engineer	1	1	0	0
Superintendent of Utilities (formerly Superintendent of Water and Sanitation)	0	0	1	1
Superintendent of Water and Sanitation	1	1	0	0
Water Quality and Environmental Specialist (formerly Water Systems Technical Supervisor II)	0	1	1	1
Water Systems Leadworker	6	6	6	6
Water Systems Operator III	0	0	0	3
Water Systems Operator II	13	13	13	10
Water Systems Supervisor II	2	2	2	2
Water Systems Technical Supervisor II	1	0	0	0
Total Full Time Positions	29	29	29	29

PUBLIC WORKS

UTILITIES

Division Description

The Utilities Division operates and maintains the City's water, sanitary sewer, and storm water infrastructure which consists of 20 groundwater wells, 3 MWD imported water connections for emergency purposes, 270 miles of water main, 200 miles of sewer main, 1 sewer and 2 storm water lift stations, and various storm water open channels, culverts, drywells, and infiltration basins.

In addition the Utilities Division plans, designs, and develops the City's potable water, recycled water, sewer, and storm water system infrastructure rehabilitation and replacement programs by managing and implementing engineering contracts and studies, preparing plans and specifications, and reviewing designs and improvement plans for developments for compliance with Division standards.

The Division also develops, manages, and implements watershed management and monitoring plans, Green Streets, Low Impact Development (LID), and other policies/programs in order to capture dry and wet weather runoff for infiltration into the ground via best management practices (BMPs) implemented at developments and City projects which raise local water levels to the benefit of the City's groundwater wells while achieving compliance with MS4 permit requirements.

PUBLIC WORKS

UTILITIES

Division Performance Measures

	Actual FY 2014-15	Actual FY 2015-16	Projected FY 2016-17	Planned FY 2017-18
Number of CIP projects completed	5	10	8	8
Projects completed and proposed (\$)	\$2.7M	\$3M	\$5M	\$6M
Number of groundwater wells operated and maintained annually	20	20	20	20
Number of groundwater wells and pump stations rehabilitated/refurbished	4	5	5	5
Acre-feet of recycled water delivered to City customers	738	671	800	825
Acre-feet of potable water delivered to City customers	15,030	13,239	13,610	14,000
Number of backflow prevention devices managed under cross-connection prevention program	435	440	450	460
Number of water distribution and groundwater well water quality samples collected	6,100	6,100	6,100	6,100
Number of miles water distribution piping maintained	270	270	270	270
Number of miles of recycled water distribution piping maintained	6	6	6	6
Number of water distribution valves maintained	5,500	5,550	5,550	5,560
Number of water service lines and/or meters repaired/replaced	700	650	650	700
Number of fire hydrants repaired/replaced	70	65	60	60
Number of Underground Service Alert markings performed	1,808	2,246	1,900	2,000
Number of water distribution valves exercised	700	750	750	750
Number of water meters read on a bi-monthly basis	22,900	22,950	23,000	23,100
Number of catch basins vacuumed/cleaned annually	1,700	1,700	1,700	1,700
Tons of debris removed annually from culverts, cross gutters, catch basins, etc.	207	90	90	90
Number of miles of sewer mains maintained	200	200	200	200
Number of miles of sewer mains cleaned annually under system-wide sewer cleaning program	34	70	75	65
Number of sewer manholes maintained	5,200	5,200	5,200	5,200
Number of sewer manholes treated to control odor complaints and insect growth	1,650	1,650	1,650	1,650

PUBLIC WORKS

UTILITIES

Budget Narrative

This year's budget request proposes a modest decrease to the funding for the operation of the water portion of the Utilities Division, which is primarily due to the State Water Board's mandate to reduce water usage which has resulted in modestly lower pumping costs. The budget request for this year's operation of the sewer, storm water, and sanitation portions of the Utilities Division represents a small increase in comparison to last year's approved budget due to the addition of an annual lease to own payment for new sanitary sewer equipment.

Transfer from Water Fund for Storm Water Engineering/Management Expenses

The City relies on groundwater from aquifers beneath the City to meet 100% of its potable water demands. Reliance on local groundwater vs. more expensive imported Colorado River and State Water Project water has allowed the City to maintain its water rates as one of the lowest in the surrounding area. The City does not treat or disinfect its water. Therefore clean groundwater is very important to the City. Ensuring the reliability of the quality and quantity of this source of water is critical to the City being able to meet its customers' demands into the future while maintaining low water rates.

Downey's water supply and distribution system contributes 100% of the runoff during dry weather conditions from activities and facilities such as landscape irrigation sprinklers, faucets, hoses, flushing, construction, leaks and other with dry weather conditions occurring approximately 92% of the time based on the average number of days with measurable precipitation in the City each year. The City is located within the Los Cerritos Channel, Los Angeles River/Rio Hondo, and Coyote Creek/Lower San Gabriel River watersheds with runoff draining to these receiving waters. The City's means of maintaining compliance with Regional Water Quality Control Board NPDES MS4 permit and Total Maximum Daily Load (TMDL) requirements is predicated on reducing dry and wet weather runoff volumes, via BMPs that reduce runoff by infiltration into the ground and programs such as water conservation, which is the most effective way of reducing runoff and the associated pollutants conveyed into local receiving waters. For years, the City has been one of the leading municipalities in the region in experience with infiltration at developments and City projects as a water quality management strategy.

As previously expressed, Storm Water Engineering/Management program emphases to accomplish reduction in runoff include: participating in various watershed committees; developing, managing, and implementing plans, programs, policies, and projects to reduce runoff volumes; local planning and development BMP compliance and design; inspection and enforcement of BMPs and LID requirements to clean and reduce runoff; compliance litigation; and water quality analysis and reduction in source pollutants. Such efforts have direct benefits to the City's water supply by infiltration of runoff into groundwater aquifers which benefit the City's potable water supply and wells, reduction in runoff source pollutants to help ensure the high quality of the City's groundwater supplies, and in water usage reduction measures such as conservation and smart landscaping which reduce impact on the City's water supplies while in turn reducing runoff volumes. Additionally, the City's water supply has a direct relationship with such runoff compliance efforts as it is the source of all of the City's dry weather flows.

PUBLIC WORKS

UTILITIES

Budget Narrative (Continued)

As in years past, it is a policy decision of the City Proposed through the budget process that revenues generated from the Water Fund will be used to allocate up to the amount of Storm Water Engineering/Management operating expenses budgeted due to the relationship between the City's water supply and runoff discussed above and the benefits received from Storm Water Engineering efforts in the form of: plans, programs, policies, projects, inspection and enforcement which promote the capture, storage, and cleaning of dry weather and wet weather runoff for infiltration into the ground through BMPs implemented at developments and projects which augment local groundwater supply and preserve water quality to the benefit of the City's groundwater wells and supplies; and plans, programs, policies, and projects which reduce dry weather runoff by reducing water usage via promotion of water conservation, smart landscaping, and other subsequently reducing impact on the City's water supplies.

Transfer from Water Fund to General Fund

As in years past, it is a policy decision of the City Proposed through the budget process that revenues generated from the Water Fund to be transferred out to the General Fund should not exceed 1% of the total budgeted General Fund expenditure. The transfer out amount is a value estimate for the amount of goodwill from the general government activities under a concept of intrinsic value. The Water Fund operation enjoys benefits from general government activities that were not included in the direct cost of Water Fund and administrative overhead. Such benefits, for example, would include security and protection provided from public safety, maintenance of city infrastructure (road and street), street sweeping provided by public works, and urban planning provided by community development.

Division Budget Summary

Utilities	Actuals FY 2014-2015	Actuals FY 2015-2016	Adopted Budget FY 2016-2017	YTD Totals FY 2016-2017	Adopted Budget FY 2017-2018
Personnel Services	3,043,590	2,585,901	3,588,097	3,026,185	3,638,487
Operations, Materials & Supplies	8,661,355	7,582,157	8,663,854	5,848,661	9,261,705
Indirect Costs	643,283	684,316	685,579	100,077	726,118
Contract & Professional Services	953,036	860,140	1,463,065	804,780	1,389,500
Capital Improvement	-	29,525	1,067,669	42,703	1,300,000
Grand Total	\$13,301,264	\$11,742,039	\$15,468,264	\$9,822,406	\$16,315,810

PUBLIC WORKS

UTILITIES

Contractual & Professional Detail

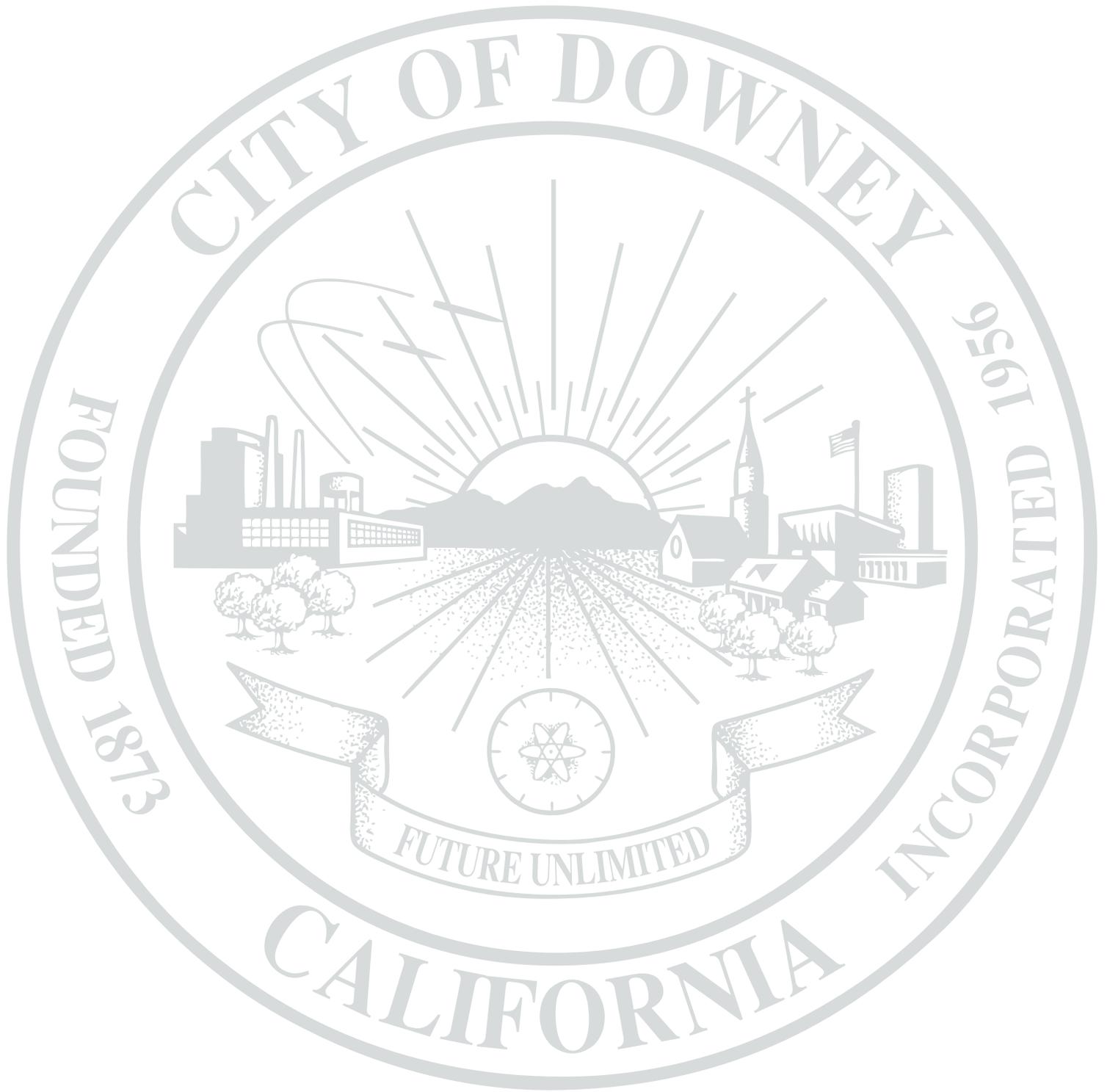
Account			Description	Amount
51	3510	0700	Well water sampling and testing services	24,000
51	3510	0700	Water distribution system sampling and testing services	21,000
51	3510	0700	State Water Resources Control Board annual fees	13,000
51	3510	0700	Central Basin Water Master and Administrative Body annual fees	32,000
51	3510	0700	Consulting and Maintenance Services	20,000
51	3510	0700	Well water discharge permits	2,500
51	3510	0700	ARB/AQMD portable generator fees	2,500
51	3520	0700	Underground Service Alert field marking service	3,000
51	3520	0700	Fire hydrant, valve, and other maintenance contract services	57,000
51	3530	0700	Bee emergency response	3,000
51	3530	0700	Water conservation program	37,000
51	3530	0700	Large meter audit program	30,000
51	3530	0700	Meter testing leak audit	10,000
51	3530	0700	Consumer confidence water quality report	5,000
51	3540	0670	Consulting Services	1,000
51	3540	0700	Maintenance of equipment	8,000
51	3540	0700	Eden software annual maintenance fee	5,000
51	3540	0700	Software licenses and annual maintenance fees	7,000
51	3540	0700	Bank lock box service	45,000
51	3550	0670	American Water Works Association (AWWA) annual member dues	5,000
51	3550	0670	American Public Works Association (APWA) annual member dues	5,000
51	3550	0670	Southeast Water Coalition (SEWC) annual member dues	10,000
51	3550	0670	California Urban Water Conservation Council (CUWCC) annual dues	5,000
51	3550	0670	Other association dues and technical service fees	20,000
51	3550	0700	Consulting engineers	300,000
51	3550	0700	Legislative advocacy	33,125
51	3550	0700	Los Angeles County aerial imagery upgrade	15,000
51	3550	0700	ArcInfo software annual maintenance fee	4,500
51	3550	0700	ArcGIS server software annual maintenance fee	4,500
51	3550	0700	Database software support services	3,750
51	3550	0700	AutoCAD software annual maintenance fee	1,125
51	3550	0700	Innovyze InfoWater software annual maintenance fee	5,000
51	3550	0700	Eden utilities billing software annual maintenance fee	8,250
51	3550	0700	iWater software annual maintenance fee	4,500
51	3550	0700	ArcGIS desktop licenses	9,750
51	3550	0700	SQL server software	6,000
51	3550	0700	XY Maps GIS interface software annual maintenance fee	1,500
51	3550	0700	GIS internet bandwidth increase	1,800
51	3550	0700	GPS device software annual maintenance fee	750
51	3550	0700	ESRI Arc spatial analyst software annual maintenance fee	450

PUBLIC WORKS

UTILITIES

Contractual & Professional Detail (continued)

Account			Description	Amount
72	3150	0700	Storm water lift station rehabilitation and maintenance	10,250
72	3150	0700	Cleaning of storm water dry wells, culverts, and holding basins at lift stations including disposal of debris	10,250
72	3150	0700	Catch basin insert cleaning contract services	37,000
72	3155	0700	Sewer manhole insecticide application (~1,650 manholes annually)	38,000
72	3155	0700	State Water Resources Control Board (SWRCB) annual sewer NPDES fee	12,000
72	3155	0700	Root control	12,000
72	3155	0700	Consulting/contracting services	32,375
72	3155	0700	Los Angeles County aerial imagery upgrade	5,000
72	3155	0700	ArcInfo software annual maintenance fee	1,500
72	3155	0700	ArcGIS server software annual maintenance fee	1,500
72	3155	0700	AutoCAD software annual maintenance fee	375
72	3155	0700	Eden utilities billing software annual maintenance fee	2,750
72	3155	0700	iWater software annual maintenance fee	1,500
72	3155	0700	Database software support services	1,250
72	3155	0700	ArcGIS desktop licenses	3,250
72	3155	0700	SQL server software	2,000
72	3155	0700	XY Maps GIS interface software annual maintenance fee	500
72	3155	0700	GIS internet bandwidth increase	600
72	3155	0700	GPS device software annual maintenance fee	250
72	3155	0700	ESRI Arc spatial analyst software annual maintenance fee	150
72	3182	0670	Los Cerritos Channel Watershed TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	40,000
72	3182	0670	Los Angeles River/Rio Hondo Watershed TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	120,000
72	3182	0670	Lower San Gabriel River/Coyote Creek Watershed TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	60,000
72	3182	0670	Harbor Toxics TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	3,000
72	3182	0670	Gateway Integrated Regional Water Management JPA annual dues	15,000
72	3182	0670	Misc professional and technical services	100,000
72	3182	0670	Storm Water Program Management and TMDL/MS4 Permit compliance consulting engineering services	105,000
72	3182	0700	MS4Front Storm Water Program Best Management Practices (BMP) and Low Impact Development (LID) software annual maintenance fee	3,000
TOTAL DETAIL				\$1,389,500



CAPITAL IMPROVEMENT PROJECTS



Capital Improvement Project Overview

Five Year Projection ❖ Streets

Traffic Safety ❖ Public Facilities

Water Utility ❖ Sewer & Storm Drain

CAPITAL IMPROVEMENT PROJECTS

Overview on Capital Improvement

Capital projects are long-term improvement and maintenance programs designed to preserve the City's physical systems and facilities. The programs are broad, and include land and building acquisitions, development of off-street parking, street and sidewalk rehabilitation, sewer reconstruction, public lighting projects, affordable housing development, and park acquisition and renovations.

Both capital improvement and capital maintenance projects are included in this document. Capital improvements enhance economic development by attracting new businesses and new customers, bringing increased vitality to the City. Easily identified, frequently controversial, usually specific to a particular location, capital improvements are often the most visible municipal activities.

On the other hand, capital maintenance is a City service commonly taken for granted. Most users do not recognize the deterioration of a facility or roadway until significant damage has been done. This makes capital maintenance easy to postpone when budgets are tight and demand for more visible City programs and services is high. Delays in maintenance, however, create greater costs in future years, because expensive reconstruction or replacement of assets must supplant more inexpensive preservation efforts. The vast majority of Downey's Capital Improvement Project plan consists of capital maintenance.



Project Funding

Capital projects may be funded from several sources, including operating capital, grants, joint agency endeavors, public/private partnerships, special district projects, and debt financing. Operating capital is appropriated from the unreserved balances and annual revenues of various funds; joint agency projects are those funded by the City and another government.

Tax increases and special districts have historically been used to fund capital projects; however, legislation now places substantial restrictions on Cities' abilities to raise revenues in these ways. Special taxes must be approved by a two-thirds vote of the electorate; general taxes must be approved by a majority vote of the electorate. Staff therefore remains diligent in searching out grants and other financing partnerships.

The City has channeled federal and local funds to purchase properties for low- and moderate-income housing; purchased replacement buses for the DowneyLink; planted hundreds of street trees; installed various traffic mitigation and control measures; implemented accessibility features for disabled constituents on sidewalks, parks, and in public buildings; and invested heavily in maintenance of current buildings, streets and sidewalks.

CAPITAL IMPROVEMENT PROJECTS

Projects Types

There are several broad types of City projects: Streets, Traffic Safety, Public Facilities, Water Utilities and Sewer & Storm Water. Funds are used for acquisition, construction, engineering, maintenance and rehabilitation projects.

The Department of Public Works administers the building projects for most City Facilities. This Department also coordinates the street tree planting program and vehicle replacement. Sewer system projects are the responsibility of the City Engineer. The City Engineer is responsible for various Street and Roadway Improvements. The affordable housing projects are the responsibility of the Community Development Department.

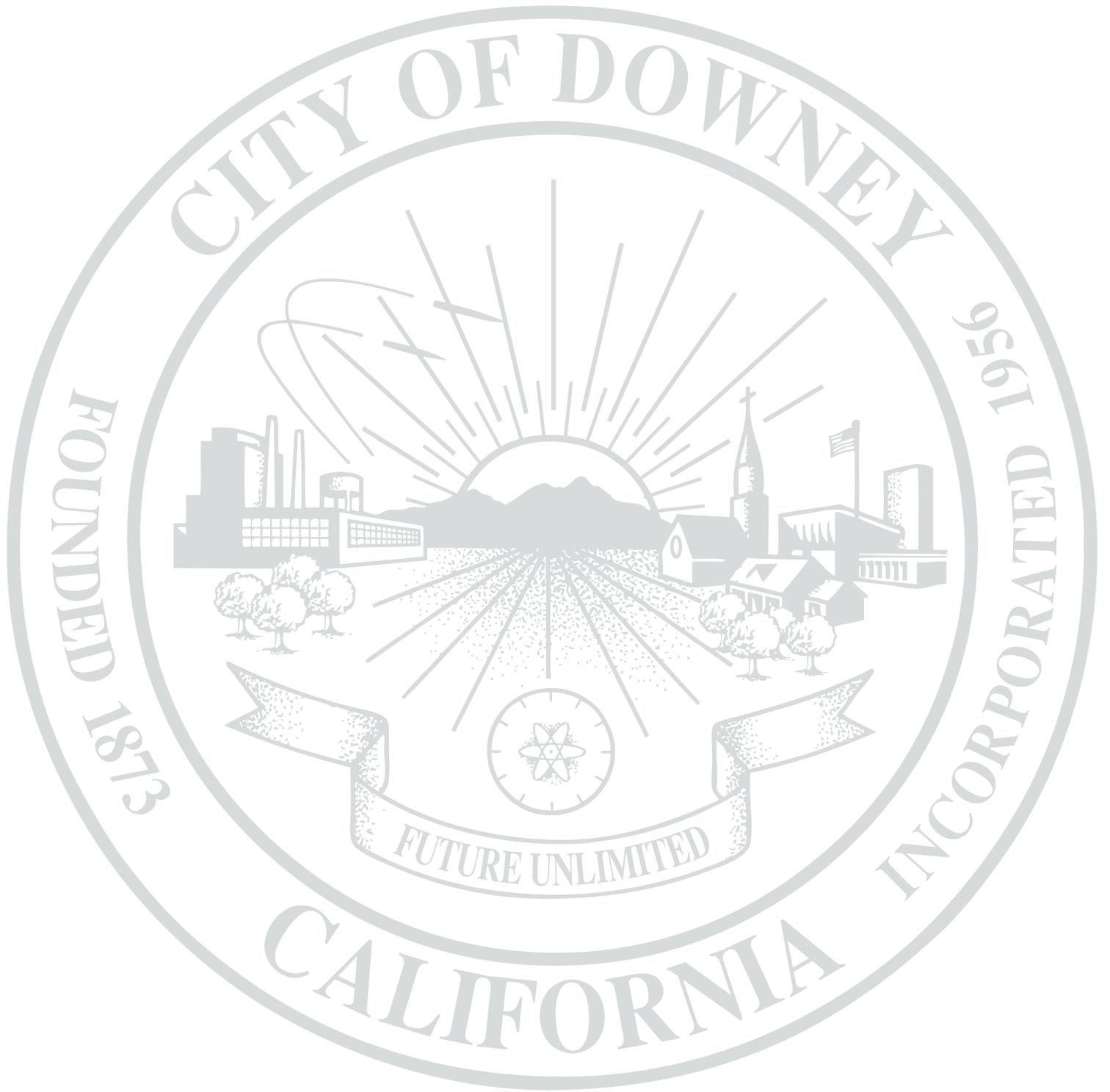
All projects are rated according to the following priority levels:

- Priority 1: The project is urgent and/or mandated, and must be completed quickly. Failure to address the project will impact the health, safety, or welfare of the community, or have a significant impact on the financial well-being of the City. The project must be initiated or financial/opportunity losses will result.
- Priority 2: The project is important and addressing it is necessary. The project impacts safety, law enforcement, health, welfare, economic base, and/or the quality of life in the community.
- Priority 3: The project would enhance the quality of life and would provide a benefit to the community. Completion of the project would improve the community providing cultural, recreational, and/or aesthetic effects.
- Priority 4: The project would be an improvement to the community, but need not be completed within a five-year capital improvement program.



General Fund Operational Impacts

The vast majority of projects in the City's five year capital improvement project plan are capital maintenance projects with no future net impact on the general fund operating budget. In a few cases, there may be some minor savings due to increased energy efficiency or a reduction of water use. Where there will be operational impacts (i.e., landscaping services required after the installation of a new landscaped median) those costs have been noted in the chart depicting CIP project cost projections over the next five years.



CAPITAL IMPROVEMENT PROJECTS

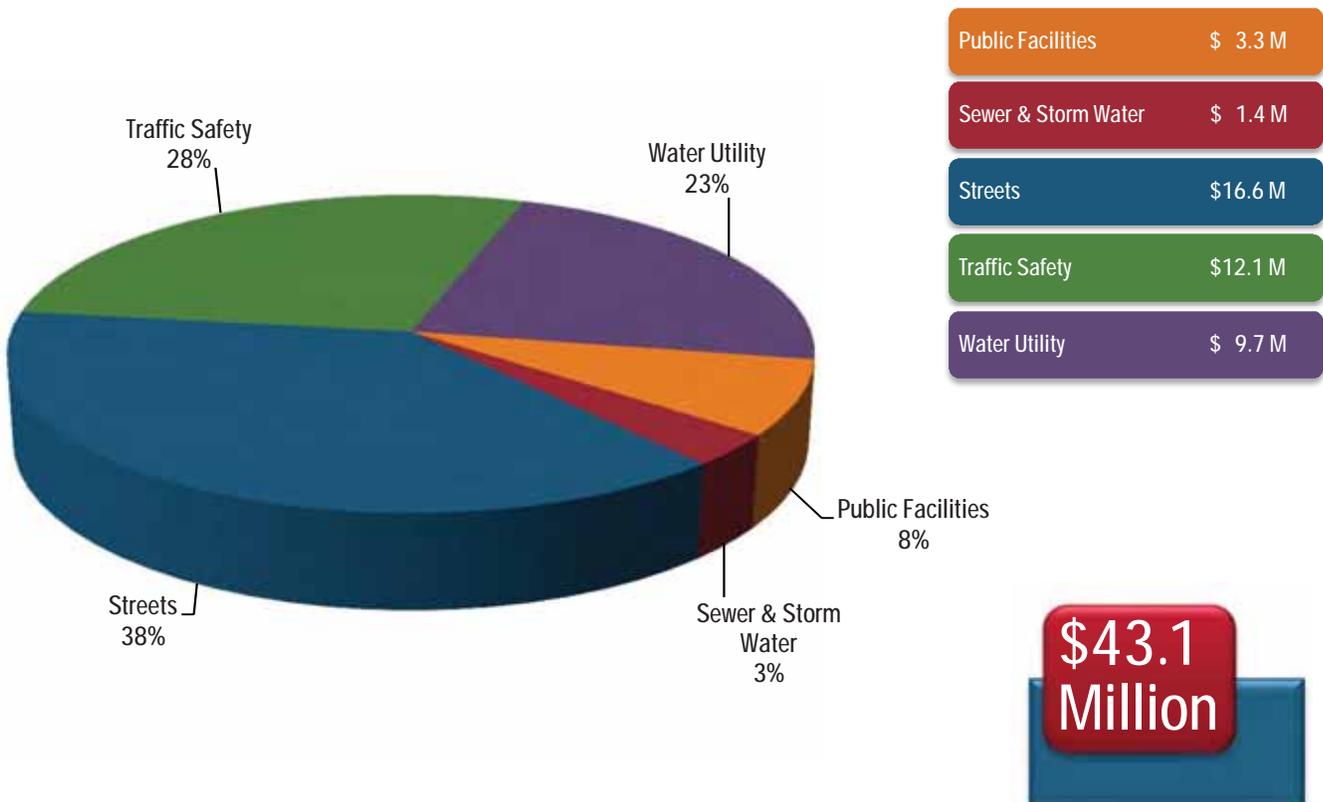
FIVE YEAR PROJECTION

Capital Budget Summary

The Fiscal Year 2017-2018 Adopted Capital Improvement Budget is summarized by project category and fund below:

Project Type	Adopted Budget FY 2017-2018	Projection FY 2018-2019	Projection FY 2019-2020	Projection FY 2020-2021	Projection FY 2021-2022
Public Facilities	\$ 3,283,704	\$ 1,565,000			
Sewer & Storm Water	\$ 1,430,000	\$ 1,130,000	\$ 1,130,000	\$ 1,130,000	\$ 1,130,000
Streets	\$ 16,550,592	\$ 23,908,400	\$ 21,386,000	\$ 10,600,000	\$ 8,400,000
Traffic Safety	\$ 12,121,641	\$ 5,969,500	\$ 3,369,900	\$ 2,069,300	\$ 200,000
Water Utility	\$ 9,748,114	\$ 7,200,000	\$ 3,000,000	\$ 3,500,000	\$ 3,500,000
Grand Total	\$ 43,134,051	\$ 39,772,900	\$ 28,885,900	\$ 17,299,300	\$ 13,230,000

Total Capital Improvement Projects for FY 2017-2018 by Project Type



CAPITAL IMPROVEMENT PROJECTS

FIVE YEAR PROJECTION

Total Capital Improvement Projects for FY 2017-2018 by Fund

Fund	Public Facilities	Sewer & Storm Water	Streets	Traffic Safety	Water Utility	Grand Total
22- AQMD Fund						
23- L&L District Fund				484,875		484,875
25- TDA III			74,000			74,000
26- Grant Fund	2,070,550	-	9,092,262	10,001,256	148,114	21,312,182
30- CIP Grant Fund			459,565	434,000		893,565
32- SB1 Fund			476,000	478,812		954,812
33- Measure S						
38- Vehicle Impact			2,260,765			2,260,765
40- Capital Projects Fund	1,145,617					1,145,617
51- Water Fund			950,000		9,600,000	10,550,000
54- Prop C* Local Return			650,000	102,448		752,448
55- Prop A Local Return						
56- Measure R Local Return			1,251,000	620,250		1,871,250
57- Measure M			1,337,000			1,337,000
72- Sewer/ Storm Fund		1,430,000				1,430,000
Total Requested	\$ 3,283,704	\$ 1,430,000	\$16,550,592	\$12,121,641	\$ 9,748,114	\$43,134,051



CAPITAL IMPROVEMENT PROJECTS

STREETS



The Streets section of the Capital Improvement Program contains various capital projects related to the improvement, rehabilitation and preservation of the City's streets, sidewalks and bridges. Projects within this category specifically include street and intersection widening projects, pavement rehabilitation projects involving asphalt overlay or slurry seal, new sidewalk construction or replacement, bridge replacement or rehabilitation and corridor beautification. In addition, the City's participation in technical forums involving regional transportation projects including the Interstate 5 Highway Joint Powers Authority as well as the Interstate 710 Highway Expansion Project and the State Route 91/Interstate 605 Highway/Interstate 405 Highway Major Corridor Study Technical Advisory Committees is funded out of this section of the Capital Improvement Program.

CAPITAL IMPROVEMENT PROJECTS

STREETS

Account No.	Project Title	General Fund Impacts	Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
16601	Paramount Blvd. at Firestone Blvd. Improvements	N/A	1	\$ 60,000	\$ -	\$ -	\$ -	\$ -
16605	Bellflower Blvd At Imperial Hwy Imprvmts	N/A	1	\$ 20,000	\$ -	\$ -	\$ -	\$ -
16624	Bridge Improvements	N/A	1	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
16628	Old River School Rd. Pavement Rehab (Imperial Hwy to Arnett St.)	N/A	1	\$ 2,570,762	\$ -	\$ -	\$ -	\$ -
16692	Firestone Blvd At Lakewood Blvd Intersection	N/A	2	\$ 2,700,000	\$ 1,275,000	\$ 1,275,000	\$ -	\$ -
16693	Florence Ave Bridge Rehab At Rio Hondo River	N/A	2	\$ 364,000	\$ 921,000	\$ 920,000	\$ -	\$ -
16697	Pavement Rehab. at Various Locations (bus routes)	N/A	2	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
16710	Florence Ave Bridge Replcmnt At San Gabriel River	N/A	2	\$ 218,000	\$ 7,000,000	\$ 7,000,000	\$ -	\$ -
16715	Pavement Rehab (Firestone Blvd. - Florence Ave. - Imperial Hwy. to Gardendale St.)	N/A	1	\$ 1,316,000	\$ -	\$ -	\$ -	\$ -
17728	Vacated Adjacent To I-5 Freeway (Dollison Dr.)	\$1,800 per year	2	\$ 70,000	\$ -	\$ 600,000	\$ -	\$ -
17802	Lakewood Blvd Impr Phase 3C Gallatin Rd. To Telegraph Rd.	N/A	1	\$ 3,875,000	\$ -	\$ -	\$ -	\$ -
17804	I-5 Florence Ave. Improvements	N/A	2	\$ 20,000	\$ 10,000	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECTS

STREETS

Account No.	Project Title	General Fund Impacts	Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
17806	Telegraph Traffic Throughput & Safety Enhancements - (Lakewood Blvd/Rosemead Blvd. to West City Limit and Passons Blvd. to East City Limit) Phase II	\$2,800 per year	2	\$ 733,500	\$ 3,628,400	\$ 391,000	\$ -	\$ -
NEW	and West of Downey Ave)	N/A	3	\$ -	\$ 67,000	\$ -	\$ -	\$ -
NEW	FY 17-18 thru FY 21-22 Annual Pedestrian Improvements/New Sidewalk/Ramp Construction	N/A	1	\$ 300,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
NEW	FY 17-18 thru FY 21-22 Annual Residential Street Resurfacing	N/A	1	\$ 1,460,765	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
NEW	FY 17-18 thru FY 21-22 Annual Slurry Seal, Program	N/A	1	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
NEW	Pavement Rehab (Paramount Blvd. - Brookshire Ave.)			\$ -	\$ 2,207,000			
NEW	Pavement Rehab (Brookshire Ave. - San Gabriel River)	N/A	2	\$ -		\$ 2,100,000		
NEW	Woodruff Avenue Pavement Rehab (Stewart & Gray Rd. - Foster Rd.)	N/A	2	\$ -			\$ 2,500,000	
NEW	Imperial Hwy Pavement Rehab (Downey Ave. - East City Limit)	N/A	2	\$ -		\$ 1,200,000	\$ 1,200,000	
NEW	Stewart & Gray Road Pavement Rehab (ORSR- Lakewood Blvd. & Woodruff Ave. - Firestone Blvd.)	N/A	2	\$ -	\$ 1,900,000			

CAPITAL IMPROVEMENT PROJECTS

STREETS

Account No.	Project Title	General Fund Impacts	Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
NEW	Downey Avenue Pavement Rehab (Stewart & Gray Rd. to Imperial Hwy.)	N/A	2	\$ -		\$ 1,000,000		
NEW	Paramount Blvd. Pavement Rehab (Alamenda St. - Gardendale St.)	N/A	2	\$ -				\$ 1,500,000
NEW	Utility Relocation	N/A	1	\$ 278,000	\$ -	\$ -	\$ -	\$ -
NEW	ADA Transition Plan Implementation (Phase 1)	N/A	1	\$ 200,000				
NEW	Tweedy Lane (Florence to Suva) Pavement Rehabilitation	N/A	2	\$ 375,000				
17823	FY 16-17 Residential Street Resurfacing	N/A	1	\$ 1,589,565	\$ -	\$ -	\$ -	\$ -
Grand Total				\$ 16,550,592	\$ 23,908,400	\$ 21,386,000	\$ 10,600,000	\$ 8,400,000

CAPITAL IMPROVEMENT PROJECTS

TRAFFIC SAFETY



The Traffic Safety section of the Capital Improvement Program contains various capital projects related to enhancing traffic safety, capacity and operational efficiency of the City's transportation circulation system as well as preserving the integrity of the City's neighborhoods. Specific projects included in this category are the expansion of the City's traffic signal communications system, new traffic signal installations and upgrades and the construction of new raised median islands.



CAPITAL IMPROVEMENT PROJECTS

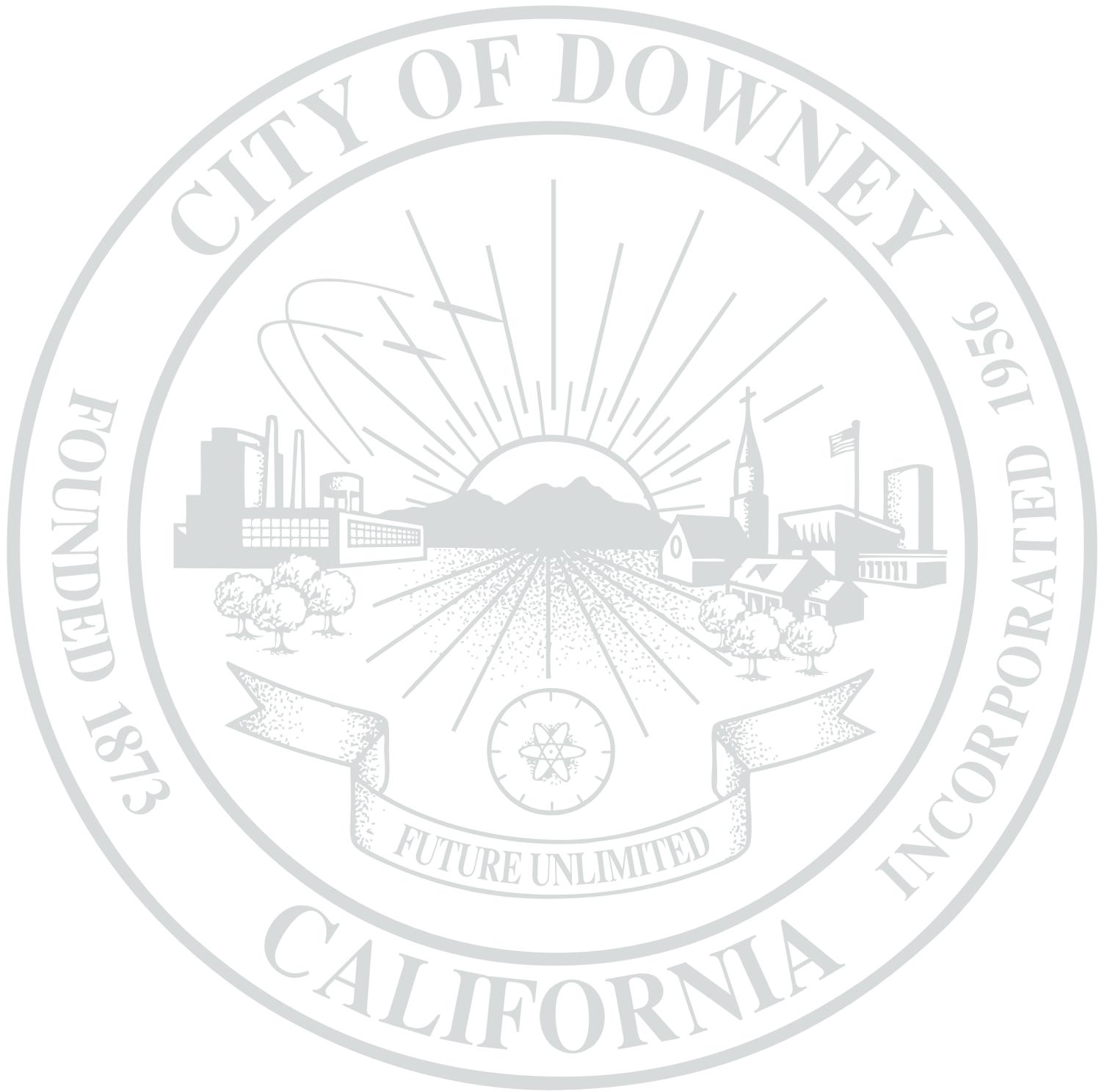
TRAFFIC SAFETY

Account No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
16454	Traffic Safety Improvement Program	N/A	1	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
16700	Signal Fo Comm System	N/A	1	\$ 602,448	\$ -	\$ -	\$ -	\$ -
16701	Paramount Blvd Median (Firestone Bl - Imperial Hwy)	\$2,400 per year	1	\$ 708,728	\$ -	\$ -	\$ -	\$ -
16702	Paramount Blvd Median (Firestone Bl - Florence Ave)	\$1,200 per year	1	\$ 667,140	\$ -	\$ -	\$ -	\$ -
16704	Florence Ave/ORSR Traffic Signal Upgrade	N/A	1	\$ 70,250				
16705	Bellflower Blvd/Foster Road Traffic Signal Upgrade	N/A	1	\$ 56,250				
16706	Rd Traffic Signal Upgrade	N/A	1	\$ 62,500				
16707	Firestone Blvd/Woodruff Ave Traffic Signal Upgrade	N/A	1	\$ 60,000				
16708	Lakewood Blvd/Florence Ave Traffic Signal Upgrade	N/A	1	\$ 65,750				
16709	Imperial Hwy/Downey Ave Traffic Signal Upgrade	N/A	1	\$ 45,500				
17708	Citywide - Striping Of All Major Roadways	N/A	1	\$ 94,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
17717	Median (ORSR - West City Limit)	\$1,500 per year	1	\$ 1,523,000	\$ -	\$ -	\$ -	\$ -
17718	Paramount Blvd. at 3rd, 5th and 7th St. Traffic Signal Upgrade	N/A	1	\$ 201,000				
17729	Street Name Sign Replacement	N/A	1	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -
17808	Lakewood/Rosemead Corridor Study	N/A	3	\$ 65,000	\$ -	\$ -	\$ -	\$ -
NEW	Imperial Hwy Signalization and Safety Enhancements	N/A	1	\$ 1,243,100	\$ 150,000	\$ 1,093,100	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECTS

TRAFFIC SAFETY

Account No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
NEW	Bike Master Plan Implementation-Phase 1	N/A	2	\$ -	\$ 289,000	\$ 857,000	\$ 1,719,300	
17825	Woodruff Avenue Fiberoptic Communications & Traffic Signal Upgrades Project	N/A	2	\$ 90,000	\$ 833,000	\$ -	\$ -	\$ -
17826	Citywide Transit Priority System	N/A	2	\$ 50,000	\$ 687,400	\$ 1,069,800	\$ -	\$ -
17827	Bike Share and Safety Education Program	\$90,000 per year	1	\$ 199,000	\$ -	\$ -	\$ -	\$ -
17828	Lakewood Blvd. LED Lighting Retrofit & Pole Painting	N/A	1	\$ 869,875	\$ -	\$ -	\$ -	\$ -
17829	Regional Corridor Study	N/A	2	\$ 25,000	\$ -	\$ -	\$ -	\$ -
17830	Paramount Blvd. Signalization & Safety Enhancements	N/A	2	\$ 1,928,300	\$ 1,778,300	\$ -	\$ -	\$ -
17831	Stewart & Gray Rd. Signalization & Safety Enhancements	N/A	2	\$ 2,031,800	\$ 1,881,800	\$ -	\$ -	\$ -
17832	South Downey Safe Routes to School Project	N/A	2	\$ 516,000	\$ -	\$ -	\$ -	\$ -
17833	Pedestrian Circulation Study	N/A	2	\$ 310,000	\$ -	\$ -	\$ -	\$ -
17834	Management Center Upgrade	N/A	1	\$ 387,000				
Grand Total				\$ 12,121,641	\$ 5,969,500	\$ 3,369,900	\$ 2,069,300	\$ 200,000



CAPITAL IMPROVEMENT PROJECTS

PUBLIC FACILITIES



Each year, the Public Works Department develops a specific Capital Improvement Program (CIP) to address future facility needs. The CIP assesses requirements for new facilities, renewals of existing facilities, infrastructure management and other facility-related needs. Following the City's required bidding/contract processes, these public facility improvements will be completed within FY 2018-19. These projects have been identified as a priority due to the need to address safety and/or compliance conditions; as well as replace deteriorating/aging infrastructure. Engineering and Maintenance staff is tasked with the responsibility of carrying out these projects to completion.



CAPITAL IMPROVEMENT PROJECTS

PUBLIC FACILITIES

Account No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
17665	Structure Safety Repairs And Replacement	\$2,500 per year	1	\$ 86,000				
17706	Wilderness Park Improvement	N/A	3	\$ 2,055,000				
17711	Golf Course Building & Patio Improvement	\$2,300 per year	1	\$ 54,050				
17712	Golf Course Walkways And Adjacent Sidewalk Improvement	\$1,000 per year	1	\$ 7,000				
17713	Golf Course Driving Range Improvements Including Outdoor Sound And Music	\$1,500 per year	1	\$ 35,190				
17726	Furman Park Walking Trail Project Phase II	\$9,600 per year	1	\$ 155,000				
17727	Apollo Park Walking Trail Project Phase II	\$9,600 per year	1	\$ 86,550				
17816	Civic Theater Miscellaneous Improvements (sound system upgrade, banners and up-lighting)	\$4,000 per year	1	\$ 237,377				
NEW	Fleet Management Software Upgrade	N/A	1	\$ -	\$ 15,000			
NEW	Fuel management system upgrade	N/A	1	\$ -	\$ 50,000			
NEW	Furman Park Sprinkler irrigation Replacement	N/A	3	\$ -	\$ 600,000			
NEW	Rehabilitation Maintennce Yard	N/A	2	\$ -	\$ 150,000			
NEW	Reclaim main extension Furman Park	N/A	3	\$ -	\$ 750,000			
NEW	Fuel Dispenser and Canopy Replacement	N/A	1	\$ 50,000				
NEW	Futsal at Furman Park	N/A	1	\$ 450,000				
7812	Electric Vehicle Charging Stations	N/A	1	\$ 67,537				
Grand Total				\$ 3,283,704	\$ 1,565,000			

CAPITAL IMPROVEMENT PROJECTS

WATER UTILITY



Each year, the City's aging water infrastructure is reassessed against current policies and programs in order to prioritize and develop a list of water rehabilitation and replacement projects necessary to continue providing high quality, reliable water service. The following Water Utility Capital Improvement Projects (CIPs) represent the FY 2017-18 funding necessary for the planning, design, construction, and administration of potable and recycled water distribution and supply system improvement projects necessary to continue meeting the demands of the City's water customers into the future.



CAPITAL IMPROVEMENT PROJECTS

WATER

Account No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
16583	Site Environmental Remediation/Ground water Protection at 9255 Imperial Hwy.	N/A	3	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
18606	Water Meter Replacement	N/A	1	\$ 948,114	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
18642	Water Well Refurbishment	N/A	1	\$ 500,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
18647	Telemetry System Modifications	N/A	1	\$ 200,000	\$ -	\$ -	\$ -	\$ -
18654	Mains (Design & Const)	N/A	1	\$ 800,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
18655	Transmission System Valve Replacement	N/A	1	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
18665	New Water Well	\$25,000 per/yr from Water Enterprise Fund	2	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -
18666	Well/Yard Site Security	N/A	2	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
18674	Water Infrastructure Rehabilitation	N/A	1	\$ 1,885,000	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	\$ 2,500,000
NEW	Potable Water System Improvements (Imperial Hwy to Arnett St.)	N/A	1	\$ 865,000	\$ -	\$ -	\$ -	\$ -
17840	Brookshire Ave. Potable Water System Improvements	N/A	1	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Grand Total				\$ 9,748,114	\$ 7,200,000	\$ 3,000,000	\$ 3,500,000	\$ 3,500,000

CAPITAL IMPROVEMENT PROJECTS

SEWER AND STORM WATER



As with the City's water infrastructure, the City's sanitary sewer and storm water collection system rehabilitation and replacement needs are compared against current policies and programs on an annual basis in order to prioritize and develop a list of projects necessary to continue providing high quality, reliable sanitary sewer and storm water collection service. The following Sewer and Storm Water Capital Improvement Projects (CIPs) represent the FY 2017-18 funding necessary for the planning, design, construction, and administration of sanitary sewer and storm water system improvement projects necessary to continue meeting the sewer collection and storm water runoff demands of the City's customers into the future and to help ensure compliance with State Water Resources Control Board storm water and urban runoff regulations and other regulatory requirements of these wastewater collection systems.

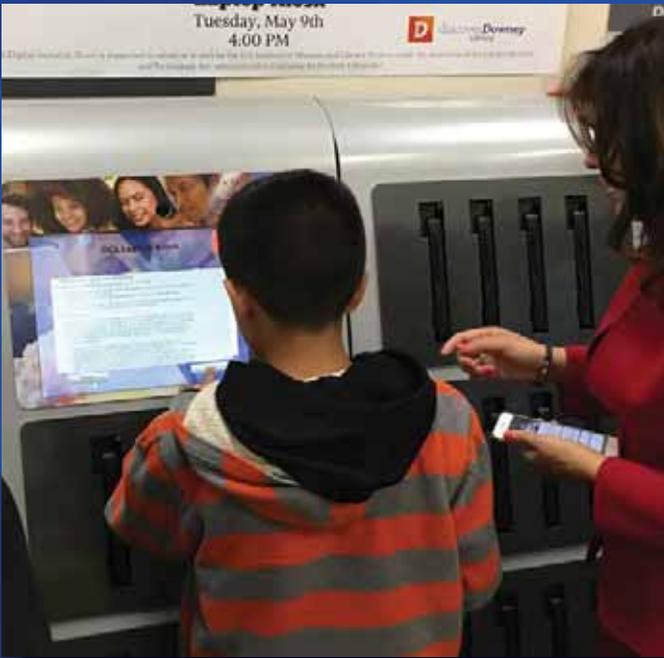


CAPITAL IMPROVEMENT PROJECTS

SEWER & STORM WATER

Account No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
13944	Storm Drain Repair (Mtd)	N/A	1	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
13983	Pollution Discharge Elimination System	\$1,000 per/yr split General Fund & Sewer/Stormwater Fund		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
13999	Sewer Main Rehab & Repair	N/A	1	\$ 700,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
14010	Sewer Video Assessment	N/A	1	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000
14011	Refurbish Storm Drain Lift Station	N/A	1	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
14012	Catch Basin Inserts	per year split between General Fund and Sewer/	1	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Grand Total				\$ 1,430,000	\$ 1,130,000	\$ 1,130,000	\$ 1,130,000	\$ 1,130,000

APPENDICES



Budget Practices & Calendar

Forecasting of General Fund Revenue & Expenses

Fiscal Policies ❖ Glossary of Terms

Budget Resolution

APPENDIX A

BUDGET PRACTICES

The City's budget is a reflection of City policies, goals, and priorities. The fiscal policies adopted by the Council provide the framework for the City's budget development, and include:

1. Focusing on the long-term fiscal health of the City.
2. Building a prudent reserve;
3. Developing long-term strategies to reduce unfunded liabilities;
4. Controlling labor costs while minimizing layoffs;
5. Allocating one-time revenue for one-time expenses;
6. Requiring enterprise and grant funds to balance and new programs to pay for themselves; and
7. Any new expenditure requiring either additional revenue or expenditure reductions.

Budget Development Process - Overview

The budget process assigns resources to the goals, objectives, and community priorities set by the City Council. New programs are added based on Council service and program priorities. Under the City Charter, the City Manager prepares and recommends to the City Council an operating budget and a capital improvements budget for consideration and adoption.

The annual budget cycle begins in January with the development and adoption of the City Council's priorities and goals for the upcoming fiscal year. Subsequently, budget development instructions, including policy directives, are prepared for staff. Next, a budget development calendar is prepared and presented to Council for the budget preparation. The Department heads meet with the City Manager and Finance Director to reviews and evaluate the baseline budgets and the supplemental requests, with the purpose of fulfilling City Council goals and objectives, improving management effectiveness and service delivery, or increasing productivity.

The City Manager then develops a balanced budget proposal for submission to the Budget Subcommittee. Following recommendations from the City Council's Budget Subcommittee, the Mayor and City Council are presented with the City Manager's balanced budget proposal at a budget workshop in late May or early June of each year. Copies of the City Manager's Proposed Budget are also distributed to all City Departments, and are made available to the general public through the City's website prior to the budget workshop. Through Council authorization, a budget hearing date is set in June.

With the budget workshop and the formal public hearing for adoption, the City Council has held at least 2 formal public meetings regarding the budget. Budget amendments are considered for incorporation into the proposed budget prior to the formal budget adoption. The Council adopts the budget by June 30 with the passage of a resolution following a public hearing noticed in the appointed adjudicated newspaper. A separate resolution is set with the annual appropriations limit and a third resolution sets the fees for the fiscal year.

Throughout the year, supplemental appropriations can be approved through minute action or a resolution approved by a simple majority vote of the Council. With the exception of transfers between personnel costs and operations/services costs, the City Manager is authorized to transfer amounts between or within departments or programs within any fund. The Council must approve any transfer which alters the total appropriations on any fund.

APPENDIX A

BUDGET PRACTICES

The budget is intended to be a flexible document representing revenue and expenditure data. The current document presents audited actual data for FY 2015 and FY 2016, the adopted and year-to-date budget figures for FY 2017 and the adopted figures for 2018.

Budget Timeline

The budget for the City of Downey is designed to serve four major purposes:

- Comply with legal requirements for charter law cities in the State of California;
- Provide an operations guide for administrative staff in the management and control of fiscal resources;
- Present the City's financial plan for the ensuing fiscal year, itemizing projected revenues and estimated expenditures; and
- Be a resource to citizens who wish to understand the operations and costs of City services.

The budget calendar can be divided into several overlapping phrases.

Priorities Establishment, the first phase, is the process undertaken by the City Council, in which Council enumerates ongoing programs, new concerns and marquee initiatives, and begins to prioritize each of these policy-level decisions for potential inclusion in the upcoming fiscal year budget.



In the **Policy/Strategy Development** phase, the City Management Team uses the Council's key policy issues to determine staff objectives that must be accomplished in order for the City to achieve its long-range strategic goals.

January-February: As part of the mid-year budget and work plan review, Council approves various program funding increases and staffing level changes that provide direction and focus for development of the upcoming budget. Finance staff develops revenue projections, operating allocations and initial staffing costs. Management meetings are held to discuss the overall economic outlook for the coming year, short and long term constraints and opportunities available to the City, implementation of goals, cross-departmental projects, etc.

APPENDIX A

BUDGET PRACTICES

In the **Budget Development** phase, Department Directors and Division Managers develop budgets that meet work plan and program objectives. Division budget requests are divided between regular costs, which fund existing levels of service (adjusted for inflation) and new requests for resources to undertake new projects. Departments present their requested budget, work plan and program objectives to the City Manager. Requests are reviewed to ensure that they meet the City needs and Council's priorities while maintaining the fiscal integrity of the City.



March-April: Divisions submit Operating Budget and Capital Project Requests to Finance. Finance Department provides City Manager with comprehensive budget requests, preliminary figures and outline of significant issues. Departments meet with City Manager and Finance to discuss and revise budget and update narratives.

May-June: City Manager and Finance Department resolve any shortfalls between proposed expenditures and proposed revenues. The Preliminary Budget, which includes the City Manager's recommended budget is finalized and presented to the Budget Subcommittee, the City Council at a budget workshop, and to the public in printed document form and on the City's website.



In the **Budget Adoption** phase, Council and the public review the recommended budget, to see how each Department has incorporated Council's long-term goals and objectives into its work plan. The public has the opportunity to comment on the budget and request revisions. Council reviews priorities and ensures the budget is balanced and meeting the needs of the City, then approves the Budget.

June: At the next regular City Council meeting following the Budget Workshop, the budget is presented to Council, major issues facing City are discussed and the Council and public has the opportunity to ask questions and comment.

APPENDIX A

BUDGET PRACTICES

In the **Implementation** phase, any Council changes to the preliminary budget are incorporated into the final budget document. The document is then distributed to the public via the City's website or in hard copy by request to the City Clerk.

July-August: The Finance Department posts the Approved Budget in City's financial software system. The City uses Encumbrance Accounting to designate funds for purchase orders, contracts and other commitments, until actually expended. Encumbered funds for products and services approved in the prior year but not yet received or completed are carried over into the new fiscal year's budget upon request by each Department, but the related budget authority is subject to re-appropriation by the City Council. Prior year unexpended funds for capital projects are also rolled over to the new fiscal year. The Approved Budget is printed and posted on the City's website.



In the **Monitoring & Feedback** phase, emailed monthly reports as well as online, on-demand reports provide Department Directors and Division Managers information regarding their actual expenditure amounts (monthly and year-to-date), along with their approved budget. These reports also show the total amount of encumbered funds and calculate the remaining unobligated budget. The City's accounting software allows staff to view and print detailed budget and expenditure reports whenever necessary. Making financial information readily available, when combined with the City's fiscal policies and internal controls, enables Departments to be accountable for budget compliance throughout the year. The City Council's budget subcommittee meets regularly to hear briefings on the budget and revenue trends and provide direction to staff.



During the year, the budget is amended as necessary to meet the needs of the City. The City Council has the legal authority to amend the budget at any time. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will have neither a significant policy impact nor affect budgeted year-end fund balances (fund level of budget control).

The budget is reviewed in January of each year and a formal update presented to Council in February. The main considerations are the accuracy of the revenue and expenditure projections and review of the continued appropriateness of the work plans. Adjustments in any area can be brought to Council for consideration and adoption.

APPENDIX A

BUDGET PRACTICES

Appropriation Authority and Amendment

The City Council adopts the budget by June 30 with the passage of a resolution following a public hearing. A separate resolution sets the annual appropriations limit, and a third resolution sets the fees for the fiscal year.

Throughout the year, supplemental appropriations can be approved through the adoption of a resolution approved by a simple majority vote of the Council. With the exception of transfers between personnel costs and operations/services costs, the City Manager is authorized to transfer budgeted amounts between or within departments or programs within any fund. The Council must approve any transfer that alters the total appropriations on any fund.

Encumbrances

Encumbrance accounting is used to designate funds for purchase orders, contracts and other commitments until actually expended. Encumbrances outstanding at year-end are carried into the next fiscal year, but the related budget authority is subject to re-appropriation by Council.

The Budget as a Living Document

The budget is intended to be a flexible document representing revenue and expenditure data. The current document presents audited actual data for FY 2015 and FY 2016, the adopted and year-to-date budget figures for FY 2017 and adopted figures for FY 2018.

APPENDIX A

BUDGET PRACTICES

FY 2017-2018 Budget Calendar

Task/Milestone	Due dates
All Budget Materials distributed to Departments	01/09/2017
Budget Training	01/19/2017
Equipment Rental Rates, City Hall Rent and Liability Insurance Rates Released	01/19/2017
City Council Priority Workshop	01/30/2017
Proposed Position Changes	02/10/2017
Review of City Council Priorities	02/17/2017
Capital Projects Request Submitted to Public Works Department	02/24/2017
Budget Expenditure Input in EDEN by Departments	03/03/2017
Program Budget Narratives, Equipment Requests, Contractual Detail, Statistics Update, Accomplishments and Goals to City Manager's Office	03/06/2017
Capital Improvement Project (CIP) Budget & Project Description Summary submitted from Public Works	03/06/2017
Review Preliminary Expenditure Request	03/06/2017
Finance Director Budget Review	03/07-15/2017
City Manager Budget Review Sessions with Departments	03/20-30/2017
Revision to Budget Narratives and Detail to City Manager's Office	04/07-08/2017
Council Budget Sub-Committee Review Session	04/04-08/2017
Department PowerPoint Slides	05/05/2017
Council Budget Workshop at Council Chamber	05/31/2017
Final Budget Approval	06/13/2017

APPENDIX B

FORECASTING OF GENERAL FUND REVENUES AND EXPENDITURES

The City's General Fund is the sole focus of the 2018-2023 financial outlook. Approximately 66% or two thirds of the city's General Fund revenues consist of three revenue sources: Property Tax, Sales Tax and Utilities Users Tax. Other General Fund revenues include Business License Tax, Franchise Tax, Building and Planning Permits, Charges for Services, Ambulance Service Delivery Fee and Other Revenues.

Approximately 63% of the General Fund Expenditures are for public safety which includes Police and

The 2018-2023 outlook forecasts General Fund revenues and expenditures for the next five years.

	ESTIMATED	BUDGET	PROJECTED REVENUES				
	2016-2017	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23
Property Tax	24,516,369	25,796,994	26,441,919	27,102,967	27,780,541	28,475,055	29,186,931
Sales Tax	19,930,000	21,154,950	22,001,148	22,881,194	23,796,442	24,748,299	25,738,231
Sales Tax - Measure S	1,320,000	4,300,000	4,472,000	4,650,880	4,836,915	5,030,392	5,231,607
Utility User	7,675,000	7,325,000	7,508,125	7,695,828	7,888,224	8,085,429	8,287,565
Transfers In/ Other Revenues	24,838,965	25,629,858	26,590,978	27,588,139	28,622,695	29,696,046	30,809,647
One Time Revenue	1,500,000	1,025,000	-	-	-	-	-
TOTAL GENERAL FUND REVENUES	\$ 79,780,334	\$ 85,231,802	\$ 87,014,170	\$ 89,919,008	\$ 92,924,816	\$ 96,035,221	\$ 99,253,982
	ESTIMATED	BUDGET	PROJECTED EXPENSES				
	2016-2017	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23
MISC Salary Cost	10,962,804	10,716,694	10,931,028	11,149,648	11,372,641	11,600,094	11,832,096
MISC PERS Costs	2,227,418	2,528,297	2,619,316	2,724,088	2,808,535	2,887,174	2,968,015
MISC Other Benefit Costs	3,747,448	2,664,196	2,744,122	2,826,446	2,911,239	2,998,576	3,088,533
Misc Other Operating Costs/ Transfers Out	13,870,975	15,887,656	16,205,409	16,529,517	16,860,108	17,197,310	17,541,256
SUBTOTAL	\$ 30,808,645	\$ 31,796,843	\$ 32,499,875	\$ 33,229,700	\$ 33,952,523	\$ 34,683,154	\$ 35,429,900
Public Safety Salaries	24,348,163	26,748,678	27,417,395	28,102,830	28,805,401	29,525,536	30,263,674
Public Safety PERS Costs	10,472,582	11,924,028	12,591,774	13,347,280	13,961,255	14,519,705	15,100,493
Public Safety Other Benefit Costs	6,850,547	7,585,625	8,177,304	8,815,133	9,502,714	10,243,926	11,042,952
Public Safety Other Operating Costs	7,246,551	7,160,433	7,303,642	7,449,714	7,598,709	7,750,683	7,905,697
SUBTOTAL	\$ 48,917,843	\$ 53,418,764	\$ 55,490,114	\$ 57,714,958	\$ 59,868,078	\$ 62,039,849	\$ 64,312,816
TOTAL GENERAL FUND EXPENDITURES	\$ 79,726,488	\$ 85,215,607	\$ 87,989,989	\$ 90,944,657	\$ 93,820,601	\$ 96,723,003	\$ 99,742,716
SURPLUS OR DEFICIT	53,846	16,195	(975,819)	(1,025,649)	(895,785)	(687,783)	(488,734)
BEGINNING FUND BALANCE	28,701,197	28,755,043	28,771,238	27,795,419	26,769,770	25,873,985	25,186,202
ENDING FUND BALANCE	\$ 28,755,043	\$ 28,771,238	\$ 27,795,419	\$ 26,769,770	\$ 25,873,985	\$ 25,186,202	\$ 24,697,469



APPENDIX C

FISCAL POLICIES

I. WE WILL COMPLY WITH ALL THE REQUIREMENTS OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).

This policy is self-explanatory. We sometimes hear stories of how public or private entities use “creative accounting” to paint a more positive picture than might really exist. We will always conduct our financial affairs and maintain our records in accordance with GAAP as established by the Government Accounting Standards Board to maintain accuracy and public confidence in our financial reporting systems.

II. WE WILL MAINTAIN A BALANCED OPERATING BUDGET FOR ALL GOVERNMENTAL FUNDS, INSURING THAT ONGOING REVENUES ARE EQUAL TO OR GREATER THAN ONGOING EXPENDITURES.

General Fund

This policy requires that in any given fiscal year we adopt a balanced operating budget where operating revenues are equal to, or exceed, operating expenditures. As defined in Appendix D, a balance budget means expenditures are equal to revenues. This “pay as you go” approach mandates that any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for one time or limited term expenditures including Capital Projects.

Special Revenue Funds

In the Special Revenue Funds we recommend formal adoption of our current balanced budget policy, as long as it does not interfere with legal or grantor requirements. Balances in these funds are either committed to approved projects or are to be applied to projects or programs within Federal, State, and County guidelines. In some cases, the funds could be used to meet some of the needs on the Capital Projects list.

Capital Project Funds

The resources of the Debt Service Funds are legally designated for, and restricted to, payment of long-term debt. Capital Project Funds will be utilized to account for projects funded through debt. Our current reserving policy should be maintained.

III. WE WILL REQUIRE THAT ALL PROPRIETARY FUNDS BE SELF-SUPPORTING.

Enterprise Funds

The Enterprise Funds or City districts should be supported by their own rates and not subsidized by the General Fund other than special benefit zones designed to enhance

APPENDIX C

FISCAL POLICIES

public/private partnerships. We will assess charges against those funds at a reasonable rate for services provided by General Government. The annual budget shall include a reserve for replacement costs.

Internal Service Funds

The City will continue its current policy of funding the Internal Service Fund.

IV. **WE WILL MAINTAIN AN APPROPRIATED GENERAL FUND EMERGENCY RESERVE EQUIVALENT TO 20% OF THE GENERAL FUND BUDGET AND AN STABILITY RESERVE EQUIVALENT TO 15% OF THE GENERAL FUND BUDGET.**

General Fund

Unforeseen developments and crises may occur in any given budget year. Monies in this reserve can be used for myriad situations, including:

- Catastrophic events, natural disaster
- Legislative or judicial mandate to provide a new or expanded service or program;
- One-time Council approved expenditure;
- Unexpected increase in inflation (CPI);
- Favorable markets for capital expenditures.

In an effort to ensure the continuance of sound financial management of public resources, the Downey City Council adopted a General Fund Reserve Policy requiring a targeted level for total General Fund Reserves at 35% of the average of the last three years of revenues. This reserve will cover a large number of situations. For example, such a reserve will allow the City to maintain a high level of quality service in times of a depressed economy.

Additionally, the reserve allows the Council to have the fiscal latitude to finance a one-time expenditure or the ability to maintain our commitment to social programs while we develop a plan to reduce expenses.

The Downey City Council's adopted General Fund Reserve Policy of 35% is the minimal level necessary to provide a measure of protection in the event that the General Fund experiences a major loss of revenue, or an unexpected major increase in expenditures. Such reserves would be available only as a temporary revenue source to be used while an orderly financial plan for cost reduction or revenue enhancement is developed. Generally speaking, a 35% reserve should ensure that there are enough funds to keep the City operating for at least four months. The General Fund Reserves consists of the total of the Emergency Reserve and the Stability Reserve.

APPENDIX C

FISCAL POLICIES

Emergency Reserve

An Emergency Reserve will be maintained for the purpose of sustaining General Fund operations in the case of a public emergency such as a natural disaster or other unforeseen catastrophic event. The Emergency Reserve will not be accessed to meet operating shortfalls or to fund new programs or personnel. This reserve may be expended only if an event is determined to be a public emergency by a two-thirds vote of the City Council, when such expenditures are necessary to ensure the safety of the City's residents and their property. In the event this reserve is reduced below the amount established by this policy, the City Council shall prepare a plan as promptly as conditions warrant to replenish the Emergency Reserve balance to the policy level.

Stability Reserve

A Stability Reserve will be maintained to mitigate financial and service delivery risk due to unexpected revenue shortfalls or unanticipated critical expenditures. The purpose of this reserve is to provide budgetary stabilization and not serve as an alternative funding source for new programs and ongoing operating expenditures. Recommendations to appropriate from the Stability Reserve will be brought forward by the City Manager and will require approval by a majority of the City Council. In the event this reserve is reduced below the amount established by this policy, the City Council shall prepare a plan as promptly as conditions warrant to replenish the Stability Reserve balance to the policy level.

The City Council's adopted reserve policies set specific target levels at percentages of General Fund budget levels. For example, if the last three years' General Fund operating revenues budgets were \$75,000,000, \$80,000,000 and \$85,000,000, the average is \$80,000,000 and the policy requires a total of 35% amount, or \$28,000,000 to be set aside and maintained. Reserves, if drawn down, will be replenished first out of operating surpluses, if any, and second out of unappropriated balances as an interim measure until expenditure levels versus reserves are brought into balance.

Special Revenue Funds

We recommend the continuation of reserve levels at 5% of the operating budget for these funds as long as they do not interfere with legal or grantor requirements. The following special revenue funds would be exempted from this due to grantor requirements: CDBG (Federal Funds) and the Air Quality Fund.

Debt Service Reserve Funds

We recommend that reserve levels be established as prescribed by the bond covenants adopted at the time of issuance of debt.

APPENDIX C

FISCAL POLICIES

Enterprise Funds

We recommend the continuation of reserve levels at 5% of the operating budget for these funds. This working capital reserve would provide sufficient time to allow the City to react and adopt a plan to deal with adverse economic circumstances. Additionally, a Capital Improvement and Replacement Reserve will be evaluated for each Operation and Enterprise.

Internal Service Funds

We recommend the continuation of reserve levels which would allow the City to maintain this fund.

- V. WE WILL ASSUME THAT NORMAL REVENUE INFLATION WILL GO TO PAY NORMAL INFLATION EXPENSES. ANY NEW OR EXPANDED PROGRAMS WILL BE REQUIRED TO IDENTIFY FUNDING SOURCES OR WILL BE OFFSET BY COST REDUCTIONS THROUGH CUTTING BACK OR ELIMINATING OTHER PROGRAMS.**

Normal revenue growth i.e., increased amounts from existing sources, may not always increase at a rate equal to or faster than the expenses they support. As a result, we avoid using such revenue as start-up money for new projects or programs that have ongoing costs. Increases in service levels should be supported by new revenue sources or reallocation of existing resources. If normal revenue inflation does not keep up with expense inflation, we will decrease expenses or seek new revenues. If long-term revenues grow at a rate faster than expense inflation we can consider expanding service levels accordingly.

- VI. WE WILL MAINTAIN A LONG-RANGE FISCAL PERSPECTIVE THROUGH THE USE OF A FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND REVENUE FORECAST.**

A long-range financial perspective is recommended to provide a more comprehensive and thorough overview of the Council's long-term financial goals. Components of this plan include the five year Capital Improvement plan supported by reserve analysis. This approach will span a greater length of time than existing analytical practices and will be supported by historical data for comparative and projection information. This plan will allow Council to ensure that all assumptions with respect to revenues, expenditures, and fund balances are in line with its financial policies and goals.

The five year Capital Improvement plan will incorporate all capital projects, improvements, and high cost maintenance. High cost maintenance will include the City's pavement maintenance master plan. This five year Capital Improvement plan will be funded by a variety of means including cash basis and long-term debt. The City, by developing this plan, is making a commitment to reinvest in its infrastructure.

APPENDIX C

FISCAL POLICIES

VII. MAJOR CAPITAL IMPROVEMENTS OR ACQUISITIONS WILL BE MADE USING LONG-TERM FINANCING METHODS, RATHER THAN OUT OF OPERATING REVENUE.

The traditional method by which a local government obtains funds for Capital Improvements has been to issue long-term debt instruments such as municipal bonds, which mature 20 to 30 years from the date of issuance. In general, a municipal bond issue's maturity should approximate the useful life of the asset being financed.

Long-term needs should be financed, as much as possible, with long-term debts, grants and special revenues.

We recommend matching financing mechanisms to the goals and objectives established by fiscal policy.

For example, if a root pruning program is approved by the Council, staff will research what type of financing would best match the City's needs (i.e., special assessments will meet the objectives of a root pruning program because it allows the City to establish an assessment district benefit only to certain portions of the City). Long-term debt would be used to meet the objectives of raising funds for the proposed major capital outlay, such as the construction of a fire facility which would benefit the entire community, etc.

Specifically, we recommend that these general rules be used in determining what to finance and how:

- A. Capital projects of less than \$100,000 should be financed out of operating revenues.
- B. Projects in excess of \$100,000 or inter-related projects in excess of \$100,000 should be made a part of the 10 year needs assessment and 5 year capital plan, and all such projects should be grouped to allow effective use of financing mechanisms, bonds, co-ops, lease purchase, etc.
- C. Ongoing expenses related to Capital projects (e.g., maintenance and staffing costs) must be identified and the source of ongoing revenues to support those costs must be identified. Debt financing will not be used to support ongoing operating costs.

VIII. WE WILL MAINTAIN SOUND BUDGETING PRACTICES INSURING THAT SERVICE DELIVERY IS PROVIDED IN AN EFFICIENT AND EFFECTIVE MANNER.

The policies and procedures listed here are specific to the development and administration of the annual operating budget. These policies have been assembled to facilitate the development and administration of the annual budget by reinforcing the concept of a balanced budget. The policy is designed to prevent over-expending of the budget, and rewarding cost effective approaches to service delivery.

APPENDIX C

FISCAL POLICIES

Revenues

The City will strive to maintain a diversified and stable revenue stream to minimize the impact of short-term fluctuation in any one revenue source.

The City will establish and maintain a process for reviewing and analyzing each major revenue source to ensure that receipts are maximized.

Whenever practicable, revenue sources will be designed or modified to allow collections to grow at a rate which keeps pace with the cost of providing services.

Expenditures

Essential City services and programs designed to carry out elements of Council's established priorities will receive priority funding.

The City will strive to balance current year expenditures with current year revenues and will minimize the use of lease/purchase arrangements that obligate the City past the current year. Long-term debt will not be used to finance current operating expenditures.

The budget will provide for adequate maintenance of capital equipment and infrastructure. Replacement will be made according to a designated schedule developed by the Finance Department.

Department Accountability

During the course of the fiscal year, budget accountability rests primarily with the operating departments of the City. In accomplishing the programs and objectives for which the budget was authorized, department directors are responsible for ensuring that their respective budgets stay within the prescribed funding levels.

Departments/Divisions are authorized to purchase only those commodities or services that have been approved for funding and all purchases will be made in accordance with the City ordinance and Administrative Regulations. For each assigned funding source, the department/division is obliged to stay within budget by each major expense category of personnel, operating, and capital. Within each of these three categories, the department/division should not exceed the available balance in the object code to be charged. The division/department head should ensure that a sufficient balance exists in another object code within the same expenditure category and within the same fund to offset the overrun.

A department should not use savings to purchase unbudgeted items or to cover overruns in capital expenditures, nor should any savings be used to increase appropriations to activities specifically limited by the City Council.

APPENDIX C

FISCAL POLICIES

Budget Transfers

Transfers can be made at the department director's request as long as the funds being reallocated are within the same department and funding source.

The Finance Department has supportive roles in assuring budget accountability. Their responsibilities are as follows:

Accounting: To audit expenditures on a regular basis, and to advise departments in writing of any current or pending expenditure overruns of a significant amount.

Purchasing: To check that purchases are appropriate and charged to the proper account code and to forward any requisitions of a questionable nature to Budget for review.

Budget: To provide accurate expenditure reports to departments/divisions by the 15th working day of each month for the preceding month.

At any time during the fiscal year, to report to the City Manager any significant budget variance that cannot be reconciled with the division/department responsible for incurring the variance.

IX. WE WILL REQUIRE EACH APPROPRIATION ITEM TO INCLUDE A FISCAL IMPACT ANALYSIS PRIOR TO FORMAL AGENDIZING.

Throughout any budget year, there are many items brought before the City Council for consideration. The decisions they make on these items often require the expenditure of funds. If the decision results in approval of funds already appropriated in the budget, the fiscal impact is already known. But if the decision includes spending more than anticipated in the budget or requires a new appropriation, the fiscal impact needs to be thoroughly analyzed. To this end, we will require that all requests to Council for new or supplemental appropriations be accompanied by an analysis of the fiscal impact. The analysis should include:

- Amount of funds requested
- Source of funds requested
 - New revenue
 - Reallocation of existing revenue
 - New rates or fees
- Impact of request, as applicable
- Decrease in any activity to support other activities

APPENDIX C

FISCAL POLICIES

X. WE WILL COMPLY WITH OUR DEBT POLICY BY NOT USING LONG-TERM DEBT TO PAY FOR CURRENT OPERATIONS.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

It is the City's goal to maintain investment grade rating of A+ from rating agencies. The factors that contribute to City's high rating include the City's strong financial management, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, the city will continue to maintain its position of full financial disclosure and proactive financial planning.

Pursuant to State of California Government Code Section 43605, the City's legal bonded indebtedness shall not exceed 15% of the assessed value of all real and personal property in the City. This debt limit is applicable to general obligation bonds. This code section, however, does not apply to bonded indebtedness of the Downey Redevelopment Agency. As of June 30, 2016, the City had no bonded indebtedness against its debt limit of \$1,587,762,000. However, the City does anticipate incurring debt, through the sale of lease revenue bonds with the temporary Measure S half-cent sales tax revenues, in the fall of 2017. The City will comply with the legal limits of debt. The City has no single, comprehensive debt policy statement.

Accordingly, State law pertaining to local government debt and past City debt transactions serve as a de facto policy. The City's practice is not to obligate the resources of the General Fund for the purpose of financing long-term debt. General Fund resources are allocated toward the City's provision of basic municipal services, such as Public Safety, Parks and Maintenance, Library, Recreation & Community Services, and Citywide Administration.

The total indebtedness has been segregated below and summarized as to the changes there in during the Fiscal Year Ended June 30, 2015. This data contains audited numbers from the June 30, 2015 Comprehensive Annual Financial Report (CAFR).

There are a number of limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

2005 Pension obligation bonds	\$18,220,000
2014 Lease Agreement (2002 COP refunded)	\$ 5,480,000

APPENDIX C

FISCAL POLICIES

CITY OF DOWNEY COMPUTATION OF LEGAL DEBT MARGIN (dollars in thousands) JUNE 30, 2018	
Assessed Value For June 30, 2018	\$11,124,964
Debt Limit: 15 % of Assessed Valuation*	\$1,668,745
Amount Of Debt Applicable To Debt Limit Total Bonded Debt	\$0
Legal Debt Margin	\$1,668,745
Percent Of Legal Debt Limit Authorized	0.00%

*The Legal Debt Limit of 15% is established by California Code Section 43605.
SOURCE: Los Angeles County Assessor 2017-18 Combined Tax Rolls



APPENDIX D

GLOSSARY

A

Accrual Accounting

Accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

Ad Valorem (according to the value)

Taxes imposed at a rate based on percent of value. Property taxes are ad valorem taxes.

Americans with Disabilities Act (ADA)

Federal legislation which mandates elimination of discriminatory treatment of persons who have physical or mental disabilities.

Appropriation

Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

B

Balanced Budget

A budget is balanced when current expenditures are equal to current revenues.

Bonds

A way of raising capital or borrowing that involves a written promise to pay specific amounts, including interest, on specific dates.

Budget

The financial plan for the operation of a program or organization which includes an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. The City has adopted an operating financial plan for one year and a five year capital projects work plan, with actual appropriations made annually.

C

City Manager's Transmittal Letter

A general outline of the proposed budget which includes comments regarding the government's financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

CAFR (Comprehensive Annual Financial Report)

A report on the financial operations of the City prepared in accordance with generally accepted accounting principles (GAAP) as set forth in the pronouncements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board.

Capital Expenditures

An acquisition or an improvement (as distinguished from a repair) that will generally have a life of five years or more. The City of Downey's Operating Budget defines "Capital" as acquisitions costing \$5,000 or more.

Capital Improvement Program (CIP)

Work which builds or improves City owned assets such as buildings, parks, streets, and other infrastructure components. Capital projects often span more than one fiscal year, utilizing funding sources which may include long term debt as well as current resources.

Capital Outlay

Fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

Contractual Services

Services other than those rendered by employees, such as contractual arrangements and consultant services which may be required by the City.

APPENDIX D

GLOSSARY

D

Depreciation

A noncash expense that reduces the value of an asset as a result of wear and tear, age, or obsolescence.

E

Expenditures

The cost of goods received or services rendered for the government unit. Expenditures are charged against an appropriation when incurred, not when paid.

F

Fiduciary

Trustee or agent. A fiduciary fund is used to account for assets held by the government in a trustee capacity.

Fiscal Year

A twelve month period to which an annual operating budget applies. The City of Downey fiscal year is from July 1 through June 30. Fiscal Year 2002 would be the period from July 1, 2001 to June 30, 2002. FY 2006-2008 refers to the period beginning July 1, 2006 and ending June 30, 2008.

Franchise Fees

A fee charged for the right or license granted to an individual or group to market a company's goods or services in a particular territory.

Fringe Benefits

Benefits paid by the City of Downey for retirement, group medical, life, worker's compensation and unemployment insurances and other benefits contingent upon employment and in addition to wages.

Fund

The fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equity or balances and changes therein which are segregated for the purpose of carrying out specific activities or obtaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance

Reserves remaining after the application of available revenues and resources to support expenditures for the fund.

G

General Fund

A fund used to account for all financial resources except those required to be accounted for in another fund.

Geographical Interface System (GIS)

Geologic and geotechnical information about land parcels in the City gathered into a data base and used in planning, licensing, decision making, etc.

Goal

Broad statements of desired results for the City, department, and/or activity relating to the quality of services to be provided to the citizens of Downey.

I

Infrastructure

The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

APPENDIX D

GLOSSARY

L

Level of Service

Generally used to define the existing or current services, programs and facilities provided by the government for its citizens. Level of service of any given activity may be increased, decreased, or remain the same depending upon the needs, alternatives and available resources.

Leveraged Funds

The use of general fund resources to purchase special revenue funds at a discounted rate. Because the special revenue funds can only be spent on limited things, other Cities will exchange them for General Fund revenues, which are not restricted in the same way. Thus we can buy \$50,000 of Prop A transportation funds for \$40,000, thus leveraging, or increasing, the value of the \$40,000.

Line Item

Level of detail resulting in an array of “lines” within a budget. Refers to the manner in which appropriations are made.

M

Modified Accrual

The accrual basis of accounting adapted to governmental fund-type measurement focus. Revenues are recognized when they become both measurable and available; expenditures are recognized when the liability is incurred.

O

Objectives

Specific achievements that an organization seeks to accomplish within a given time frame which are directed to a particular goal.

Operating Budget

The part of the budget that applies to the daily activities of the City, rather than to the capital improvement projects. The budgets of each division make up the operating budget.

P

Program

A group of associated activities directed toward the attainment of established City goals.

R

Revenue

Income received by the City of Downey to support the government’s program of services to the citizens. Income includes such items as property tax, sales tax, fees, user charges, grants and fines.

RFP (request for proposal)

Solicitation by the City for proposals from other organizations/agencies/vendors to provide a service.

RFQ (request for quotations)

Solicitation by the City to vendors for quotations of the cost to provide a product or service.

S

Special Assessment

A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. The assessment cannot exceed the cost of providing the service.

APPENDIX D

GLOSSARY

Special Assessment Funds

Used to account for the revenues and expenditures of fund used for improvements or services deemed to benefit primarily the properties against which special assessments are levied. For example, the City has a Lighting and Landscape District Fund used for maintenance, operating and servicing of the boulevard median and parkways within the District.

Special Revenue Funds

Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Subvention

Revenues collected by the State and allocated to the City on the basis of a formula, such as gas taxes and motor vehicle in-lieu fees (a portion of vehicle registration).

T

Taxes

Compulsory charges levied by government for the purpose of financing services performed for the common benefit. This does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Additionally, it does not include charges for services rendered only for those paying such charges.

APPENDIX E

OPERATIONAL IMPACTS OF CAPITAL IMPROVEMENT PROJECTS

General Fund Operational Impacts

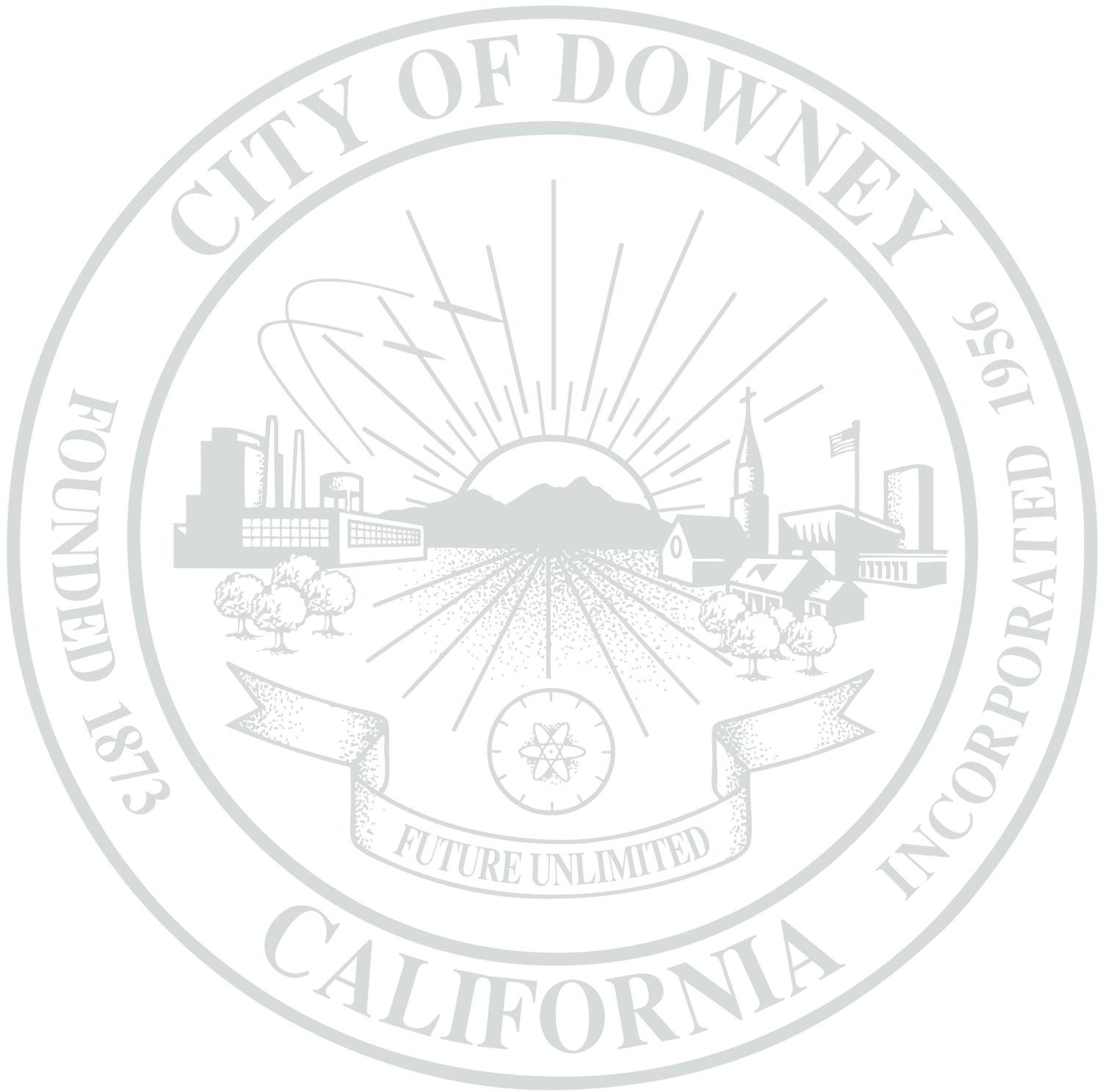
The vast majority of projects in the City's five year capital improvement project plan are capital maintenance projects with no future net impact on the general fund operating budget. In a few cases, there may be some minor savings due to increased energy efficiency or a reduction of water use. The full list of capital improvement projects can be found in the CIP Section of this budget. Where there will be operational impacts (i.e., landscaping services required after the installation of a new landscaped median) those costs have been noted in the chart depicting CIP project cost projections over the next five years. The following chart lists only those planned capital projects which are expected to impact the General Fund operating budget upon completion.

APPENDIX E
OPERATIONAL IMPACTS TO
CAPITAL IMPROVEMENT PROJECTS

Acct. No.	Project Title	Project Priority 1-W/In 1Yr 2-W/In 2Yr 3-W/In 3Yr	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	General Fund Impacts
Public Facilities								
17665	Citywide Playground Structure Safety Repairs And Replacement	1	\$ 2,700,000					\$2,500 per year
17711	Golf Course Building & Patio Improvement	1	\$ 364,000					\$2,300 per year
17712	Golf Course Walkways And Adjacent Sidewalk Improvement	1	\$ 218,000					\$1,000 per year
17713	Golf Course Driving Range Improvements Including Outdoor Sound And Music	1	\$ 1,316,000					\$1,500 per year
17726	Furman Park Walking Trail Project Phase II	1	\$ -					\$9,600 per year
17727	Apollo Park Walking Trail Project Phase II	1	\$ 70,000					\$9,600 per year
17816	Improvements (sound system upgrade, banners and up-lighting)	1	\$ 20,000					\$4,000 per year
Sewer & Storm Water								
13983	Pollution Discharge Elimination System	1	\$ 1,589,565	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	year split General Fund &
14012	Catch Basin Inserts	1	\$ 300,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	year split between
Streets								
17728	Landscaping Of Area Vacated Adjacent To I-5 Freeway (Dollison Dr.)	2	\$ 250,000	\$ -	\$ 600,000	\$ -	\$ -	\$1,800 per year
17806	Telegraph Traffic Throughput & Safety Enhancements - (Lakewood Blvd/Rosemead Blvd. to West City Limit and Passons Blvd. to East City Limit) Phase II	2	\$ 278,000	\$ 3,628,400	\$ 391,000	\$ -	\$ -	\$2,800 per year

APPENDIX E
OPERATIONAL IMPACTS TO
CAPITAL IMPROVEMENT PROJECTS

Acct. No.	Project Title	Project Priority 1-W/In 1Yr 2-W/In 2Yr 3-W/In 3Yr	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	General Fund Impacts
Traffic Safety								
16701	Paramount Blvd Median (Firestone Bl - Imperial Hwy)	1	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$2,400 per year
16702	Paramount Blvd Median (Firestone Bl - Florence Ave)	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,200 per year
17717	Firestone Blvd. Median (ORSR - West City Limit)	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,500 per year
17827	Bike Share and Safety Education Program	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$90,000 per year
Water Utility								
18665	New Water Well	2	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -	No Impact to General Fund, approx. \$25,000 per year from Water Enterprise Fund



APPENDIX F

ADOPTED BUDGET RESOLUTION

RESOLUTION NO. 17-7727

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOWNEY ADOPTING THE FISCAL YEAR 2017-2018 BUDGET AND THE ANNUAL APPROPRIATIONS LIMIT

WHEREAS, the City Council has given careful consideration to the proposed budget recommended by the City Manager for the Fiscal Year 2017-2018.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DOWNEY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the budget for the City of Downey for fiscal year 2017-18, is hereby adopted as set forth in the statement of Summary of Resources and Requirements by Fund. The City Manager is hereby authorized to expend, in accordance with the laws of the State of California, the Charter of the City of Downey and its ordinances, on behalf of the City Council, an amount of \$169,183,986 for City operations as per Exhibit "A".

SECTION 2. That staff is directed to prepare and publish a final budget document incorporating those changes approved by Council.

SECTION 3. In accordance with Article XIII-B of the State Constitution, and using data furnished by the State Department of Finance and the Los Angeles County Assessor, the appropriations limit for Fiscal Year 2017-2018 has been calculated.

The calculations indicated below, are computed by adjusting the appropriations limit for Fiscal Year 2016-2017 for the percentage change in either California's per capita personal income (3.69%) or the City's total assessed valuation due to new non-residential construction (5.65%); and the percentage change in population of either the County of Los Angeles (0.57%) or the City (0.09%). Since the percentage change in the City's total assessed valuation due to new non-residential construction will provide greater benefit to the City, these factors have been selected to compute the fiscal year 2017-2018 appropriations limit. Using these factors, the appropriations limit for 2017-2018 is \$179,525,627, which basically means that certain aspects of the budget cannot exceed this amount. The proposed budget, currently under consideration, has appropriations subject to this limit of \$63,943,391.

SECTION 4. The appropriations specified herein shall constitute the maximum amounts authorized for each department in each fund. The City Manager is hereby authorized to make budgetary transfers between departments in a fund if, in his opinion, such transfers are necessary and proper to the effective operation of the City; provided, however, that:

- (a) Appropriations for personnel costs cannot be transferred to supply and service accounts.
- (b) Any non-budgeted equipment, new or replacement, which costs more than \$10,000, requires prior City Council approval.
- (c) The City Manager will inform the City Council of the purchase of non-budgeted equipment, new or replacement that costs less than \$10,000.
- (d) Authorized manpower levels as specified in the Budget document are neither increased nor transferred without prior approval of the City Council. However, the City Manager may exceed authorized manpower levels on a temporary basis to provide for the effective training and orientation of new employees.

APPENDIX F
ADOPTED BUDGET RESOLUTION

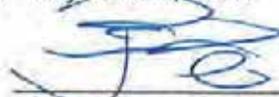
RESOLUTION NO. 17-7727
PAGE 2

SECTION 5. That for the fiscal year ending June 30, 2017, the amount of General Fund Net Increase in Fund Balance shall be deposited into an Assigned General Fund balance account to provide future resources for fiscal emergencies.

SECTION 6. The number and classification of employees as specified in the Budget and any amendments or revisions authorized by the City Council are hereby authorized for the fiscal year.

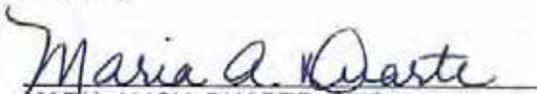
SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 27th day of June, 2017.



FERNANDO VASQUEZ, Mayor

ATTEST:



MARIA ALICIA DUARTE, CMC
Interim City Clerk

I HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of the City of Downey at a regular meeting held on the 27th day of June, 2017 by the following vote, to wit:

AYES:	Council Members: Pacheco, Rodriguez, Saab, Ashton, Mayor Vasquez
NOES:	Council Member: None.
ABSENT:	Council Member: None.
ABSTAIN:	Council Member: None.



MARIA ALICIA DUARTE, CMC
Interim City Clerk

APPENDIX F ADOPTED BUDGET RESOLUTION

EXHIBIT A

JUNE 30, 2018

SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND

Fund No.	Fund	Estimated Beginning Balance July 1, 2017	Estimated Revenues	Transfers from Other Funds	Total Resources Available	Operating Expenditures	Equipment	Capital Projects	Transfers to Other Funds	Total Requirements	Project Ending Balances June 30, 2018	Fund
General and Reserve Funds												
10	General Fund	\$ 28,701,197	\$ 82,312,514	\$ 2,919,288	\$ 113,932,989	\$ 83,440,007			\$ 1,775,600	\$ 85,215,607	\$ 28,717,392	General Fund
65	Civic Center	259,738	1,350,000		1,609,738	1,382,162		67,537		1,382,162	227,576	Civic Center
76	Liability Insurance	2,839,154	1,579,990		4,419,144	1,432,851		484,875		1,432,851	2,986,293	Liability Insurance
Sub Total		\$ 31,800,089	\$ 85,242,504	\$ 2,919,288	\$ 119,961,881	\$ 86,255,020	\$ -	\$ -	\$ 1,775,600	\$ 88,030,620	\$ 31,931,261	SUB TOTAL
Special Revenue and Capital Funds												
20	Waste Management	\$ 323,710	\$ 437,725		\$ 761,435	\$ 656,800				\$ 656,800	\$ 104,635	Waste Management
22	Air Quality	429,525	127,000		556,525	129,132		67,537		196,669	359,856	Air Quality
23	Street Lighting	470,783	1,970,472		2,441,255	1,953,694		484,875		2,438,569	2,746	Street Lighting
24	Learning Center	406,479	176,700	837,200	1,420,379	1,027,004				1,027,004	393,375	Learning Center
25	TDA Article III	32,222	74,164		106,386			74,000		74,000	32,386	TDA Article III
26	Grants	-	21,312,182		21,312,182			21,312,182		21,312,182	-	Grants
30	Gas Tax	-	3,052,265	389,235	3,441,500			893,565	2,100,303	2,993,868	447,632	Gas Tax
32	State - SB1	-	954,812		954,812			954,812		954,812	-	SB1
33	Sales Tax - "MEAS, S"	-	4,300,000		4,300,000						4,300,000	Measure S
38	Vehicle Impact	1,552,812	1,400,000		2,952,812			2,260,765	389,235	2,650,000	302,812	Vehicle Impact
40	Capital Projects	734,641		424,165	1,158,806			1,145,617		1,145,617	13,189	Capital Projects
55	Transit - "PROP, A"	299,874	2,172,317	1,000,000	3,472,191	2,969,945		752,448	1,000,000	1,917,928	135,179	Transit - "PROP, A"
54	Transit - "PROP, C"	295,219	1,757,888		2,053,107	165,480		1,871,250		1,892,768	350,505	Transit - "PROP, C"
56	Transit - "MEAS, R"	920,451	1,322,842		2,243,293	21,538		1,337,000		1,337,000	8,376	Transit - "MEAS, R"
57	Transit - "MEAS, M"	-	1,345,376		1,345,376			1,430,000		1,430,000	902,491	Transit - "MEAS, M"
72	Sewer & Storm Drain	2,707,202	1,370,100	1,135,250	5,212,552	2,617,211	262,850			4,310,061	659,597	Sewer & Storm Drain
77	Public Access	549,597	110,000		659,597			1,241,386		1,241,386	482,188	Public Access
78	Asset Forfeiture	1,169,574	554,000		1,723,574						76,700	Asset Forfeiture
97	Cemetery District	-	81,900		81,900	5,200				5,200	-	Cemetery District
98	Cemetery District	-	500		500						500	Cemetery District
Sub Total		\$ 9,892,089	\$ 42,520,243	\$ 3,785,850	\$ 56,198,182	\$ 10,787,330	\$ 262,850	\$ 32,584,051	\$ 3,489,538	\$ 47,123,769	\$ 9,074,413	SUB TOTAL
Grant Funds												
28	COBG	352,780	1,226,512		1,579,292	1,036,512			190,000	1,226,512	352,780	COBG
29	Federal Home Program	-	421,597		421,597	416,052				416,052	5,545	Federal Home Program
Sub Total		\$ 352,780	\$ 1,648,109	\$ -	\$ 2,000,889	\$ 1,452,564	\$ -	\$ -	\$ 190,000	\$ 1,642,564	\$ 358,325	SUB TOTAL
Enterprise Funds												
51	Water Fund	\$ 11,908,373	\$ 15,358,200		\$ 27,266,573	\$ 12,981,698	\$ 337,000	\$ 10,550,000	\$ 1,375,000	\$ 25,243,698	\$ 2,022,875	Water Fund
52	Golf Course Fund	(545,268)	2,850,300	125,000	2,430,032	2,941,391				2,941,391	(511,359)	Golf Course Fund
Sub Total		\$ 11,363,105	\$ 18,208,500	\$ 125,000	\$ 29,696,605	\$ 15,923,089	\$ 337,000	\$ 10,550,000	\$ 1,375,000	\$ 28,185,089	\$ 1,511,516	SUB TOTAL
Successor Agencies												
91	Red Oblig. Retirement	(25,005)	1,453,482		1,428,477	169,455			\$ 715,126	\$ 884,581	\$ 543,896	Red. Oblig. Retirement
84	Housing	205		85,045	85,250	85,045				85,045	205	Housing
93	CRA Debt Service	-		630,081	630,081	630,081				630,081	-	CRA Debt Service
Sub Total		(24,800)	\$ 1,453,482	\$ 715,126	\$ 2,143,808	\$ 884,581	\$ -	\$ -	\$ 715,126	\$ 1,599,707	\$ 544,101	SUB TOTAL
TOTAL CITY BUDGET		\$ 53,383,263	\$ 149,072,838	\$ 7,545,264	\$ 210,001,365	\$ 115,302,584	\$ 599,850	\$ 43,134,051	\$ 7,545,264	\$ 166,581,749	\$ 43,419,616	Total City Budget
Internal Service Funds												
61	Employee Benefit Fund	9,721,464			9,721,464						9,721,464	Employee Benefit Fund
62	Equipment Fund	469,464	2,602,600		3,072,064	2,602,237				2,602,237	469,827	Equipment Fund
Total Internal Service Funds		10,190,928	2,602,600	-	12,793,528	2,602,237	-	-	-	2,602,237	10,191,291	Total Internal Services
Grand Total		\$ 63,574,191	\$ 151,675,438	\$ 7,545,264	\$ 222,794,893	\$ 117,904,821	\$ 599,850	\$ 43,134,051	\$ 7,545,264	\$ 169,183,986	\$ 53,610,907	Grand Total

APPENDIX G

PHOTO CREDITS

Cover

Top Left: Aerial view of new branding c
Top Middle: Rio San Gabriel Park
Top Right: Downey Police vehicle
Bottom Left: Electric Charging Station
Bottom Middle: CPR Demo, National Night Out
Bottom Right: CMSC Robotics Lab

Introduction

Left: State of the City – Flag Ceremony
Right: Downey Doodle-icious Mural at Downey Ave by Don Lamkin

Budget Summary

Left: Budget Book FY 16-17
Right: City Marquee on Firestone Blvd

Revenue

Left: Downey Nissan on Firestone Blvd
Right: The Promenade – Benihana Restaurant

Expenditures

Left: Fire Department training exercise
Right: Police Department traffic stop

Administration

Left: Columbia Memorial Space Center Rocket Fever 2017
Right: City Council Meeting 2017

Community Development

Left: Habitat for Humanity Elm Vista Project
Right: The Promenade – Bar Louie

Finance

Left: Customer Service Kiosk – City Hall
Right: City Hall Public Counter

Fire

Left: Fire Department on site at fire
Right: Emergency Operations Center Activation Exercise

Parks & Recreation

Left: Mobile Recreation Unit
Right: Concerts at the Park – Furman Park

Police

Left: National Night Out
Right: Downey Police Department K-9 Demonstration

Public Works

Left: Sewer and Storm Drain Work
Right: Street Resurfacing Work

Capital Improvement Projects

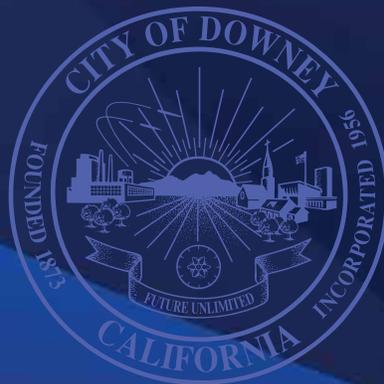
Left: Sewer and Storm Drain Work
Right: Street Maintenance

Appendices

Left: New Library Laptop Kiosk
Right: Columbia Memorial Space Center Robotics Lab



City of Downey



11111 Brookshire Avenue | Downey, California 90241 | www.downeyca.org

