

EL SEGUNDO / CALIFORNIA



ADOPTED OPERATING & CAPITAL IMPROVEMENT BUDGET
FISCAL YEAR 2019-2020

CITY OF EL SEGUNDO, CALIFORNIA
ADOPTED OPERATING & CAPITAL IMPROVEMENT BUDGET
FISCAL YEAR 2019-2020

CITY COUNCIL

Drew Boyles
Mayor

Carol Pirsztuk
Mayor Pro Tem

Dr. Don Brann
Councilmember

Chris Pimentel
Councilmember

Scot Nicol
Councilmember

Tracy Weaver
City Clerk

Crista Binder
City Treasurer



Scott Mitnick
City Manager

Mark Hensley
City Attorney

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City Manager's Office
MEMORANDUM

350 Main Street El Segundo, CA 90245
Phone 310-524-2300 | www.elsegundo.org

To: Honorable Mayor and Members of City Council
From: Scott Mitnick, City Manager
Date: November 11, 2019
Subject: **Adopted FY 2019-2020 Operating & Capital Improvement Program Budget**

On behalf of the entire management team, it is my pleasure to submit a structurally balanced Adopted Operating Budget for Fiscal Year (FY) 2019-2020. This budget has evolved over an extensive preparation process, including a Strategic Planning Session on June 11th and three Budget Study Sessions on June 14th, July 11th, and August 20th. Versions of the Capital Improvement Program (CIP) Budget for FY 2019-2020 were reviewed by the City Council's Capital Improvement Program Advisory Committee (CIPAC), Planning Commission, and City Council in previous meetings.

Adhering to City's 2020 to 2022 Strategic Plan

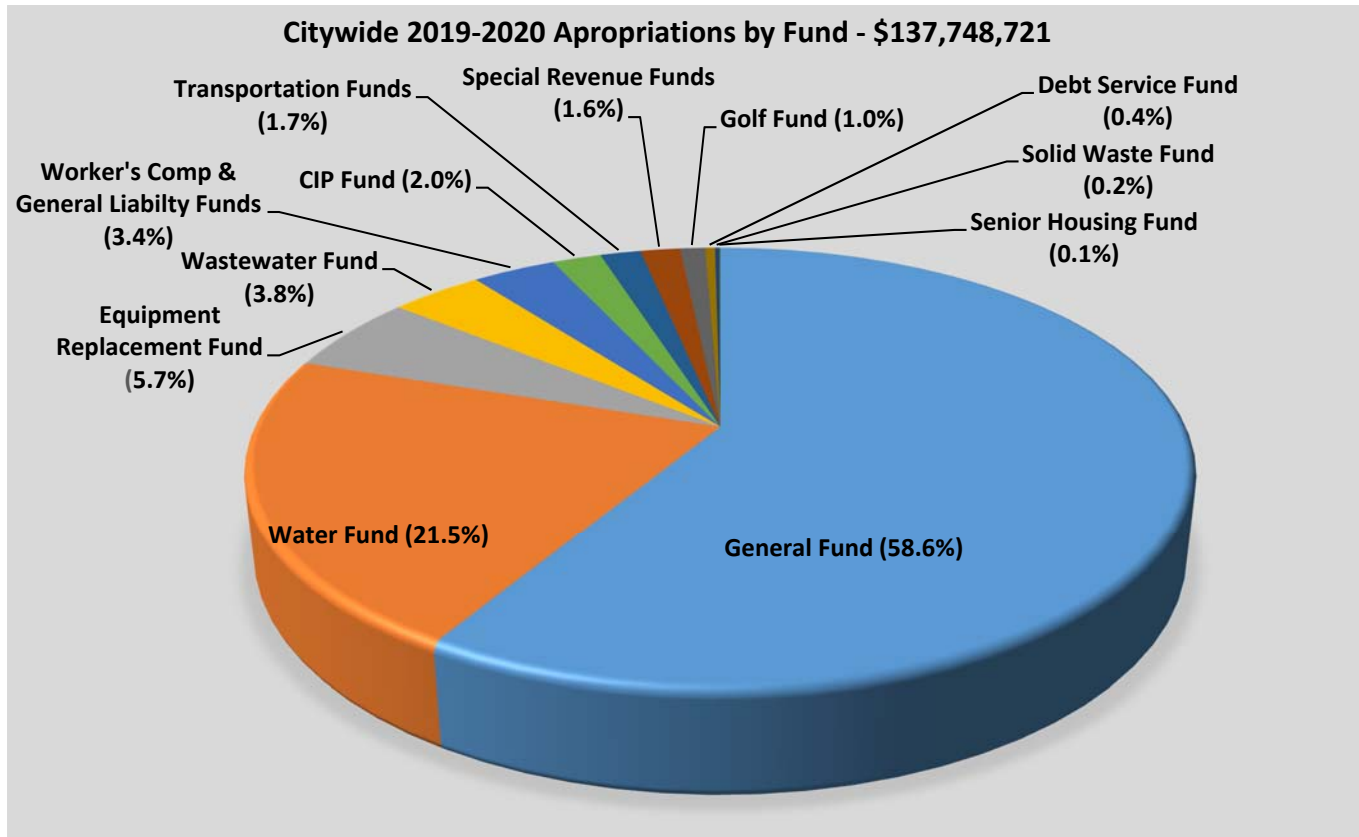
On June 11, 2019, City Council approved the City's 2020 to 2022 Strategic Plan which includes five broad Citywide Goals and nine Citywide Top Priorities. These goals and priorities served as guiding principles during the three budget study sessions with City Council. The Adopted FY 2019-2020 Budget contains sufficient resources to support the Strategic Plan's goals, priorities, and objectives which will be implemented during the course of FY 2019-2020. This budget will provide the highest possible service levels to local residents, businesses, and visitors which our limited revenues will allow. Equally as important, this budget will further the organization's paradigm shift toward setting long-term multi-year objectives instead of focusing mainly on short-term needs through the annual budget process. With this shift in mind, this year's budget focuses on the following broader City Council Strategic Goals

- Enhance customer service, engagement, and communications;
- Support community safety and preparedness;
- Develop the City organization to become a choice employer and workforce;
- Develop and maintain quality infrastructure and technology; and,
- Champion economic development and fiscal sustainability.

Overview of Adopted FY 2019-2020 Operating Citywide Budget

Overall, the Adopted Budget represents a conservative spending plan for the fiscal year. Total adopted appropriations (for all funds) for FY 2019-2020 is \$137,748,721, as illustrated in the following table and chart:

No.	Fund Name	FY 2018-2019 Adopted Budget	% of Budget	FY 2019-2020 Adopted Budget	% of Budget
1	General Fund	\$79,068,984	57.5%	\$80,782,540	58.6%
2	Water Fund	30,645,150	22.2%	29,622,670	21.5%
3	Equip. Rep. Fund	8,123,097	5.9%	7,849,761	5.7%
4	Wastewater Fund	5,110,042	3.7%	5,235,334	3.8%
5	Worker's Comp Fund	2,932,453	2.1%	2,934,272	2.1%
6	CIP Fund	3,130,000	2.3%	2,749,000	2.0%
7	Transportation Funds	2,933,757	2.1%	2,284,527	1.7%
8	General Liability Fund	1,854,128	1.3%	1,783,333	1.3%
9	Public Safety Sp. Rev.Fund	1,235,073	0.9%	1,661,565	1.2%
10	Golf Fund	1,692,814	1.2%	1,417,800	1.0%
11	Other Special Rev. Funds	311,000	0.2%	578,806	0.4%
12	Debt Service Fund	545,000	0.4%	545,000	0.4%
13	Solid Waste Fund	0	0.0%	230,000	0.2%
14	Senior Housing Fund	27,000	0.0%	74,113	0.1%
Total		\$137,608,498	100.0%	\$137,748,721	100.0%



The General Fund consumes the largest portion of the total Citywide Budget at \$80,782,540 (58.6%). Enterprise Funds combined consume the second largest portion of the total Citywide Budget at 26.5%, with the individual operations as follows: Water Fund at \$29,622,670 (21.5%); Wastewater Fund at \$5,235,334 (3.8%); Golf Fund at \$1,417,800 (1%); and, new Solid Waste Fund at \$230,000 (0.2%). Internal Service Funds total 9.1% of the total Citywide Budget with the individual operations as follows: Equipment Replacement Fund at \$7,849,761 (5.7%); Workers' Compensation Fund at \$2,934,272 (2.1%); and, General Liability Fund at \$1,783,333 (1.3%). With respect to the Capital Improvement Program (CIP) Fund, \$2,749,000 (or 2%) is adopted for FY 2019-2020. Ideally, a local government will dedicate at least 2% to 5% of its total budget each year to the community's public infrastructure, including public facilities. As the City ages and its infrastructure continues to deteriorate, the City will need to rely more heavily on long-term financial planning to better prepare, and re-invest in this essential aspect of the budget. The longer the City procrastinates and delays properly managing its existing facilities, infrastructure, and assets, it will end up costing the next generation significantly more to re-build and pay out future legal settlements and claims. In addition, this poor business practice is costing the current budget recurring operating costs (such as more expensive utilities), as a result of relying on inefficient and environmentally antiquated energy systems.

Adopted FY 2019-2020 General Fund Budget

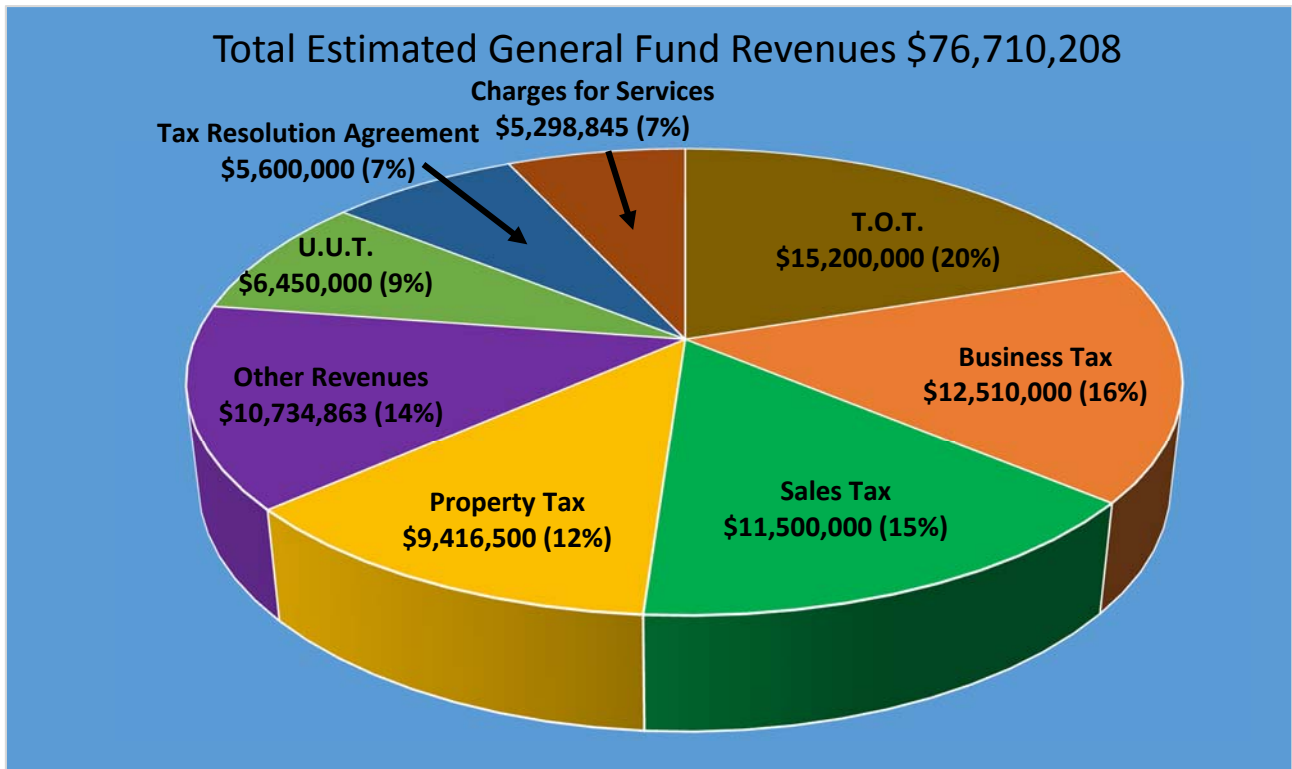
Overall, the Adopted FY 2019-2020 General Fund Budget is structurally balanced (with recurring operating revenues sufficient to cover recurring operating expenditures). Reserves will only be used for one-time capital improvement projects to partially maintain deteriorating facilities and aging public infrastructure, as well as other one-time expenditures. This approach fully complies with the City's Financial Policies. The General Fund pays for the majority of the City's basic operations and services, including the following:

- Public Safety (Police & Fire)
- Public Works (highways/streets/engineering)
- Community Services (senior/teen/recreation/library)
- Community Development (building/housing/planning/zoning)
- General Governance and Administrative Oversight

General Fund Revenues

Total Adopted General Fund estimated revenues for FY 2019-2020 is \$76,710,208, as illustrated in the following table and chart:

No.	General Fund Revenues	FY 2018-2019 Adopted Budget	FY 2019-2020 Adopted Budget	Change
1	Transient Occupancy Tax	\$14,500,000	\$15,200,000	\$700,000
2	Business License Tax	11,800,000	12,510,000	710,000
3	Sales Tax	11,900,000	11,500,000	(400,000)
4	Property Tax	8,057,164	8,816,500	759,336
5	Utility Users Tax	5,935,000	6,450,000	515,000
6	Tax Resolution Agreement	5,800,000	5,600,000	(200,000)
7	Charges for Service	5,393,625	5,298,845	(94,780)
8	Other Revenues	2,520,400	3,218,995	698,595
9	Franchise Tax	3,900,000	3,200,000	(700,000)
10	Intergovernmental Revenues	1,849,347	1,851,490	2,143
11	License & Permits	1,668,388	1,688,358	19,970
12	Interest & Rentals	824,000	824,000	
13	Fines & Forfeitures	317,700	412,020	94,320
14	Transfers -in	-	140,000	140,000
Total		\$74,465,624	\$76,710,208	\$2,244,584



Due to a variety of historical actions and past public policy decisions, the City of El Segundo is a “very low-tax city.” This has served the local residents and businesses well from a taxpayer perspective. However, this has resulted in limited historical investments in traditional public infrastructure (streets, sidewalks, utilities, parks and recreation facilities, police and fire facilities, downtown amenities, public parking, beach facilities, greenbelts, and other public facilities). The quality of the City’s public infrastructure has not kept pace with that of other West Los Angeles and South Bay cities. With respect to Property Tax revenues, the City incorporated in 1917 without a general municipal property tax. Although the City now receives a small portion of local Property Tax revenue (about 6 cents for every \$1 dollar of property tax paid), this represents only approximately 12% of the estimated total General Fund revenues.

The General Fund’s top six estimated revenues are: Transient Occupancy Tax (\$15.2 million), Business License Tax (\$12.5 million), Sales Tax (\$11.5 million), Property Tax (\$8.8 million), Utility Users Tax (\$6.5 million), and Chevron Tax Resolution Agreement (\$5.6 million). The total estimated General Fund revenue for FY 2019-20 represents an increase of \$2.2 million (or 3.0%) over the previous year adopted budget. The following provides additional information for major revenue sources:

Transient Occupancy Tax (TOT): Increase of \$700,000 over the prior year as a result of an additional hotel in the City, and continued occupancy rates at the other local hotels in response to a stronger regional economy. Also, due to passage of ballot Measure B which adjusted TOT from 8% to 12%, this revenue is now the leading single General Fund revenue source.

Business License Tax: Increase of \$710,000 (or 6%) based on Business License Tax rates being adjusted by the annual CPI change, a healthy local economy, proactive compliance, and a stronger demand for filming within the City (\$80,000 increase attributable to filming).

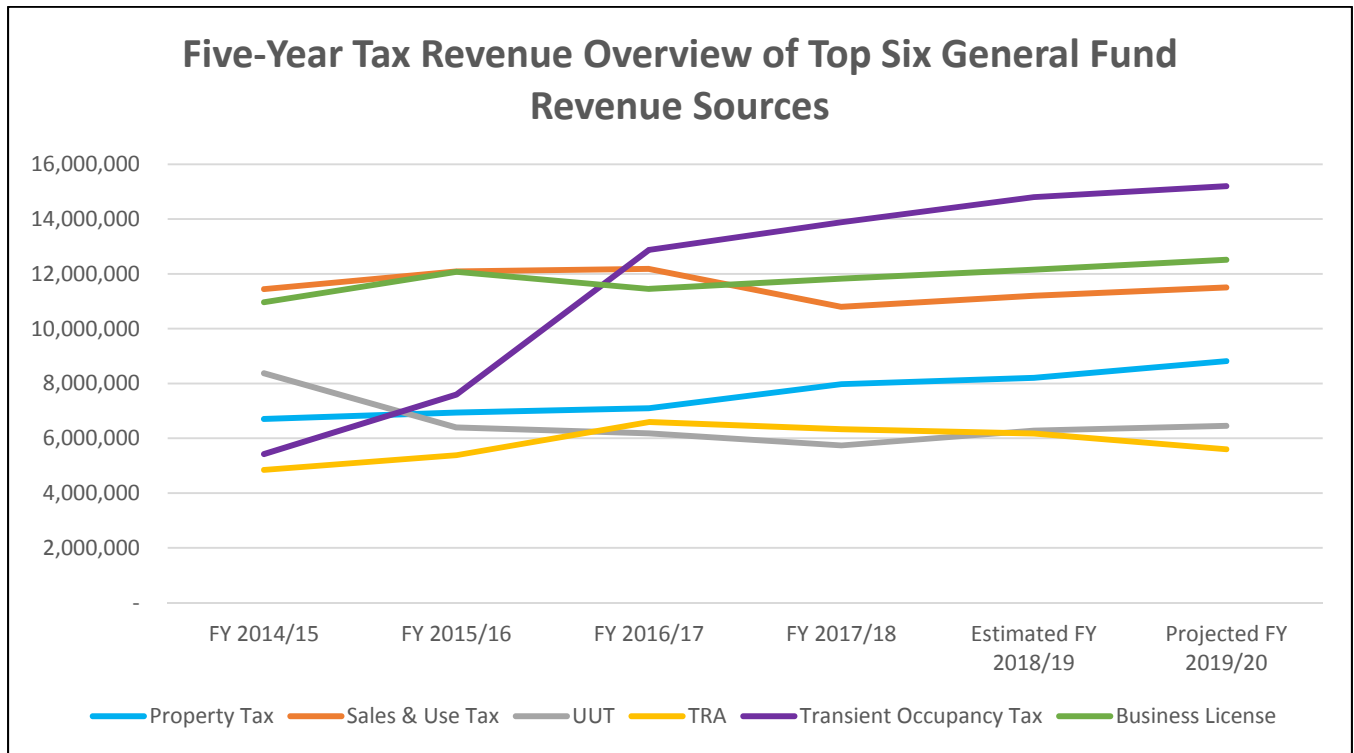
Sales Tax: Decrease of \$400,000 (or -3.3%) based on the City’s limited retail developments and a leveling of taxable sales transactions within City limits. Staff will work on a long-term plan to further diversify the City’s economy.

Property Tax: Increase of approximately \$759,336 (or 9.4%) attributed to rising property values and increased property sales transactions. The City experienced a net taxable value increase of 6.9% for the FY 2018-19 tax roll, which was slightly more than the 6.5% Countywide increase. The assessed value increase between FY 2017-18 and FY 2018-19 was \$841 million. The change attributed to the 2% Proposition 13 inflation adjustment was \$144 million, which accounted for 17% of all growth experienced in the City.

Utility Users Tax (UUT): Utility Users Taxes from gas, water, telecommunications, cogenerated electric, and electricity has a projected net increase of \$515,000 (or 8.7%). Major impact is due to the increased price on natural gas.

Chevron Tax Resolution Agreement (TRA): Estimated at \$5.6 million, the TRA aims to ensure the City receives a guaranteed amount plus the annual CPI increase in tax payments, despite fluctuations in the national and local economy. The following taxes are part of the agreement: Gas/COGEN/Water/Electric UUT; Property Tax; Business Tax; and Sales & Use Tax. The sum of these taxes from the current year determines the amount that Chevron makes up to meet the guaranteed amount in the following year per the agreement.

The following graph provides a five-year historical overview of the City's top six General Fund revenues:



General Fund Appropriations

Total Adopted General Fund Appropriations for FY 2019-2020 is \$80,782,540, as illustrated in the following tables:

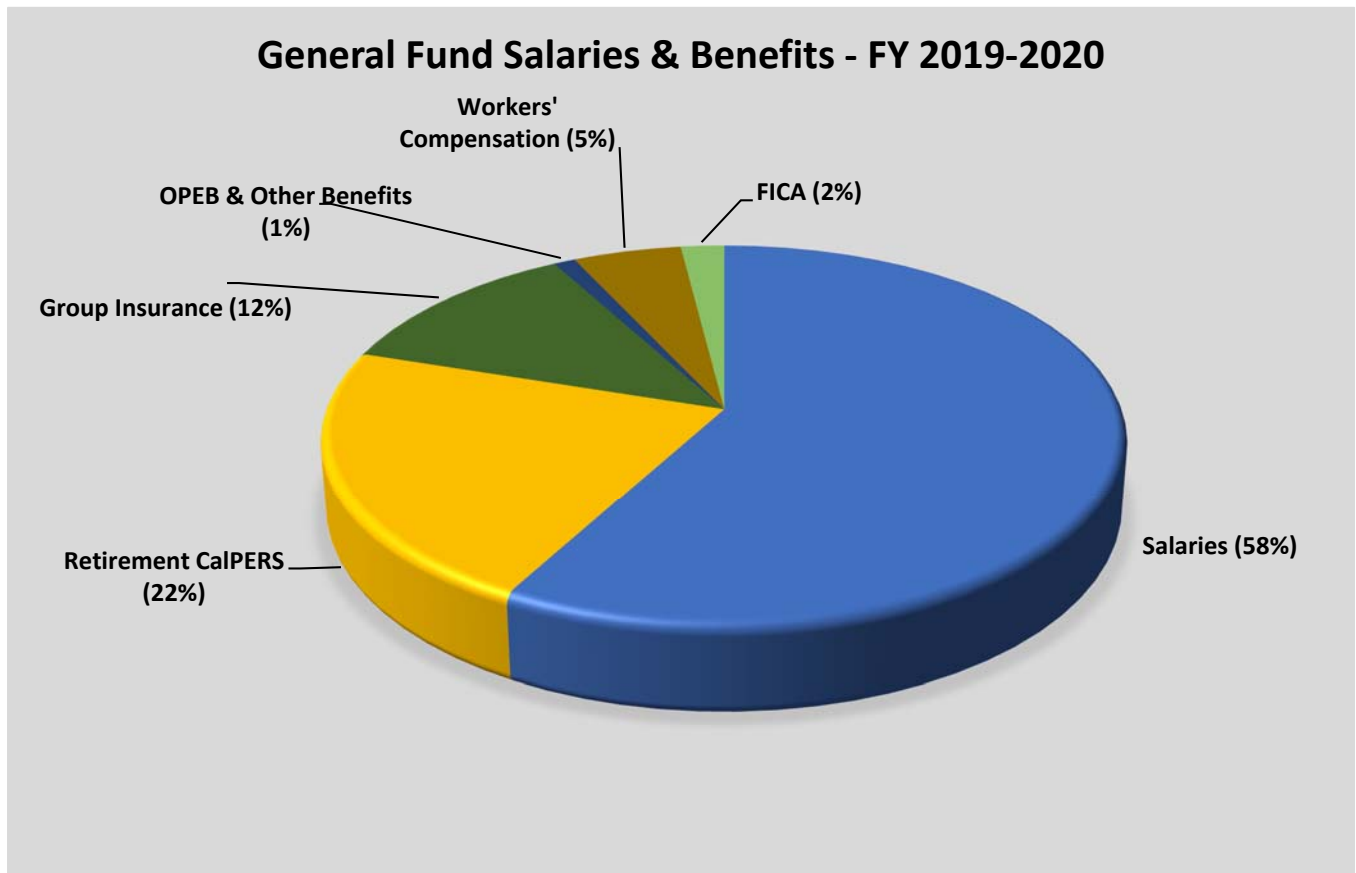
No.	Department	General Fund Appropriations		Change	% Change
		FY 2018-19 Adopted Budget	FY 2019-20 Adopted Budget		
1	Police	\$ 21,746,192	\$ 23,175,793	\$ 1,429,601	6.6%
2	Fire	16,401,982	17,015,860	613,878	3.7%
3	Public Works	8,507,761	8,098,326	(409,435)	-4.8%
4	Parks & Rec	6,688,627	7,190,768	502,141	7.5%
5	Nondepartment	8,251,373	5,743,964	(2,507,409)	-30.4%
6	Planning & Building	2,830,338	3,192,691	362,353	12.8%
7	Information System	2,059,988	2,774,264	714,276	34.7%
8	City Manager	2,039,236	2,526,032	486,796	23.9%
9	Library	2,363,788	2,489,245	125,457	5.3%
10	Finance	2,331,337	2,422,565	91,228	3.9%
11	Human Resources	1,004,459	1,430,937	426,478	42.5%
12	City Clerk	513,901	722,838	208,937	40.7%
13	City Attorney	611,250	585,450	(25,800)	-4.2%
14	City Treasurer	312,273	345,375	33,102	10.6%
15	City Council	288,541	319,432	30,891	10.7%
16	Transfers Out	3,130,000	2,749,000	(381,000)	-12.2%
	Total Operating	\$ 79,081,046	\$ 80,782,540	\$ 1,701,494	2.2%

Summary of General Fund Appropriations (excluding transfers out)				
Description	Adopted FY 18-19	Adopted FY 19-20	Change	% Change
All Salaries (including overtime & other pays)	\$33,982,999	\$35,092,900	\$1,109,901	3%
All Benefits	24,787,878	24,926,774	138,896	1%
Subtotal	58,770,877	60,019,674	1,248,797	2%
Maintenance & Operations	17,065,792	18,002,376	936,584	6%
Capital Outlay	114,377	11,490	(102,887)	-90%
Total	\$75,951,046	\$78,033,540	\$2,082,494	3%

Department appropriations have been limited at the previous year's level. Certain exceptions were made for costs over which the City has limited control. Adjustments were made to reflect MOU increases, current Workers' Compensation costs; and professional and technical contracted services. The two largest General Fund departments are Police and Fire operations. These two departments consume 51.5% of the total General Fund Budget (not including transfers out), followed by the Public Works Department at 10.4%.

Salaries and Benefits

Over the past several years, the General Fund has experienced significant increases in staffing costs due to rising PERS costs, worker's compensation costs, part-time staff costs due to State-mandated minimum wage increases, and costs associated with implementation of new MOUs. For FY 2019-2020, Salaries and Benefits for the General Fund total \$60 million and are approximately 77% of the General Fund operating budget. The following pie chart illustrates how General Fund salaries and benefits are allocated:



To better understand the impacts of rising employee benefit costs, for non-public safety employees, for every \$100,000 of salary paid, the City must spend approximately an additional \$41,600 for benefits. For public safety (Classic PERS members), the benefits ratio to salaries is approximately a 1-for-1 ratio. That is, for every \$100,000 of salary paid, the City must spend at least an additional \$100,000 for benefits.

As is the case with most California cities, El Segundo has historically budgeted to fill 100% of all budgeted positions. Historically, cities are seldom fully staffed at 100%. For example, the City currently has about 30 General Fund position vacancies. This represents about 11% of the 277 full-time budgeted General Fund positions. After careful analysis and discussion with City Council during the budget workshops, the FY 2019-20 Budget includes an assumed vacancy rate of 5%, or about 14 FTEs. The 5% vacancy rate results in a budgetary savings of approximately \$2 million.

As part of the comprehensive strategic financial plan that will be developed during the upcoming fiscal year, each department will be asked to develop long-term staffing plans and reassess its organizational structure to provide quality services in the most efficient and cost-effective manner. Staff will take a closer look at future year staffing levels. Making the shift to budgeting annual salary savings should be a temporary measure and not a long-term measure. This is not a good financial business practice and the City should exercise caution doing so going forward.

Maintenance & Operations

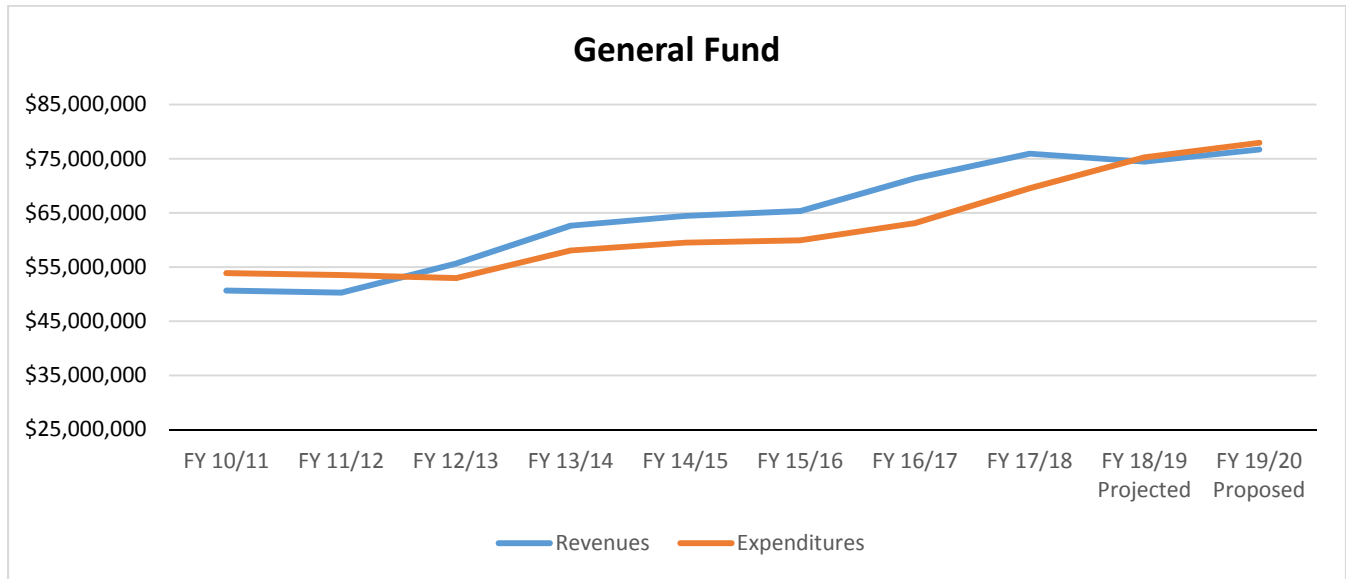
The Adopted General Fund Budget includes a 6% adjustment in Maintenance & Operations costs. This increase is primarily due to one-time cost increases such as: City Clerk's election costs at \$220,000; Human Resources employee engagement program of \$200,000; Information Services Department professional services increase of \$150,000 for project managers to implement new technology; Planning & Building Safety Department professional services increase of \$140,000 to backfill staff that will be dedicated to implementation of the new online permitting program; Fire Department increase of \$84,000 related to the accreditation program (\$35,000), digitalizing Fire Prevention files (\$25,000), and required vaccinations and medical exams (\$24,000); and City Manager's Office increase for expenses of (\$75,000) related to the LAX expansion mitigation negotiation effort. Also, contractual increases driven by increases in minimum wage, healthcare costs, and State/Local regulations and mandates are reflected in the budget.

Charge Backs

Chargebacks consist of services provided by a General Fund department to another Governmental or Enterprise Fund. During the course of the year, the applicable operations will be charged to reflect the cost of receiving these services and reimburse (or charge back) the General Fund. The methodology is based on the formal cost allocation plan the City conducted during FY 2017-18 and updated with inflationary factors for subsequent budgets.

Ten-Year Expenditures and Revenue History

The following graph illustrates a ten-year history of General Fund revenues and expenditures. In instances when expenditures exceeded revenues, some of the one-time shortfalls were funded by inter-fund transfers or from available fund balance, including use of reserves.



Estimated Fund Balance

When City Council adopted the FY 2018-2019 General Fund Budget, the projected ending fund balance for September 30, 2019 was \$14.1 million. Based on staff's recent analysis, this amount is now projected to be \$18.8 million, a net increase of approximately \$4.7 million. The increase is attributed to higher revenues and lower estimated expenditures due to approximately 30 vacancies throughout FY 2018-2019.

Briefly, fund balance is defined as the difference between assets and liabilities and may be categorized into reserved, unreserved, designated, undesignated, etc. As described earlier, the City Council opted to appropriate available fund balance after setting the General Fund reserve levels at 17% of appropriations. Based on the estimated revenues and adopted appropriations for the coming fiscal year, staff projects the ending General Fund balance at September 30, 2020 to be \$13.5 million (excluding \$2.5 million in transfers out to the CIP Fund and \$1.55 million to the pension trust), as well as \$2 million in the Economic Uncertainty Fund.

Reserve Levels

During the Budget Study Sessions, staff presented various General Fund reserve level options for City Council's consideration. Within these options, additional appropriation requests from different departments were presented to use available funds and to implement the goals as discussed in the Strategic Planning sessions. One of the top ongoing City Council priorities is to address the growing unfunded pension liabilities, especially for the larger public safety portion. At the August 20th Budget

Study Session, City Council decided to lower the General Fund Reserve from 19% to 17% and to apply the 2% reduction, approximately \$1.55 million, to fund the City's section 115 pension trust. City Council also decided to maintain the Economic Uncertainty Reserve at \$2 million. This resulted in a combined total reserves of the Economic Uncertainty Reserve and General Fund Reserve of about 20%.

The top tier California cities maintain a General Fund reserve of at least 20%. This is considered a "Best Management Practice" (BMP) by financial advisory firms and bond rating agencies, especially given the significant rise in natural disasters (fires, floods, and earthquakes) throughout the State over the past several years. In addition, the possibility of a significant economic recession over the next few years continues to raise its head. Further, the City has significant financial exposure associated with its aging and deteriorating public infrastructure which may result in unexpected one-time infusions of capital. Moreover, the reduction in reserve balances also equates to a reduction in interest earning revenue for the General Fund which impedes the City's ability to fund ongoing operations. As a result, staff strongly recommends against any further reductions to the General Fund's reserve levels.

Special Revenue Funds

The total adopted budget for all special revenue funds is \$4.5 million, including \$2.4 million for capital improvements such as street repairs or rehabilitation, and parks facilities repairs and maintenance. All Special Revenue Funds are dedicated for a specific purpose governed by specific laws and regulations. For example, the Gas Tax Fund can be spent only on street-related expenditures. Prop A and Prop C funds can be spent only on transportation. Asset Forfeiture and COPS funds can be spent only on police-related activities – as a supplement, and not to supplant current appropriations. Federal, State, or County grants can be spent only for the specific grant that it is awarded for. Some special revenue fund balances are projected to "decrease" as the City appropriated the funds for the purpose they were intended to be used once enough funds were accumulated to pay for specific projects.

Debt Service Fund

The Debt Service Fund records the City's facility lease activity for the Douglas Street Gap Closure. Included in the adopted budget is an allocation of \$545,000 for the annual payment of principal and interest on the Douglas Street Gap Closure project.

Capital Improvement Program Fund

In addition to the capital improvement projects that are funded from Special Revenue and Enterprise Funds, the Adopted Budget includes a transfer of \$2.7 million from the General Fund to the Capital Improvement Program Fund. This transfer enables the City to partially address the ongoing long-term goal of investing in its infrastructure. The adopted projects are listed under the Capital Improvement Program section of the budget document.

Enterprise Funds

The Adopted FY 2019-2020 Budget includes funding for the following four Enterprise Funds:

Fund	Estimated Revenues FY 19-20	Adopted Operating Budget FY 19-20	Adopted CIP Budget FY 19-20	Total Adopted Budget FY 19-20
1. Water Fund	\$ 31,281,360	\$ 27,812,670	\$ 1,810,000	\$29,622,670
2. Wastewater Fund	3,886,200	4,175,334	1,060,000	5,235,334
3. Golf Course Fund	1,450,667	1,417,800	-	1,417,800
4. Solid Waste Fund	-	230,000	-	230,000
Total	\$ 36,618,227	\$ 33,635,804	\$ 2,870,000	\$36,505,804

Water Fund

The total Adopted Water Fund Budget is \$29.6 million, including \$1.8 million (all carryover from previous fiscal year) for capital improvement projects related to Indiana Street water main and Citywide meter replacements. The Water Division operates, maintains, and repairs the City's water distribution system consisting of approximately 65 miles of pipeline, a six million gallon reservoir, a three million gallon reservoir, and a 200,000 gallon elevated water tank. The Adopted FY 2019-2020 Budget remains flat compared to the previous year's budget.

The largest budget line-item is the cost of purchasing water (\$23.1 million) and is projected to remain relatively flat as conservation efforts continue and only a modest increase in the cost to purchase potable and recycled water for FY 2019-20. The Water Fund is structurally balanced with net position covering the cost of capital and maintenance improvements and all on-going operations costs are paid for with on-going revenue.

The Water Fund receives revenue primarily from metered water sales and base charges. FY 2019-20 Water Fund revenues are estimated at \$31.3 million annually. This is slight increase of 2.0% from the FY 2018-19 Budget due to the last rate adjustment that took effect in July 2019. The City is in the process of conducting a water and wastewater rate study to determine if a Proposition 218 process will be necessary to adjust rates.

Wastewater Fund

The total Adopted Wastewater Fund Budget is \$5.2 million, including \$1.1 million for capital improvement projects which include pump station, lifts, and sewer main repairs. The Wastewater Division operates and maintains the City's wastewater system, which consists of nine stations, 18 pumps, and approximately 57 miles of sewer mains. The lift stations run in an automatic mode 24 hours per day to convey over half-billion gallons of sewage per year to treatment plants operated by the City of Los Angeles and Los Angeles County. The Adopted FY 2019-2020 Budget represents an increase of \$125,000.

The Wastewater Fund receives revenue primarily from residential and commercial user service fees and connection fees. FY 2019-20 revenues are estimated at \$3.9 million. This represents about \$100,000 more than the previous year's budget. The Wastewater Fund has been running an operational deficit over the last two years which has been covered by using retained earnings (available fund balance). The primary driver is increased costs associated with the cost to treat sewage by Hyperion Treatment Plant which is owned by the City of Los Angeles. As a result, recurring operational costs are not covered by recurring revenue. This is not a good business practice, and likely does not comply with the industry's Best Management Practices. Staff is in the process of conducting a wastewater rate study to determine if a Proposition 218 process will be necessary to adjust wastewater rates.

Golf Course Fund

The Golf Course Fund has been running recurring operating budget deficits for many years, which has required General Fund subsidies. For FY 2019-2020 for example, the adopted budget is \$1.4 million, which represents a reduction of about \$300,000 from the previous year. This reduction is primarily due to the anticipated transfer of the operation of the golf course to Topgolf, a reduction in allocating City staff's time to the Golf Fund, no longer allocating a portion of the City's general liability insurance to this fund, and a reduction in operational costs associated with the pro shop and food & beverage operations. Beginning with FY 2016-2017, depreciation expense was no longer included as a budgeted line item in the Enterprise Fund as it is a non-cash expense. Revenues for the Golf Course Fund are estimated at \$1.5 million for FY 2019-20. This represents a declining revenue trend from the last three fiscal years where revenues were \$1.8 million in FY 2016-17. The Golf Course fund continues to carry a negative net position, also referred to as negative retained earnings, due to the outstanding loan balance of approximately \$5.7 million that is due to the General Fund.

With the November 5, 2019 City Council approval of the Topgolf operating contract, the General Fund will eventually realize at least \$1.9 million in new recurring revenues. This will allow the Golf Course Fund to repay its obligations to the General Fund and become structurally balanced over time. If the current referendum is successful, and the voters decide to overturn the November 5, 2019 Land Use decision, then City Council will have to consider other options for the future of the golf course, including permanently closing the course and exploring alternative recreational or open space uses.

Solid Waste Fund

The Solid Waste Fund is a new fund that was set up in June 2019 to oversee the newly approved Solid Waste Enterprise operation. City Council approved the rate study for the solid waste operations and Proposition 218 process to set rates in early 2019. The Proposition 218 process was supported by a majority of the ratepayers. As a result, a new residential fee for solid waste was established for the first time in the City's history. Previously, the costs associated with solid waste collection for residential customers was 100% subsidized by the General Fund. Now the cost is partially subsidized by the Solid Waste Fund. Over time, this enterprise fund will need to become self-supporting and the General Fund subsidy will need to be reviewed, if not concluded.

Internal Service Funds

Adopted FY 2019-2020 Budget included funding for the following three Internal Service Funds:

Fund	Estimated Beginning Balance Fund	Estimated Revenues FY 19-20	Adopted Operating Budget FY 19-20	Estimated Ending Balance 9/30/20
1. Equipment Replacement	\$ 6,389,026	\$ 2,089,441	\$ 7,849,761	\$ 628,706
2. Workers Compensation	(4,681,875)	2,975,035	2,934,272	(4,641,112)
3. General Liability Insurance	83,598	1,914,179	1,783,333	214,444
Total	<u>\$ 1,790,749</u>	<u>\$ 6,978,655</u>	<u>\$12,567,366</u>	<u>\$ (3,797,962)</u>

These funds are used to account for internal charges to user-departments. For example, the Equipment Replacement Fund (ERF) is used only to accumulate funds to replace various equipment valued at \$5,000 or more (individual value of an item and not grouped items) and vehicles throughout the City. Based on the estimated life of the asset and estimated replacement value after the asset is fully depreciated, the ERF charges the departments a set amount each year until the asset is fully funded in order to be replaced. Per the established replacement schedule, the Adopted FY 2019-2020 Equipment Replacement Fund Budget is \$7.85 million, even though not all of the equipment scheduled for replacement may be actually be purchased or replaced during the fiscal year.

For the Liability Insurance Fund and the Workers' Compensation Fund, the Adopted FY 2019-2020 Budget is \$1.8 million, and \$2.9 million, respectively. Both these amounts are intended to cover the administration costs, premiums, and estimated claims payments within the City's self-insured retention - \$750,000 for general liability and \$500,000 for workers' compensation.

The City operates two self-insurance programs, administered by third-party administrators, under the management of the City's Risk Manager who is also the Director of Finance. The City belongs to the Independent Cities Risk Management Authority (ICRMA), a joint-powers authority of 18 participating members for the purpose of pooling the City's risk for general liability and workers' compensation losses with those of other member cities. ICRMA covers up to \$40,000,000 for general liability claims: The City is responsible for the first \$750,000 of claims (Self-Insured Retention). The ICRMA pool covers up to the first \$3 million above the City's SIR and the excess coverage is everything from \$3 million to \$40 million. The \$40 million in excess coverage represents a \$10 million increase in excess coverage over the prior year with a slight decrease of premium to the City compared to the prior year. This is a great testament to the fiscal stability of this shared risk pool. The City also participates in the following insurance programs: crime program, cyber program, property and equipment program, auto physical damage program (new coverage for FY 2019-20); and, terrorism coverage program (new for FY 2019-20).

Adopted FY 2019-2020 Capital Improvement Program Budget

The Adopted FY 2019-20 Capital Improvement Program (CIP) Budget totals \$4.8 million in new funding, of which \$2.7 million is from the General Fund, \$1.5 million from transportation special funding sources, \$250,000 from grants, \$200,000 from the Wastewater Fund, and \$60,000 from the Senior Housing Fund. The CIP is prepared separately from the Adopted FY 2019-20 Operating Budget and represents a fiscal plan that partially addresses a portion of the City’s immediate infrastructure needs for the next fiscal year. The main highlights are as follows:

	Adopted CIP Projects	Adopted FY 2019-2020 Budget
No.	Wastewater (Sewer) Enterprise Fund	
1 (a)	Acacia Park Construction	\$200,000
	Gas Tax/ Prop C / SB 1/ Measure R/ Measure M	
2	Roadway Rehabilitation (Annual Program)	700,000
3	El Segundo Blvd. Improvements	500,000
4	Sidewalk Improvement and Construction (Annual Program)	300,000
	Other Grant or Special Funds	
1(b)	Acacia Park Construction - Prop 68 Grant - (CIPAC Rank: #2)	200,000
5	FCA - Park Vista Senior Housing Plumbing (Senior Housing Funds)	60,000
6	ADA Ramp Improvements - CDBG Funds	50,000
	General Fund	
7	Teen Center Upgrades Including Skate Park and Basketball Court (CIPAC Rank: #6)	800,000
8	City Hall Windows Replacement	500,000
9	Fiber Vault Lids Replacements	300,000
10	Plunge Pool Construction Reserve (also reprogramed another \$700,000 of FY 2018-19 funds which were previously allocated towards Acacia Park, for a total of \$1M applied towards the Plunge)	300,000
11	Rec Park Restroom Rehabilitation	200,000
12	Police Firing Range Remodel – (PD Developer Impact Fee reserves): (CIPAC Rank: #3) – rolling over \$41,000 previously allocated in FY 2018-19	204,000
13	City Hall Security Improvements	125,000
14	Library Park Project (CIPAC Rank: #7)	120,000
15	Fitness Trail at Memory Row (CIPAC Rank: #4)	100,000
16	Catch Basin Inserts Installations	100,000
	Total General Fund Allocation to CIP	\$2,749,000
	Total All Funding Sources	\$4,759,000

Please refer to the adopted CIP section of the FY 2019-2020 Budget Document in order to obtain a more thorough and detailed description of each capital improvement project, including carry over funding.

Citywide Staffing

The Adopted Budget plans for maintaining existing staffing levels at 362.26 Full-Time Equivalent (FTE) positions (including part-time positions). The budget anticipates filling approximately 30 vacant positions over the course of several months. In addition, current estimates reflect about 20% of City staff retiring over the next one to three years. As a result of the time to recruit for vacant positions and retirements in the pipeline, the budget includes a 5% vacancy rate to temporarily reflect the current staffing environment within the budget. Although the loss of institutional knowledge will be challenging with the high number of employees eligible for retirement, it also presents an opportunity to embrace the ongoing paradigm shift with respect to how the City's finances are managed and to prepare for future needs by providing internal growth opportunities and the flexibility to reengineer the structure of the organization.

Performance Measures

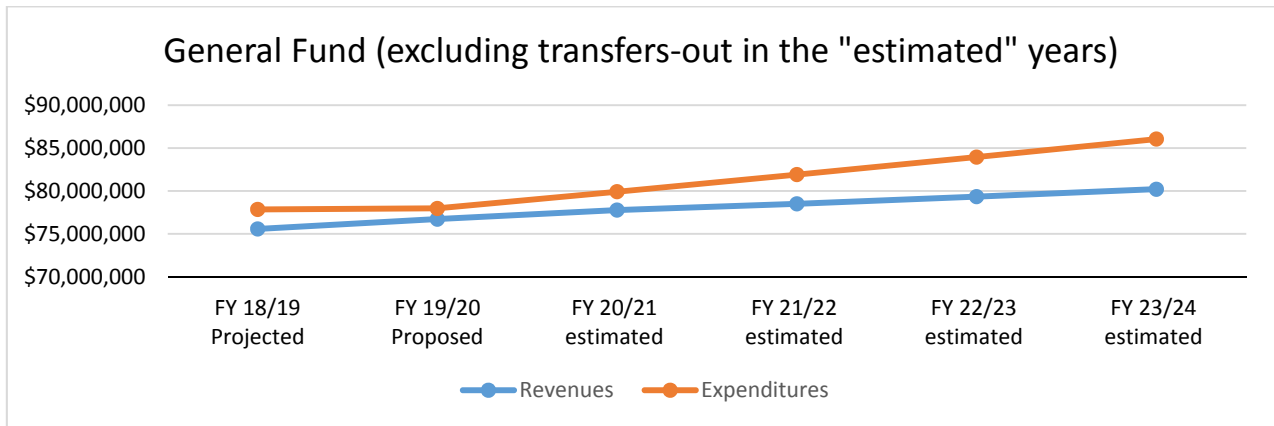
The City is planning to transform current performance measures from static measures to a more robust method that relies on more meaningful tools that will provide regular measures to highlight areas where the City performs well, as well as those areas in which further evaluation will be warranted. With the ultimate goal to have performance measures posted on the City's website, the process will become more timely and transparent.

Future Challenges

While the City was able to produce a balanced budget, financial challenges remain as the cost of providing services continue to rise. The City continues to focus its efforts to keep the residents and businesses in a safe environment. Contributions for retirement benefits will continue to rise as CalPERS continues to phase-in increased City contributions as result of reduced investment earnings, changes to actuarial assumptions due to longer longevity expectations, more members joining the retiree population and less active workers supporting the growing retiree base, and other actuarial inputs which have upward pressures on member agencies' contribution rates. Health insurance premiums are also expected to rise. As a built-out urban city, El Segundo runs the risk of being negatively impacted by a potential national recession.

The Adopted Budget reflects a General Fund that continues to subsidize other funds, such as the Solid Waste Fund and Golf Course Fund. With greater General Fund resources being used to support other funds, this will place a further strain on the General Fund's ability to provide for the more traditional local government services, including public safety (police and fire). In looking forward, a few funds, such as the Wastewater Fund and Water Fund, are projected to draw down additional General Fund reserves and fund balances beyond FY 2019-20. This is not a good business practice and, as a result, staff will develop both short-term and long-term strategies to more effectively address these challenges to ensure the City remains financially stable over the long-haul. In addition, the potential delayed loss of the City Council approved Topgolf contract to manage the City-owned driving range and golf course may have significant impacts on the City's budget.

As a result of such pressures, staff remains cautious in projecting City’s revenues, while at the same time working hard to limit future expenditures. The following graph contains staff’s projected General Fund revenues and expenditures over the next five years, starting with FY 2018-2019 projected year-end:



This graph illustrates that the City will face a structural budget challenge going forward, assuming that the General Fund will spend 100% of its appropriations and that revenue growth is conservative. While the City is seeing some revenue growth, the cost of providing services to the community continues to rise at a faster rate than revenue growth. For example, staff anticipates that over the next four years, revenues will grow an average of 1%-2% per year while expenditures will grow by 2.5% per year, if not higher.

In the years ahead, the City will continue to grapple with the challenges of being a full-service City that is faced with rising costs and an aging local public infrastructure system. For example, the City’s street and sidewalk infrastructure is estimated to require several million dollars annually in capital and maintenance expenditures in order to maintain the existing levels of service. The City’s facilities will also require increased annual contributions in capital and maintenance expenditures. Historically, the City has not received sufficient transportation related taxes (Gas Tax, Measure R, Measure M, SB-1), Developer Fees, and grant revenue in order to maintain the City’s streets and facilities at the required levels which has resulted in an increased reliance on the General Fund. However, with Gas Tax revenues declining, Developer Fees revenues remaining limited, and State/Federal grant opportunities diminishing, combined with the City’s past practice of deferred maintenance and neglect, going forward the City will need to explore a different and more aggressive approach in obtaining capital improvement funding.

Long-Term Financial Strategic Planning

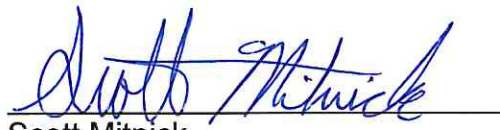
Staff will begin the process to develop a comprehensive Ten-Year Financial Strategic Plan (FSP) during FY 2019-20. This plan will help the City remain fiscally prudent and be more prepared for economic downturns, rising pension costs, potential national recession, and other conditions which may result in unanticipated fiscal challenges. Once completed and approved by City Council, staff will rely on the FSP to prepare both the Operating and CIP Budgets in subsequent fiscal years.

Summary

City Council, management, and staff work hard to ensure that the City continues to provide service levels which local residents and businesses expect and are willing to pay for. The Adopted FY 2019-2020 Operating Budget and CIP Budget represent a spending plan that is fiscally responsible and responsive to the community's needs. Staff will continuously monitor the City's revenues and expenditures to ensure that any material changes to revenues and/or appropriations are communicated to City Council. Staff will also take proactive steps to ensure strong financial health for the City. With leadership from City Council and management, the City has maintained financial stability, while limiting impacts on core municipal services provided to local residents, businesses, and visitors every week, 24 hours per day. Moving forward, the paradigm shift to focus more on long-term financial planning will continue to play an essential role in managing the organization's future.

The City is fortunate to have professional and dedicated employees performing at highly competent levels. My personal thanks to the Executive Team, Finance Department (especially Finance Director Joseph Lillio), and staff in all the operating departments for the many hours of outstanding work, interdepartmental cooperation, and commitment to preparing a balanced Adopted Operating Budget. Special thanks and appreciation also needs to be extended to the various employee associations for the vital cooperative role they play. Maintaining positive labor relations remains a critical component to how the City organization is managed and operated. Finally, it is important to acknowledge City Council for its continued leadership and confidence in staff to manage a wide array of municipal services during challenging times.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Scott Mitnick", written over a horizontal line.

Scott Mitnick
City Manager

RESOLUTION NO. 5168

A RESOLUTION ADOPTING THE 2019-2020 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND THE 2019-2020 APPROPRIATIONS LIMIT FOR THE CITY OF EL SEGUNDO.

The City Council of the City of El Segundo does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City Council has reviewed the proposed final Operating Budget ("Budget") for fiscal year;
- B. The Budget is based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;
- C. The City Council conducted strategic planning sessions on June 11, 2019; budget study sessions on July 17 and August 20, 2019; a public hearing on September 17, 2019;
- D. All procedural requirements for adopting the City's budget were fulfilled, and the City Council was fully informed regarding the City's current finances, projected revenue, and financial obligations; and
- E. It is in the public interest for the City Council to adopt the Budget as proposed by the City Manager.

SECTION 2: **ADOPTION.** The Budget attached to this Resolution, and incorporated by reference, is approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Schedule of Positions Full-Time & Full-Time Equivalents by Department, Authorized Positions and Budgeted Positions set forth in the Budget which recognizes Authorized Positions which are authorized but not necessarily budgeted and Budgeted Positions which are authorized and budgeted in the fiscal year.

SECTION 3: **APPROPRIATIONS LIMIT.**

- A. Article XIII B of the California Constitution requires the City to set its Appropriations Limit on an annual basis;
- B. The City's Appropriations Limit may be adjusted annually based upon inflation and population growth.
- C. The City Council may choose the method of calculating adjustments to the City's Appropriations Limit on an annual basis. For inflation, pursuant to Article XIII B, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- D. Pursuant to Article XIII-B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII-B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the percentage change in per capita personal income from the preceding year and calculating population growth by using the percentage change in population in Los Angeles County.
- E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for the fiscal year at \$325,023,684.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget, including transfers-out, is \$80,782,540. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

DEPARTMENT	AMOUNT
City Council	\$319,432
City Clerk	722,838
City Treasurer	345,375
City Manager	2,526,032
City Attorney	585,450
Non Department	5,743,964
Communications Center	1,565,070
Information Systems	2,774,264
Finance	2,422,565
Fire	17,015,860
Human Resources	1,430,937
Library	2,489,245
Planning and Building Safety	3,192,691
Police	21,610,723
Public Works	8,098,326
Recreation and Parks	7,190,768
Transfers-Out	2,749,000
Total	\$80,782,540

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$13,854,810 is appropriated for Capital Improvement Projects for Fiscal Year. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

FUND	AMOUNT
Gas Tax (Fund 106)	\$300,000
Asset Forfeiture (Fund 109)	370,000
Measure R (Fund 110)	563,866
CDBG (Fund 111)	152,556
Prop C (Fund 114)	240,000
TDA 3 (Fund 118)	50,000

COPS (120)	175,000
Measure M (Fund 127)	241,500
SB -1 (Fund 128)	285,071
Capital Improvement (Fund 301)	2,749,000
Water Fund (Fund 501)	1,810,000
Wastewater Fund (Fund 502)	1,060,000
Senior Housing (Fund 504)	60,000
Continued Appropriations from CIP Fund 301	5,797,817
Total	\$13,854,810

SECTION 6: MISCELLANEOUS APPROPRIATIONS. The City Manager, or designee, is authorized to implement the following miscellaneous appropriations:

FUND	AMOUNT
TRAFFIC SAFETY (104)	\$140,000
GAS TAX (106)	106,681
ASSET FORFEITURE (109)	375,500
PROP A TRANSPORTATION (112)	390,356
PROP C TRANSPORTATION (114)	107,053
AIR POLLUTION REDUCTION (115)	63,000
HYPERION MITIGATION (117)	8,250
PSAF (123)	100,000
FEDERAL GRANTS (124)	150,000
STATE GRANTS (125)	35,000
CAL-RECYCLE	5,000
CUPA (126)	641,065
CASP (129)	25,000
DEBT SERVICE FUND (202)	545,000
WATER FUND (501)	27,812,670
SEWER FUND (502)	4,175,334
GOLF COURSE (503)	1,417,800
SENIOR HOUSING (504)	14,113
SOLID WASTE (505)	230,000
EQUIPMENT REPLACEMENT (601)	7,849,761
LIABILITY INSURANCE (602)	1,783,333
WORKERS' COMP RESERVE/ INSURANCE (603)	2,934,272
TOTAL	\$48,909,188

SECTION 7: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2019-2020 into the applicable Fund operating reserve on September 30, 2020.

SECTION 8: APPROPRIATIONS LAPSE. All appropriations shall lapse at the end of the fiscal year to the extent that they have not been expended or lawfully encumbered unless approved by the City Council.

SECTION 9: BUDGET ADJUSTMENTS. The Budget may be subsequently adjusted as follows:

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;
- C. By Department Directors for appropriation transfers between appropriation units within programs;
- D. Object code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 10: CONTRACTING AUTHORITY.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. In accordance with the El Segundo Municipal Code ("ESMC"), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. Notwithstanding any dollar limitation set forth in the ESCMC, the City Manager is authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section.
- D. For all other services, equipment, and supplies, the City Manager is authorized to execute contracts in accordance with the ESCMC.

SECTION 11: DELEGATION OF AUTHORITY. Pursuant to State of California Code Section 53607, the City Council hereby authorizes the City Treasurer to invest and reinvest the City's funds, to sell or exchange securities so purchased, and to deposit securities for safekeeping in accordance with the Code. The City Treasurer may delegate all, or a portion of the investment authority to subordinates pursuant to State of California Government Code Section 41006. Such delegation by the City Treasurer shall not remove or abridge the Treasurer's investment responsibility. This Delegation of Authority shall be valid for one year unless otherwise revoked; and will be renewed on an annual basis in conjunction with the Budget Adoption.

SECTION 12: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 13: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED September 17, 2019.

[SIGNATURES ON NEXT PAGE]

PASSED AND ADOPTED RESOLUTION NO. 5168 this 17th day of September 2019



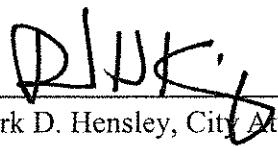
Drew Boyles, Mayor

ATTEST:



Tracy Weaver, City Clerk

APPROVED AS TO FORM:

 *FOR*


Mark D. Hensley, City Attorney

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. 5168 was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the 17th day of September, 2019, and the same was so passed and adopted by the following vote:

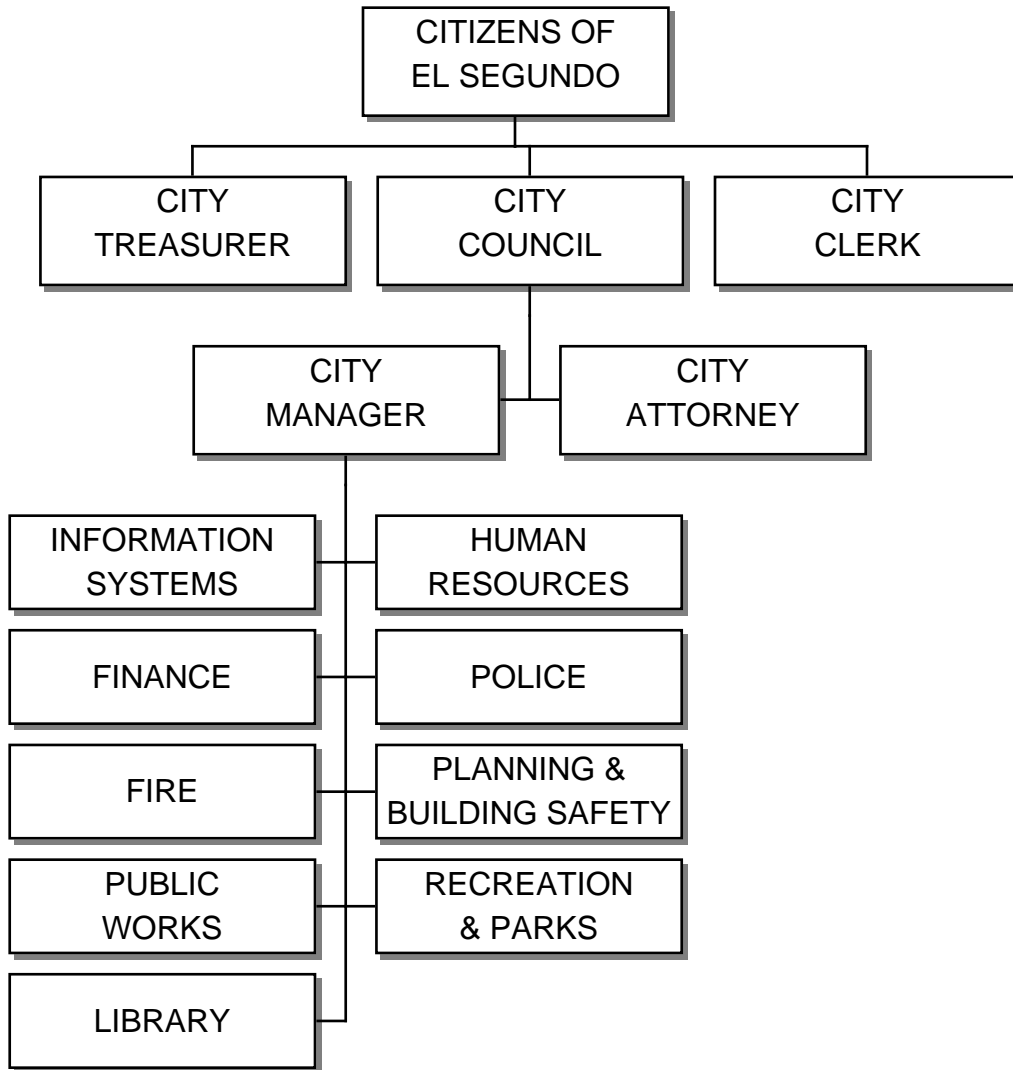
WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 25th day of September, 2019.



Tracy Weaver, City Clerk
of the City of El Segundo,
California

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CITY OF EL SEGUNDO



**CITY OF EL SEGUNDO
LIST OF PUBLIC OFFICIALS
FISCAL YEAR 2019-2020**

Scott Mitnick
City Manager

Mark Hensley
City Attorney (Contract)

Tracy Weaver
City Clerk (Elected)

Crista Binder
City Treasurer (Elected)

Bill Whalen
Police Chief

Chris Donovan
Fire Chief

Ken Berkman
Director of Public Works

Sam Lee
Director of Planning & Building Safety

Joseph Lillio
Director of Finance

Charles Mallory
Director of Information Systems

Melissa McCollum
Director of Library Services

Meredith Petit
Director of Recreation & Parks

Barbara Voss
Deputy City Manager

David Serrano
Director of Human Resources

**CITY OF EL SEGUNDO
LIST OF BOARDS/COMMISSIONS/COMMITTEES
FISCAL YEAR 2019-2020**

Arts & Culture Committee

Capital Improvement Program Advisory Committee

Economic Development Advisory Committee

Environmental Committee

Investment Advisory Committee

Library Board of Trustees

Planning Commission

Recreation & Parks Commission

Senior Citizen Housing Corporation Board

Technology Committee

**CITY OF EL SEGUNDO
BUDGET CALENDAR - BUDGET PROCESS
FISCAL YEAR 2019-2020**

<u>Timelines</u>	<u>Process</u>
April - May	<p>Finance submits mid-year budget performance report to the City Council.</p> <p>Finance develops budget calendar and instructions.</p> <p>Finance holds a budget kick-off meeting; distributes budget instructions and policies as determined by the City Manager.</p> <p>Finance prepares worksheets for departments to use in inputting budget requests.</p> <p>Finance distributes worksheets and personnel budget details for departments' review.</p>
May - June	<p>Departments input their budget requests; send them back to Finance for updates.</p> <p>City Manager and department heads hold strategic planning retreat.</p> <p>Finance prepares preliminary revenue projections.</p> <p>City Council and departments heads hold first stragtegitic planning session.</p>
July - August	<p>Finance finalizes departmental requests; holds departmental meetings to review requests; prepares preliminary budget document.</p> <p>Finance calculates appropriations limit.</p> <p>City Manager holds departmental budget hearings; prepares his recommendations for Council's consideration.</p> <p>Public Works submit Capital Improvement Plan to the CIP Advisory Committee and the Planning Commission.</p> <p>City Council holds second strategic planning session.</p> <p>City Council holds study session on the proposed budget.</p>
September	<p>City Council holds budget hearings on the proposed budget.</p> <p>City Council approves budget.</p> <p>Finance loads adopted budget into accounting system.</p>
October	<p>Finance produces adopted budget document; posts budget on the City's website.</p>

**CITY OF EL SEGUNDO
DESCRIPTION OF FUNDS & FUND TYPES**

GOVERNMENTAL FUNDS

Are typically used to account for tax-supported (governmental) activities. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources.

GENERAL FUND (Fund 101)

The General fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. For the City of El Segundo, the General Fund includes other funds that have been set up to account for special activities as follows: *Hyperion Mitigation Fund (117); Economic Uncertainty Fund (401); Retired Employee Insurance Fund (Fund 701); and Trust Funds/Special Donations (702)*. Although these funds were set up as "separate" funds, the actual funding sources are considered General Fund revenues.

Hyperion Mitigation Fund (Fund 117): Accounts for an agreement between the City of El Segundo and the City of Los Angeles in which both cities contribute a specified amount annually to pay for the cost of the Hyperion Mitigation Monitoring Program.

Economic Uncertainty Fund (Fund 401): Accounts for monies transferred from the General Fund to set up a revenue offset for extremely volatile revenues such as Sales Tax and Utility Users' Tax.

Retired Employee Insurance Fund (Fund 701): Accounts for funds used to record payments from retirees who opt to continue certain health benefits and life insurance.

Trust Funds/Special Revenue/Donations (702): Accounts for donations received from private individuals or entities that are to be spent on specific activities or programs not funded by the City.

SPECIAL REVENUE FUNDS:

Are used to account for proceeds of specific sources (other than for major capital projects) that are legally restricted for specific purposes. The following funds are considered Special Revenue Funds:

Traffic & Safety Fund (Fund 104): Accounts for a portion of the Vehicle Code violation fines and penalties collected by the Los Angeles County Municipal Court. By State law, this money must be used for traffic safety related expenditures including traffic enforcement and capital projects.

State Gas Tax Fund (Fund 106): Accounts for a share of revenues derived from the State Highway Users' Tax under Sections 2105, 2106, 2107, and 2107.5. The revenue is derived from a share of the gasoline taxes and is used for the construction and maintenance of the road network system of the City.

Asset Forfeiture Fund (Fund 109): Accounts for receipt and disbursement of narcotic forfeitures received from the County, State, and Federal agencies pursuant to Section 11470 of State Health & Safety Code and Federal Statute 21USC Section 881.

Measure R Fund (Fund 110): Accounts for the one-half (1/2) cent Sales Tax approved by the voters of Los Angeles County to be used for local transportation needs. These revenues are received by the State and a portion is funneled to the City through the Los Angeles County Metropolitan Transportation Authority. The City of El Segundo uses these funds for street improvements.

Community Development Block Grant (CDBG) Fund (Fund 111): Accounts for revenues received from the Department of Housing & Urban Development (HUD). These revenues must be expended to accomplish one of the following objectives: elimination of slum or blight to low and moderate income persons; or, to meet certain urgent community development needs. The City of El Segundo uses this revenue to fund eligible senior activities such as in-home care; art classes; counseling; and home delivered

CITY OF EL SEGUNDO
DESCRIPTION OF FUNDS & FUND TYPES

meals, administered by the Planning & Building Safety Department. (Note: Beginning in fiscal year 2015-2016, the City decided to fund urgent community development needs such as senior in-home care, delivered meals, etc. from the General Fund and to solely use CDBG funds to build access ramps to comply with the Americans with Disabilities Act (ADA).

Prop “A” Transportation Fund (Fund 112): Accounts for the one-half (1/2) cent Sales Tax approved by the voters of Los Angeles County to be used for local transportation purposes. These revenues are collected by the State and a portion is funneled to the City through the Los Angeles County Transportation Commission. The City of El Segundo uses this fund to participate in CTIP/MAX, a regional commuter service and to provide Dial-a-Ride; beach shuttles; and various transportation services.

Prop “C” Transportation Fund (Fund 114): Accounts for the one-half (1/2) cent Sales Tax approved by the voters of Los Angeles County in November 1990. Collection of the tax began in April 1991. Proceeds are to be used to improve transit services and operations; reduce traffic congestion; improve air quality; operate and improve the condition of the streets and freeways utilized by public transit; and reduce foreign oil dependence.

Air Pollution Reduction Fund (Fund 115): Accounts for the City’s share of funds received under the Health & Safety Code Section 44223 (AB 2766) to finance mobile source air pollution reduction programs consistent with the California Clean Air Act of 1988. The fund, derived from additional vehicle registration fee, is used to support the South Coast Air Quality Management District’s (SCAQMD) program to reduce air pollution from motor vehicles.

Residential Sound Insulation Program Fund (Fund 116): Accounts for the grants received from the Federal Aviation Administration (FAA) and the City of Los Angeles’ Department of World Airports (LADOA). The fund is used to provide acoustical treatment of homes in El Segundo that are within the extreme airport noise impact zone, in order to create a better sound environment inside the home.

TDA Article 3/SB 821 Bikeway Fund (Fund 118): Accounts for the monies the City receives from the Transportation Development Act Article 3 which are to be specifically used for construction or repair of bikeways, sidewalks, or handicapped accesses.

COPS FUND (Fund 120): Accounts for receipt and disbursement of funds received under the State Citizens’ Option for Public Safety (COPS) program allocated pursuant to Government Code Section 30061 enacted by AB 3229, Chapter 134 of the 1996 Statutes. This fund, also known as the Supplemental Law Enforcement Services Fund (SLESF), is allocated based on population and can only be spent for “front line municipal police services” such as local crime prevention and community-oriented policing, per Government Code Section 30061 (c)(2).

LAWA FUND (Fund 122): Accounts for additional funding for the City’s Residential Sound Insulation (RSI) Program that is received from Los Angeles World Airports.

PSAF (Public Safety Augmentation Fund) (Fund 123): Accounts for the one-half (1/2) cent Sales Tax approved by the voters in November 1993 under Prop 172. These revenues must be spent for public safety (police and fire services) purposes only.

Federal Grants Fund (124): Accounts for revenues and expenditures for each Federal grant awarded to the City.

State & County Grants Fund (Fund 125): Accounts for revenues and expenditures for each State or County grant awarded to the City.

Certified United Program Agencies (CUPA Fund 126) Accounts for revenues and expenditures for the Endorsement and Emergency Response Program (EERP), a consolidation of six environmental programs at the local level.

CITY OF EL SEGUNDO
DESCRIPTION OF FUNDS & FUND TYPES

Measure M Fund (Fund 127): Accounts for the one-half (1/2) cent Sales Tax approved by the voters in November 2016. These revenues must be spent to ease traffic congestion.

SB – 1 Fund (Fund 128) Accounts for the revenues and expenditures from the Road Repair and Accountability Act of 2017. These revenues must be spent for local streets and roads.

Certified Access Specialist Program (CASP Fund 129) Authorized by Senate bill (SB) 1186, the fee is to increase disability access and compliance with construction-related accessibility requirements. The first priority is to spend the funds on the training and retention in order to meet the needs of the public in the jurisdiction.

DEBT SERVICE FUNDS:

Account for accumulation of resources for, and the payment of, general long-term debt including principal and interest. The following fund is considered Debt Service Fund:

Debt Service Fund (Fund 202): Accounts for the lease agreement with the California Infrastructure and Economic Development Bank (CIEDB) whereby CIEDB issued bonds in the amount of \$10 million to finance the Douglas Street Gap Closure Project. The City will make rental lease payments over a 30-year period starting February 1, 2006, at an interest rate of 2.87% per annum. Interest payments on the lease obligation are due on February 1 and August 1 of each year. Base rental payments will be mailed to the City reflecting the actual amount owed prior to each base rental payment due date.

CAPITAL PROJECTS FUNDS:

Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). The following is considered Capital Projects Fund:

Capital Improvement Fund (Fund 301): Accounts for the construction of capital facilities typically financed by the City's General Fund and any grant not accounted for in a special revenue fund.

PROPRIETARY FUNDS

Are used to account for a government's "business" type activities. Enterprise Funds and Internal Service Funds are considered proprietary funds.

ENTERPRISE FUNDS: The following are the City's Enterprise Funds:

Water Utility Fund (Fund 501): Accounts for water utility revenues, including service fees and installation charges, and all expenses related to the construction and maintenance of the City's water distribution system.

Sewer Fund (Fund 502): Accounts for revenues and expenses for the City's wastewater collection system, including replacement of sewer facilities. Sewer fees vary throughout the city and are primarily based on usage.

Golf Course Fund (Fund 503): Accounts for revenues from user fees and expenses incurred for the operation and maintenance of "The Lakes at El Segundo" golf facility. Revenues are also used for the repayment of the Certificates of Participation issued to finance the construction of the golf course.

Solid Waste Fund (Fund 505) Accounts for revenues and expenses for the City's solid waste collection system.

INTERNAL SERVICE FUNDS: The following are the City's Internal Service Funds:

CITY OF EL SEGUNDO
DESCRIPTION OF FUNDS & FUND TYPES

Equipment Replacement Fund (Fund 601): Accounts for the proceeds from the sale of surplus equipment and charges to City departments, which are used to purchase replacement of office furniture and equipment; vehicles; and other capital equipment.

Liability Insurance Fund (Fund 602): Accounts for the City's self-insurance program based on charges to departments for their share of claims costs on a 10-year average. A third-party service provider administers the program. The City is a member of ICRMA (Independent Cities Risk Management Association), a joint powers authority composed of 24 participating members. The Authority covers the excess of the City's \$750,000 self-insurance retention up to \$40,000,000.

Workers' Compensation Fund (Fund 603): Accounts for the City's self-insurance program based on charges to departments, calculated based on the departments' share of personnel costs. The City is a member of ICRMA (Independent Cities Risk Management Association), a joint powers authority composed of 24 participating members. The Authority covers the excess of the City's \$500,000 self-insurance retention up to the current statutory amount.

TRUST & AGENCY FUNDS

Are used to account for assets held by the City in a fiduciary capacity for individuals, government entities, and others. Such funds are operated by carrying out the specifications of trust indentures, statutes, ordinances, or other governing regulations.

Trust Funds/Project Deposits Fund/Refundable (Fund 703): Accounts for project deposits from developers which may be refundable after the projects are done.

Trust Funds/Project Deposits Fund/Non-Refundable (Fund 708): Accounts for project deposits from developers which may not be refunded after the projects are done.

**CITY OF EL SEGUNDO
DESCRIPTION OF MAJOR REVENUE SOURCES**

Property Tax: Is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) within the State, based on the property value rather than on a fixed amount or benefit. Properties are distinguished as secured and unsecured (property for which the value of the lien is not sufficient to assure payment of the tax.) Article XIII A of the State of California limits the real property tax rate to 1% of the property's assessed value plus rates imposed to fund indebtedness approved by the voters. El Segundo's share of the 1% is equivalent to 6.3 cents for every \$1 collected from property taxes. With the passage of Prop 13 in 1978, assessed valuations are limited to a 2% increase each year.

Sales & Use Tax: Sales Tax is imposed on retailers for selling tangible personal property in California. The Use Tax is imposed on the user of a product purchased out-of-state and delivered for use in California. The Sales & Use Tax rate for the County of Los Angeles is 9.50% and is broken down as follows:

State General Fund (includes K-12/Community Colleges)	4.1875%
City/County General Fund (Bradley Burns)	1.0000%
Public Safety (Prop 172)	0.5000%
County Realignment (Mental Health/Welfare/Public Safety)	1.5625%
Countywide Transportation Fund	0.2500%
Los Angeles County Transportation Commission (LACT)	0.5000%
Los Angeles County Transportation Commission (LACT)	0.5000%
Los Angeles County Metro Transportation Authority (LAMT)	0.5000%
Los Angeles County Measure M	<u>0.5000%</u>
Total	<u>9.5000%</u>

Franchise Tax: El Segundo grants a franchise to utility companies for the use of City streets and rights of way. Franchises are paid by Southern California Edison; The Gas Company; Time-Warner Cable; Pacific Bell; and a few minor payers. For electric and gas, the rate is 2%; for telecommunications/cable, the rate is 5%; for PEG (Public Education & Government), the rate is 2%.

Transient Occupancy Tax (TOT): Is imposed on persons staying 30 days or less in a hotel, inn, motel, tourists' home, or other lodging facilities. With the passage of Measure B in April 2016, the City's TOT rate rose from 8% to 12%.

Real Property Transfer Tax: Is assessed on all recipients of transferred real property, which is imposed simultaneously by the County of Los Angeles and the City. The tax rate is \$1.10 per \$1,000 (or a fraction thereof) of property value: \$0.55 goes to the County; and \$0.55 goes to the City.

Business License Tax: Is imposed for revenue-raising purposes to applicants who conduct businesses within the City. The tax rates are as follows:

- Base Tax** First 10 Employees & 5,000 Sq. Ft. \$ 105.90
- Employee** Per Employee over 10. \$ 131.20
- Square Footage** Per Square Foot over 5,000. \$ 0.26
- Home Occupations** Flat Fee \$ 25.25
- Contractors-General** \$154.05
- Contractors-Specialty** \$ 105.90

CITY OF EL SEGUNDO
DESCRIPTION OF MAJOR REVENUE SOURCES

Utility Users' Tax (UUT): Is imposed on users of mobile telephone services (MTS); telecommunications (including video/CATV); electricity; gas, and water. The UUT rates are as follows: MTS – 1.5%; telecommunications – 2%; electricity, gas, and water - 3%.

Tax Resolution Agreement (TRA): Is an agreement between the City and Chevron whereby Chevron pays a total of \$11.1 million (plus an annual CPI increase) to the City in taxes regardless of fluctuation in the national and local economy. The TRA agreed amount (plus CPI) less all the taxes paid for the year determines the TRA amount to be paid the following year. Taxes paid by Chevron include UUT for all the utilities; property tax; business license tax; and sales & use tax.

Vehicle License Fee (VLF): The State assesses and collects the VLF at the rate of 2% of a vehicle's current estimated value and calculated on the basis of the current owner's purchase price. About ¾ of the funds are distributed to local governments which can be used for any spending purposes.

Licenses & Permits: Are issued for regulatory or revenue raising purposes to applicants who conduct business activities within the City. This regulatory authority provides cities the means to protect the overall community interests.

Fines & Forfeitures: Include fines for City Code violations; parking or other vehicle code violations; fines for overdue library books; etc.

Use of Money & Property: Include investment earnings on the City's idle funds; rental or use of City facilities for which a charge has been established.

Intergovernmental: Include grants received from other governmental agencies; reimbursements for State-mandated costs; and reimbursement from the El Segundo Unified School District for some of the City's Librarians who are assigned to various schools within the District.

Charges for Services: Include fees for users of City service such as zoning and planning fees; participation on various Recreation & Parks programs and classes; fire inspections; etc. Fees & Charges are distinguished from taxes in two principal ways: 1) that the amount of the fee may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged; and 2) that the service or facility for which this fee is charged bears a relationship to the person or entity paying the fee.

SUMMARIES OF FINANCIAL DATA

**CITY OF EL SEGUNDO
ESTIMATED FUND BALANCES - ALL FUNDS
FISCAL YEAR 2019-2020**

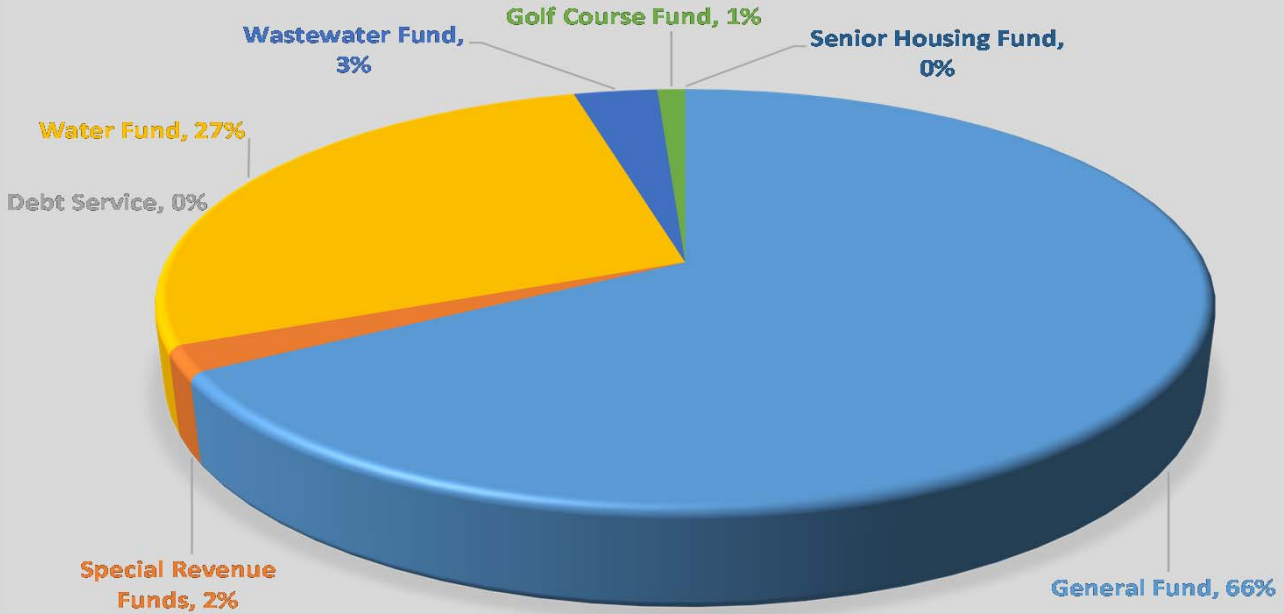
Fund/Classification	Estimated Beginning Fund Balance 10/1/2019	Estimated Revenues FY 2019-2020	Adopted Operating Budget FY 2019-2020
<u>General Fund</u>			
General Fund (001)	\$ 26,615,701	\$ 76,710,208	\$ 78,033,540
Hyperion Mitigation (117)	107,485	-	8,250
Economic Uncertainty (401)	2,000,004	-	-
Total General Fund	\$ 28,723,190	\$ 76,710,208	\$ 78,041,790
<u>Special Revenue Funds</u>			
Traffic Safety 104)	\$ 144,453	\$ 30,682	\$ -
State Gas Tax (106)	119,760	384,804	106,681
Asset Forfeiture (109)	947,470	-	375,500
Measure "R" (110)	533,386	205,484	-
Community Development Block Grant (111)	93,741	51,000	-
Proposition "A" (112)	692,537	330,108	390,356
Proposition "C" (114)	760,998	273,294	107,053
Air Pollution Reduction (AQMD) (115)	67,510	15,810	63,000
Residential Sound Insulation (RSI) (116)	(672,040)	510	-
SB 821/Bikeway (118)	44,372	11,530	-
Citizens Option for Public Safety (COPS) (120)	164,122	103,530	-
Los Angeles World Airport (LAWA) (122)	541,815	-	-
Public Safety Augmentation (PSAF) (123)	88,041	25,500	100,000
Federal Grants (124)	(117,067)	233,748	150,000
State Grants (125)	5,065	240,000	40,000
CUPA (126)	127,219	434,870	641,065
Measure M (127)	522,978	246,330	-
SB - 1 (128)	255,314	127,704	285,071
Certified Access Specialist Program (129)	36,951	26,000	25,000
Total Special Revenue Funds	\$ 4,356,625	\$ 2,740,904	\$ 2,283,726
<u>Debt Service Funds</u>			
Debt Service (202)	\$ 659,214	\$ 183,600	\$ 545,000
<u>Capital Improvement Fund</u>			
Capital Improvement Projects (301)	\$ 3,231,083	\$ 2,749,000	\$ 2,749,000
Total Governmental Funds	\$ 36,970,112	\$ 82,383,712	\$ 83,619,516
<u>Enterprise Funds</u>			
Water (501)	\$ 13,847,053	\$ 31,281,360	\$ 27,812,670
Wastewater (502)	1,633,479	3,886,200	4,175,334
Golf Course (503)	(6,239,941)	1,450,667	1,417,800
Solid Waste (505)	-	-	230,000
Total Enterprise Funds	\$ 9,240,591	\$ 36,618,227	\$ 33,635,804
<u>Internal Service Funds</u>			
Equipment Replacement (601)	\$ 6,389,026	\$ 2,089,441	\$ -
Liability Insurance (602)	83,598	1,914,179	1,783,333
Workers' Compensation (603)	(4,681,875)	2,975,035	2,934,272
Total Internal Service Funds	\$ 1,790,749	\$ 6,978,655	\$ 4,717,605
Total Proprietary Funds	\$ 11,031,340	\$ 43,596,882	\$ 38,353,409
<u>Component Unit</u>			
Senior Housing (504)	\$ 1,017,093	\$ 2,714	\$ 14,113
Grand Total - All Funds	\$ 49,018,545	\$ 125,983,308	\$ 121,987,038

**CITY OF EL SEGUNDO
ESTIMATED FUND BALANCES - ALL FUNDS
FISCAL YEAR 2019-2020**

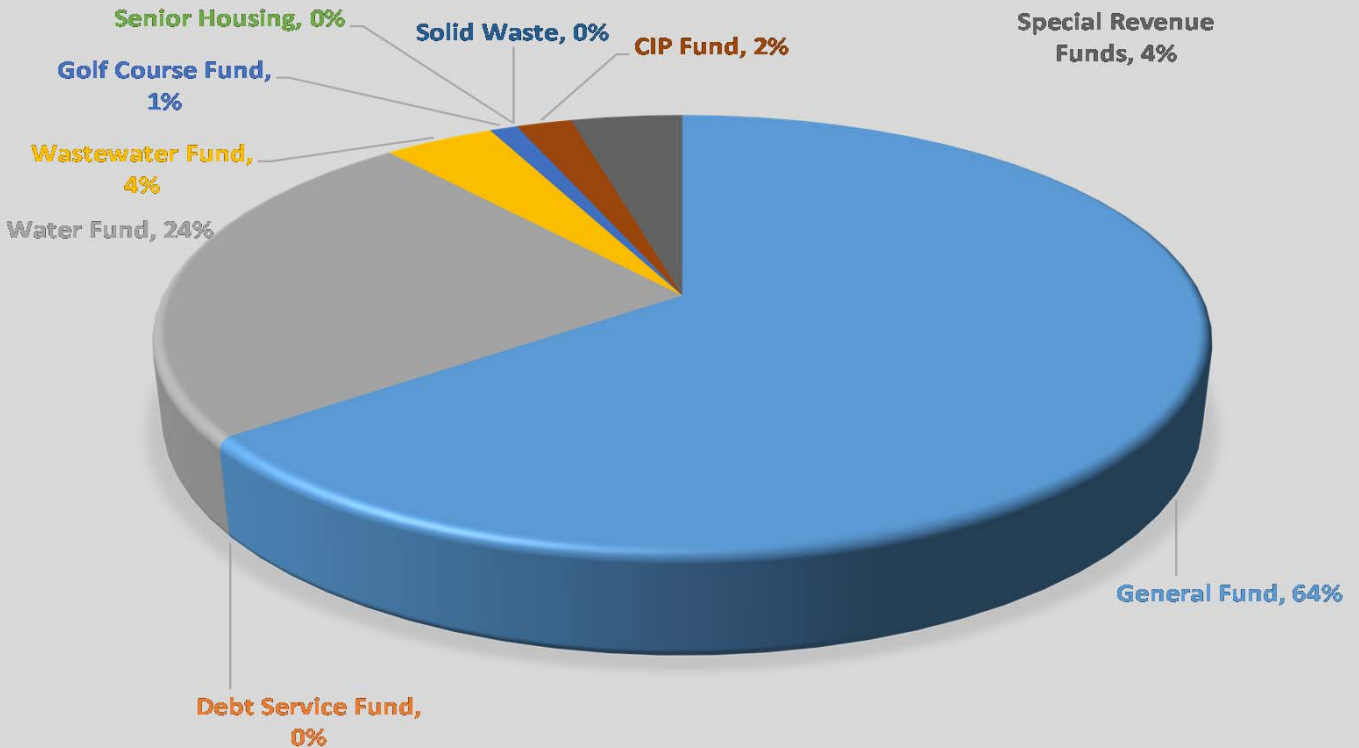
Adopted Capital Budget FY 2019-2020	Total Preliminary Budget FY 2019-2020	Estimated Revenues Over (Under) FY 2019-2020	Transfers In FY 2019-2020	Transfers Out FY 2019-2020	Estimated Ending Fund Balance 9/30/2020
\$ -	\$ 78,033,540	\$ (1,323,332)	\$ 140,000	\$ 2,749,000	\$ 22,683,369
-	8,250	(8,250)	-	-	99,235
-	-	-	-	-	2,000,004
\$ -	\$ 78,041,790	\$ (1,331,582)	\$ 140,000	\$ 2,749,000	\$ 24,782,608
\$ -	\$ -	\$ 30,682	\$ -	\$ 140,000	\$ 35,135
300,000	406,681	(21,877)	-	-	97,883
370,000	745,500	(745,500)	-	-	201,970
563,866	563,866	(358,382)	-	-	175,004
152,556	152,556	(101,556)	-	-	(7,815)
-	390,356	(60,248)	-	-	632,289
240,000	347,053	(73,759)	-	-	687,239
-	63,000	(47,190)	-	-	20,320
-	-	510	-	-	(671,530)
50,000	50,000	(38,470)	-	-	5,902
175,000	175,000	(71,470)	-	-	92,652
-	-	-	-	-	541,815
-	100,000	(74,500)	-	-	13,541
-	150,000	83,748	-	-	(33,319)
-	40,000	200,000	-	-	205,065
-	641,065	(206,195)	-	-	(78,976)
241,500	241,500	4,830	-	-	527,808
-	285,071	(157,367)	-	-	97,947
-	25,000	1,000	-	-	37,951
\$ 2,092,922	\$ 4,376,648	\$ (1,635,744)	\$ -	\$ 140,000	\$ 2,580,881
\$ -	\$ 545,000	\$ (361,400)	\$ -	\$ -	\$ 297,814
\$ 2,749,000	\$ 5,498,000	\$ (2,749,000)	\$ 2,749,000	\$ -	\$ 3,231,083
\$ 4,841,922	\$ 88,461,438	\$ (6,077,726)	\$ 2,889,000	\$ 2,889,000	\$ 30,892,386
\$ 1,810,000	\$ 29,622,670	\$ 1,658,690	\$ -	\$ -	\$ 15,505,743
1,060,000	5,235,334	(1,349,134)	-	-	284,345
-	1,417,800	32,867	-	-	(6,207,074)
-	230,000	(230,000)	-	-	(230,000)
\$ 2,870,000	\$ 36,505,804	\$ 112,423	\$ -	\$ -	\$ 9,353,014
\$ 7,849,761	\$ 7,849,761	\$ (5,760,320)	\$ -	\$ -	\$ 628,706
-	1,783,333	130,846	-	-	214,444
-	2,934,272	40,763	-	-	(4,641,112)
\$ 7,849,761	\$ 12,567,366	\$ (5,588,711)	\$ -	\$ -	\$ (3,797,962)
\$ 10,719,761	\$ 49,073,170	\$ (5,476,288)	\$ -	\$ -	\$ 5,555,052
\$ -	\$ 14,113	\$ (11,399)	\$ -	\$ -	\$ 1,005,694
\$ 15,561,683	\$ 137,548,721	\$ (11,565,413)	\$ 2,889,000	\$ 2,889,000	\$ 37,453,132

**CITY OF EL SEGUNDO
 WHERE MONIES COME FROM AND WHERE THE MONIES GO
 ALL FUNDS
 FISCAL YEAR 2019-2020**

**REVENUES - ALL FUNDS \$116,255,653
 (EXCLUDES INTERNAL SERVICE FUNDS AND TRANSFERS IN)**

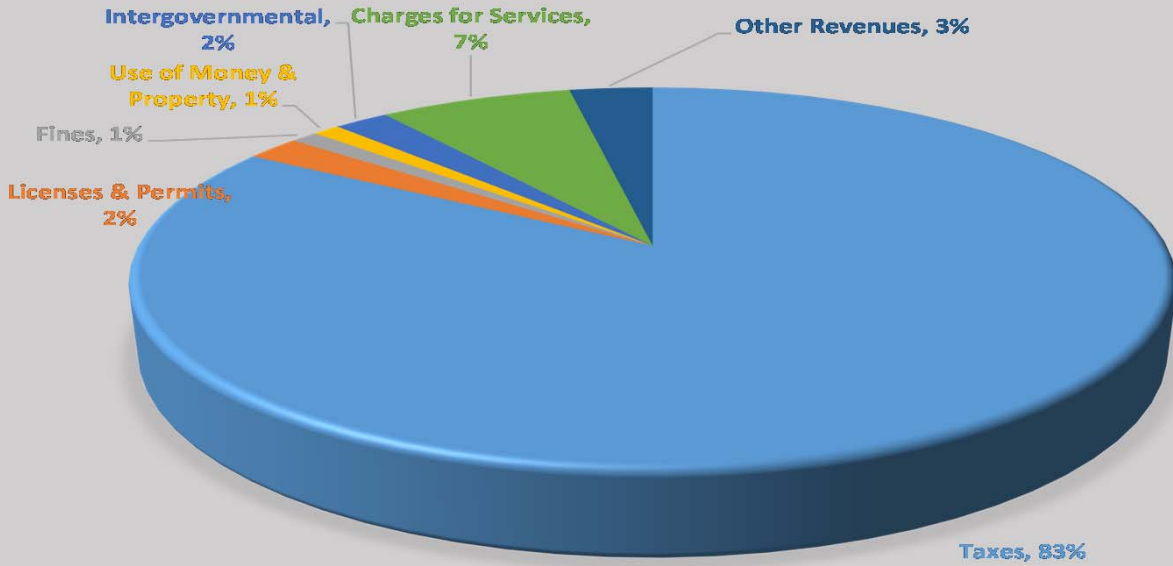


**EXPENDITURES - ALL FUNDS \$122,315,736
 (EXCLUDES INTERNAL SERVICE FUNDS AND TRANSFERS OUT)**

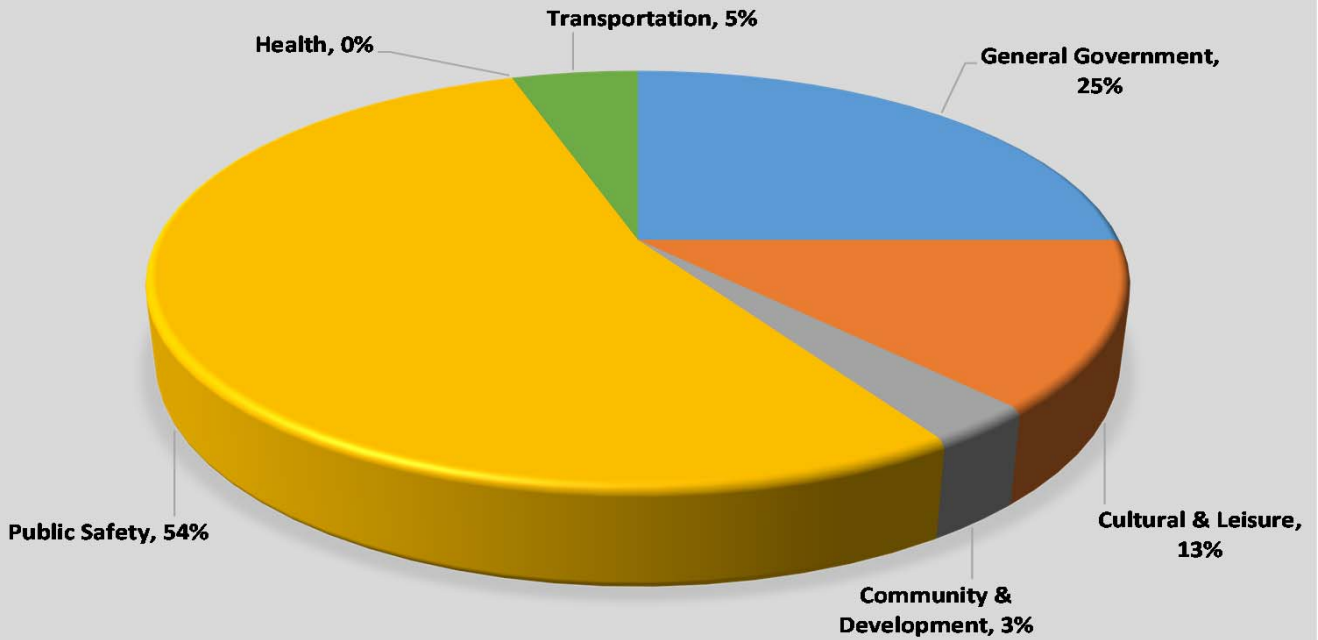


**CITY OF EL SEGUNDO
 WHERE MONIES COME FROM AND WHERE THE MONIES GO
 GENERAL FUND
 FISCAL YEAR 2019-2020**

**GENERAL FUND REVENUES \$76,570,208
 (EXCLUDES TRANSFERS IN)**



**GENERAL FUND EXPENDITURES \$77,958,540
 (EXCLUDES TRANSFERS OUT)**



CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<i>Fund 001- General Fund</i>					
3101 Current Year Secured	\$ 6,773,927	\$ 7,636,306	\$ 7,825,664	\$ 8,013,940	\$ 8,600,000
3102 Current Year Unsecured	132,933	205,443	60,000	49,939	60,000
3103 Prior Year Secured	59,028	39,950	50,000	(4,958)	50,000
3104 Prior Year Unsecured	28,722	27,404	21,500	(76)	21,500
3105 Penalties & Interest	12,586	22,319	50,000	15,818	50,000
3106 HOX Reimbursement	43,315	45,143	50,000	29,030	35,000
Sub-total Property Taxes	\$ 7,050,511	\$ 7,976,565	\$ 8,057,164	\$ 8,103,693	\$ 8,816,500
3201 Sales & Use Tax	\$ 12,201,208	\$ 10,794,018	\$ 11,900,000	\$ 6,762,838	\$ 11,500,000
3202 Franchise Tax	2,865,581	3,823,851	3,900,000	2,568,833	3,200,000
3203 Transient Occupancy Tax	12,876,631	13,885,312	14,500,000	8,412,590	15,200,000
3204 Real Property Transfer Tax	591,577	839,683	400,000	517,612	600,000
3212 Gas Utility User Tax	1,618,858	3,149,108	1,700,000	1,722,171	2,000,000
3213 Water Utility User Tax	307,711	358,254	250,000	286,629	350,000
3214 Telecommunication UUT	774,350	1,011,806	960,000	694,716	1,000,000
3215 Cogenerated Electric UUT	1,096,270	1,194,158	925,000	991,261	1,100,000
3216 Electric Utility User Tax	2,376,703	2,010,957	2,100,000	1,611,109	2,000,000
3218 Tax Resolution Agreement	6,589,528	6,330,422	5,800,000	6,171,627	5,600,000
Sub-total Other Taxes	\$ 41,298,417	\$ 43,397,569	\$ 42,435,000	\$ 29,739,386	\$ 42,550,000
3301 Commercial Industrial	\$ 11,389,796	\$ 11,612,760	\$ 11,730,000	\$ 11,892,638	\$ 12,360,000
3307 Filming Fees	58,198	211,761	70,000	103,760	150,000
Sub-total Business Lic Taxes	\$ 11,447,994	\$ 11,824,521	\$ 11,800,000	\$ 11,996,398	\$ 12,510,000
Total Taxes	\$ 59,796,922	\$ 63,198,655	\$ 62,292,164	\$ 49,839,477	\$ 63,876,500
3401 Animal Licenses	\$ 17,798	\$ 16,346	\$ 20,000	\$ 14,766	\$ 20,400
3403 License Agreements Data Centers	-	-	10,200	10,000	10,000
3404 Building Permits	1,032,608	1,182,045	1,020,000	940,402	1,000,000
3405 Plumbing Permits	92,785	88,917	81,600	78,281	82,000
3406 Electrical Permits	281,999	329,859	204,000	306,758	250,000
3407 Street Permits	127,573	58,760	155,958	152,174	155,958
3414 Building Permits SMI Fee #1	1,306	-	1,530	-	-
3424 Building Permits SMI Fee #2	3,998	-	5,100	-	-
3425 Mechanical Permits	128,995	183,008	170,000	168,258	170,000
3426 Industrial Waste Permits/Inspection	-	-	-	165	-
Total Other Licenses & Permits	\$ 1,687,062	\$ 1,858,935	\$ 1,668,388	\$ 1,670,804	\$ 1,688,358
3501 City Code Fines	\$ 3,733	\$ 9,724	\$ 6,000	\$ 5,872	\$ 7,500
3502 Library Fees & Fines	31,258	30,425	30,600	18,687	25,000
3503 Parking Fines	287,462	379,694	250,000	328,314	350,000
3504 Sur-Charge Parking Fines	5,885	4,896	-	3,225	-
3505 Handicap Parking Fines	1,056	877	1,000	826	1,020
3506 Towing Service Fines	23,440	22,666	25,000	18,296	25,000
3513 Internet Printing	3,308	3,084	4,080	2,736	3,500
3514 Environmental Safety Penalty Chgs	952	-	-	-	-
3515 Library Book Fair	-	-	1,020	1,920	-
Total Fines & Forfeitures	\$ 357,094	\$ 451,366	\$ 317,700	\$ 379,876	\$ 412,020

CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
3601 Interest on Investments	\$ 682,495	\$ 1,154,609	\$ 600,000	\$ 868,482	\$ 600,000
3602 Property Rentals	221,997	214,056	200,000	154,882	200,000
3603 Interest Allocation Contra	(201,110)	(211,223)	-	(678,270)	-
3621 Securities GASB 31 Adjustment	(143,666)	(369,015)	-	463,031	-
3622 CD's GASB 31 Adjustment	(147,796)	(254,361)	-	269,147	-
3661 Parking -in-Lieu Fees	19,935	20,802	24,000	19,068	24,000
Total Use of Money & Property	\$ 431,855	\$ 554,868	\$ 824,000	\$ 1,096,340	\$ 824,000
3701 Motor Vehicle In Lieu Tax	\$ 7,461	\$ -	\$ 8,160	\$ -	\$ 8,323
3715 VLF Swap	1,423,717	1,597,050	1,708,987	1,705,444	1,743,167
3762 ESUSD Library Support Reimb	96,872	99,649	132,200	68,468	100,000
3770 Miscellaneous Revenue	995	-	-	5	-
3787 CDBG Donation for Meals	15,577	9,248	-	-	-
Total Intergovernmental	\$ 1,544,622	\$ 1,705,947	\$ 1,849,347	\$ 1,773,917	\$ 1,851,490
3801 Zoning & Planning Fees	\$ 164,911	\$ 101,197	\$ 163,200	\$ 80,853	\$ 70,000
3802 SB 1473 Admin Special Revolving	(914)	-	-	-	-
3803 Special Police Services	42,998	49,356	30,000	35,584	30,600
3804 Public Works Services	2,137	3,563	2,550	1,647	2,550
3806 Library Services	-	-	-	(17)	-
3808 Plan Check Fees	2,338,247	2,487,272	2,040,000	1,612,420	1,850,000
3809 Plan Retention Fees	22,608	19,712	20,400	18,002	20,000
3810 Building After-Hours Inspection Fees	536	-	5,100	-	5,000
3812 Sales - Reports/Documents	3,662	336	3,060	891	3,121
3813 Energy Plan Check Fees	95,782	24,412	40,800	1,730	-
3815 Planning Service Fees	1,695	2,990	2,040	610	800
3817 Local Record Check Fees	13,160	12,740	10,000	5,620	7,000
3818 Cable DVD Sales	1,125	510	1,200	255	500
3821 Env Safety/New Constr Reinspect	1,050	2,100	21,420	162	21,848
Charges for Services					
3828 Env Safety Storm Water	\$ (600)	\$ 2,433	\$ -	\$ -	\$ -
3830 Booking Service Fees	640	215	-	245	-
3831 Recreation & Parks Activities	1,430	-	-	-	-
3837 Accelerated Plan Check Fees	407,840	352,994	331,500	590,540	500,000
3840 Tobacco Retail License Fee	5,200	4,550	6,125	3,925	6,125
3841 Special Fire Services	2,556	4,924	1,530	5,800	3,000
3842 Hazardous Materials Inspection	341	(341)	-	-	-
3843 Paramedic Transport	895,427	1,154,894	714,000	444,398	740,000
3844 Fire Permit Inspection	18,127	19,250	20,400	10,625	17,000
3845 High Rise Building Inspection	24,797	49,637	51,000	3,377	62,000
3846 Haz Mat Response	3,054	1,064	-	4,014	-
3847 Fire Protect Equipment Test	61,493	32,535	61,200	25,000	25,000
3848 Annual Fire Inspection	101,500	96,951	183,600	134,641	183,600
3849 Fire Prevention Overtime	46,539	26,370	35,700	43,366	35,700
3857 CASP Training	5,037	-	-	-	-
3858 Beach Shuttle Passenger Fares	-	-	-	995	-

CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Charges for Services (cont'd)</u>					
3860 CASP Training / Disability Access	326	-	-	-	-
3864 Industrial Waste Permits	-	-	-	1,020	-
3874 Recreation & Parks Activities	112,865	113,926	254,600	119,844	306,000
3875 Contract Class Fees	323,205	251,068	298,000	220,936	280,000
3876 Special Events Fees	20,097	26,624	20,000	11,371	22,000
3877 Drama	23,550	16,800	16,000	10,954	16,000
3879 Reservation Fee	250,489	303,342	625,000	211,743	675,000
3880 Farmers Market Vendors	39,080	39,003	35,200	23,298	36,000
3881 Classes, Camps & Programs	191,276	232,751	400,000	225,299	380,000
3882 Adult Contr/Cultural	-	-	-	1,069	-
Total Charges for Services	\$ 5,221,266	\$ 5,433,178	\$ 5,393,625	\$ 3,850,217	\$ 5,298,845
3901 Sale of Surplus Property	\$ 3,298	\$ 33,053	\$ 10,000	\$ 32,130	\$ 10,200
3903 Refunds	-	-	-	1,281	-
3904 SB 90 Reimbursement	16,643	1,201	10,000	613	10,200
3905 Administrative Charges	972,892	912,804	1,100,000	667,053	1,179,675
3907 Traffic Control program	-	-	-	4,740	4,420
3909 Miscellaneous Revenue	76,340	58,540	65,000	124,211	66,300
3921 Electric Vehicle Charging	275	6,752	10,000	4,188	6,000
3922 Strike Team Reimbursements	85,323	14,960	110,000	-	112,200
3923 Special Event Reimbursements	-	1,739	-	-	-
3924 Damage to City Property Reimbursement	-	-	-	18,283	25,000
3926 Smoke Hollow Park in Lieu	-	-	-	112,000	55,000
3927 City Staff Reimbursements	-	-	-	80,280	150,000
3928 Computer Refresh Charge	115,000	115,000	115,400	86,250	-
3972 Developers Contributions	1,054,472	1,212,346	700,000	770,429	1,000,000
3974 Developer Deposit Revenue	30,391	29,899	-	22,536	-
Total Other Revenues	\$ 2,354,634	\$ 2,386,294	\$ 2,120,400	\$ 1,923,994	\$ 2,618,995
<u>Interfund Transfers</u>					
9104 Transfer from Traffic Safety Fund	\$ -	\$ -	\$ -	\$ -	\$ 140,000
9405 Transfer Facility Maintenance	-	346,446	-	-	-
Total Transfers In	\$ -	\$ 346,446	\$ -	\$ -	\$ 140,000
Total General Fund	\$ 71,393,455	\$ 75,935,689	\$ 74,465,624	\$ 60,534,625	\$ 76,710,208
<u>Fund 104 - Traffic Safety Fund</u>					
3511 Vehicle Code Fines	\$ 30,379	\$ 43,057	\$ 30,000	\$ 39,834	\$ 30,600
3601 Interest on Investments	131	275	80	1,452	82
Total Traffic Safety Fund	\$ 30,510	\$ 43,332	\$ 30,080	\$ 41,286	\$ 30,682

**CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020**

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Fund 106 - State Gas Tax Fund</u>					
3601 Interest on Investments	\$ 6,443	\$ 5,362	\$ 6,000	\$ 15,882	\$ 6,120
3707 State Gas Tax - 2103	52,170	58,140	68,026	34,169	69,387
3712 State Gas Tax - 2107	125,226	99,307	121,173	92,216	123,596
3713 State Gas Tax - 2107.5	4,000	23,004	4,000	-	4,080
3714 State Gas Tax - 2106	59,828	53,106	61,396	39,169	62,624
3716 State Gas Tax - 2105	94,624	80,823	97,618	69,151	99,570
3721 Loan Repayment	-	-	19,046	-	19,427
Total State Gas Tax Fund	\$ 342,291	\$ 319,742	\$ 377,259	\$ 250,587	\$ 384,804
<u>Fund 109 - Asset Forfeiture Fund</u>					
3601 Interest on Investments	\$ 5,558	\$ 5,258	\$ -	\$ 20,511	\$ -
3717 Forfeiture DOJ Federal	35,490	253,877	-	127,442	-
3719 Forfeiture Miscellaneous	-	3,900	-	-	-
3720 U.S. Treasurer Forfeiture	22,177	78,867	-	647,158	-
Total Asset Forfeiture Fund	\$ 63,225	\$ 341,902	\$ -	\$ 795,111	\$ -
<u>Fund 110 - Measure "R" Fund</u>					
3601 Interest on Investments	\$ 5,796	\$ 5,544	\$ 5,000	\$ 20,479	\$ 5,100
3746 Measure "R" Sales Tax	193,868	196,629	196,455	134,326	200,384
Total Measure "R"	\$ 199,664	\$ 202,173	\$ 201,455	\$ 154,805	\$ 205,484
<u>Fund 111 - CDBG Fund</u>					
3795 ADA Sidewalk Ramps	\$ 77,667	\$ 65,204	\$ 50,000	\$ -	\$ 51,000
Total CDBG Fund	\$ 77,667	\$ 65,204	\$ 50,000	\$ -	\$ 51,000
<u>Fund 112 - Prop "A" Fund</u>					
3601 Interest on Investments	\$ 3,964	\$ 4,892	\$ 5,000	\$ 14,800	\$ 5,100
3751 Proposition "A" Sales Tax	312,254	351,697	315,785	215,927	322,101
3752 Bus Pass Sale Proceeds	1,031	972	1,000	-	1,020
3858 Beach Shuttle Passenger Fares	1,542	1,761	1,500	1,167	1,530
3909 Miscellaneous Revenue	-	-	350	-	357
3930 Dial-a-Ride	490	350	-	-	-
Total Prop "A" Fund	\$ 319,281	\$ 359,672	\$ 323,635	\$ 231,894	\$ 330,108
<u>Fund 114 - Prop "C" Fund</u>					
3601 Interest on Investments	\$ 5,300	\$ 6,282	\$ 6,000	\$ 13,818	\$ 6,120
3754 Proposition "C" Sales Tax	258,944	264,851	261,935	208,542	267,174
Total Prop "C" Fund	\$ 264,244	\$ 271,133	\$ 267,935	\$ 222,360	\$ 273,294
<u>Fund 115 - Air Pollution Red Fund (AQMD)</u>					
3601 Interest on Investments	\$ 315	\$ 417	\$ 500	\$ 1,714	\$ 510
3708 LA CO. SCAQMD / Rideshare	21,257	20,127	15,000	16,126	15,300
Total AQMD Fund	\$ 21,572	\$ 20,544	\$ 15,500	\$ 17,840	\$ 15,810

**CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020**

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Fund 116 - Res Sound Ins Program (RSI)</u>					
3601 Interest on Investments	\$ 764	\$ -	\$ 500	\$ -	\$ 510
3755 FAA 150 Grant	755,617	27,226	-	-	-
9122 Transfer from LAWA Fund	165,701	-	-	-	-
Total RSI Fund	\$ 922,082	\$ 27,226	\$ 500	\$ -	\$ 510
<u>Fund 117 - Hyperion Mitigation Fund</u>					
3601 Interest on Investments	\$ 830	\$ 867	\$ -	\$ 2,362	\$ -
Total Hyperion Fund	\$ 830	\$ 867	\$ -	\$ 2,362	\$ -
<u>Fund 118 - TDA Article 3 (SB 821) Fund</u>					
3601 Interest on Investments	\$ 414	\$ 436	\$ 450	\$ 880	\$ 459
3725 TDA Article 3 - SB 821	-	-	10,854	43,306	11,071
Total TDA Article 3 Fund	\$ 414	\$ 436	\$ 11,304	\$ 44,186	\$ 11,530
<u>Fund 120 - COPS (SLESF) Fund</u>					
3207 C.O.P.S. Funding	\$ 116,116	\$ 128,451	\$ 100,000	\$ 100,000	\$ 102,000
3601 Interest on Investments	1,186	3,613	1,500	2,622	1,530
Total COPS Fund	\$ 117,302	\$ 132,064	\$ 101,500	\$ 102,622	\$ 103,530
<u>Fund 122 - LA World Airports (LAWA) Fund</u>					
3601 Interest on Investments	\$ 81,509	\$ 187,497	\$ -	\$ 61,374	\$ -
3760 LAWA Grant	165,701	-	-	-	-
Total LAWA Fund	\$ 247,210	\$ 187,497	\$ -	\$ 61,374	\$ -
<u>Fund 123 - Public Safety Aug Fund (PSAF)</u>					
3206 Prop 172 (PSAF)	\$ 27,990	\$ 31,633	\$ 25,000	\$ 21,861	\$ 25,500
3601 Interest on Investments	-	-	-	1,512	-
Total PSAF Fund	\$ 27,990	\$ 31,633	\$ 25,000	\$ 23,373	\$ 25,500
<u>Fund 124 - Federal Grants Fund</u>					
3766 SHSGP Program	\$ -	\$ 90,000	\$ 90,000	\$ 28,135	\$ 91,800
3785 UASI 2012	32,591	103,504	139,165	162,000	141,948
Total Federal Grants Fund	\$ 32,591	\$ 193,504	\$ 229,165	\$ 190,135	\$ 233,748
<u>Fund 125 - State Grants Fund</u>					
3614 RPOSD	\$ -	\$ 297,713	\$ -	\$ 85,140	\$ -
3615 CUPA Grant	-	-	-	1,000	-
3617 CalBev	9,939	5,000	5,000	5,000	5,000
3618 Library - CALIFA	43,710	-	-	-	35,000
3623 Library - CALIFA	-	33,608	-	-	-
3703 Library - PLF State Grants	9,534	-	-	995	-
3724 Alcohol Beverage Control Grant	23,519	(76)	-	-	-
3764 LA County Homeless Initiative	-	30,000	-	-	-
3789 CERS CUPA Electronic Reporting	4,624	-	-	-	-
3929 Prop 68 Per Capita program	-	-	-	-	200,000
Total State Grants Fund	\$ 91,326	\$ 366,245	\$ 5,000	\$ 92,135	\$ 240,000

**CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020**

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Fund 126 - Certified United Program Agency (CUPA)</u>					
3210 CUPA Penalties	\$ -	\$ -	\$ -	\$ 22,480	\$ -
3408 CUPA UST Non-annual Permit	-	-	-	10,220	-
3514 Tiered Permits	1,550	1,675	1,600	6,615	9,105
3601 Interest on Investments	(31)	(1,240)	-	3,743	-
3820 Above Ground Storage Tank	22,937	21,312	21,500	17,415	34,830
3822 Underground Tanks	25,180	37,030	33,500	15,150	27,135
3824 Hazardous Waste Generator Permit	72,379	77,261	71,000	35,805	56,540
3825 Disclosure	145,559	158,065	150,000	92,348	134,160
3826 Env Safety Risk Management Program	12,337	7,990	250,000	156,830	173,100
3846 Hazardous Material Response	-	-	-	1,222	-
9399 Transfers In	70,533	-	-	-	-
Total CUPA Fund	\$ 350,444	\$ 302,093	\$ 527,600	\$ 361,828	\$ 434,870
<u>Fund 127 - Measure M</u>					
3601 Interest on Investments	\$ -	\$ -	\$ -	\$ 6,429	\$ -
3742 Measure M Revenues	12,766	268,712	241,500	150,711	246,330
Total Measure M	\$ 12,766	\$ 268,712	\$ 241,500	\$ 157,140	\$ 246,330
<u>Fund 128 - SB-1</u>					
3601 Interest on Investments	\$ -	\$ -	\$ -	\$ 2,794	\$ -
3756 SB-1 Revenues	-	124,477	125,200	245,261	127,704
Total SB-1	\$ -	\$ 124,477	\$ 125,200	\$ 248,055	\$ 127,704
<u>Fund 129 - Certified Access Specialist Program</u>					
3601 Interest on Investments	\$ -	\$ 124	\$ -	\$ 710	\$ 1,000
3857 CASP Training	-	3,122	-	22,430	25,000
9001 Transfers In	-	20,675	-	-	-
Total CASP	\$ -	\$ 23,921	\$ -	\$ 23,140	\$ 26,000
<u>Fund 202 - Debt Service Fund</u>					
3972 Developer Contribution Traffic Mitigation	\$ 256,498	\$ 423,504	\$ 180,000	\$ 478,372	\$ 183,600
Total Debt Service Fund Revenues	\$ 256,498	\$ 423,504	\$ 180,000	\$ 478,372	\$ 183,600
<u>Fund 301 - Capital Improvement (CIP) Fund</u>					
3732 CA DOT Park Place Extension	\$ 190,254	\$ 75,422	\$ -	\$ -	\$ -
9001 Transfer from General Fund	-	-	-	220,000	-
9399 Transfers In	\$ 2,431,812	\$ 3,189,700	\$ 3,130,000	\$ 3,130,000	\$ 2,749,000
Total CIP Fund	\$ 2,622,066	\$ 3,265,122	\$ 3,130,000	\$ 3,350,000	\$ 2,749,000
<u>Fund 401 - Economic Uncertainty Fund</u>					
9001 Transfer from General Fund	\$ 750,000	\$ -	\$ -	\$ -	\$ -
Total Economic Uncertainty Fund	\$ 750,000	\$ -	\$ -	\$ -	\$ -
<u>Fund 405 - Facilities Maintenance Fund</u>					
9001 Transfer from General Fund	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Total Facilities Maintenance Fund	\$ 350,000	\$ -	\$ -	\$ -	\$ -

CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Fund 501 - Water Utility Fund</u>					
3601 Interest on Investments	\$ 114,680	\$ 117,179	\$ 140,000	\$ 445,433	\$ 142,800
3804 Public Works Services	2,000	-	-	-	-
3851 Water Sales	14,460,877	11,455,491	14,500,000	11,049,467	14,790,000
3853 Meter Installations	4,850	10,910	8,000	19,955	8,160
3856 Reclaimed Water Sales	17,158,910	16,313,427	16,000,000	13,181,812	16,320,000
3859 Miscellaneous Revenue	30,880	16,929	20,000	20,350	20,400
Total Water Fund	\$ 31,772,197	\$ 27,913,936	\$ 30,668,000	\$ 24,717,017	\$ 31,281,360
<u>Fund 502 - Sewer Fund</u>					
3601 Interest on Investments	\$ 55,498	\$ 59,033	\$ 60,000	\$ 116,948	\$ 61,200
3861 WasteWater User Fees	3,906,327	4,064,501	3,500,000	3,144,739	3,570,000
3862 WasteWater Connection Fee	-	2,660	-	5,800	-
3865 Annual Quality Surcharge	368,937	281,688	250,000	115,057	255,000
3909 Miscellaneous Revenue	4,120	-	-	-	-
3972 Developer Contribution	-	-	-	375,000	-
Total Sewer Fund	\$ 4,334,882	\$ 4,407,882	\$ 3,810,000	\$ 3,757,544	\$ 3,886,200
<u>Fund 503 - Golf Course Fund</u>					
3832 Food & Beverage Revenues	\$ 259,788	\$ 266,367	\$ 250,000	\$ 154,725	\$ 250,000
3833 Leased Beer & Wine	6,115	6,142	7,035	3,745	7,035
3834 Golf Course Pro Shop Revenues	87,236	71,199	106,112	43,578	103,112
3835 Golf Course Revenues	520,446	567,621	500,000	430,067	500,000
3836 Driving Range Revenues	553,632	559,158	500,000	419,449	500,000
3838 Golf Lessons	177,041	179,889	90,552	40,333	90,520
3909 Miscellaneous Revenue	104,941	-	-	-	-
Total Golf Course Fund Revenues	\$ 1,709,199	\$ 1,650,376	\$ 1,453,699	\$ 1,091,897	\$ 1,450,667
<u>Fund 504 - Senior Housing Fund</u>					
3601 Interest on Investments	\$ 8,628	\$ 7,205	\$ 2,661	\$ 5,376	\$ 2,714
Total Park Vista Sr. Housing Fund	\$ 8,628	\$ 7,205	\$ 2,661	\$ 5,376	\$ 2,714
<u>Fund 601- Equipment Replacement Fund</u>					
3901 Sale of Surplus Property	\$ 2,778	\$ (15,487)	\$ -	\$ -	-
3909 Miscellaneous Revenue	28,742	398,802	-	1,028,379	-
3912 Replacement Charge to Other Dept.	1,797,708	1,584,636	1,584,615	1,488,789	2,089,441
3970 Wiseburn Aquatics	-	-	-	40,000	-
Total Equipment Replacement Fund	\$ 1,829,228	\$ 1,967,951	\$ 1,584,615	\$ 2,557,168	\$ 2,089,441
<u>Fund 602 - Liability Insurance Fund</u>					
3911 Charges to Other Departments	\$ 1,605,604	\$ 1,985,688	\$ 1,985,700	\$ 1,475,226	\$ 1,893,779
3913 Recovery of Claims Paid	10,239	44,063	20,000	4,944	20,400
Total Liability Insurance Fund	\$ 1,615,843	\$ 2,029,751	\$ 2,005,700	\$ 1,480,170	\$ 1,914,179
<u>Fund 603 - Workers' Comp Reserves Fund</u>					
3909 Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	-
3911 Charges to Other Departments	2,556,105	2,559,980	2,612,961	2,091,100	2,883,235
3913 Recovery of Claims Paid	92,573	283,971	90,000	161,337	91,800
Total Workers' Comp Fund	\$ 2,648,678	\$ 2,843,951	\$ 2,702,961	\$ 2,252,437	\$ 2,975,035

**CITY OF EL SEGUNDO
ESTIMATED REVENUES/OTHER FINANCING SOURCES
ALL FUNDS
FISCAL YEAR 2019-2020**

FUND / ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Revenues	\$ 118,880,271	\$ 120,538,044	\$ 119,405,893	\$ 99,894,839	\$ 123,234,308
Total Interfund Transfers	3,531,812	3,189,700	3,130,000	3,350,000	2,749,000
GRAND TOTAL	\$ 122,412,083	\$ 123,727,744	\$ 122,535,893	\$ 103,244,839	\$ 125,983,308

Note: All totals agree with Revenue Status Reports each period except as noted due to prior period adjustments, etc.

**CITY OF EL SEGUNDO
SCHEDULE OF INTERFUND TRANSFERS
FISCAL YEAR 2019-2020**

<u>FUND</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
General Fund (001)	\$ 140,000	\$ 2,749,000
Traffic Safety (104)	-	140,000
Capital Improvement Fund (301)	2,749,000	-
Total	<u>\$ 2,889,000</u>	<u>\$ 2,889,000</u>

CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY FUND/BY DEPARTMENT
ALL FUNDS
FISCAL YEAR 2019-2020

FUND/DEPARTMENT	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
City Council	\$ 277,473	\$ 289,229	\$ 288,541	\$ 188,490	\$ 319,432
City Treasurer	309,811	252,515	312,273	221,409	345,375
City Clerk	394,447	517,139	513,901	327,373	722,838
City Manager	1,668,380	1,729,903	2,039,236	1,498,442	2,526,032
City Attorney	481,836	802,137	611,250	365,698	585,450
Information Systems	1,002,577	1,584,633	2,059,988	1,534,582	2,774,264
Human Resources	830,812	768,062	1,004,459	656,524	1,430,937
Finance	1,937,390	2,102,520	2,331,337	1,473,676	2,422,565
Police Department	20,200,798	21,249,070	21,746,192	16,434,039	23,175,793
Fire Department	14,548,198	16,500,465	16,401,982	12,092,529	17,015,860
Planning & Building Safety	2,680,672	2,965,225	2,830,338	1,858,971	3,192,691
Public Works	6,276,560	6,358,759	8,507,761	4,910,617	8,098,326
Recreation & Parks	4,521,626	5,029,549	6,688,627	4,045,227	7,190,768
Library Services	2,225,207	2,184,188	2,363,788	1,734,661	2,489,245
Non-Departmental	5,761,895	7,224,751	8,251,373	6,887,149	5,743,964
Transfers Out	3,602,345	2,824,675	3,130,000	3,130,000	2,749,000
Total General Fund	\$ 66,720,027	\$ 72,382,820	\$ 79,081,046	\$ 57,359,387	\$ 80,782,540
<u>TRAFFIC SAFETY FUND (104)</u>					
Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ 140,000
<u>GAS TAX FUND (106)</u>					
Public Works	\$ 1,859	\$ 118,906	\$ 234,096	\$ 110,505	\$ 106,681
Capital Improvement Projects	(653)	946,176	-	966	300,000
Total Gas Tax Fund	\$ 1,206	\$ 1,065,082	\$ 234,096	\$ 111,471	\$ 406,681
<u>ASSET FORFEITURE FUND (109)</u>					
Police	\$ 104,991	\$ 77,513	\$ 375,500	\$ 126,238	\$ 375,500
Capital Improvement Projects	64,840	100,062	370,000	77,957	370,000
Total Asset Forfeiture	\$ 169,831	\$ 177,575	\$ 745,500	\$ 204,195	\$ 745,500
<u>MEASURE "R" FUND (110)</u>					
Capital Improvement Projects	\$ 221,653	\$ 116,376	\$ 200,000	\$ 143,656	\$ 563,866
<u>CDBG FUND (111)</u>					
Capital Improvement Projects	\$ 1,056	\$ 65,150	\$ 100,000	\$ -	\$ 152,556
Total CDBG Fund	\$ 1,056	\$ 65,150	\$ 100,000	\$ -	\$ 152,556
<u>PROPOSITION "A" FUND (112)</u>					
Recreation & Parks	\$ 185,615	\$ 272,189	\$ 351,033	\$ 185,560	\$ 390,356
<u>PROPOSITION "C" FUND (114)</u>					
Recreation & Parks	\$ 64,198	\$ 57,385	\$ 113,393	\$ 43,616	\$ 107,053
Capital Improvement Projects	349,887	199,067	240,000	73,749	240,000
Total Prop "C" Fund	\$ 414,085	\$ 256,452	\$ 353,393	\$ 117,365	\$ 347,053

**CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY FUND/BY DEPARTMENT
ALL FUNDS
FISCAL YEAR 2019-2020**

FUND/DEPARTMENT	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>AQMD FUND (115)</u>					
Non-Departmental/Automotive	\$ -	\$ -	\$ 21,000	\$ -	\$ 63,000
<u>RSI FUND (116)</u>					
Planning & Building Safety	\$ 199,247	\$ 133,125	\$ -	\$ 461	\$ -
Total RSI Fund	\$ 199,247	\$ 133,125	\$ -	\$ 461	\$ -
<u>HYPERION MITIGATION FUND (117)</u>					
Planning & Building Safety	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 8,250
<u>TDA 3 - SB 821 BIKEWAY FUND (118)</u>					
Capital Improvement Projects	\$ -	\$ 18,595	\$ -	\$ 36,815	\$ 50,000
<u>COPS FUND (120)</u>					
Police	\$ 77,944	\$ 264,401	\$ -	\$ -	\$ 175,000
<u>LAWA FUND (122)</u>					
Transfer to RSI	\$ 165,701	\$ -	\$ -	\$ -	\$ -
<u>PSAF (PROP 172) FUND (123)</u>					
Fire	\$ 45,381	\$ -	\$ 25,000	\$ -	\$ 100,000
Total PSAF (Prop 172) Fund	\$ 45,381	\$ -	\$ 25,000	\$ -	\$ 100,000
<u>FEDERAL GRANTS FUND (124)*</u>					
Police (UASI)	\$ 93,560	\$ 214,000	\$ 150,000	\$ 164,640	\$ 150,000
<u>STATE/COUNTY GRANTS FUND (125)*</u>					
Recreation & Parks (RPOSD)	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Recreation & Parks (CalBev)	-	5,000	5,000	-	5,000
Library (CALIFA - Broadband Fiber)	-	25,033	35,000	23,477	35,000
LA County Homeless Initiative	-	18,841	-	11,080	-
Total State/County Grants Fund	\$ -	\$ 78,874	\$ 40,000	\$ 34,557	\$ 40,000
<u>CUPA FUND (126)</u>					
Fire	\$ 256,569	\$ 331,777	\$ 464,573	\$ 185,084	\$ 641,065
<u>MEASURE M (127)</u>					
Capital Improvement Projects	\$ -	\$ -	\$ 241,500	\$ -	\$ 241,500
<u>SB - 1 (128)</u>					
Capital Improvement Projects	\$ -	\$ 94,000	\$ 94,000	\$ -	\$ 285,071
<u>CASP (129)</u>					
Planning	\$ -	\$ -	\$ -	\$ -	\$ 25,000

CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY FUND/BY DEPARTMENT
ALL FUNDS
FISCAL YEAR 2019-2020

FUND/DEPARTMENT	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>DEBT SERVICE FUND (202)</u>					
Debt Service	\$ 534,947	\$ 534,048	\$ 545,000	\$ 97,881	\$ 545,000
<u>CAPITAL IMPROVEMENT FUND (301)</u>					
Capital Improvement Projects	\$ 2,485,569	\$ 2,059,140	\$ 3,130,000	\$ 567,237	\$ 2,749,000
<u>FACILITIES MAINT FUND (405)</u>					
Public Works	\$ 203,343	\$ -	\$ -	\$ -	\$ -
<u>WATER UTILITY FUND (501)</u>					
Public Works (Water Operations)	\$ 26,195,622	\$ 27,552,424	\$ 27,335,150	\$ 20,429,428	\$ 27,812,670
Capital Improvement Projects	14,900	40,316	3,310,000	521,998	1,810,000
Total Water Utility Fund	\$ 26,210,522	\$ 27,592,740	\$ 30,645,150	\$ 20,951,426	\$ 29,622,670
<u>WASTEWATER FUND (502)</u>					
Public Works (Wastewater Operations)	\$ 3,116,032	\$ 3,497,285	\$ 3,800,042	\$ 2,292,877	\$ 4,175,334
Capital Improvement Projects	-	24,679	1,310,000	801,358	1,060,000
Total Wastewater Fund	\$ 3,116,032	\$ 3,521,964	\$ 5,110,042	\$ 3,094,235	\$ 5,235,334
<u>GOLF COURSE FUND (503)</u>					
Recreation & Parks	\$ 1,807,299	\$ 1,755,313	\$ 1,692,814	\$ 1,130,921	\$ 1,417,800
<u>SENIOR HOUSING (504)</u>					
Senior Housing	\$ 5,970	\$ 22,612	\$ 27,000	\$ 15,003	\$ 14,113
Capital Improvement Projects	-	-	-	-	60,000
Total Senior Housing Fund	\$ 5,970	\$ 22,612	\$ 27,000	\$ 15,003	\$ 74,113
<u>SOLIDWASTE FUND (505)</u>					
Public Works (Recycling Operations)	\$ -	\$ -	\$ -	\$ -	\$ 230,000
Total Solid Waste Fund	\$ -	\$ -	\$ -	\$ -	\$ 230,000
<u>EQUIP REPLACEMENT FUND (601)**</u>					
Various Equipment Citywide	\$ 578,408	\$ 1,303,303	\$ 8,123,097	\$ 1,027,454	\$ 7,849,761
<u>LIABILITY INSURANCE FUND (602)</u>					
Non-Departmental	\$ 2,774,348	\$ 1,527,339	\$ 1,854,128	\$ 1,274,552	\$ 1,783,333
<u>WORKERS' COMP FUND (603)</u>					
Non-Departmental	\$ 2,862,458	\$ 3,622,186	\$ 2,932,453	\$ 2,386,775	\$ 2,934,272
GRAND TOTAL ALL FUNDS	\$ 109,136,343	\$ 117,414,732	\$ 136,167,025	\$ 89,092,972	\$ 137,748,721

* These grants are not reflected in the departments' budget details. The above presentation is a summary of all grants that are, or were granted or received by various departments in the City.

** Because of how the City accounts for Internal Service Fund charges to departments and how the City accounts for when the actual equipment purchases are made, the above summary is not reflected in the departments' budget.

CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY FUNCTION
ALL FUNDS
FISCAL YEAR 2019-2020

FUNCTION / FUND / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>General Government</u>					
General Fund					
City Council	\$ 277,473	\$ 289,229	\$ 288,541	\$ 188,490	\$ 319,432
City Treasurer	309,811	252,515	312,273	221,409	345,375
City Clerk	394,447	517,139	513,901	327,373	722,838
City Manager	763,329	643,127	707,393	587,604	1,284,567
City Attorney	481,836	802,137	611,250	365,698	585,450
Human Resources	830,812	768,062	1,004,459	656,524	1,430,937
Finance	1,937,390	2,102,520	2,331,337	1,473,676	2,422,565
Information Systems	1,002,577	1,584,633	2,059,988	1,534,582	2,774,264
Equipment Maintenance	1,095,877	1,084,955	1,392,119	848,748	1,583,499
Government Buildings	1,512,268	1,796,899	2,391,951	1,299,364	2,213,572
Non-Departmental	5,761,895	7,224,751	8,251,373	6,887,149	5,743,964
Transfers Out	3,602,345	2,824,675	3,130,000	3,130,000	2,749,000
Sub-total General Fund	\$ 17,970,060	\$ 19,890,642	\$ 22,994,585	\$ 17,520,617	\$ 22,175,463
Other Funds					
Debt Service Fund	\$ 534,947	\$ 534,048	\$ 545,000	\$ 97,881	\$ 545,000
Capital Improvement Fund	2,485,569	2,059,140	3,130,000	567,237	2,749,000
Facilities Maintenance Fund	203,343	-	-	-	-
Equipment Replacement Fund	578,408	1,303,303	8,123,097	1,027,454	7,849,761
Liability Insurance Fund	2,774,348	1,527,339	1,854,128	1,274,552	1,783,333
Workers' Compensation Fund	2,862,458	3,622,186	2,932,453	2,386,775	2,934,272
Sub-total Other Funds	\$ 9,439,073	\$ 9,046,016	\$ 16,584,678	\$ 5,353,899	\$ 15,861,366
Total General Government	\$ 27,409,133	\$ 28,936,658	\$ 39,579,263	\$ 22,874,516	\$ 38,036,829
<u>Public Safety</u>					
General Fund					
Police Protection	\$ 20,200,798	\$ 21,249,070	\$ 21,746,192	\$ 16,434,039	\$ 23,175,793
Fire Protection	14,379,147	16,117,146	15,964,187	11,895,930	16,577,834
Building Safety	1,337,129	1,463,472	1,202,921	891,680	1,635,631
Emergency Management	169,051	383,319	437,795	196,599	438,026
Sub-total General Fund	\$ 36,086,125	\$ 39,213,007	\$ 39,351,095	\$ 29,418,248	\$ 41,827,284
Other Funds					
Asset Forfeiture Fund	\$ 169,831	\$ 177,575	\$ 745,500	\$ 204,195	\$ 745,500
COPS Fund	77,944	264,401	-	-	175,000
Federal Grants Fund	93,560	214,000	150,000	164,640	150,000
State Grants Fund	-	18,841	-	11,080	-
PSAF Fund	45,381	-	25,000	-	100,000
CUPA Fund	256,569	331,777	464,573	185,084	641,065
Sub-total Other Funds	\$ 643,285	\$ 1,006,594	\$ 1,385,073	\$ 564,999	\$ 1,811,565
Total Public Safety	\$ 36,729,410	\$ 40,219,601	\$ 40,736,168	\$ 29,983,247	\$ 43,638,849

**CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY FUNCTION
ALL FUNDS
FISCAL YEAR 2019-2020**

FUNCTION / FUND / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Transportation</u>					
General Fund					
Public Works Administration	\$ 235,413	\$ 133,352	\$ 143,814	\$ 102,546	\$ 382,049
Engineering	662,015	821,825	839,612	632,985	756,477
Street Services	428,165	418,183	423,942	323,547	501,481
Street Maintenance	692,835	478,892	718,465	451,077	878,280
Traffic Safety	769,259	782,297	852,795	422,121	896,926
Storm Drains	331,287	297,055	548,102	259,380	522,105
Sub-total General Fund	\$ 3,118,974	\$ 2,931,604	\$ 3,526,730	\$ 2,191,656	\$ 3,937,318
Other Funds					
Gas Tax Fund	\$ 1,206	\$ 1,065,082	\$ 234,096	\$ 111,471	\$ 406,681
Traffic Safety Fund	-	-	-	-	140,000
Proposition "A" Fund	185,615	272,189	351,033	185,560	390,356
Proposition "C" Fund	414,085	256,452	353,393	117,365	347,053
Measure "R" Fund	221,653	116,376	200,000	143,656	563,866
AQMD Fund	-	-	21,000	-	63,000
TDA 3 - SB 821 Bikeway	-	18,595	-	36,815	50,000
Measure M	-	-	241,500	-	241,500
SB - 1	-	94,000	94,000	-	285,071
Sub-total Other Funds	\$ 822,559	\$ 1,822,694	\$ 1,495,022	\$ 594,867	\$ 2,487,527
Total Transportation	\$ 3,941,533	\$ 4,754,298	\$ 5,021,752	\$ 2,786,523	\$ 6,424,845
<u>Community Development</u>					
General Fund					
Planning & Building Admin	\$ 327,352	\$ 399,506	\$ 355,377	\$ 241,418	\$ 387,021
Planning	1,016,191	1,102,247	1,272,040	725,873	1,170,039
Economic Development	371,185	542,118	748,226	511,419	541,838
Senior In-Home Care	21,234	19,479	23,346	10,541	23,983
Juvenile Diversion	5,354	5,555	19,000	9,589	19,000
Delivered Meals	36,780	39,405	35,692	26,945	36,965
Community Outreach Admin	10,115	10,913	14,000	7,650	14,000
Sub-total General Fund	\$ 1,788,211	\$ 2,119,223	\$ 2,467,681	\$ 1,533,435	\$ 2,192,846
Other Funds					
CDBG Fund	\$ 1,056	\$ 65,150	\$ 100,000	\$ -	\$ 152,556
RSI Fund	199,247	133,125	-	461	-
LAWA Fund	165,701	-	-	-	-
CASP Fund	-	-	-	-	25,000
Sub-total Other Funds	\$ 366,004	\$ 198,275	\$ 100,000	\$ 461	\$ 177,556
Total Community Development	\$ 2,154,215	\$ 2,317,498	\$ 2,567,681	\$ 1,533,896	\$ 2,370,402

**CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY FUNCTION
ALL FUNDS
FISCAL YEAR 2019-2020**

FUNCTION / FUND / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Health</u>					
General Fund					
Solid Waste Recycling	\$ 549,441	\$ 545,301	\$ 1,196,961	\$ 570,849	\$ 363,937
Sub-total General Fund	\$ 549,441	\$ 545,301	\$ 1,196,961	\$ 570,849	\$ 363,937
Other Funds					
Hyperion Mitigation Fund	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 8,250
Solid Waste Recycling	-	-	-	-	230,000
Sub-total Other Funds	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 238,250
Total Health	\$ 555,013	\$ 550,972	\$ 1,203,161	\$ 575,146	\$ 602,187
<u>Cultural & Leisure</u>					
General Fund					
Library Services	\$ 2,225,207	\$ 2,184,188	\$ 2,363,788	\$ 1,734,661	\$ 2,489,245
Community Cable	533,866	544,658	583,617	399,419	699,627
Recreation & Parks	4,448,143	4,954,197	6,596,589	3,990,502	7,096,820
Sub-total General Fund	\$ 7,207,216	\$ 7,683,043	\$ 9,543,994	\$ 6,124,582	\$ 10,285,692
Other Funds					
State/County Grants Fund	\$ -	\$ 60,033	\$ 40,000	\$ 23,477	\$ 40,000
Golf Course Fund	1,807,299	1,755,313	1,692,814	1,130,921	1,417,800
Senior Housing	5,970	22,612	27,000	15,003	74,113
Sub-total Other Funds	\$ 1,813,269	\$ 1,837,958	\$ 1,759,814	\$ 1,169,401	\$ 1,531,913
Total Cultural & Leisure	\$ 9,020,485	\$ 9,521,001	\$ 11,303,808	\$ 7,293,983	\$ 11,817,605
<u>Utilities</u>					
Water Fund	\$ 26,210,522	\$ 27,592,740	\$ 30,645,150	\$ 20,951,426	\$ 29,622,670
Wastewater Fund	3,116,032	3,521,964	5,110,042	3,094,235	5,235,334
Total Utilities	\$ 29,326,554	\$ 31,114,704	\$ 35,755,192	\$ 24,045,661	\$ 34,858,004
TOTAL GENERAL FUND	\$ 66,720,027	\$ 72,382,820	\$ 79,081,046	\$ 57,359,387	\$ 80,782,540
TOTAL OTHER FUNDS	\$ 42,416,316	\$ 45,031,912	\$ 57,085,979	\$ 31,733,585	\$ 56,966,181
GRAND TOTAL ALL FUNDS	\$ 109,136,343	\$ 117,414,732	\$ 136,167,025	\$ 89,092,972	\$ 137,748,721

**CITY OF EL SEGUNDO
ADOPTED REVENUES AND EXPENDITURES SUMMARY
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>Revenues & Other Sources</u>					
Taxes	\$ 59,796,922	\$ 63,198,655	\$ 62,292,164	\$ 49,839,477	\$ 63,876,500
Other Licenses & Permits	1,687,062	1,858,935	1,668,388	1,670,804	1,688,358
Fines & Forfeitures	357,094	451,366	317,700	379,876	412,020
Use of Money & Property	431,855	554,868	824,000	1,096,340	824,000
Intergovernmental	1,544,622	1,705,947	1,849,347	1,773,917	1,851,490
Charges for Services	5,221,266	5,433,178	5,393,625	3,850,217	5,298,845
Other Revenues	2,354,634	2,386,294	2,120,400	1,923,994	2,618,995
Transfers In	-	346,446	-	-	140,000
Total Revenues & Other Sources	\$ 71,393,455	\$ 75,935,689	\$ 74,465,624	\$ 60,534,625	\$ 76,710,208
<u>Expenditures & Other Uses</u>					
General Government*	\$ 14,367,715	\$ 17,065,967	\$ 19,864,585	\$ 14,390,617	\$ 19,426,463
Public Safety	36,086,125	39,213,007	39,351,095	29,418,248	41,827,284
Transportation	3,118,974	2,931,604	3,526,730	2,191,656	3,937,318
Community Development	1,788,211	2,119,223	2,467,681	1,533,435	2,192,846
Health	549,441	545,301	1,196,961	570,849	363,937
Culture & Leisure	7,207,216	7,683,043	9,543,994	6,124,582	10,285,692
Transfers Out*	3,602,345	2,824,675	3,130,000	3,130,000	2,749,000
Total Expenditures & Other Uses	\$ 66,720,027	\$ 72,382,820	\$ 79,081,046	\$ 57,359,387	\$ 80,782,540
Balance**	\$ 4,673,428	\$ 3,552,869	\$ (4,615,422)	\$ 3,175,238	\$ (4,072,332)

* Combined equal to General Government in the Adopted Budget Summary by Function

** For each year only without regard to cumulative balance

**CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 22,648,226	\$ 23,219,377	\$ 26,300,487	\$ 18,475,998	\$ 26,447,133
4102 Salaries Part-Time	1,970,538	1,875,639	2,618,888	1,416,669	2,956,908
4103 Overtime	1,446,961	1,877,440	1,400,585	1,299,261	1,645,418
4105 Holiday Pay	655,731	684,474	769,189	668,403	821,941
4107 FLSA Overtime	395,112	393,719	430,000	305,307	455,000
4108 Vacation Leave Payout	453,267	401,294	425,000	276,605	400,000
4109 Vac/Sick Pay - Termination	693,043	557,901	550,000	400,545	525,000
4110 Leave Replacement	1,303,709	1,648,814	1,215,000	1,132,510	1,550,000
4112 Compensated Sick Time	568,133	150,161	217,350	183,625	215,000
4113 Reimbursable Overtime	48,814	(25,363)	30,000	(6,228)	50,000
4116 Standby Pay	30,575	29,045	26,500	23,214	26,500
4201 Retirement CalPERS	9,740,690	12,521,135	14,398,185	10,173,165	12,777,947
4202 FICA	1,163,648	1,210,528	1,326,853	980,755	1,381,517
4203 Workers' Compensation	2,400,905	2,508,120	2,593,208	1,971,803	3,001,061
4204 Group Insurance	5,341,612	5,463,007	5,804,346	4,016,534	6,930,883
4205 Uniform Allowance	24,589	11,870	26,566	9,447	26,526
4209 PARS Expense	219,160	2,137,674	142,200	1,613,000	142,200
4210 OPEB Liability	386,099	394,600	397,820	370,172	550,140
4215 Uniform Replacement	112,425	88,350	98,700	52,326	116,500
4251 CalPERS Payments	-	-	-	17,421	-
Total Salaries & Benefits	\$ 49,603,237	\$ 55,147,785	\$ 58,770,877	\$ 43,380,532	\$ 60,019,674
4999 Cash Over / Short	\$ 20	\$ 141	\$ -	\$ 164	\$ -
5201 Office Supplies	4,590	6,541	5,000	6,153	5,000
5203 Repair & Maintenance Supplies	56,931	66,146	98,800	114,998	112,400
5204 Operating Supplies	802,645	730,925	896,110	418,021	924,500
5206 Computer Supplies	29,794	76,248	66,200	24,157	68,700
5207 Small Tools & Equipment	9,388	12,219	25,000	10,045	30,000
5211 Photo Supplies	2,750	2,137	5,000	746	5,000
5212 Prisoner Meals	6,639	5,327	6,200	-	6,200
5214 Housing Supplies	7,575	14,390	13,500	353	13,500
5215 Vehicle Gasoline Charge	136,440	206,774	250,000	144,036	250,000
5218 Training Materials and Supplies	36,227	41,234	76,000	17,750	76,252
5220 Computer Refresh Charges	108,900	109,859	109,900	82,777	-
5255 CPR Class Operating Supplies	2,859	75	2,500	-	2,500
5501 Books/Other Printed Materials	74,887	77,367	79,650	54,537	74,650
5503 Book Fair	1,817	1,708	-	189	-
5505 Young Peoples Books	20,236	21,389	23,250	4,537	23,250
5507 School Library Materials	2,702	3,259	3,200	(2,394)	3,200
6081 Miscellaneous Computer	-	9,509	115,000	-	115,000
6082 Broadband Fiber	-	9,963	18,000	10,062	15,000
6101 Gas	63,504	64,148	106,200	59,889	106,200
6102 Electricity	783,397	802,214	877,200	372,658	742,700
6103 Water	231,124	310,180	307,300	185,137	306,300
6104 Aquatics Electricity Charges	-	-	-	-	50,000
6105 Aquatics Gas Charges	-	-	-	63,702	70,000
6116 Building Lease Charge	17,039	-	-	-	-
6139 Bank Service Charges	4	39,620	-	37,504	47,400

**CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6172 NSF Checks	-	-	-	-	-
6201 Advertising/Publishing	202,809	339,253	156,850	120,525	479,800
6203 Copy Machine Charges	444	-	46,800	-	96,000
6204 Fleet Operating Charges	22,778	-	-	-	-
6205 Other Printing & Binding	19,288	15,248	37,950	32,295	36,150
6206 Contractual Services	3,594,982	3,747,005	4,880,029	3,129,692	4,123,739
6207 Equip Replacement Charges	1,641,580	1,335,744	1,798,868	1,360,722	1,913,177
6208 Dues & Subscriptions	77,294	89,303	107,337	47,541	135,601
6209 Dump Fees	-	-	15,000	-	15,000
6210 Haz Materials Disposal Fees	410	-	3,000	195	3,000
6211 Insurance & Bonds	319,554	365,678	475,700	336,992	526,000
6212 Laundry & Cleaning	26,027	23,832	35,500	16,042	35,500
6213 Meetings & Travel	125,963	146,712	259,690	128,794	272,640
6214 Professional/Technical	2,145,276	2,455,522	2,201,661	1,847,549	2,909,572
6215 Repair & Maintenance	122,392	83,335	250,050	89,699	305,360
6216 Rental Charges	16,570	15,000	17,200	12,500	17,200
6217 Software Maintenance	414,379	476,687	492,602	473,190	888,591
6218 Hardware Maintenance	6,620	4,608	12,000	10,848	12,000
6219 Network Operating Charge	(22,900)	(20,600)	(20,600)	(15,450)	(20,600)
6221 Educational Incentive	20,848	8,477	21,700	3,005	-
6222 Lease Payment Parking Garage	283,034	292,816	300,690	245,915	309,711
6223 Training & Education	143,538	156,645	251,350	113,548	455,218
6224 Vehicle Operating Charges	183,437	91,542	300,000	80,481	300,000
6225 PD Admin/POST Training/Educ	16,459	(7,116)	-	(14,554)	-
6244 Other Unclassified Expense	3,151	3,486	-	-	5,000
6245 Employee Recognition	3,577	7,319	10,000	8,168	-
6247 Unemployment Compensation	67,338	27,382	55,000	22,069	45,000
6249 Fees & Licenses	9,391	9,514	15,500	6,244	15,250
6250 Volunteer Recognition	2,796	1,628	1,500	1,597	-
6251 Communication/Mobile Radio	19,161	30,823	36,775	8,607	20,141
6253 Postage	18,229	34,518	31,750	19,200	31,250
6254 Telephone	322,990	326,372	425,180	238,267	420,128
6255 ESMC Recodification	12,865	9,920	10,000	5,855	12,000
6257 Public Education	1,410	15,459	24,000	1,150	29,000
6259 Breathing Apparatus	-	1,974	15,000	4,382	20,000
6260 Equipment Leasing Costs	103,336	90,097	91,600	52,301	101,000
6262 Testing/Recruitment	17,004	13,702	18,300	9,100	18,300
6263 Commissioners Expense	7,484	5,577	10,300	3,832	10,300
6272 Court Costs	-	338	-	-	-
6273 In-Custody Medical Charges	27,472	25,000	17,000	14,179	17,000
6274 Investigations Expense	6,428	5,521	14,100	8,098	14,100
6275 K-9 Dog Care Services	8,232	28,808	10,600	4,835	10,600
6277 Resource Databases	26,213	28,337	29,000	16,226	28,600
6278 Computer Charges	8,113	-	29,200	-	29,200
6281 Emergency Facilities Maintenance	-	171,566	350,000	56,421	250,000
6282 Emergency Repair	6,040	12,380	25,000	13,579	25,000
6288 S.W.A.T. Program	25,522	18,502	19,800	10,619	19,800
6289 Educational Reimbursement	66,971	54,169	45,000	47,852	45,000

**CITY OF EL SEGUNDO
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

ACCOUNT / DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6297 Credit Card Fees	58,922	85,706	175,000	2,703	20,000
6301 Legal Counsel	361,068	551,735	370,000	250,174	370,000
6302 Plaintiff & Defense Litigation	32,700	96,687	100,000	22,938	100,000
6304 Smoky Hollow Parking in Lieu	-	-	-	15,195	-
6310 Labor Negotiation	87,266	121,783	125,000	51,042	100,000
6311 Code Enforcement	782	32,356	15,000	41,544	15,000
6401 Community Promotions	15,765	1,364	17,000	15,655	17,000
6403 Sister City	561	-	1,000	183	5,000
6405 ESUSD Funding Agreement	91,197	96,489	100,800	93,839	114,696
6406 LAX Master Plan Intervention	210,694	58,488	75,000	75,557	150,000
6407 Washington Lobbyist	68,750	68,750	75,000	50,000	75,000
6409 Audiovisual Materials	-	-	-	-	2,000
6410 E-Books	-	-	-	-	5,600
Total Maintenance & Operations	\$ 13,451,678	\$ 14,266,814	\$ 17,065,792	\$ 10,795,961	\$ 18,002,376
8104 Capital / Equipment	\$ 769	\$ 51,486	\$ 44,377	\$ 32,286	\$ -
8105 Capital / Automotive	2,535	17,605	70,000	-	-
8108 Computer / Hardware	59,463	74,455	-	20,608	11,490
Total Capital Outlay	\$ 62,767	\$ 143,546	\$ 114,377	\$ 52,894	\$ 11,490
9400 Transfers Out	\$ 3,602,345	\$ 2,824,675	\$ 3,130,000	\$ 3,130,000	\$ 2,749,000
TOTAL GENERAL FUND	\$ 66,720,027	\$ 72,382,820	\$ 79,081,046	\$ 57,359,387	\$ 80,782,540

**CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>City Council</u>				
City Council**	5.00	5.00	5.00	5.00
Executive Assistant	1.00	1.00	1.00	1.00
Total City Council	6.00	6.00	6.00	6.00
<u>City Treasurer</u>				
City Treasurer**	1.00	1.00	1.00	1.00
Deputy City Treasurer I	1.00	1.00	1.00	1.00
Deputy City Treasurer II	1.00	1.00	1.00	1.00
Total City Treasurer	3.00	3.00	3.00	3.00
<u>City Clerk</u>				
City Clerk**	1.00	1.00	1.00	1.00
Deputy City Clerk I	1.00	1.00	1.00	1.00
Deputy City Clerk II	1.00	1.00	1.00	1.00
Records Technician	1.00	1.00	1.00	1.00
Sub-total Full-Time	4.00	4.00	4.00	4.00
<u>Part-Time FTEs</u>				
Office Specialist I	0.10	0.10	0.10	-
Sub-total Part-Time	0.10	0.10	0.10	-
Total City Clerk	4.10	4.10	4.10	4.00
** Elected part-time positions				
<u>City Manager's Office</u>				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	-	-	-	1.00
Economic Development Manager	1.00	1.00	1.00	-
Economic Development Coordinator	-	-	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00	-
Executive Assistant	-	-	-	1.00
Senior Executive Assistant	1.00	1.00	1.00	-
Community Cable Program Specialist	-	-	-	1.00
Computer Graphics Designer	-	-	-	1.00
Management Analyst	-	-	-	1.00
PIO / Legislative Affairs Manager	-	-	-	1.00
Sub-total Full-Time	4.00	4.00	5.00	8.00
<u>Part-Time FTEs</u>				
Administrative Intern	-	0.50	0.50	-
Video Technician	-	-	-	2.85
Sub-total Part-Time	-	0.50	0.50	2.85
Total City Manager's Office	4.00	4.50	5.50	10.85

**CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Information Systems</u>				
Information Systems Director	-	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Developer	1.00	1.00	1.00	-
Information Systems Specialist	3.00	3.00	3.00	1.00
Administrative Specialist	-	-	-	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Network Assistant	1.00	1.00	1.00	-
Senior Network Assistant	-	-	-	1.00
Technical Services Analyst	-	-	-	3.00
Sub-total Full-Time	7.00	8.00	8.00	9.00
<u>Part-Time FTEs</u>				
Administrative Intern	0.50	0.50	0.50	0.50
Sub-total Part-Time	0.50	0.50	0.50	0.50
Total Information Systems	7.50	8.50	8.50	9.50
<u>Human Resources Department</u>				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	-	-	1.00	1.00
Sub-total Full-Time	4.00	4.00	5.00	5.00
<u>Part-Time FTEs</u>				
Administrative Intern	-	-	0.50	-
Management Analyst	-	0.50	-	-
Office Specialist I	0.75	0.75	-	-
Sub-total Part-Time	0.75	1.25	0.50	-
Total Human Resources Department	4.75	5.25	5.50	5.00
<u>Finance Department</u>				
Director of Finance	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Revenue Manager	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Accountant	2.00	2.00	2.00	2.00
Accounting Technician	2.00	2.00	2.00	1.00
Accounts Specialist II	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	-
Administrative Technical Specialist	-	-	-	1.00
Budget/Payroll Supervisor	1.00	1.00	1.00	-

**CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
License Permit Specialist I	1.00	1.00	1.00	1.00
License Permit Specialist II	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	1.00
Office Specialist	-	-	-	1.00
Payroll Accountant	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00
Revenue Inspector	1.00	1.00	1.00	1.00
Sub-total Full-Time	16.00	16.00	16.00	16.00
<u>Part-Time FTEs</u>				
Accountant	0.50	-	-	-
Office Specialist	-	-	1.00	-
Sub-total Part-Time	0.50	-	1.00	-
Total Finance Department	16.50	16.00	17.00	16.00
<u>Police Department</u>				
Chief of Police	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	6.00	5.00	5.00	5.00
Police Sergeant	9.00	10.00	10.00	11.00
Crime Prevention Analyst II	1.00	1.00	1.00	2.00
Crime Scene Investigator II	1.00	1.00	1.00	1.00
CSI Property Officer	-	-	-	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Police Assistant I/II	7.00	8.00	8.00	8.00
Police Officer	44.00	43.00	43.00	42.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Officer I/II	8.00	8.00	7.00	5.00
Police Trainee	-	-	2.00	2.00
Technical Services Analyst	1.00	1.00	1.00	-
Sub-total Full-time	82.00	82.00	83.00	82.00
<u>Part-Time FTEs</u>				
Background Investigator	1.00	1.50	-	-
Police Cadet	4.00	6.00	7.00	7.50
Police Services Officer I/II	-	-	2.00	1.00
Sub-total Part-Time	5.00	7.50	9.00	8.50
Total Police Department	87.00	89.50	92.00	90.50

**CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Fire Department</u>				
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Fire Captain	9.00	9.00	9.00	9.00
Fire Engineer	9.00	9.00	9.00	9.00
Firefighter/Paramedic	15.00	15.00	15.00	12.00
Firefighter	6.00	6.00	6.00	9.00
Fire Marshal	1.00	1.00	1.00	1.00
Emergency Management Coordinator	-	-	-	1.00
Environmental Safety Manager	1.00	1.00	1.00	1.00
Principal Environmental Specialist (CUPA)	1.00	1.00	1.00	1.00
Fire Prevention Specialist	2.00	2.00	2.00	2.00
Administrative Specialist	1.00	1.00	1.00	1.00
Management Analyst (CUPA)	-	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Total Fire Department	50.00	51.00	51.00	52.00
<u>Planning & Building Safety Department</u>				
Director of Planning & Building Safety	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Building Safety Manager	1.00	1.00	1.00	1.00
Administrative Specialist*	0.50	0.50	-	-
Assistant Planner	2.00	2.00	2.00	2.00
Building Inspector I/II	1.00	1.00	1.00	1.00
Code Compliance Inspector	1.00	1.00	1.00	1.00
License Permit Specialist I/II	-	2.00	2.00	2.00
Office Specialist II	1.00	1.00	1.00	1.00
Permit Coordinator II	2.00	-	-	-
Plan Check Engineer	1.00	1.00	1.00	1.00
Plan Examiner (MEP)	1.00	1.00	1.00	-
Planning Technician	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	2.00
RSI Manager	1.00	1.00	-	-
Senior Building Inspector	1.00	1.00	1.00	2.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00
Sub-total Full-Time	18.50	18.50	17.00	17.00

**CITY OF EL SEGUNDO
 FOUR-YEAR PERSONNEL SUMMARY
 BY DEPARTMENT
 FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
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Planning & Bldg Safety (continued)

Total Planning & Bldg Safety Department	18.50	18.50	17.00	17.00
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Public Works Department

Director of Public Works	1.00	1.00	1.00	1.00
General Services Manager	1.00	1.00	1.00	1.00
Administrative Specialist (Water Fund)	0.50	0.50	0.50	1.00
Administrative Technical Specialist	1.00	1.00	1.00	1.00
City Engineer	-	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	1.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Systems Mechanic	2.00	2.00	2.00	2.00
Fire Equipment Mechanic	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	-	-
Pool Maintenance Technician	1.00	1.00	1.00	1.00
Principal Civil Engineer	2.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	-	-
Senior Civil Engineer	2.00	2.00	2.00	2.00
Senior Engineer Associate	2.00	2.00	2.00	2.00
Senior Management Analyst	-	-	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Leadworker	2.00	2.00	2.00	2.00
Street Maintenance Worker I/II	6.00	6.00	6.00	6.00
Wastewater Supervisor	1.00	1.00	1.00	1.00
Wastewater Maintenance Leadworker	1.00	1.00	1.00	1.00
Wastewater Maintenance Worker I/II	4.00	4.00	4.00	4.00
Water Maintenance Leadworker	2.00	2.00	2.00	2.00
Water Maintenance Worker I/II	6.00	6.00	6.00	6.00
Water Meter Reader/Repairer	1.00	1.00	1.00	1.00
Water Supervisor	1.00	1.00	1.00	1.00
Sub-total Full-Time	47.50	48.50	47.50	48.00

**CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Public Works (continued)</u>				
<u>Part-Time FTEs</u>				
Administrative Specialist	0.75	0.75	0.75	0.50
Custodian	1.50	1.50	1.00	1.00
Facilities Maintenance Worker	-	-	1.00	-
Street Maintenance Worker	-	-	-	-
Water Maintenance Worker I/II	0.75	0.75	-	-
Sub-total Part-Time	3.00	3.00	2.75	1.50
Total Public Works Department	50.50	51.50	50.25	49.50
 <u>Recreation & Parks Department</u>				
Director of Recreation & Parks	1.00	1.00	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00	1.00
Community Cable Program Manager	1.00	1.00	1.00	-
Community Cable Program Specialist	1.00	1.00	1.00	-
Computer Graphics Designer	1.00	1.00	1.00	-
Maintenance Craftsworker	1.00	1.00	1.00	1.00
Park Maintenance Superintendent	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	2.00	2.00	2.00	2.00
Park Maintenance Worker II	5.00	5.00	5.00	5.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Recreation Supervisor	3.00	4.00	4.00	4.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Tree Maintenance Worker	2.00	2.00	2.00	2.00
Sub-total Full-Time	23.00	24.00	24.00	21.00
 <u>Part-Time FTEs</u>				
Park Maintenance Worker I	3.00	3.00	3.00	3.00
Lifeguards / Aquatics	10.00	10.00	28.50	37.00
Recreation Leader	24.50	24.50	26.00	26.00
Video Technician	2.00	2.00	2.85	-
Sub-total Part-Time	39.50	39.50	60.35	66.00
Total Recreation & Parks Department	62.50	63.50	84.35	87.00

**CITY OF EL SEGUNDO
 FOUR-YEAR PERSONNEL SUMMARY
 BY DEPARTMENT
 FROM FY 2016-17 TO FY 2019-20**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Library Services Department</u>				
Director of Library Services	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Librarian I	2.00	2.00	2.00	2.00
Librarian II	1.00	1.00	1.00	1.00
Library Assistant	3.00	3.00	3.00	3.00
Senior Librarian	2.00	2.00	2.00	2.00
Senior Library Assistant	2.00	2.00	2.00	2.00
Sub-total Full-Time	12.00	12.00	12.00	12.00
<u>Part-Time FTEs</u>				
Library Assistant	3.10	3.10	3.91	3.91
Library Clerk I	3.60	2.75	3.50	3.50
Sub-total Part-Time	6.70	5.85	7.41	7.41
Total Library Services Department	18.70	17.85	19.41	19.41
Total Full-Time Positions*	277.00	281.00	281.50	283.00
Total Part-Time (FTE's)	56.05	58.20	82.11	86.76
Grand Total	333.05	339.20	363.61	369.76

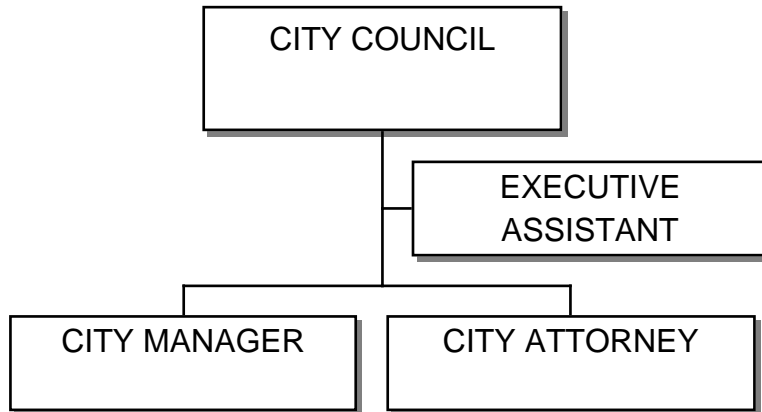
* Includes 7 part-time elected officials.

**CITY OF EL SEGUNDO
RECONCILIATION OF POSITION CHANGES
ADOPTED BUDGET
FISCAL YEAR 2019-2020**

Full-Time Personnel Per Proposed Budget*	277.50
Part-Time FTE's (Full-Time Equivalent)	84.61
Total Proposed	362.11
Summary of Changes:	
City Manager:	
Add: Deputy City Manager	1.00
Add: Economic Development Coordinator	1.00
Add: Community Cable Program Specialist	1.00
Add: PIO / Legislative Affairs Manager	1.00
Add: Computer Graphics Designer	1.00
Add: Management Analyst	1.00
Add: Executive Assistant	1.00
Add: Video Technician	2.85
Delete: Emergency Management Coordinator	(1.00)
Delete: Economic Development Manager	(1.00)
Delete: Senior Executive Assistant	(1.00)
Delete: Administrative Intern	(0.50)
City Clerk:	
Delete: Part-Time Office Specialist I	(0.10)
Human Resources:	
Delete: Administrative Intern	(1.00)
Information Services:	
Add: Technical Services Analyst	3.00
Add: Administrative Specialist	1.00
Add: Senior Network Assisstant	1.00
Delete: Network Assisstant	(1.00)
Delete: Information Services Specialist	(2.00)
Delete: Information Services Developer	(1.00)
Finance:	
Add: Administrative Technical Specialist	1.00
Add: Management Analyst	1.00
Add: Office Specialist II	1.00
Delete: Budget/Payroll Specialist	(1.00)
Delete: Administrative Specialist	(1.00)
Delete: Accounting Technician	(1.00)
Delete: Office Specialist II	(1.00)
Police:	
Add: Police Sergeant	1.00
Add: Crime Prevention Analyst II	1.00
Add: CSI Property Officer	1.00
Delete: Police Officer	(1.00)
Delete: Police Service Officer	(2.00)
Delete: Technical Services Analyst	(1.00)
Add: Police Cadets	0.50
Delete: Police Service Officer	(1.00)
Fire:	
Add: Firefighter	3.00
Add: Management Analyst (CUPA)	1.00
Add: Emergency Management Coordinator	1.00
Delete: Firefighter/Paramedic	(3.00)
Public Works:	
Add: Administrative Specialist	0.50
Add: Street Maintenance Worker I/II	1.00
Add: Water Maintenance Leadworker	1.00
Delete: Facilities System Mechanic	(1.00)
Delete: Water Maintenance Worker I/II	(2.00)
Delete: Administrative Specialist	(0.25)
Recreation & Parks:	
Delete: Community Cable Program Specialist	(1.00)
Delete: Community Cable Program Manager	(1.00)
Delete: Computer Graphics Designer	(1.00)
Add: Lifeguards / Aquatics	8.50
Video Technician	(2.85)
Total Full-Time & FTE's	369.76
Recap:	
Full-Time*	283.00
Part-Time (FTE)	86.76
Total Full-Time & FTE's	369.76

* Includes 7 Part-Time Elected Officials

**CITY OF EL SEGUNDO
CITY COUNCIL ORGANIZATION CHART
FISCAL YEAR 2019-2020**



CITY OF EL SEGUNDO
CITY COUNCIL
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>City Council</u>				
City Council**	5.00	5.00	5.00	5.00
Executive Assistant	1.00	1.00	1.00	1.00
Total City Council	6.00	6.00	6.00	6.00

** Elected part-time position

**CITY OF EL SEGUNDO
CITY COUNCIL PROFILE**

The five-member City Council is the legislative body of the City. The Council Members are elected to serve four-year overlapping terms with no term limits; the City Council votes on the Mayor to serve a two-year term. The last regular City Council election was held on April 10, 2018. The next regular City Council election will be held March 3, 2020, at which time three City Council seats will be open.

The City Council establishes City policy; adopts ordinances and resolutions; appoints the City Manager, City Attorney, and members that serve on various committees, commissions and boards; adopts an annual budget that establishes City services and service levels; establishes tax rates, license fees, assessments, franchise fees, and other forms of revenue as set forth by the Government Code; sets compensation levels for all City employees, appointed and elected officials; directs the development of the City by adopting a General Plan and supporting Zoning Code; and authorizes contracts and leases, as well as the disposal of City real and personal property.

Major issues facing the City Council in the coming years include strategic planning, securing financial stability; representing the City's interests with respect to the LAX master planning; advocating for business retention/attraction; protecting the local revenue base; and approving land use decisions.

**CITY OF EL SEGUNDO
CITY COUNCIL
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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GENERAL FUND (001)

CITY COUNCIL (1101)

Salaries & Benefits	\$ 232,034	\$ 233,300	\$ 225,241	\$ 157,434	\$ 244,532
Maintenance & Operations	45,439	55,929	63,300	31,056	74,900
TOTAL CITY COUNCIL	\$ 277,473	\$ 289,229	\$ 288,541	\$ 188,490	\$ 319,432

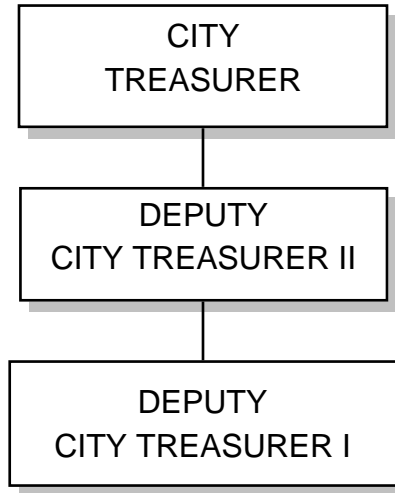
Salaries & Benefits	\$ 19,291	8.56%
Maintenance & Operations	11,600	18.33%
Total	\$ 30,891	10.71%

**CITY OF EL SEGUNDO
CITY COUNCIL
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND</u>					
CITY COUNCIL					
4101 Salaries Full-Time	\$ 148,046	\$ 147,250	\$ 147,648	\$ 108,422	\$ 148,800
4201 Retirement CalPERS	20,645	30,782	24,962	18,912	37,463
4202 FICA	10,737	10,845	11,299	7,922	11,388
4203 Workers' Compensation	1,288	1,414	1,299	1,200	1,309
4204 Group Insurance	49,100	40,862	38,628	19,196	42,746
4210 OPEB liability	2,218	2,147	1,405	1,782	2,826
Total Salaries & Benefits	\$ 232,034	\$ 233,300	\$ 225,241	\$ 157,434	\$ 244,532
5204 Operating Supplies	\$ 2,191	\$ 2,794	\$ 2,600	\$ 1,870	\$ 2,600
5220 Computer Refresh Charges	1,900	1,900	1,900	1,425	-
6201 Advertising/Publishing	2,750	1,650	4,000	1,650	4,000
6208 Dues & Subscription	15,742	30,081	34,200	8,242	34,200
6213 Meetings & Travel	13,643	12,686	10,500	10,697	20,000
6219 Network Operating Charge	1,700	1,700	1,700	1,275	1,700
6253 Postage	75	65	400	12	400
6254 Telephone	6,877	5,053	7,000	5,702	7,000
6403 Sister City	561	-	1,000	183	5,000
Total Maintenance & Operations	\$ 45,439	\$ 55,929	\$ 63,300	\$ 31,056	\$ 74,900
TOTAL CITY COUNCIL - GENERAL FUND	\$ 277,473	\$ 289,229	\$ 288,541	\$ 188,490	\$ 319,432

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**CITY OF EL SEGUNDO
CITY TREASURER ORGANIZATION CHART
FISCAL YEAR 2019 - 2020**



**CITY OF EL SEGUNDO
 CITY TREASURER
 FOUR-YEAR PERSONNEL SUMMARY
 FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>City Treasurer</u>				
City Treasurer**	1.00	1.00	1.00	1.00
Deputy City Treasurer I	1.00	1.00	1.00	1.00
Deputy City Treasurer II	1.00	1.00	1.00	1.00
Total City Treasurer	3.00	3.00	3.00	3.00

** Elected part-time position

**CITY OF EL SEGUNDO
CITY TREASURER'S DEPARTMENT PROFILE**

MISSION STATEMENT: The Office of the City Treasurer is an elective office whose mission is to receive and safely keep all funds coming into the City by complying with all laws governing the deposit and investment of said funds.

The City Treasurer is an elected (part-time) official and is supported by two full-time deputies charged with the following functions: cash receipting; investing; maintaining bank relations and other investment institutions; preparing cash and investment reports to the City Council and the Investment Advisory Committee; establishing an Investment Policy that is reviewed by the Investment Advisory Committee and approved by the City Council; and working closely with the Finance Department in matters pertaining to cash and investments.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Invested the City's idle funds in accordance with the City's Investment Policy which the Investment Advisory Committee reviewed quarterly.
- Cleared all securities transactions through the Custodial Agent with no failed transactions.
- Managed cash effectively to provide sufficient liquidity and meet operational needs.
- Disbursed accounts payable and payroll checks in a timely manner as prescribed by City policy.
- Deposited all checks received in a timely manner as prescribed by City policy.
- Attended various California Municipal Treasurers' Association (CMTA) and Government Investment Officers' Association (GIOA) conferences and training classes to keep up with current issues and best practices.
- Continued to manage cash and banking relationships to maximize investment income and reduce bank fees.
- Presented the quarterly Portfolio Summary and Investment Reporting report to the Investment Advisory Committee and the City Council.
- Continued to present economic, cash flow strategy, and yield curve analysis to City Council to enhance City fiscal knowledge.
- Developed liquidity portfolio analysis tools to manage short-term investments more efficiently.
- Met continuing education requirements to maintain the Certified Fixed Income Practitioner certification.
- Filled vacant position of Deputy City Treasurer I in December, 2018

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Invest the City's idle funds in a manner that will provide a return while ensuring both the preservation of capital and the liquidity necessary to meet the operating requirements of the City in accordance with the City's Investment Policy.
- Consistently work to maintain a high level of efficiency in cash management; maximize use of idle funds; and minimize losses from returned items.
- Effectively audit payments processed through the accounts payable system for "checks and balances" with the Finance Department, as outlined in our Internal Control Procedures.
- Disburse accounts payable checks and payroll checks as dictated by City Policy.
- Maintain the highest level of competence and knowledge possible in the areas of public entity investments and the mandated responsibilities and obligations of the Office of City Treasurer as outlined in the Investment Policy, by participating in educational and training opportunities offered by accredited institutions and professional organizations.
- Expand efforts to consolidate and streamline functions essential to the delivery of departmental services.
- Continue to expand electronic payment options throughout various City departments.
- Continue to evaluate investment advisory policy diversification guidelines to assure adequate reduction of concentration risk in portfolio.
- Work to structure the duration of investments to facilitate cash flow, liquidity, and opportunity to maximize investment earnings.
- Continue to maintain the Treasurer's Office as a business-like and professional organization.

**CITY OF EL SEGUNDO
CITY TREASURER
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
CITY TREASURER (1201)					
Salaries & Benefits	\$ 292,632	\$ 235,047	\$ 290,173	\$ 205,621	\$ 324,775
Maintenance & Operations	17,179	17,468	22,100	15,788	20,600
TOTAL CITY TREASURER	\$ 309,811	\$ 252,515	\$ 312,273	\$ 221,409	\$ 345,375

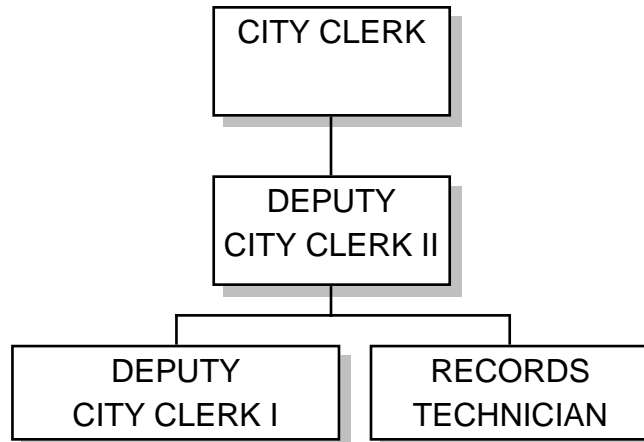
Salaries & Benefits	\$ 34,602	11.92%
Maintenance & Operations	(1,500)	-6.79%
Total	\$ 33,102	10.60%

**CITY OF EL SEGUNDO
CITY TREASURER
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
CITY TREASURER					
4101 Salaries Full-Time	\$ 214,593	\$ 152,757	\$ 204,796	\$ 138,958	\$ 216,192
4102 Salaries Part-Time	-	1,177	-	-	-
4201 Retirement CalPERS	44,210	52,579	54,588	39,187	50,611
4202 FICA	14,967	14,026	15,667	10,235	16,538
4203 Workers' Compensation	1,867	1,345	1,802	1,213	1,903
4204 Group Insurance	14,013	11,195	10,247	13,776	35,423
4210 OPEB liability	2,982	1,968	3,073	2,252	4,108
Total Salaries & Benefits	\$ 292,632	\$ 235,047	\$ 290,173	\$ 205,621	\$ 324,775
4999 Cash Over/Short	\$ 20	\$ 3	\$ -	\$ -	\$ -
5204 Operating Supplies	292	769	1,500	140	1,000
5220 Computer Refresh Charges	1,500	1,500	1,500	1,125	-
6208 Dues & Subscriptions	1,315	975	1,500	740	1,500
6213 Meetings & Travel	1,992	3,315	1,900	2,162	1,900
6219 Network Operating Charge	6,900	6,900	6,900	5,175	6,900
6223 Training & Education	1,591	300	4,200	3,121	4,200
6253 Postage	1,991	2,025	2,300	1,899	2,300
6254 Telephone	1,578	1,681	2,300	1,426	2,800
Total Maintenance & Operations	\$ 17,179	\$ 17,468	\$ 22,100	\$ 15,788	\$ 20,600
TOTAL CITY TREASURER - GENERAL FUND	\$ 309,811	\$ 252,515	\$ 312,273	\$ 221,409	\$ 345,375

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**CITY OF EL SEGUNDO
CITY CLERK ORGANIZATION CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
CITY CLERK
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>City Clerk</u>				
City Clerk*	1.00	1.00	1.00	1.00
Deputy City Clerk I	1.00	1.00	1.00	1.00
Deputy City Clerk II	1.00	1.00	1.00	1.00
Records Technician	1.00	1.00	1.00	1.00
Sub-total Full-Time	4.00	4.00	4.00	4.00
<u>Part-Time FTEs</u>				
Office Specialist I	0.10	0.10	0.10	-
Sub-total Part-Time	0.10	0.10	0.10	-
Total City Clerk	4.10	4.10	4.10	4.00

* Elected part-time position

**CITY OF EL SEGUNDO
CITY CLERK'S DEPARTMENT PROFILE**

MISSION STATEMENT: Serve all citizens of the City in a responsive manner that is above reproach; accurately record the legislative body's actions and safeguard the records emanating from these actions; administer open and free elections in accordance with statutory requirements.

The City Clerk is an elected part-time official supported by two Deputy City Clerks, and a Records Technician. The department has two divisions: Administrative and Elections as described below.

Administrative Division: Administers the City's legislative process and provides a complete, open, accurate, and timely legislative history while safeguarding all official records of the City; assembles, reproduces, and distributes City Council meeting agendas; records official minutes of City Council proceedings; administers all Fair Political Practices Commission (FPPC) filings as required by law for Conflict of Interest code for the Elected Officeholders, all Committees Commissions and Boards and identified key City Staff; executes and monitors contracts and insurance; processes and records real property documents; conducts bid openings; maintains and updates El Segundo's Municipal Code; monitors and controls all ordinances and resolutions; oversees a records management system that provides for the electronic research and storage of City records, assists and tracks Public Records Act requested from the General Public. Assists and tracks all Claims.

Elections Division: Coordinates the City's consolidated municipal elections with the County of Los Angeles and assists the County of Los Angeles during primary, general, and special elections; administers all Fair Political Practices Commission (FPPC) filings as required by law and campaign statements for candidates, and political action committees (PAC); and, applies modern management theories in interpreting public law and policy decisions for the benefit of the community.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Successfully prepared, reproduced, posted to the City website, and distributed City Council meeting agenda packets and recorded official minutes of the City Council meetings.
- Successfully managed the City's compliance responsibilities for appropriate establishment, maintenance, and disposition of official City records of the City Council, ordinances, resolutions, code, and other official government documents in accordance with Federal, State, and local regulations and laws.
- Processed City agreements and maintained insurance database to ensure adequate coverage. Acted as back-up Risk Manager and assisted staff with agreements and insurance requirements.
- Assisted staff in using the document imaging system and researching projects; worked with all departments to provide efficient and friendly customer service to all citizens.
- Successfully processed 333 Public Records Act Requests (PRA) from the General Public
- Attended (Deputy City Clerk II) the Annual 2018 League of California Cities Conference, City Clerks' Workshop, and the City Clerks Association of California 46th Annual 2019 Conference. Attended (Deputy City Clerk I and Records Technician) the Technical Training for Clerks, working toward obtaining California Municipal Clerk Certification.
- Participant for the new City Website Design and implementation team.

GOALS AND OBJECTIVES FOR FY 2019-2020:

- Assist the County of Los Angeles with the outreach and launch on March 2020 of the new Voting System (VSAP, Voting Solutions for All People)
- Successfully run the first Consolidated Election with the County of Los Angeles Election Division for the City's March 2020 Municipal Election.
- Participate in the new City Website design team to launch the new City Website.
- Training and education for the City Clerk, Deputy City Clerk II, Deputy City Clerk I and Records Technician.
- Develop a Citywide records retention and destruction schedule.
- Expand automation of Laserfiche Document Imaging System.
- Archive backlog of City documents into Laserfiche to improve efficiency Citywide in researching and retrieval capabilities; and, to provide better transparency to the public.
- Examine, review existing processes; expand knowledge of Laserfiche.
- Initiate additional software support systems as required to improve and enhance transparency to the public.
- Promptly respond to Public Records Act requests (internal and external).
- Implement software supported workflows for the agenda process, contract process, insurance review and updates, FPPC requirements, claims process, records retention and destruction, to provide faster and better response time to City departments.

**CITY OF EL SEGUNDO
CITY CLERK
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (1301)					
Salaries & Benefits	\$ 326,050	\$ 377,405	\$ 406,155	\$ 290,502	\$ 416,596
Maintenance & Operations	60,318	51,122	76,400	35,837	84,200
Capital Outlay	114	-	12,000	-	-
Sub-total Administration	\$ 386,482	\$ 428,527	\$ 494,555	\$ 326,339	\$ 500,796
ELECTIONS (1302)					
Salaries & Benefits	\$ 2,177	\$ 2,145	\$ 7,296	\$ 467	\$ 1,492
Maintenance & Operations	5,788	86,467	12,050	567	220,550
Sub-total Elections	\$ 7,965	\$ 88,612	\$ 19,346	\$ 1,034	\$ 222,042
TOTAL CITY CLERK	\$ 394,447	\$ 517,139	\$ 513,901	\$ 327,373	\$ 722,838
<u>GENERAL FUND SUMMARY</u>					
Salaries & Benefits	\$ 328,227	\$ 379,550	\$ 413,451	\$ 290,969	\$ 418,088
Maintenance & Operations	66,106	137,589	88,450	36,404	304,750
Capital Outlay	114	-	12,000	-	-
TOTAL GENERAL FUND	\$ 394,447	\$ 517,139	\$ 513,901	\$ 327,373	\$ 722,838

Salaries & Benefits	\$ 4,637	1.12%
Maintenance & Operations	216,300	244.54%
Capital Outlay	(12,000)	-100.00%
Total	\$ 220,937	42.99%

**CITY OF EL SEGUNDO
CITY CLERK
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
CITY CLERK					
4101 Salaries Full-Time	\$ 205,877	\$ 252,583	\$ 263,838	\$ 191,746	\$ 264,792
4102 Salaries Part-Time	29,051	1,977	8,007	430	-
4103 Overtime	73	920	1,885	-	1,992
4201 Retirement CalPERS	42,025	61,483	70,723	51,301	68,280
4202 FICA	16,410	18,428	20,970	13,836	20,256
4203 Workers' Compensation	2,044	2,223	2,411	1,671	2,330
4204 Group Insurance	29,751	38,350	41,659	28,762	55,407
4210 OPEB liability	2,996	3,586	3,958	3,223	5,031
Total Salaries & Benefits	\$ 328,227	\$ 379,550	\$ 413,451	\$ 290,969	\$ 418,088
5204 Operating Supplies	\$ 3,325	\$ 9,292	\$ 6,000	\$ 2,044	\$ 11,000
5220 Computer Refresh Charges	1,900	1,900	2,900	1,425	-
6201 Advertising/Publishing	5,040	3,328	7,400	1,848	11,500
6207 Equip Replacement Charges	3,204	-	-	-	-
6208 Dues & Subscriptions	817	600	1,650	530	2,050
6211 General Liability/Bonds Insurance	-	-	1,000	95	1,000
6213 Meetings & Travel	3,626	3,117	11,600	799	9,600
6214 Professional/Technical	-	71,815	14,000	4,806	217,700
6219 Network Operating Charge	10,300	10,300	10,300	7,725	10,300
6223 Training & Education	5,117	3,290	8,500	645	8,500
6224 Vehicle Operating Charges	28	11	-	-	-
6253 Postage	300	7,924	800	134	3,800
6254 Telephone	3,542	3,812	5,300	2,862	5,300
6255 ESMC Recodification	12,865	9,920	10,000	5,855	12,000
6260 Equipment Leasing Costs	16,042	12,280	9,000	7,636	12,000
Total Maintenance & Operations	\$ 66,106	\$ 137,589	\$ 88,450	\$ 36,404	\$ 304,750
8104 Capital Outlay / Equipment	\$ 114	\$ -	\$ 12,000	\$ -	\$ -
Total Capital Outlay	\$ 114	\$ -	\$ 12,000	\$ -	\$ -
TOTAL CITY CLERK - GENERAL FUND	\$ 394,447	\$ 517,139	\$ 513,901	\$ 327,373	\$ 722,838

**CITY OF EL SEGUNDO
CITY CLERK
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

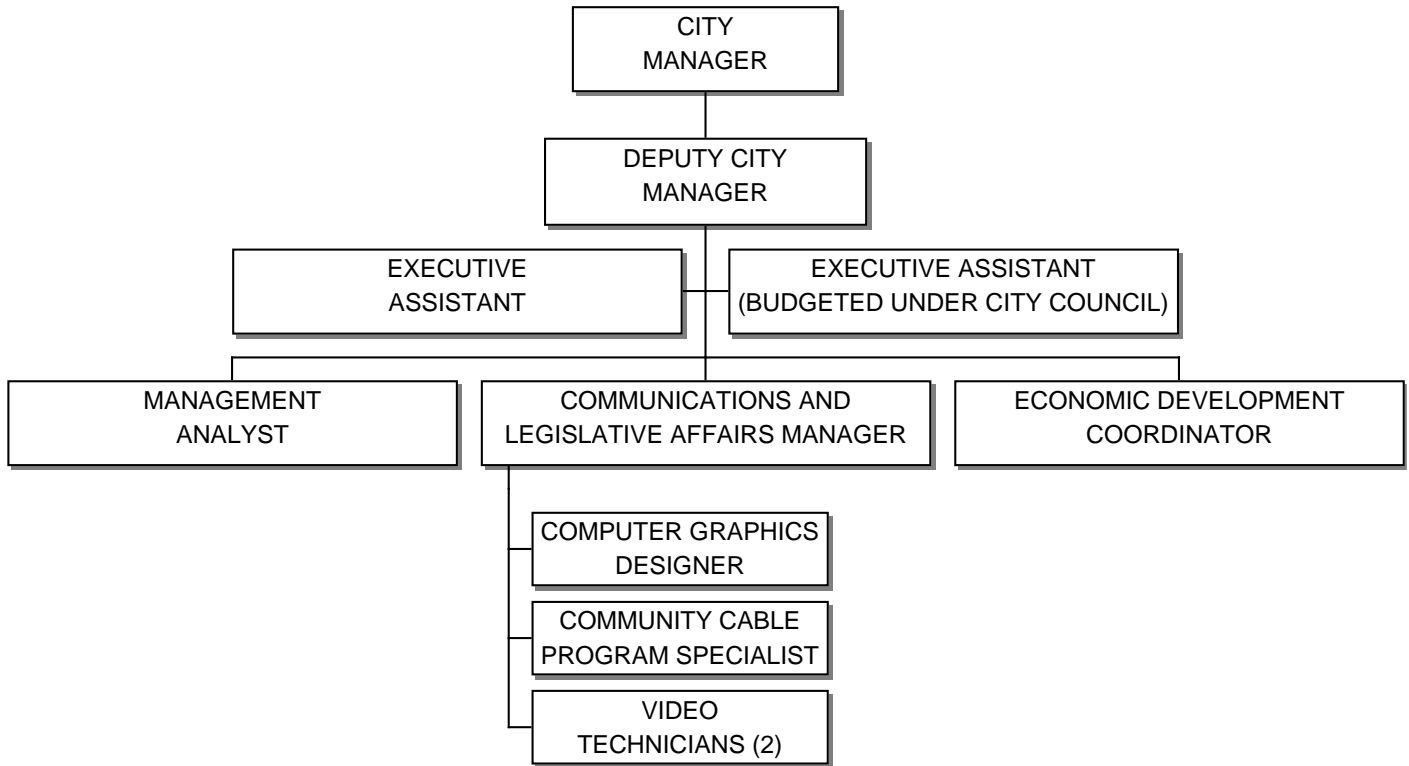
DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
CITY CLERK ADMINISTRATION					
4101 Salaries Full-Time	\$ 205,877	\$ 252,583	\$ 263,838	\$ 191,746	\$ 264,792
4102 Salaries Part-Time	27,045	-	2,669	-	-
4103 Overtime	73	920	500	-	500
4201 Retirement CalPERS	42,025	61,483	70,723	51,301	68,280
4202 FICA	16,256	18,277	20,456	13,803	20,256
4203 Workers' Compensation	2,027	2,206	2,352	1,667	2,330
4204 Group Insurance	29,751	38,350	41,659	28,762	55,407
4210 OPEB liability	2,996	3,586	3,958	3,223	5,031
Total Salaries & Benefits	\$ 326,050	\$ 377,405	\$ 406,155	\$ 290,502	\$ 416,596
5204 Operating Supplies	\$ 3,325	\$ 4,968	\$ 6,000	\$ 2,044	\$ 6,000
5220 Computer Refresh Charges	1,500	1,500	2,500	1,125	-
6201 Advertising/Publishing	5,040	2,160	7,000	1,656	9,000
6207 Equip Replacement Charges	1,500	-	-	-	-
6208 Dues & Subscriptions	817	600	1,400	530	1,800
6211 General Liability/Bonds Insurance	-	-	1,000	95	1,000
6213 Meetings & Travel	1,842	1,625	7,600	799	7,600
6214 Professional & Technical	-	59	8,000	4,806	11,700
6219 Network Operating Charge	10,300	10,300	10,300	7,725	10,300
6223 Training & Education	3,217	3,140	7,500	570	6,700
6224 Vehicle Operating Charges	28	11	-	-	-
6253 Postage	300	747	800	134	800
6254 Telephone	3,542	3,812	5,300	2,862	5,300
6255 ESMC Recodification	12,865	9,920	10,000	5,855	12,000
6260 Equipment Leasing Costs	16,042	12,280	9,000	7,636	12,000
Total Maintenance & Operations	\$ 60,318	\$ 51,122	\$ 76,400	\$ 35,837	\$ 84,200
8104 Equipment	114	-	12,000	-	-
Total Capital Outlay	\$ 114	\$ -	\$ 12,000	\$ -	\$ -
Sub-total City Clerk/Administration	\$ 386,482	\$ 428,527	\$ 494,555	\$ 326,339	\$ 500,796
CITY CLERK - ELECTIONS					
4102 Salaries Part-Time	\$ 2,006	\$ 1,977	\$ 5,338	\$ 430	\$ -
4103 Overtime	-	-	1,385	-	1,492
4202 FICA	154	151	514	33	-
4203 Workers' Compensation	17	17	59	4	-
Total Salaries & Benefits	\$ 2,177	\$ 2,145	\$ 7,296	\$ 467	\$ 1,492

**CITY OF EL SEGUNDO
CITY CLERK
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
5204 Operating Supplies	\$ -	\$ 4,324	\$ -	\$ -	\$ 5,000
5220 Computer Refresh Charges	400	400	400	300	-
6201 Advertising/Publishing	-	1,168	400	192	2,500
6207 Equipment Replacement	1,704	-	-	-	-
6208 Dues & Subscriptions	-	-	250	-	250
6213 Meetings & Travel	1,784	1,492	4,000	-	2,000
6214 Professional/Technical	-	71,756	6,000	-	206,000
6223 Training & Education	1,900	150	1,000	75	1,800
6253 Postage	-	7,177	-	-	3,000
Total Maintenance & Operations	\$ 5,788	\$ 86,467	\$ 12,050	\$ 567	\$ 220,550
Sub-total City Clerk/Elections	\$ 7,965	\$ 88,612	\$ 19,346	\$ 1,034	\$ 222,042
TOTAL CITY CLERK - GENERAL FUND	\$ 394,447	\$ 517,139	\$ 513,901	\$ 327,373	\$ 722,838

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**CITY OF EL SEGUNDO
CITY MANAGER ORGANIZATION CHART
FISCAL YEAR 2019 - 2020**



**CITY OF EL SEGUNDO
CITY MANAGER'S DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 to 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>City Manager's Office</u>				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	-	-	-	1.00
Economic Development Manager	1.00	1.00	1.00	-
Economic Development Coordinator	-	-	-	1.00
Emergency Management Coordinator	1.00	1.00	1.00	-
Executive Assistant	-	-	-	1.00
Senior Executive Assistant	1.00	1.00	1.00	-
Community Cable Program Specialist	-	-	-	1.00
Computer Graphics Designer	-	-	-	1.00
Management Analyst	-	-	-	1.00
PIO / Legislative Affairs Manager	-	-	-	1.00
Sub-total Full-Time	4.00	4.00	4.00	8.00
<u>Part-Time FTEs</u>				
Video Technician	2.00	2.00	2.85	2.85
Administrative Intern	-	0.50	0.50	-
Sub-total Part-Time	2.00	2.50	3.35	2.85
Total City Manager's Office	6.00	6.50	7.35	10.85

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

MISSION STATEMENT: The City Manager serves as the City's Chief Executive Office; as such the City Manager's office provides leadership to the organization to implement City Council direction; implements City Council Strategic Plan; ensures operations are conducted within revenue limitations; provides employees with the necessary resources to accomplish the City's goal of delivering high quality municipal services to its residents, businesses, and visitors; promotes economic growth and diversity to provide job opportunities for residents and sufficient business vitality to maintain and expand local municipal services.

Administration: The City Manager's Office enforces all laws of the City and carries out policies of City Council. The City Manager oversees the day-to-day operations of all City departments and acts as the: Personnel Officer and directs the administration of the Personnel Merit Ordinance and the rules pertaining thereto; Purchasing Agent; Economic Development Director; and, Civil Defense Director in the event of an emergency or disaster. The City Manager is responsible for the annual budget preparation and its submittal to City Council; exercises general supervision over all public buildings, parks, and other City-owned or controlled property; promotes business-friendly climate to foster a strong economic base that sustains high quality-of-life standards for the community; advises City Council on matters pertaining to City business and makes recommendations for City Council's action; oversees and sets City Council meeting agendas; and, directs projects that are especially sensitive to City Council and the community.

Communications and Legislation: The objective of the Communications and Legislation program is to improve internal and external communications. The Communications Plan (Adopted by City Council 5/12/2019) identifies opportunities to share the City's messages utilizing multiple channels, to ensure transparency, and inclusion with all constituents. The goal of the Communications Program is to improve interaction between all key stakeholders in the city, and ensure that communications are consistent, proactive, and collaborative. Clear and timely messaging through multiple channels improves efficiency, trust, understanding and engagement among residents, visitors, employees, and businesses. City Council identified the need for a centralized Communications Program to support and oversee communications standards, news/media needs, branding, content creation, social media, and marketing-related areas of opportunity. The communications team provides strategic marketing, public relations and creative services to departments and, in the process, delivers City information to the public.

Community Cable provides original content programming and media services delivered through multiple broadcast and digital channels. Community Cable programming supports public engagement through creative content programming, developing promotional and informational videos, broadcasting open civic meetings, transmitting local emergency alerts, and promoting community and city events.

Economic Development: The Economic Development Program maximizes the resources of both public and private sectors to promote business, investment, and economic growth. The Program leads marketing efforts; facilitates relationships between the local business community and the City; and, efficiently dedicates City and community resources to increase economic vitality that will benefit the entire El Segundo community: residents, schools, visitors, the Downtown and Smoky Hollow districts, hotels, retailers, and businesses of all sizes. Economic Development staff works closely with the Economic Development Advisory Council; oversees marketing, public relations, communications, and branding; facilitates industry diversification, business attraction, retention and expansion; and promotes the City as a destination for tourism.

Special Projects: The newly formed Special Projects program will provide support and analytical assistance to City Council and all City departments. Examples of such support will include: constituency relations, City Council meeting follow-up, program efficiency and efficacy review, grants coordination, project tracking, inter-agency relations, and a variety of other services.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

ACCOMPLISHMENTS IN FISCAL YEAR 2018-19:

Administration

- Built a strong foundation and platform to accomplish shared goals and future successes by implementing the Strategic Plan and successfully met Key Performance Indicators (KPI) and Work Program deliverables.
- Completed facility need/condition assessment and recommended priority and funding options.
- Launched an employee engagement program for employee satisfaction and enhanced employee performance based on employee survey.
- Implemented green initiatives such as paperless processes.
- Successfully balanced Citywide (all funds) Budget.
- Continued airport-related negotiations.

Communications

- Developed comprehensive 10-point strategic Communications Plan that addresses both internal and external stakeholders.
- Transitioned management of Community Cable/EI Segundo TV to the City Manager's Office.
- Launched the GovDelivery platform for the City's internal and external email communications needs, including strategy and use of the platform, as well as, training department representation
- Evolved internal and external newsletter communications.
- Developed and executed marketing communications support for various department needs.
- Supported media relations support for several high level issues and opportunities.
- Developing a crisis and emergency communications plan.
- Planned and attended stakeholder meetings with various stakeholder groups and businesses in the community.
- Prepared the Mayor's State of the City speech including highlights from all city departments and produced Mayor's State of the City video.

Economic Development

- Organized and executed Champion of Business Celebration honoring community leaders and local businesses with 400 civic and business leaders in attendance.
- Strategized, planned and executed several high profile events throughout the year, including the second Yelp Elite and Concierge/Hotel Staff Tour to attract new visitors to downtown restaurants and citywide attractions.
- Worked closely with the Los Angeles Times to bring the first-ever L.A. Street Festival to El Segundo.
- Implemented and managed comprehensive business attraction and hospitality and tourism marketing, public relations and communications effort.
- Launched eNewsletter campaign for hospitality and tourism.
- Redesigned the economic development eNewsletter – El Segundo Business Portfolio for business attraction.
- Enhanced and maintained the economic development website – ElSegundoBusiness.com
- Developed a new hospitality and tourism website – DestinationElSegundo.com
- Designed a City Map/Guide including all hotels, restaurants, retailers and attractions. Met with businesses, property owners and developers throughout the year to promote the city for investment and to facilitate access to the city departments to support and streamline services.
- Managed implementation of economic development work plan including four focus areas: Hospitality and Tourism, New Business Attraction, Strategic & Forward Planning, and Business Retention and Expansion.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

Administration

- Ensure financial stability by recommending a balanced budget and enhanced reserve levels, and recommend opportunities for stronger and more diversified revenues.
- Continue to provide information to City Council to make a decision and implement City Council policy directives.
- Ensure timely delivery of quality community services and support efforts to streamline service delivery.
- Implement a strategy to address Fiscal / CalPERS challenges.
- Carry out the objectives of the 2019-2021 Strategic Plan.
- Technology and Capital Program Implementation
- Add constituent relations and special projects support function to address community concerns efficiently, support all city departments to identify funding opportunities and implement new initiatives.

Communications and Legislation

- Build greater awareness of the City of El Segundo
- Establish enhanced Citywide communications to a variety of target audiences
- Provide timely, proactive and accurate information to the public
- Improve public access to local government
- Inform the public of policy issues and/or changes with ample lead time
- Foster a culture of transparency and partnership with the community
- Build and promote a clear understanding of City's responsibilities, services, programs, and events
- Foster trust with media outlets to ensure our partnership in providing accurate and timely information
- Utilize feedback and data garnered from residents through various channels to set future communications goals
- Find new and innovative ways to increase engagement across the City
- Evolve and launch branding efforts and guidelines for the City
- Reviewing community cable program content and streamline for more engaging and efficiently produced content.
- Track Federal and State legislation.
- Develop comprehensive legislative platform
- Write letters in support or opposition to proposed legislation

Economic Development

- Enhance long-term economic stability and employment opportunities through business attraction and industry diversification.
 - Aggressively attract new businesses, and high-quality jobs targeting bioscience and technology-related businesses.
 - Partner with a network of regional economic development and real estate development leaders to identify potential new businesses, provide site-selection assistance, and promote development.
 - Plan an annual regional brokers' event to build awareness and showcase real estate opportunities in the City to real estate professionals in Southern California.
- Support business retention through pro-active, citywide economic development assistance.
 - Plan annual Mayor's Roundtable event with executives from the City's top employers.
 - Plan and facilitate quarterly meetings with downtown property owners.
 - Meet quarterly with hoteliers to inform and seek input on hospitality and tourism efforts.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

- Plan an annual Champions of Business Celebration to recognize economic development achievements, honor and acknowledge the local business community, provide a business to business networking opportunity.
- Conduct meetings with existing El Segundo businesses to address challenges and introduce business assistance programs and resources.
- Facilitate streamlined and efficient permit approval process by serving as a liaison between the business community and the City.
- Work with regional entities to assist with permits external to the city.
- Implement and manage a branding and communications strategy.
 - Work with the EDAC Hospitality and Tourism Committee to oversee hospitality and tourism marketing effort and work with key stakeholders on program implementation.
 - Implement a comprehensive destination and tourism marketing effort (hotel, retail, restaurants, arts/culture, and recreation).
 - Continue and enhance existing marketing and branding efforts with focus on commercial and industrial business attraction.

Special Projects

- Provide timely responses to all constituent contacts (from residents, local businesses, special interest groups, etc.)
- Provide constituent follow-up to City Council direction from City Council meetings.
- Coordinate grant writing and submittal
- Develop Citywide Administrative Procedure Manual
- Develop a weekly City Council calendar
- Improve format of City Council agenda staff reports
- Enhance inter-department coordination
- Serve as an ombudsman role to address community concerns

**CITY OF EL SEGUNDO
CITY MANAGER
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (2101)					
Salaries & Benefits	\$ 441,471	\$ 461,858	\$ 475,061	\$ 421,321	\$ 898,067
Maintenance & Operations	321,858	181,269	232,332	166,283	341,500
Sub-total Administration	\$ 763,329	\$ 643,127	\$ 707,393	\$ 587,604	\$ 1,239,567
COMMUNICATION (2102)					
Maintenance & Operations	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Sub-total Communication	\$ -	\$ -	\$ -	\$ -	\$ 45,000
ECONOMIC DEVELOPMENT (2401)					
Salaries & Benefits	\$ 191,981	\$ 216,452	\$ 347,226	\$ 181,803	\$ 119,838
Maintenance & Operations	179,204	295,948	401,000	319,710	422,000
Capital Outlay	-	29,718	-	9,906	-
Sub-total Economic Development	\$ 371,185	\$ 542,118	\$ 748,226	\$ 511,419	\$ 541,838
COMMUNITY CABLE (6601)					
Salaries & Benefits	\$ 486,433	\$ 512,297	\$ 535,907	\$ 374,797	\$ 635,177
Maintenance & Operations	47,433	32,361	47,710	24,622	64,450
Sub-total Community Cable	\$ 533,866	\$ 544,658	\$ 583,617	\$ 399,419	\$ 699,627
TOTAL CITY MANAGER	\$ 1,668,380	\$ 1,729,903	\$ 2,039,236	\$ 1,498,442	\$ 2,526,032
<u>GENERAL FUND SUMMARY</u>					
Salaries & Benefits	\$ 1,119,885	\$ 1,190,607	\$ 1,358,194	\$ 977,921	\$ 1,653,082
Maintenance & Operations	\$ 548,495	\$ 509,578	\$ 681,042	\$ 510,615	\$ 872,950
Capital Outlay	-	29,718	-	9,906	-
TOTAL GENERAL FUND	\$ 1,668,380	\$ 1,729,903	\$ 2,039,236	\$ 1,498,442	\$ 2,526,032

Salaries & Benefits	\$ 294,888	21.71%
Maintenance & Operations	191,908	28.18%
Capital Outlay	-	0.00%
Total	\$ 486,796	23.87%

**CITY OF EL SEGUNDO
CITY MANAGER
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 756,822	\$ 758,573	\$ 910,604	\$ 597,481	\$ 960,794
4102 Salaries Part-Time	81,469	101,257	83,696	103,183	159,284
4103 Overtime	376	-	6,500	1,259	6,500
4201 Retirement CalPERS	145,236	193,292	211,862	150,333	252,149
4202 FICA	55,648	56,603	61,621	56,579	76,259
4203 Workers' Compensation	16,151	16,546	20,219	12,572	14,634
4204 Group Insurance	51,860	51,919	52,231	45,215	165,207
4210 OPEB liability	12,323	12,417	11,461	11,299	18,255
Total Salaries & Benefits	\$ 1,119,885	\$ 1,190,607	\$ 1,358,194	\$ 977,921	\$ 1,653,082
5201 Office Supplies	\$ -	\$ -	\$ -	\$ 537	\$ -
5204 Operating Supplies	21,749	21,400	25,000	13,570	27,000
5220 Computer Refresh Charges	2,700	2,700	2,700	2,025	-
6201 Advertising/Publishing	155,928	280,188	53,000	70,670	364,000
6203 Copy Machine Charges	444	-	1,500	-	-
6205 Other Printing & Binding	-	-	-	-	4,000
6206 Contractual Service	9,500	6,540	320,000	241,274	29,000
6207 Equip Replacement Charges	18,504	708	710	531	17,950
6208 Dues & Subscriptions	7,421	8,514	10,732	5,237	16,300
6213 Meetings & Travel	21,675	9,094	21,700	13,883	31,000
6214 Professional/Technical	2,178	25,540	55,000	16,983	106,000
6215 Repair & Maintenance	1,997	727	1,000	276	1,000
6217 Software Maintenance	3,108	3,879	7,000	4,756	7,000
6219 Network Operating Charge	13,800	13,800	13,800	10,350	13,800
6223 Training & Education	775	-	3,500	295	13,500
6253 Postage	65	73	200	153	200
6254 Telephone	3,996	4,249	9,000	3,274	11,000
6260 Equipment Leasing Costs	4,446	3,564	4,200	589	4,200
6401 Community Promotions	765	1,364	2,000	655	2,000
6406 LAX Master Plan Intervention	210,694	58,488	75,000	75,557	150,000
6407 Washington Lobbyist	68,750	68,750	75,000	50,000	75,000
Total Maintenance & Operations	\$ 548,495	\$ 509,578	\$ 681,042	\$ 510,615	\$ 872,950
TOTAL CITY MANAGER - GENERAL FUND	\$ 1,668,380	\$ 1,700,185	\$ 2,039,236	\$ 1,488,536	\$ 2,526,032

**CITY OF EL SEGUNDO
CITY MANAGER
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND</u>					
CITY MANAGER/ADMINISTRATION					
4101 Salaries Full-Time	\$ 329,918	\$ 328,147	\$ 329,033	\$ 285,433	\$ 573,734
4102 Salaries Part-Time	-	1,909	7,696	10,245	9,284
4103 Overtime	-	-	-	177	-
4201 Retirement CalPERS	62,276	83,159	87,701	68,424	164,284
4202 FICA	18,911	18,596	18,816	23,233	35,173
4203 Workers' Compensation	2,870	2,872	4,504	2,575	5,048
4204 Group Insurance	22,065	21,741	22,376	25,595	99,643
4210 OPEB liability	5,431	5,434	4,935	5,639	10,901
Total Salaries & Benefits	\$ 441,471	\$ 461,858	\$ 475,061	\$ 421,321	\$ 898,067
5204 Operating Supplies	\$ 4,172	\$ 3,454	\$ 4,500	\$ 1,416	\$ 4,500
5220 Computer Refresh Charges	1,900	1,900	1,900	1,425	-
6201 Advertising/Publishing	850	1,000	-	1,000	1,000
6203 Copy Machine Charges	444	-	1,500	-	-
6208 Dues & Subscriptions	2,160	1,864	2,432	826	5,000
6213 Meetings & Travel	15,379	5,636	6,000	10,164	15,000
6214 Professional/Technical	2,178	25,540	50,000	16,983	75,000
6219 Network Operating Charge	8,600	8,600	8,600	6,450	8,600
6253 Postage	65	73	200	153	200
6254 Telephone	2,220	2,400	3,000	1,720	3,000
6260 Equipment Leasing Costs	4,446	3,564	4,200	589	4,200
6406 LAX Master Plan Intervention	210,694	58,488	75,000	75,557	150,000
6407 State and Local Lobbyist	68,750	68,750	75,000	50,000	75,000
Total Maintenance & Operations	\$ 321,858	\$ 181,269	\$ 232,332	\$ 166,283	\$ 341,500
SUB-TOTAL CITY MANAGER/ADMIN	\$ 763,329	\$ 643,127	\$ 707,393	\$ 587,604	\$ 1,239,567

**CITY OF EL SEGUNDO
CITY MANAGER
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

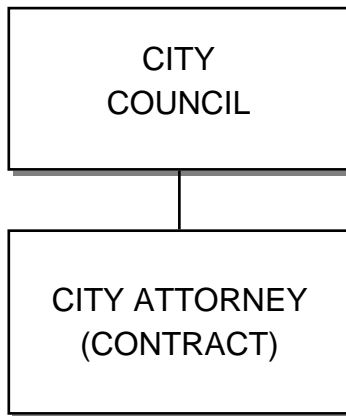
DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
COMMUNICATION					
5204 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000
6201 Advertising/Publishing	-	-	-	-	10,000
6205 Other Printing & Binding	-	-	-	-	4,000
6206 Contractual Service	-	-	-	-	9,000
6208 Dues & Subscriptions	-	-	-	-	3,000
6213 Meetings & Travel	-	-	-	-	5,000
6214 Professional/Technical	-	-	-	-	5,000
6223 Training & Education	-	-	-	-	5,000
6254 Telephone	-	-	-	-	2,000
Total Maintenance & Operations	\$ -	\$ -	\$ -	\$ -	\$ 45,000
SUB-TOTAL COMMUNICATION	\$ -	\$ -	\$ -	\$ -	\$ 45,000
ECONOMIC DEVELOPMENT					
4101 Salaries Full-Time	\$ 145,906	\$ 145,138	\$ 292,028	\$ 129,943	\$ 81,180
4102 Salaries Part-Time	7,070	20,807	-	9,778	-
4103 Overtime	-	-	-	1,082	-
4201 Retirement CalPERS	23,196	33,395	38,789	25,504	17,551
4202 FICA	10,545	11,559	11,662	9,644	6,210
4203 Workers' Compensation	1,331	1,444	1,501	1,230	714
4204 Group Insurance	1,620	1,790	1,063	2,167	12,641
4210 OPEB liability	2,313	2,319	2,183	2,455	1,542
Total Salaries & Benefits	\$ 191,981	\$ 216,452	\$ 347,226	\$ 181,803	\$ 119,838
5204 Operating Supplies	\$ 2,942	\$ 762	\$ 1,000	\$ 1,314	\$ 1,000
6201 Advertising/Publishing	155,078	279,188	53,000	69,665	353,000
6206 Contractual Service	9,500	6,540	320,000	241,274	20,000
6208 Dues & Subscriptions	3,826	5,350	7,000	3,270	7,000
6213 Meetings & Travel	6,203	3,148	15,000	3,012	10,000
6214 Professional/Technical	-	-	2,000	-	23,000
6223 Training & Education	775	-	2,000	295	7,000
6254 Telephone	880	960	1,000	880	1,000
Total Maintenance & Operations	\$ 179,204	\$ 295,948	\$ 401,000	\$ 319,710	\$ 422,000
8108 Computer Hardware	\$ -	\$ 29,718	\$ -	\$ 9,906	\$ -
Total Capital Outlay	\$ -	\$ 29,718	\$ -	\$ 9,906	\$ -
SUB-TOTAL ECON DEVELOPMENT	\$ 371,185	\$ 542,118	\$ 748,226	\$ 511,419	\$ 541,838

**CITY OF EL SEGUNDO
CITY MANAGER
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
COMMUNITY CABLE					
4101 Salaries Full-Time	\$ 280,998	\$ 285,288	\$ 289,543	\$ 182,105	\$ 305,880
4102 Salaries Part-Time	74,399	78,541	76,000	83,160	150,000
4103 Overtime	376	-	6,500	-	6,500
4201 Retirement CalPERS	59,764	76,738	85,372	56,405	70,314
4202 FICA	26,192	26,448	31,143	23,702	34,876
4203 Workers' Compensation	11,950	12,230	14,214	8,767	8,872
4204 Group Insurance	28,175	28,388	28,792	17,453	52,923
4210 OPEB Liability	4,579	4,664	4,343	3,205	5,812
Total Salaries & Benefits	\$ 486,433	\$ 512,297	\$ 535,907	\$ 374,797	\$ 635,177
5201 Office Supplies	\$ -	\$ -	\$ -	\$ 537	\$ -
5204 Operating Supplies	14,635	17,184	19,500	10,840	19,500
5220 Computer Refresh	800	800	800	600	-
6201 Advertising/Publishing	-	-	-	5	-
6207 Equip Replacement Charges	18,504	708	710	531	17,950
6208 Dues & Subscriptions	1,435	1,300	1,300	1,141	1,300
6213 Meetings & Travel	93	310	700	707	1,000
6214 Professional & Technical	-	-	3,000	-	3,000
6215 Repair & Maintenance	1,997	727	1,000	276	1,000
6217 Software Maintenance	3,108	3,879	7,000	4,756	7,000
6219 Network Operating Charge	5,200	5,200	5,200	3,900	5,200
6223 Training & Education	-	-	1,500	-	1,500
6254 Telephone	896	889	5,000	674	5,000
6401 Community Promotions	765	1,364	2,000	655	2,000
Total Maintenance & Operations	\$ 47,433	\$ 32,361	\$ 47,710	\$ 24,622	\$ 64,450
SUB-TOTAL COMMUNITY CABLE	\$ 533,866	\$ 544,658	\$ 583,617	\$ 399,419	\$ 699,627
TOTAL CITY MANAGER - GENERAL FUND	\$ 1,668,380	\$ 1,729,903	\$ 2,039,236	\$ 1,498,442	\$ 2,526,032

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**CITY OF EL SEGUNDO
CITY ATTORNEY ORGANIZATION CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
CITY ATTORNEY'S DEPARTMENT PROFILE**

The City Attorney's Office is classified as a General Government Support function. It is a contracted service to provide legal services to the City Council, the City Manager, and City management overall.

The City Attorney provides legal counsel and advice during official Council meetings and study sessions; serves as a legal advisor to City staff; prepares and reviews City ordinances, resolutions, contracts, and legal documents; represents the City in civil and criminal litigation; oversees the work of outside private counsel when hired to assist in litigation; and coordinates/reviews claims filed against or for the City with the City's Risk Manager.

CITY OF EL SEGUNDO
 CITY ATTORNEY
 ADOPTED BUDGET SUMMARY
 FISCAL YEAR 2019-2020

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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GENERAL FUND (001)

CITY ATTORNEY (2201)

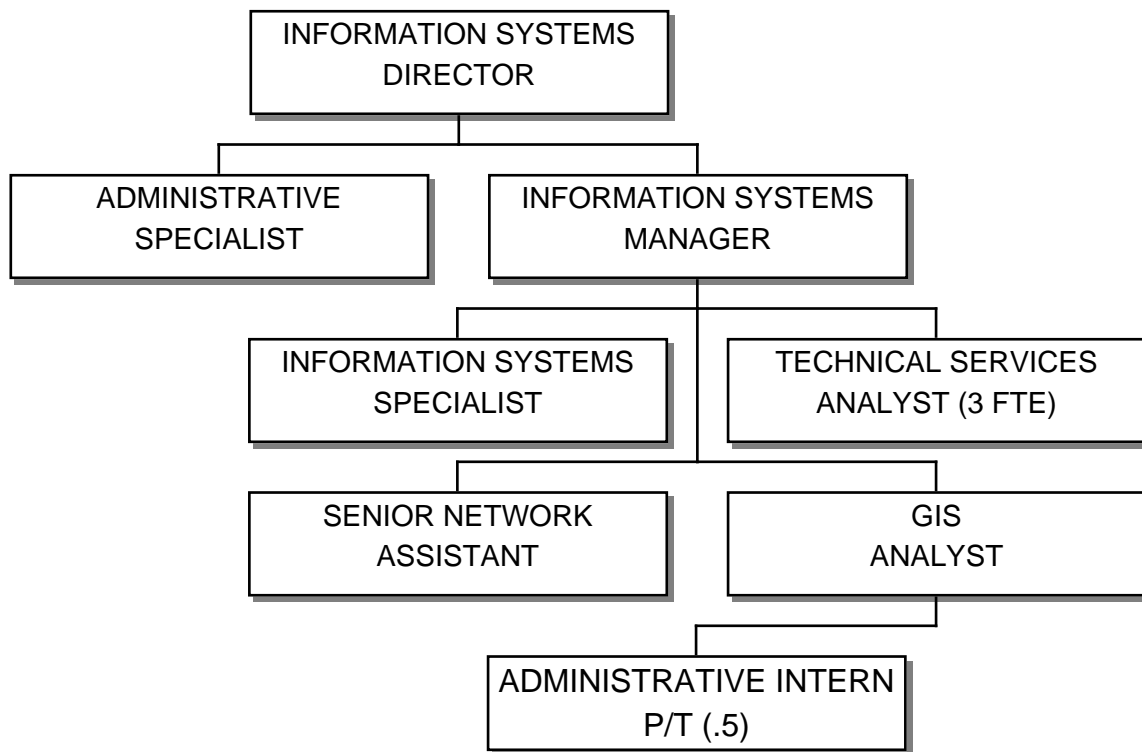
Maintenance & Operations	\$ 481,836	\$ 802,137	\$ 611,250	\$ 365,698	\$ 585,450
TOTAL CITY ATTORNEY	\$ 481,836	\$ 802,137	\$ 611,250	\$ 365,698	\$ 585,450

Maintenance & Operations	\$ (25,800)	-4.22%
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**CITY OF EL SEGUNDO
CITY ATTORNEY
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND</u>					
CITY ATTORNEY					
6203 Copy Machine Charge	\$ -	\$ -	\$ 800	\$ -	\$ -
6253 Postage	-	-	150	-	150
6254 Telephone	20	(424)	300	-	300
6301 Legal Counsel	361,068	551,735	370,000	250,174	370,000
6302 Plaintiff & Defense Litigation	32,700	96,687	100,000	22,938	100,000
6310 Labor Negotiation	87,266	121,783	125,000	51,042	100,000
6311 Code Enforcement	782	32,356	15,000	41,544	15,000
Total Maintenance & Operations	\$ 481,836	\$ 802,137	\$ 611,250	\$ 365,698	\$ 585,450
TOTAL CITY ATTORNEY - GENERAL FUND	\$ 481,836	\$ 802,137	\$ 611,250	\$ 365,698	\$ 585,450

**CITY OF EL SEGUNDO
INFORMATION SYSTEMS DEPARTMENT ORGANIZATIONAL CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
INFORMATION SYSTEMS
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Information Systems</u>				
Information Systems Director	-	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Developer	1.00	1.00	1.00	-
Information Systems Specialist	3.00	3.00	3.00	1.00
Administrative Specialist	-	-	-	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Network Assistant	1.00	1.00	1.00	-
Senior Network Assistant	-	-	-	1.00
Technical Services Analyst	-	-	-	3.00
Sub-total Full-Time	7.00	8.00	8.00	9.00
<u>Part-Time FTEs</u>				
Administrative Intern	0.50	0.50	0.50	0.50
Sub-total Part-Time	0.50	0.50	0.50	0.50
Total Information Systems	7.50	8.50	8.50	9.50

CITY OF EL SEGUNDO INFORMATION SYSTEMS

MISSION STATEMENT: To provide superior service to City staff, enabling them to meet or exceed citizen expectations and reduce costs through the effective integration of technology and efficient business processes.

Information Systems (IS) is primarily an internal support organization that works with all departments in the City to help use technology to provide the most efficient and effective services possible to their customers and constituents. The Information Systems staff is currently comprised of highly trained and motivated individuals with a broad spectrum of technical skills that include network, database, geographic information systems (GIS), system engineering, and technical support.

IS SERVICES:

The City's IS Department provides strategic planning, system architecture, technical project management, process improvement and support for a wide variety of business information, and communication technologies used throughout the City.

IS oversees more than seventy networked (virtual) servers, supports over five hundred desktops, laptops, and maintains over fifty computer applications that manage the business systems.

The City's communication systems, network of printers, and copiers are also supported by IS; as well as the public-facing website. IS also provides support for more than three hundred devices in multiple facilities.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Implemented Records Management System (RMS) for Fire CAD to RMS for emergency reporting
- Upgraded Public Safety Radio for PD and FD
- Implemented Lexipol – a Web-based Fire Department policy development & learning system
- Implemented Fire Department Dispatch Pre-Alert System
- Completed the research, design & selected a vendor for the City Website upgrade
- Automated the requisition process in Tyler Eden
- Implemented Cyber Security computer-based training platform
- Completed the research, design & selected a vendor for the technical infrastructure upgrade
- Implemented a mass communication platform to aid in community and business engagement
- Replaced multi-function printing fleet and tracking software
- Expanded use of document imaging to minimize paper usage
- Implemented Library Public Scanning/Wifi Printing capabilities
- Completed the research of cloud solutions as replacements for existing aging software products. (ex. Office 365, Exchange)
- Documented internal processes in preparation for new permitting system
- Acquired additional IS staff to improve support and coverage
- Completed over 4165 Service desk tickets
- Completed the Library Community Room audio-visual upgrade

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Upgrade City-wide network infrastructure
- Expand use of document imaging to move towards a full paperless environment
- Implement cloud email citywide - (ex. Office 365, Exchange)
- Replace existing website for better community engagement and needs
- Implement a Citywide request system (311)
- Implement an Intranet for city staff internal communication and bulletins
- Acquire additional IS staffing for better support coverage
- Replace Building Permit System
- Research and plan replacement ERP system
- Optimize the use of existing Human Resource modules
- Implement ALPR camera system
- Replace Utility billing system
- Implement an Agenda Management system
- Upgrade CAD / Mark 43
- Laserfiche enhancements for document management and retention

**CITY OF EL SEGUNDO
INFORMATION SYSTEMS
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
INFORMATION SYSTEMS (2505)					
Salaries & Benefits	\$ 613,988	\$ 928,674	\$ 1,250,330	\$ 652,639	\$ 1,394,499
Maintenance & Operations	329,126	611,222	809,658	871,241	1,368,275
Capital Outlay	59,463	44,737	-	10,702	11,490
TOTAL INFORMATION SYSTEMS	\$ 1,002,577	\$ 1,584,633	\$ 2,059,988	\$ 1,534,582	\$ 2,774,264

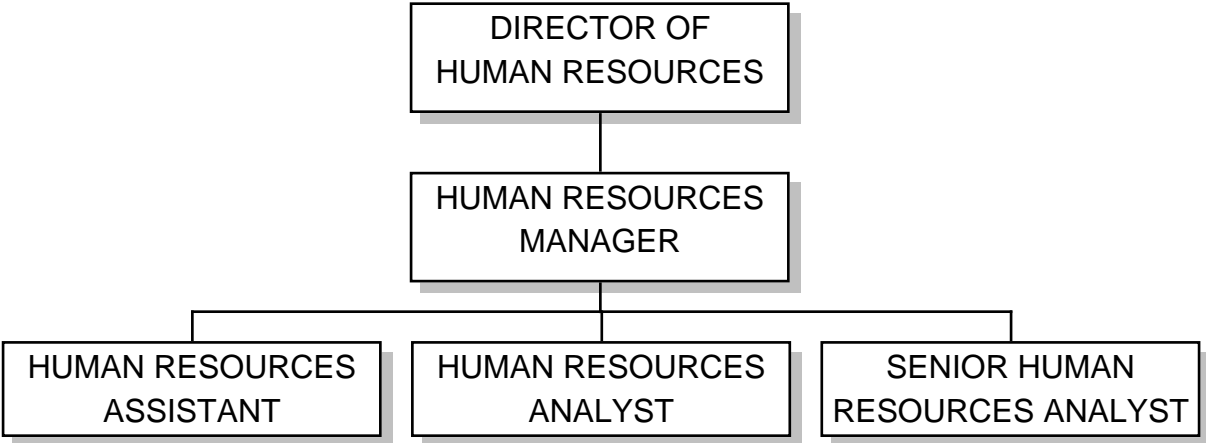
Salaries & Benefits	\$ 144,169	11.53%
Maintenance & Operations	558,617	68.99%
Capital Outlay	11,490	0.00%
Total	\$ 702,786	34.12%

**CITY OF EL SEGUNDO
INFORMATION SYSTEMS
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
INFORMATION SYSTEMS					
4101 Salaries Full-Time	\$ 428,019	\$ 581,823	\$ 843,587	\$ 416,602	\$ 926,246
4102 Salaries Part-Time	4,283	-	-	-	-
4103 Overtime	13,187	12,354	20,000	8,274	18,787
4201 Retirement CalPERS	96,998	221,612	224,851	150,021	234,934
4202 FICA	34,474	46,699	61,134	29,981	66,314
4203 Workers' Compensation	3,876	5,169	7,423	3,708	8,151
4204 Group Insurance	26,233	51,513	80,681	35,883	122,470
4210 OPEB Liability	6,918	9,504	12,654	8,170	17,597
Total Salaries & Benefits	\$ 613,988	\$ 928,674	\$ 1,250,330	\$ 652,639	\$ 1,394,499
5204 Operating Supplies	\$ 2,315	\$ 2,622	\$ 3,500	\$ 4,098	\$ 3,500
5206 Computer Supplies	10,140	47,727	47,000	20,306	47,000
5220 Computer Refresh Charges	7,700	7,700	7,700	5,775	-
6081 Miscellaneous Computer	-	9,509	115,000	-	115,000
6203 Copy Machine Charges	-	-	3,800	-	96,000
6206 Contractual Services	4,530	-	36,400	14,997	38,000
6207 Equipment Replacement Charges	277,404	238,932	205,506	154,587	172,233
6208 Dues & Subscriptions	-	362	1,500	-	1,500
6213 Meetings & Travel	6,110	1,379	17,500	1,315	17,500
6214 Professional/Technical	121,469	350,928	425,550	615,066	566,775
6215 Repair & Maintenance	19,964	-	11,300	-	11,300
6217 Software Maintenance	332,348	387,298	367,902	376,461	718,134
6218 Hardware Maintenance	6,620	4,608	12,000	10,848	12,000
6219 Network Operating Charge	(508,300)	(506,000)	(506,000)	(379,500)	(506,000)
6223 Training & Education	3,894	840	16,000	159	16,000
6254 Telephone	35,916	57,910	37,500	41,319	51,833
6260 Equipment Leasing Costs	9,016	7,407	7,500	5,810	7,500
Total Maintenance & Operations	\$ 329,126	\$ 611,222	\$ 809,658	\$ 871,241	\$ 1,368,275
8108 Computer Hardware	\$ 59,463	\$ 44,737	\$ -	\$ 10,702	\$ 11,490
Total Capital Outlay	\$ 59,463	\$ 44,737	\$ -	\$ 10,702	\$ 11,490
TOTAL INFO SYSTEMS - GENERAL FUND	\$ 1,002,577	\$ 1,584,633	\$ 2,059,988	\$ 1,534,582	\$ 2,774,264

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**CITY OF EL SEGUNDO
HUMAN RESOURCES ORGANIZATION CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Human Resources Department</u>				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	-	-	-	1.00
Sub-total Full-Time	4.00	4.00	4.00	5.00
<u>Part-Time FTEs</u>				
Administrative Intern	-	-	1.00	-
Office Specialist I	0.75	0.75	-	-
Sub-total Part-Time	0.75	0.75	1.00	-
Total Human Resources Department	4.75	4.75	5.00	5.00

CITY OF ELSEGUNDO HUMAN RESOURCES DEPARTMENT PROFILE

MISSION STATEMENT: El Segundo is a City employer of choice and consistently hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation. The Human Resources Department provides all customers with excellent personnel services consistent with modern organizational principles and industry standards; attracts and retains a qualified, diverse, and safe workforce while encouraging positive and harmonious working relationships.

The Human Resources Department is staffed with five full-time personnel charged with the following functions: recruitment and selection; employee benefits administration; labor and employee relations; conflict resolution; health and safety; workers' compensation; training and development; disability and leave administration; classification/compensation; discipline and performance management; and personnel processing.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019

- Implemented City's first Leadership Academy from February to May 2019 in which 15% of the City's full-time employees (approx. 40) participated and completed with a Leadership Certification.
- Reached Labor agreements with five (5) of the six (6) Labor Unions which measures at a 83% completion rate; unions include the El Segundo Police Officer's Association (POA), Police Support Services Association (PSSEA), Supervisors and Professional Employees Association (SPEA), City's Employees Association (CEA) and Fire Fighters Association (FFA) and in addition, completed the Management Confidential Salary Resolution.
- Continued to provide professional assistance to the City's Chief Labor Negotiator in negotiating successor MOU with one (1) remaining union.
- Established Employment Eligibility Lists for twenty-three (23) merit system positions filling forty-one (41) full-time vacancies including four (4) Fire Fighters, two (2) Police Captains, one (1) Battalion Chief and one (1) Fire Captain consistent with Personnel Rules and Merit Systems Ordinance in addition to recruiting and processing new hires for eleven (11) part-time positions on an open and continuous basis in which 64 part-time positions were filled.
- Successfully worked with Council Members, who worked with Executive Search Firm to recruit and hire the new City Manager.
- Partnered with the Police Department to aggressively recruit and test for Police Officer Trainee and Police Officer Lateral (Academy Graduate).
- Coordinated and Facilitated Mandatory Harassment Prevention Training for supervisors, managers, elected officials and CCBs in accordance with AB 1825, AB 1661 and AB 2053, in which 320 full-time employees, 35 CCB members and 46 part-time employees participated.
- Coordinated and facilitated FRISK (Facts, Rules, Impact, Suggestions, Knowledge) training to increase supervisors, managers and Department Heads skills to properly evaluate knowledge and ability to address below standard performing employees in which 39 supervisors, managers and Department Heads participated.
- Coordinated and executed annual benefit open enrollment process and Employee Health Fair.
- Provided technical assistance and guidance to departments in managing return-to-work, employee leaves, and disability issues.
- Ran successful Fire Battalion Chief (BC) recruitment in which the first female BC in all South Bay Cities was promoted.
- Completed and submitted mandatory biennial federal Equal Employment Opportunity (EEO) report depicting the City's workforce demographics.

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020

- Implement employee engagement committee meetings for Wellness, Recognition and Training and Development Committees to improve employees' experience in our organization and enhance employee and management relations.

**CITY OF ELSEGUNDO
HUMAN RESOURCES DEPARTMENT PROFILE**

- Improve recruitment procedures, by streamlining activities to target a 59 day Recruitment-to-Fill process.
- Conduct a review of part-time classifications and wages to ensure the City can attract and retain critical staff.
- Continue to partner with departments to conduct professional recruitment and selection processes to hire the most qualified and best-fit candidates into the organization.
- Continue to identify opportunities to further enhance recruitment outreach and processes.
- Focus attention on employee development and engagement to develop leadership bench-strength professional development plans, meaningful employee evaluations and succession planning.

**CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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GENERAL FUND (001)

HUMAN RESOURCES (2506)

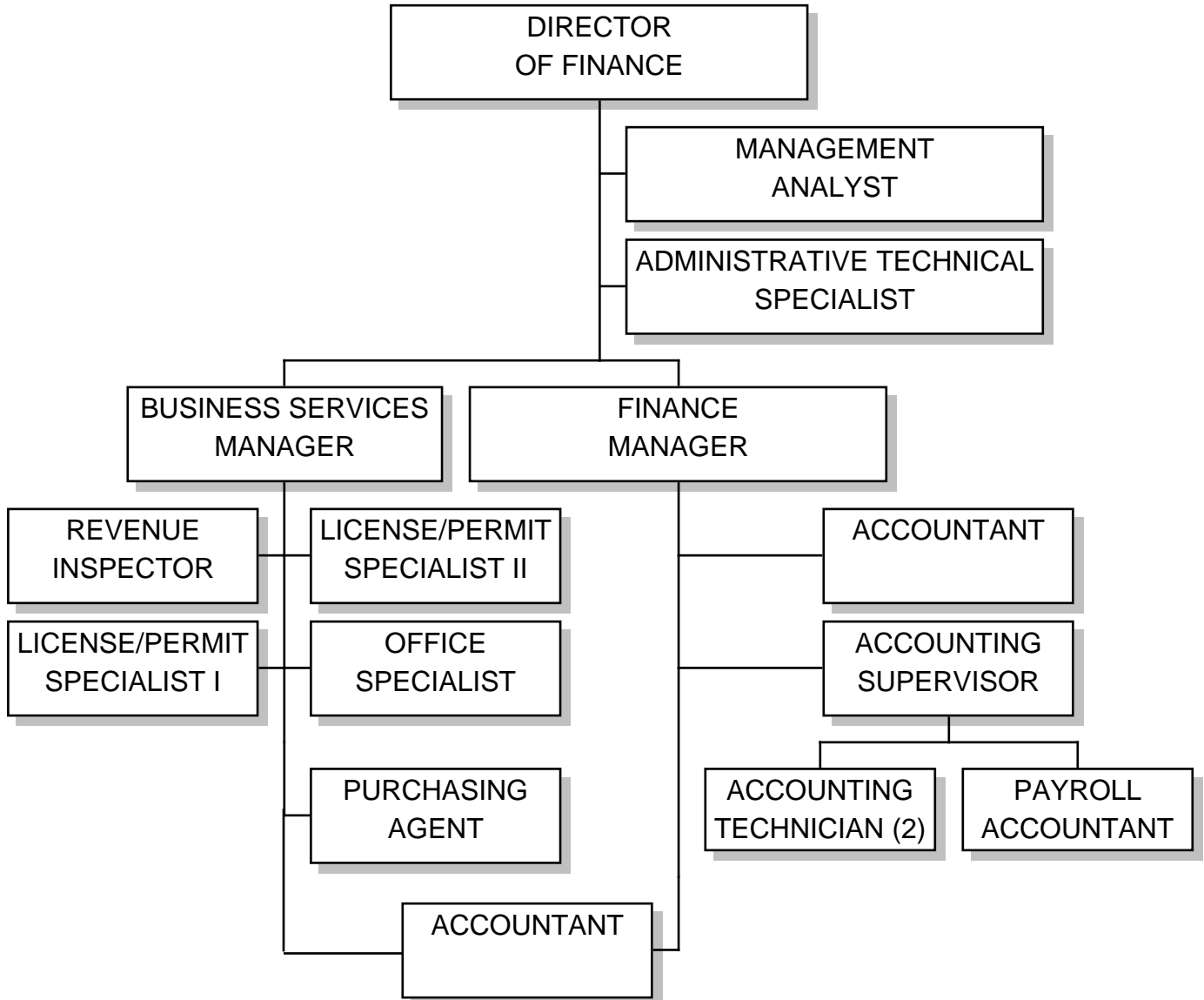
Salaries & Benefits	\$ 613,348	\$ 445,918	\$ 701,359	\$ 425,357	\$ 807,537
Maintenance & Operations	217,464	322,144	303,100	231,167	623,400
TOTAL HUMAN RESOURCES	\$ 830,812	\$ 768,062	\$ 1,004,459	\$ 656,524	\$ 1,430,937

Salaries & Benefits	\$ 106,178	15.14%
Maintenance & Operations	320,300	105.67%
Total	\$ 426,478	42.46%

**CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND</u>					
HUMAN RESOURCES					
4101 Salaries Full-Time	\$ 395,276	\$ 242,960	\$ 493,940	\$ 288,032	\$ 510,888
4102 Salaries Part-Time	59,278	48,981	30,784	-	-
4201 Retirement CalPERS	78,929	95,841	106,922	79,806	153,689
4202 FICA	35,826	21,756	31,681	22,457	36,954
4203 Workers' Compensation	3,955	2,540	3,777	2,600	4,495
4204 Group Insurance	33,141	29,264	28,244	26,772	91,804
4210 OPEB liability	6,943	4,576	6,011	5,690	9,707
Total Salaries & Benefits	\$ 613,348	\$ 445,918	\$ 701,359	\$ 425,357	\$ 807,537
5204 Operating Supplies	\$ 2,323	\$ 10,903	\$ 3,200	\$ 4,025	\$ 7,500
5206 Computer Supplies	135	126	500	2,585	3,000
5220 Computer Refresh Charges	1,900	1,900	1,900	1,425	-
6201 Advertising/Publishing	1,809	629	4,000	-	4,000
6205 Other Printing & Binding	-	31	500	123	500
6206 Contractual Services	1,746	-	-	-	25,000
6207 Equip Replacement Charges	420	-	-	846	-
6208 Dues & Subscriptions	14,985	1,313	2,300	1,315	2,300
6213 Meetings & Travel	1,695	218	-	305	-
6214 Professional/Technical	140,949	271,169	225,000	183,848	326,400
6215 Repair & Maintenance	-	-	200	-	200
6217 Software Maintenance	-	-	10,000	-	23,000
6219 Network Operating Charge	8,600	8,600	8,600	6,450	8,600
6223 Training & Education	15,942	6,829	22,000	16,263	198,000
6253 Postage	1,234	1,037	1,000	415	1,000
6254 Telephone	2,268	1,336	1,600	1,899	1,600
6260 Equipment Leasing Costs	6,454	4,351	4,000	2,568	4,000
6262 Testing/Recruitment	17,004	13,702	18,300	9,100	18,300
Total Maintenance & Operations	\$ 217,464	\$ 322,144	\$ 303,100	\$ 231,167	\$ 623,400
TOTAL HUMAN RESOURCES - GENERAL FD	\$ 830,812	\$ 768,062	\$ 1,004,459	\$ 656,524	\$ 1,430,937

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT ORGANIZATION CHART
FISCAL YEAR 2019- 2020**



**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Finance Department</u>				
Director of Finance	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Revenue Manager	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Budget/Payroll Supervisor	1.00	1.00	1.00	-
Accountant	1.00	2.00	2.00	2.00
Accounting Technician	2.00	2.00	2.00	1.00
Accounts Specialist II	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	-
Administrative Technical Specialist	-	-	-	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Management Analyst	-	-	-	1.00
Office Specialist II	-	-	-	1.00
Payroll Accountant	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00
Revenue Inspector	1.00	1.00	1.00	1.00
Sub-total Full-Time	15.00	16.00	16.00	16.00
<u>Part-Time FTEs</u>				
Accountant	0.50	-	-	-
Office Specialist	-	-	1.00	-
Sub-total Part-Time	0.50	-	1.00	-
Total Finance Department	15.50	16.00	17.00	16.00

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT PROFILE**

MISSION STATEMENT: To provide all City stakeholders with accurate and timely financial information, extraordinary customer service, and ensure long-term financial stability of the City,

The Finance Department has 16 full-time employees. Finance has three divisions with distinct functions as follows:

Administration: Provide overall direction of the department's multi-operations; advise the elected officials and management on fiscal matters; oversee the City's risk-management program; develop strong internal controls through industry best practices; safeguard the City's assets; identify funding for City services; assist in labor negotiations process; and manage the contract for Crossing Guards.

Accounting Services: Develop and provide accurate and timely financial report, including producing the Comprehensive Annual Finance Report (CAFR); coordinate the annual financial audits including other audits required by Federal, State, and County governments; process accounts payable; reconcile bank statements; process journal entries; prepare the Annual State Controller's and the Annual Streets (Gas Tax) report; issue 1099 reports; issue periodic revenue and expenditure reports; process cash receipts. Coordinate the annual budget process including producing the preliminary and adopted budget documents; and manage all payroll activity including issuing the bi-weekly payroll and W-2's.

Business Services: Collect all City revenues; administer the business licensing function; conduct transient occupancy tax (TOT) audits; collaborate with the State Board of Equalization (SBOE) to ensure sellers' permits are properly allocated to the City for sales tax purposes; coordinate with the City's consultants on property tax and sales tax revenues; develop revenue projections during the annual budget process; manage the water-billing and collection functions; and all manage purchasing operations.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Coordinated Strategic Planning Sessions held in 2019 to set long-term goals and objectives.
- Continued leading discussions with the Ad Hoc Pension Committee.
- Refunded (fresh start) the classic Public Safety Police pension plan from 25 years to a 20-year amortization, saving the City \$2.7 million in interest.
- Refunded (fresh start) the classic Public Safety Fire pension plan from 26 years to a 20-year amortization, saving the City \$2.5 million in interest.
- Completed the annual financial audit and reduced the number of findings from 8 to 3.
- The department was awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA) for the 2017-2018 budget book.
- The City was awarded the Operating Budget Excellence Award by the California Society of Municipal Finance Officers for the 2017-2018 budget book.
- Provided assistance in labor negotiations and in the implementation of new contracts for various employee groups.
- Hired new external auditors.
- Updated the City's master fee schedule with a cost of living factor (CPI); first time this has been done in the City's 101-year history
- Implemented EDEN online requisitions/PO work flow and approval queues.

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Continue on a sustainable financial path, solve future structural deficits, and maintain reserves.
- Continue to pay down unfunded pension liabilities.
- Continue to provide for an annual adjustment of the master fee schedule to consider CPI.

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT PROFILE**

- Conduct a water and sewer rate study to ensure the adequacy of rates to support the water and sewer system.
- Lead the Prop. 218 process for water and wastewater: set policy objectives, develop new rate structure, and conduct educational outreach with stakeholders.
- Enhance existing revenues and look for new revenue sources (grants, economic development, tax measures).
- Restore the department's staffing at full strength with new members fully functioning in their respective divisions.
- Continue to enhance the budget presentation.
- Close the books for the fiscal year in a more timely and effective manner.
- Process accounts payable/payroll/cash receipts with close to 100% accuracy.
- Provide departments more accurate monthly budget performance reports.
- Reconcile bank statements within a month following the month-end close.
- Lead the Prop. 218 process for water and wastewater: set policy objectives, develop new rate structure, and conduct educational outreach with stakeholders.
- Cross-train staff members to provide back-up in case of unanticipated absences and to prepare them for upward mobility.
- Provide staff opportunities to gain more knowledge and understanding of municipal finance through attendance at various training and educational sessions.
- Begin the research for a new City-wide ERP system.

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (2501)					
Salaries & Benefits	\$ 284,227	\$ 298,124	\$ 316,765	\$ 214,073	\$ 345,722
Maintenance & Operations	258,655	141,350	101,480	65,926	95,150
Sub-total Administration	\$ 542,882	\$ 439,474	\$ 418,245	\$ 279,999	\$ 440,872
ACCOUNTING (2502)					
Salaries & Benefits	\$ 828,343	\$ 893,206	\$ 992,016	\$ 650,313	\$ 984,774
Maintenance & Operations	173,516	163,969	103,625	167,802	107,600
Sub-total Accounting	\$ 1,001,859	\$ 1,057,175	\$ 1,095,641	\$ 818,115	\$ 1,092,374
BUSINESS SERVICES (2504)					
Salaries & Benefits	\$ 315,274	\$ 428,001	\$ 601,681	\$ 265,042	\$ 676,399
Maintenance & Operations	77,375	177,870	215,770	110,520	212,920
Sub-total Business Services	\$ 392,649	\$ 605,871	\$ 817,451	\$ 375,562	\$ 889,319
TOTAL FINANCE DEPARTMENT	\$ 1,937,390	\$ 2,102,520	\$ 2,331,337	\$ 1,473,676	\$ 2,422,565
<u>GENERAL FUND SUMMARY:</u>					
Salaries & Benefits	\$ 1,427,844	\$ 1,619,331	\$ 1,910,462	\$ 1,129,428	\$ 2,006,895
Maintenance & Operations	509,546	483,189	420,875	344,248	415,670
Total	\$ 1,937,390	\$ 2,102,520	\$ 2,331,337	\$ 1,473,676	\$ 2,422,565

Salaries & Benefits	\$ 96,433	5.05%
Maintenance & Operations	(5,205)	-1.24%
Total	\$ 91,228	3.91%

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 994,321	\$ 1,068,864	\$ 1,249,998	\$ 740,874	\$ 1,265,625
4102 Salaries Part-Time	6,759	24,114	72,525	3,067	-
4103 Overtime	8,546	72	10,000	3,678	13,889
4201 Retirement CalPERS	216,909	297,617	316,951	228,348	377,912
4202 FICA	73,789	82,454	81,586	54,357	93,959
4203 Workers' Compensation	8,784	9,502	10,331	6,507	11,136
4204 Group Insurance	102,658	119,427	151,075	78,265	220,328
4210 OPEB liability	16,078	17,281	17,996	14,332	24,046
Total Salaries & Benefits	\$ 1,427,844	\$ 1,619,331	\$ 1,910,462	\$ 1,129,428	\$ 2,006,895
5201 Office Supplies	\$ -	\$ 387	\$ -	\$ 145	\$ -
5204 Operating Supplies	21,952	25,615	18,000	6,884	18,000
5214 Housing Supplies	-	-	-	(9,696)	-
5220 Computer Refresh Charges	8,100	8,100	8,100	6,075	-
6201 Advertising/Publishing	350	-	-	-	-
6205 Other Printing & Binding	2,987	2,203	2,500	1,914	2,500
6206 Contractual Services	18,619	11,650	-	542	-
6207 Equip Replacement Charges	396	-	-	-	1,720
6208 Dues & Subscriptions	1,929	3,272	3,785	2,052	3,810
6213 Meetings & Travel	22,352	17,674	40,790	24,535	41,640
6214 Professional & Technical	383,715	349,200	295,500	270,061	295,000
6219 Network Operating Charge	31,000	31,000	31,000	23,250	31,000
6223 Training & Education	-	15,474	-	5,579	2,000
6253 Postage	3,949	4,156	5,200	4,514	4,500
6254 Telephone	7,567	7,472	8,000	5,575	7,500
6260 Equipment Leasing Costs	6,630	6,986	8,000	2,818	8,000
Total Maintenance & Operations	\$ 509,546	\$ 483,189	\$ 420,875	\$ 344,248	\$ 415,670
TOTAL FINANCE - GENERAL FUND	\$ 1,937,390	\$ 2,102,520	\$ 2,331,337	\$ 1,473,676	\$ 2,422,565

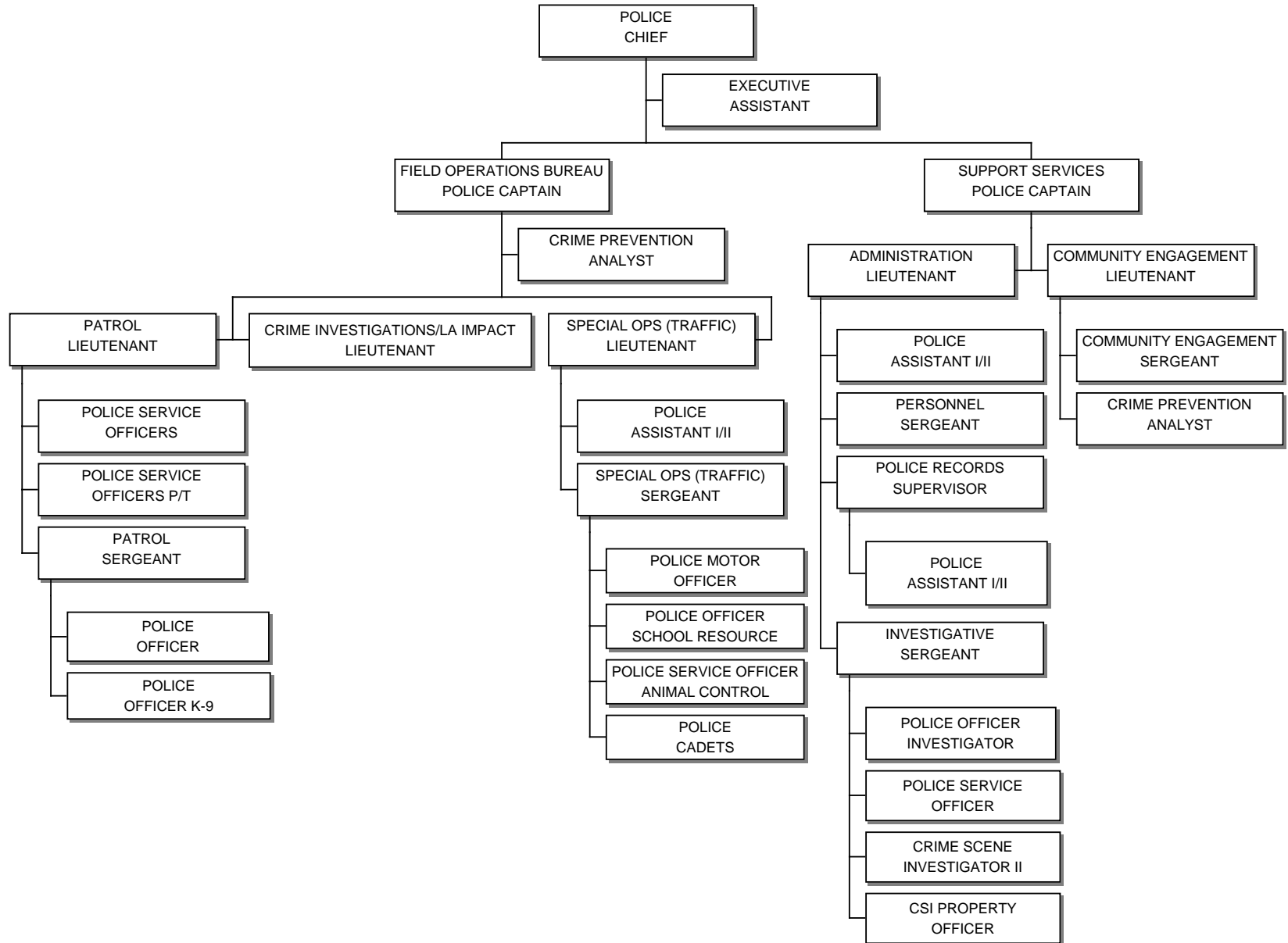
**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND</u>					
FINANCE ADMINISTRATION					
4101 Salaries Full-Time	\$ 198,940	\$ 203,470	\$ 218,558	\$ 144,408	\$ 216,996
4103 Overtime	63	-	-	-	-
4201 Retirement CalPERS	39,826	50,555	53,912	39,726	75,871
4202 FICA	14,333	12,940	14,701	8,584	14,269
4203 Workers' Compensation	1,732	1,770	1,780	1,254	1,909
4204 Group Insurance	26,079	26,086	24,780	17,212	32,554
4210 OPEB liability	3,254	3,303	3,034	2,889	4,123
Total Salaries & Benefits	\$ 284,227	\$ 298,124	\$ 316,765	\$ 214,073	\$ 345,722
5201 Office Supplies	\$ -	\$ 387	\$ -	\$ 145	\$ -
5204 Operating Supplies	21,730	15,895	18,000	6,884	18,000
5220 Computer Refresh Charges	8,100	8,100	8,100	6,075	-
6201 Advertising/Publishing	350	-	-	-	-
6205 Other Printing & Binding	2,987	2,203	2,500	1,914	2,500
6207 Equip Replacement Charges	396	-	-	-	1,720
6208 Dues & Subscriptions	529	581	560	312	560
6213 Meetings & Travel	7,511	6,675	5,120	3,160	6,370
6214 Professional/Technical	167,906	55,452	15,000	9,864	15,000
6219 Network Operating Charge	31,000	31,000	31,000	23,250	31,000
6223 Training & Education	-	2,443	-	1,415	-
6253 Postage	3,949	4,156	5,200	4,514	4,500
6254 Telephone	7,567	7,472	8,000	5,575	7,500
6260 Equipment Leasing Costs	6,630	6,986	8,000	2,818	8,000
Total Maintenance & Operations	\$ 258,655	\$ 141,350	\$ 101,480	\$ 65,926	\$ 95,150
SUB-TOTAL FINANCE ADMIN	\$ 542,882	\$ 439,474	\$ 418,245	\$ 279,999	\$ 440,872
ACCOUNTING					
4101 Salaries Full-Time	\$ 578,662	\$ 578,173	\$ 650,356	\$ 427,931	\$ 616,857
4102 Salaries Part-Time	2,664	16,157	12,525	3,067	-
4103 Overtime	7,342	72	10,000	3,678	13,889
4201 Retirement CalPERS	125,676	171,803	173,349	123,499	178,437
4202 FICA	43,204	48,230	40,324	32,867	46,659
4203 Workers' Compensation	5,121	5,185	5,723	3,788	5,428
4204 Group Insurance	56,335	64,201	89,984	47,300	111,784
4210 OPEB liability	9,339	9,385	9,755	8,183	11,720
Total Salaries & Benefits	\$ 828,343	\$ 893,206	\$ 992,016	\$ 650,313	\$ 984,774
5204 Operating Supplies	\$ 222	\$ -	\$ -	\$ -	\$ -
6208 Dues & Subscriptions	840	1,835	2,125	1,095	2,100
6213 Meetings & Travel	8,928	6,956	21,500	14,636	20,500

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6214 Professional/Technical	163,526	144,471	80,000	150,791	83,000
6223 Training & Education	-	10,707	-	1,280	2,000
Total Maintenance & Operations	\$ 173,516	\$ 163,969	\$ 103,625	\$ 167,802	\$ 107,600
SUB-TOTAL ACCOUNTING	\$ 1,001,859	\$ 1,057,175	\$ 1,095,641	\$ 818,115	\$ 1,092,374
BUSINESS SERVICES					
4101 Salaries Full-Time	\$ 216,719	\$ 287,221	\$ 381,084	\$ 168,535	\$ 431,772
4102 Salaries Part-Time	4,095	7,957	60,000	-	-
4103 Overtime	1,141	-	-	-	-
4201 Retirement CalPERS	51,407	75,259	89,690	65,123	123,604
4202 FICA	16,252	21,284	26,561	12,906	33,031
4203 Workers' Compensation	1,931	2,547	2,828	1,465	3,799
4204 Group Insurance	20,244	29,140	36,311	13,753	75,990
4210 OPEB liability	3,485	4,593	5,207	3,260	8,203
Total Salaries & Benefits	\$ 315,274	\$ 428,001	\$ 601,681	\$ 265,042	\$ 676,399
5204 Operating Supplies	\$ -	\$ 9,720	\$ -	\$ -	\$ -
5214 Housing Supplies	-	-	-	(9,696)	-
6206 Contractual Services	18,619	11,650	-	542	-
6208 Dues & Subscriptions	560	856	1,100	645	1,150
6213 Meetings & Travel	5,913	4,043	14,170	6,739	14,770
6214 Professional/Technical	52,283	149,277	200,500	109,406	197,000
6223 Training & Education	-	2,324	-	2,884	-
Total Maintenance & Operations	\$ 77,375	\$ 177,870	\$ 215,770	\$ 110,520	\$ 212,920
SUB-TOTAL BUSINESS SERVICES	\$ 392,649	\$ 605,871	\$ 817,451	\$ 375,562	\$ 889,319
TOTAL FINANCE - GENERAL FUND	\$ 1,937,390	\$ 2,102,520	\$ 2,331,337	\$ 1,473,676	\$ 2,422,565

**CITY OF EL SEGUNDO
POLICE DEPARTMENT ORGANIZATION CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
POLICE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Police Department</u>				
Chief of Police	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	6.00	5.00	5.00	5.00
Police Sergeant	9.00	10.00	10.00	11.00
Crime Prevention Analyst II	1.00	1.00	1.00	2.00
Crime Scene Investigator II	1.00	1.00	1.00	1.00
Crime Scene Investigator/Property Officer	-	-	-	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Police Assistant I/II	7.00	7.00	8.00	8.00
Police Officer	44.00	43.00	43.00	42.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Officer I/II	8.00	8.00	7.00	5.00
Police Trainee	-	-	2.00	2.00
Technical Services Analyst	1.00	1.00	1.00	-
Sub-total Full-Time	82.00	81.00	83.00	82.00
<u>Part-Time FTEs</u>				
Background Investigator	1.00	1.50	-	-
Police Cadet	4.00	6.00	7.00	7.50
Police Services Officer I/II	-	-	2.00	1.00
Sub-total Part-Time	5.00	7.50	9.00	8.50
Total Police Department	87.00	88.50	92.00	90.50

**CITY OF EL SEGUNDO
POLICE DEPARTMENT PROFILE
FISCAL YEAR 2019-2020**

MISSION STATEMENT: Our Mission is to provide a safe and secure community while treating all people with dignity and respect.

The Police Department is authorized 82 full-time positions: 62 sworn and 20 non-sworn personnel. The department consists of two bureaus: Support Services Bureau and Field Operations Bureau.

SUPPORT SERVICES BUREAU: Has jurisdiction over the following:

Investigative Division: Follow-up investigation of and assist in the prosecution of all crimes. Utilization of resources to identify and combat crime trends.

Administrative Division: Coordinates the maintenance of department vehicles and equipment; inventory and distribution of supplies and equipment; preparation of the department budget, and custody of official police records. Investigation of Personnel complaints.

Community Engagement Division: The newly developed division strengthens relationships with the community, disseminates relevant information, develops crime prevention and awareness programs, and coordinates volunteer programs as well as Community Lead Officers and School Resource Officers' Details.

FIELD OPERATIONS BUREAU: Has jurisdiction over the following:

Patrol Division: Patrols the City; enforces penal codes and municipal codes; maintains public order; enforces traffic law; provides assistance as circumstances require.

Special Operations Division: Ensures safe and efficient movement of traffic in the City through high-visibility enforcement and public education; and enforces parking control. Coordinates Special events.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Implemented a cloud based, integrated Vehicle/ Body Worn Camera system to all personnel.
- Created a Community Engagement Division to enhance our community outreach efforts.
- Obtained regional funding to address homeless assistance programs in the City.
- Deployed newly purchased mobile radar speed signs at strategic traffic points in the City.
- Hired a Marketing firm to develop a recruitment campaign uniquely tailored to ESPD.
- Received approval to recruit a full-time Crime Analyst to better deploy crime prevention resources.

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Remain focused on reducing crime and maintaining our quality of life.
- Continue intensive recruitment and hiring campaign to fill police officer and professional staff vacancies.
- Implement the ALPR program at strategic points throughout the City to enhance enforcement.
- Continue to increase our community outreach programs through the use of social media, volunteer programs, Civilian Police Academy and participation in our Neighborhood Watch groups.
- Update outdated field gear to include the traffic accident reconstruction equipment.
- Coordinate DUI/Driver License checkpoints to enhance traffic safety.

**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (3101)					
Salaries & Benefits	\$ 3,339,375	\$ 3,386,245	\$ 3,137,475	\$ 2,472,563	\$ 3,684,508
Maintenance & Operations	1,205,546	1,359,510	1,660,408	1,281,551	1,628,278
Capital Outlay	3,190	41,711	-	-	-
Sub-total Administration	\$ 4,548,111	\$ 4,787,466	\$ 4,797,883	\$ 3,754,114	\$ 5,312,786
PATROL & SAFETY (3102)					
Salaries & Benefits	\$ 8,386,615	\$ 9,467,551	\$ 9,791,202	\$ 7,385,915	\$ 10,673,714
Sub-total Patrol & Safety	\$ 8,386,615	\$ 9,467,551	\$ 9,791,202	\$ 7,385,915	\$ 10,673,714
CRIME INVESTIGATION (3103)					
Salaries & Benefits	\$ 3,192,155	\$ 3,024,168	\$ 3,109,569	\$ 2,180,322	\$ 2,980,600
Sub-total Crime Investigation	\$ 3,192,155	\$ 3,024,168	\$ 3,109,569	\$ 2,180,322	\$ 2,980,600
TRAFFIC SAFETY (3104)					
Salaries & Benefits	\$ 2,041,533	\$ 2,142,313	\$ 2,260,025	\$ 1,735,350	\$ 2,390,203
Sub-total Traffic Safety	\$ 2,041,533	\$ 2,142,313	\$ 2,260,025	\$ 1,735,350	\$ 2,390,203
COMMUNITY RELATIONS (3106)					
Salaries & Benefits	\$ 156,748	\$ 156,442	\$ 153,621	\$ 84,030	\$ -
Sub-total Traffic Safety	\$ 156,748	\$ 156,442	\$ 153,621	\$ 84,030	\$ -
COMMUNICATIONS CENTER (3107)					
Maintenance & Operations	\$ 1,702,105	\$ 1,457,878	\$ 1,464,200	\$ 1,126,637	\$ 1,565,070
Sub-total Communications Center	\$ 1,702,105	\$ 1,457,878	\$ 1,464,200	\$ 1,126,637	\$ 1,565,070
ANIMAL CONTROL (3108)					
Salaries & Benefits	\$ 152,060	\$ 194,052	\$ 138,092	\$ 154,816	\$ 221,820
Maintenance & Operations	21,471	19,200	31,600	12,855	31,600
Sub-total Animal Control	\$ 173,531	\$ 213,252	\$ 169,692	\$ 167,671	\$ 253,420
TOTAL POLICE - GENERAL FUND	\$ 20,200,798	\$ 21,249,070	\$ 21,746,192	\$ 16,434,039	\$ 23,175,793

**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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ASSET FORFEITURE FUND (109)

POLICE ASSET FORFEITURE (3105)

Maintenance & Operations	\$ 104,991	\$ 77,513	\$ 375,500	\$ 126,238	\$ 375,500
Capital Outlay	64,840	100,062	370,000	77,957	370,000
TOTAL ASSET FORFEITURE FUND	\$ 169,831	\$ 177,575	\$ 745,500	\$ 204,195	\$ 745,500

COPS FUND (120)

ADMINISTRATION (3101)

Salaries & Benefits	\$ 42,579	\$ 1,401	\$ -	\$ -	\$ -
Capital Outlay	35,365	263,000	-	-	175,000
TOTAL COPS FUND	\$ 77,944	\$ 264,401	\$ -	\$ -	\$ 175,000

GRAND TOTAL - POLICE - ALL FUNDS **\$ 20,448,573 \$ 21,691,046 \$ 22,491,692 \$ 16,638,234 \$ 24,096,293**

GENERAL FUND SUMMARY

Salaries & Benefits	\$ 17,268,486	\$ 18,370,771	\$ 18,589,984	\$ 14,012,996	\$ 19,950,845
Maintenance & Operations	2,929,122	2,836,588	3,156,208	2,421,043	3,224,948
Capital Outlay	3,190	41,711	-	-	-
TOTAL GENERAL FUND	\$ 20,200,798	\$ 21,249,070	\$ 21,746,192	\$ 16,434,039	\$ 23,175,793

Salaries & Benefits	\$ 1,360,861	7.32%
Maintenance & Operations	68,740	2.18%
Capital Outlay	-	0.00%
Total	\$ 1,429,601	6.57%

ALL FUNDS SUMMARY

Salaries & Benefits	\$ 17,311,065	\$ 18,372,172	\$ 18,589,984	\$ 14,012,996	\$ 19,950,845
Maintenance & Operations	3,034,113	2,914,101	3,531,708	2,547,281	3,600,448
Capital Outlay	103,395	404,773	370,000	77,957	545,000
TOTAL ALL FUNDS	\$ 20,448,573	\$ 21,691,046	\$ 22,491,692	\$ 16,638,234	\$ 24,096,293

Salaries & Benefits	\$ 1,360,861	7.32%
Maintenance & Operations	68,740	1.95%
Capital Outlay	175,000	47.30%
Total	\$ 1,604,601	7.13%

**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 8,434,099	\$ 8,621,147	\$ 9,329,088	\$ 6,725,637	\$ 9,506,407
4102 Salaries Part-Time	325,011	238,389	198,244	182,480	253,500
4103 Overtime	1,037,137	1,302,020	932,450	1,048,902	1,123,000
4105 Holiday Pay	410,579	430,492	478,728	409,590	563,745
4113 Reimbursable Overtime	(1,775)	(58,228)	-	(42,181)	-
4201 Retirement CalPERS	4,683,068	5,467,680	5,081,204	3,809,571	5,461,592
4202 FICA	257,954	269,737	258,729	216,462	260,080
4203 Workers' Compensation	881,571	912,372	1,110,942	736,235	1,308,687
4204 Group Insurance	955,516	967,136	969,205	758,123	1,187,088
4205 Uniform Allowance	21,190	9,433	22,990	6,275	22,950
4209 PARS Expense	37,760	-	-	-	-
4210 OPEB Liability	147,388	148,753	148,404	137,295	203,796
4215 Uniform Replacement	78,988	61,840	60,000	24,607	60,000
Total Salaries & Benefits	\$ 17,268,486	\$ 18,370,771	\$ 18,589,984	\$ 14,012,996	\$ 19,950,845
5204 Operating Supplies	\$ 97,219	\$ 76,726	\$ 65,400	\$ 51,659	\$ 65,400
5206 Computer Supplies	7,953	375	5,000	45	5,000
5211 Photo Supplies	2,750	2,137	5,000	746	5,000
5212 Prisoner Meals	6,639	5,327	6,200	-	6,200
5218 Police Training Materials and Supplies	34,977	38,556	65,000	11,945	65,000
5220 Computer Refresh Charges	22,700	22,700	22,700	17,025	-
6203 Copy Machine Charges	-	-	30,700	-	-
6205 Other Printing & Binding	2,690	8,066	15,300	25,746	15,300
6206 Contractual Services	1,806,070	1,694,425	1,688,700	1,315,928	1,789,570
6207 Equip Replacement Charges	378,396	429,120	653,308	489,978	674,578
6208 Dues & Subscriptions	11,457	14,956	12,300	14,397	12,300
6212 Laundry & Cleaning	8,786	7,352	7,000	5,786	7,000
6213 Meetings & Travel	33,372	59,157	46,500	51,684	46,500
6214 Professional/Technical	33,981	22,799	45,000	122,706	45,000
6215 Repair & Maintenance	7,896	8,886	8,900	7,411	8,900
6216 Rental Charges	16,250	15,000	15,000	12,500	15,000
6219 Network Operating Charge	129,300	129,300	129,300	96,975	129,300
6223 Training & Education	49,121	45,646	31,600	27,424	31,600
6224 Vehicle Operating Charge	90	(199)	-	-	-
6225 PD Admin/POST Training & Educ	16,459	(7,116)	-	(14,554)	-
6251 Communication/Mobile Radio	703	-	-	-	-
6253 Postage	3,161	4,871	5,500	4,397	5,500
6254 Telephone	99,666	110,047	148,100	83,190	148,100
6260 Equipment Leasing Costs	16,748	16,119	14,000	10,472	14,000
6272 Court Costs	-	338	-	-	-
6273 In-Custody Medical Charges	27,472	25,000	17,000	14,179	17,000
6274 Investigations Expense	6,428	5,521	14,100	8,098	14,100
6275 K-9 Dog Care Services	8,232	28,808	10,600	4,835	10,600
6278 Computer Charges	8,113	-	29,200	-	29,200
6288 S.W.A.T. Program	25,522	18,502	19,800	10,619	19,800
6289 Educational Reimbursement	66,971	54,169	45,000	47,852	45,000
Total Maintenance & Operations	\$ 2,929,122	\$ 2,836,588	\$ 3,156,208	\$ 2,421,043	\$ 3,224,948

CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
8104 Capital/Equipment	\$ 655	\$ 26,875	\$ -	\$ -	\$ -
8105 Automotive	2,535	14,836	-	-	-
Total Capital Outlay	\$ 3,190	\$ 41,711	\$ -	\$ -	\$ -
TOTAL POLICE - GENERAL FUND	\$ 20,200,798	\$ 21,249,070	\$ 21,746,192	\$ 16,434,039	\$ 23,175,793

**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
POLICE ADMINISTRATION					
4101 Salaries Full-Time	\$ 1,677,419	\$ 1,670,475	\$ 1,814,271	\$ 1,344,022	\$ 1,859,640
4102 Salaries Part-Time	237,313	94,093	50,492	53,689	75,000
4103 Overtime	76,495	101,110	56,700	96,907	120,000
4105 Holiday Pay	54,750	57,416	65,000	60,233	100,246
4113 Reimbursable Overtime	-	477	-	-	-
4201 Retirement CalPERS	731,027	938,350	603,443	503,038	822,474
4202 FICA	103,757	105,878	105,744	85,280	106,404
4203 Workers' Compensation	132,301	118,763	140,169	92,974	197,640
4204 Group Insurance	192,861	204,037	208,941	180,646	297,031
4205 Uniform Allowance	4,603	5,060	5,500	3,573	5,500
4209 PARS Expense	21,840	-	-	-	-
4210 OPEB liability	28,883	28,746	27,215	27,594	40,573
4215 Uniform Replacement	78,126	61,840	60,000	24,607	60,000
Total Salaries & Benefits	\$ 3,339,375	\$ 3,386,245	\$ 3,137,475	\$ 2,472,563	\$ 3,684,508
5204 Operating Supplies	\$ 97,029	\$ 76,726	\$ 65,000	\$ 51,604	\$ 65,000
5206 Computer Supplies	7,953	375	5,000	45	5,000
5211 Photo & Evidence Supplies	2,750	2,137	5,000	746	5,000
5212 Prisoner Meals	6,639	5,327	6,200	-	6,200
5218 Police Training Materials and Supp	34,977	38,556	65,000	11,945	65,000
5220 Computer Refresh Charges	22,700	22,700	22,700	17,025	-
6203 Copy Machine Charges	-	-	30,700	-	-
6205 Other Printing & Binding	2,690	8,066	15,000	12,946	15,000
6206 Contractual Services	137,452	264,985	263,700	218,892	263,700
6207 Equipment Replacement Charges	369,396	429,120	653,308	489,978	674,578
6208 Dues & Subscriptions	11,457	14,956	12,300	14,397	12,300
6212 Laundry & Cleaning	8,786	7,352	7,000	5,786	7,000
6213 Meetings & Travel	33,372	59,157	46,500	51,684	46,500
6214 Professional/Technical	33,981	22,799	45,000	122,706	45,000
6215 Repair & Maintenance	7,896	8,886	8,900	7,411	8,900
6219 Network Operating Charge	129,300	129,300	129,300	96,975	129,300
6223 Training & Education	49,121	45,646	31,500	27,424	31,500
6224 Vehicle Operating Charge	90	(199)	-	-	-
6225 PD Admin/POST Training & Educa	16,459	(7,116)	-	(14,554)	-
6251 Communication/Mobile Radio	703	-	-	-	-
6253 Postage	3,161	4,871	5,500	4,397	5,500
6254 Telephone	77,515	77,409	122,300	66,089	122,300
6260 Equipment Leasing Costs	16,748	16,119	14,000	10,472	14,000
6272 Court Costs	-	338	-	-	-
6273 In-Custody Medical Charges	27,472	25,000	17,000	14,179	17,000
6274 Investigations Expense	6,428	5,521	14,100	8,098	14,100
6275 K-9 Dog Care Services	8,232	28,808	10,600	4,835	10,600
6278 Computer Charges	746	-	-	-	-
6288 S.W.A.T. Program	25,522	18,502	19,800	10,619	19,800

**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION		ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6289	Educational Reimbursement	66,971	54,169	45,000	47,852	45,000
Total Maintenance & Operations		\$ 1,205,546	\$ 1,359,510	\$ 1,660,408	\$ 1,281,551	\$ 1,628,278
8104	Capital/Equipment	\$ 655	\$ 26,875	\$ -	\$ -	\$ -
8105	Automotive	2,535	14,836	-	-	-
Total Capital Outlay		\$ 3,190	\$ 41,711	\$ -	\$ -	\$ -
SUB-TOTAL POLICE ADMINISTRATION		\$ 4,548,111	\$ 4,787,466	\$ 4,797,883	\$ 3,754,114	\$ 5,312,786
PATROL & SAFETY						
4101	Salaries Full-Time	\$ 4,135,531	\$ 4,359,417	\$ 4,876,014	\$ 3,476,166	\$ 5,089,338
4102	Salaries Part-Time	152	-	-	-	-
4103	Overtime	502,734	688,620	465,100	638,225	600,000
4105	Holiday Pay	197,335	234,191	271,379	224,337	315,945
4113	Reimbursable Overtime	(4,971)	16,769	-	(29,520)	-
4201	Retirement CalPERS	2,474,861	3,045,087	2,883,780	2,147,221	3,111,797
4202	FICA	80,865	85,421	85,808	69,961	85,658
4203	Workers' Compensation	447,171	489,314	627,175	416,454	745,711
4204	Group Insurance	469,601	471,410	487,536	370,722	598,438
4205	Uniform Allowance	9,991	2,238	15,000	1,314	15,000
4210	OPEB liability	72,483	75,084	79,410	71,035	111,827
4215	Uniform Replacement	862	-	-	-	-
Total Salaries & Benefits		\$ 8,386,615	\$ 9,467,551	\$ 9,791,202	\$ 7,385,915	\$ 10,673,714
SUB-TOTAL PATROL & SAFETY		\$ 8,386,615	\$ 9,467,551	\$ 9,791,202	\$ 7,385,915	\$ 10,673,714
CRIME INVESTIGATION						
4101	Salaries Full-Time	\$ 1,539,426	\$ 1,440,202	\$ 1,502,351	\$ 1,025,264	\$ 1,439,297
4103	Overtime	242,355	284,268	203,000	167,891	203,000
4105	Holiday Pay	96,129	81,333	82,849	67,329	83,532
4113	Reimbursable Overtime	1,054	(12,182)	-	(8,586)	-
4201	Retirement CalPERS	883,844	830,285	927,332	643,757	840,403
4202	FICA	34,146	32,819	27,810	25,902	32,120
4203	Workers' Compensation	176,273	169,851	191,017	119,817	192,942
4204	Group Insurance	188,236	171,969	150,101	117,778	159,171
4205	Uniform Allowance	3,640	540	1,200	459	1,200
4210	OPEB liability	27,052	25,083	23,909	20,711	28,935
Total Salaries & Benefits		\$ 3,192,155	\$ 3,024,168	\$ 3,109,569	\$ 2,180,322	\$ 2,980,600
SUB-TOTAL CRIME INVESTIGATION		\$ 3,192,155	\$ 3,024,168	\$ 3,109,569	\$ 2,180,322	\$ 2,980,600
TRAFFIC SAFETY						
4101	Salaries Full-Time	\$ 923,562	\$ 983,222	\$ 962,500	\$ 769,930	\$ 1,040,349
4102	Salaries Part-Time	69,728	98,841	147,752	92,247	129,000
4103	Overtime	184,214	189,811	171,000	122,489	180,000
4105	Holiday Pay	56,384	53,758	55,000	53,769	59,534
4113	Reimbursable Overtime	1,712	(64,998)	-	(4,837)	-

**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4201 Retirement CalPERS	551,623	609,880	630,420	487,048	665,200
4202 FICA	22,961	25,806	26,059	21,111	25,817
4203 Workers' Compensation	111,685	116,423	138,936	93,533	155,698
4204 Group Insurance	101,040	111,770	112,447	83,832	112,807
4205 Uniform Allowance	2,316	795	650	477	900
4210 OPEB liability	16,308	17,005	15,261	15,751	20,898
Total Salaries & Benefits	\$ 2,041,533	\$ 2,142,313	\$ 2,260,025	\$ 1,735,350	\$ 2,390,203
SUB-TOTAL TRAFFIC SAFETY	\$ 2,041,533	\$ 2,142,313	\$ 2,260,025	\$ 1,735,350	\$ 2,390,203
COMMUNITY RELATIONS					
4101 Salaries Full-Time	\$ 87,903	\$ 90,494	\$ 92,261	\$ 47,733	\$ -
4103 Overtime	14,203	18,993	20,000	9,517	-
4113 Reimbursable Overtime	430	1,076	-	762	-
4201 Retirement CalPERS	21,354	23,503	19,216	12,705	-
4202 FICA	7,720	8,547	7,058	5,071	-
4203 Workers' Compensation	4,200	4,531	3,801	2,377	-
4204 Group Insurance	3,145	7,272	9,501	4,634	-
4205 Uniform Allowance	400	500	400	272	-
4209 PARS Expense	15,920	-	-	-	-
4210 OPEB liability	1,473	1,526	1,384	959	-
Total Salaries & Benefits	\$ 156,748	\$ 156,442	\$ 153,621	\$ 84,030	\$ -
SUB-TOTAL COMMUNITY RELATIONS	\$ 156,748	\$ 156,442	\$ 153,621	\$ 84,030	\$ -
POLICE COMM. CENTER					
6206 Contractual Services	\$ 1,647,337	\$ 1,410,240	\$ 1,395,000	\$ 1,097,036	\$ 1,495,870
6207 Equipment Replacement Charges	9,000	-	-	-	-
6216 Rental Charges	16,250	15,000	15,000	12,500	15,000
6254 Telephone	22,151	32,638	25,000	17,101	25,000
6278 Computer Charges	7,367	-	29,200	-	29,200
Total Maintenance & Operations	\$ 1,702,105	\$ 1,457,878	\$ 1,464,200	\$ 1,126,637	\$ 1,565,070
SUB-TOTAL POLICE COMM. CENTER	\$ 1,702,105	\$ 1,457,878	\$ 1,464,200	\$ 1,126,637	\$ 1,565,070
ANIMAL CONTROL					
4101 Salaries Full-Time	\$ 70,258	\$ 77,337	\$ 81,691	\$ 62,522	\$ 77,783
4102 Salaries Part-Time	17,818	45,455	-	36,544	49,500
4103 Overtime	17,136	19,218	16,650	13,873	20,000
4105 Holiday Pay	5,981	3,794	4,500	3,922	4,488
4113 Reimbursable Overtime	-	630	-	-	-
4201 Retirement CalPERS	20,359	20,575	17,013	15,802	21,718
4202 FICA	8,505	11,266	6,250	9,137	10,081
4203 Workers' Compensation	9,941	13,490	9,844	11,080	16,696
4204 Group Insurance	633	678	679	511	19,641
4205 Uniform Allowance	240	300	240	180	350
4210 OPEB liability	1,189	1,309	1,225	1,245	1,563

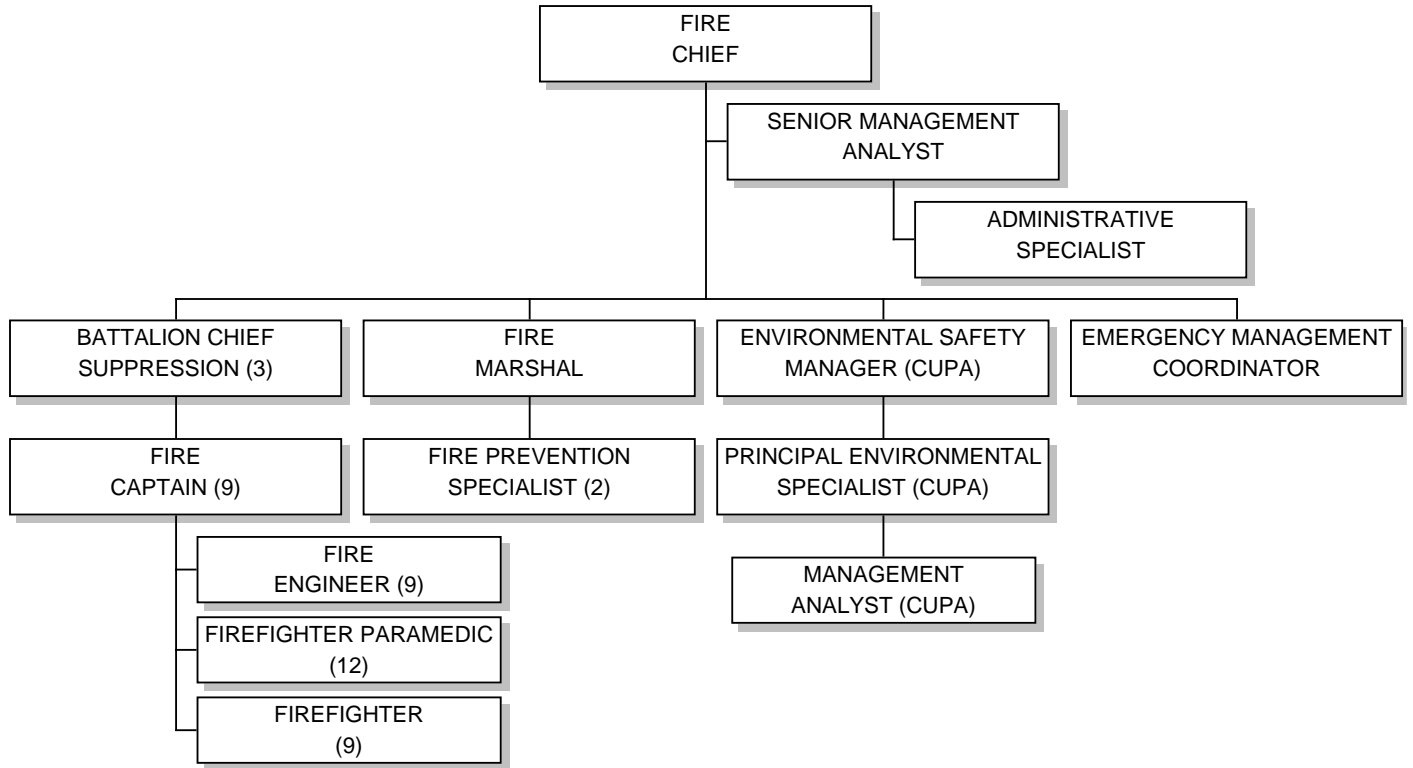
**CITY OF EL SEGUNDO
POLICE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Salaries & Benefits	\$ 152,060	\$ 194,052	\$ 138,092	\$ 154,816	\$ 221,820
5204 Operating Supplies	\$ 190	\$ -	\$ 400	\$ 55	\$ 400
6205 Other Printing & Binding	-	-	300	12,800	300
6206 Contractual Services	21,281	19,200	30,000	-	30,000
6223 Training & Education	-	-	100	-	100
6254 Telephone	-	-	800	-	800
Total Maintenance & Operations	\$ 21,471	\$ 19,200	\$ 31,600	\$ 12,855	\$ 31,600
SUB-TOTAL ANIMAL CONTROL	\$ 173,531	\$ 213,252	\$ 169,692	\$ 167,671	\$ 253,420
TOTAL POLICE - GENERAL FUND	\$ 20,200,798	\$ 21,249,070	\$ 21,746,192	\$ 16,434,039	\$ 23,175,793
<u>ASSET FORFEITURE FUND</u>					
5204 Operating Supplies	\$ (84)	\$ -	\$ -	\$ 6,892	\$ -
5209 Non-Capitalized Purchases	-	-	-	-	-
5215 Vehicle Gasoline Charge	18	-	-	-	-
6208 Dues & Subscriptions	-	-	1,500	-	1,500
6213 Meetings & Travel	4,353	373	50,000	19,495	50,000
6214 Professional/Technical	18,934	51,998	175,000	50,890	175,000
6223 Training & Education	9,400	-	50,000	19,187	50,000
6224 Vehicle Operating Charges	2,100	4,267	4,000	3,079	4,000
6241 Contingencies	66,636	4,986	60,000	13,774	60,000
6296 R.S.V.P. Program	1,100	1,043	5,000	1,774	5,000
6401 Community Promotion	2,534	14,846	30,000	11,147	30,000
Total Maintenance & Operations	\$ 104,991	\$ 77,513	\$ 375,500	\$ 126,238	\$ 375,500
8104 Capital/Equipment	\$ 39,476	\$ 100,062	\$ 50,000	\$ 31,940	\$ 50,000
8105 Capital/Automotive	25,364	-	320,000	46,017	320,000
Total Capital Outlay	\$ 64,840	\$ 100,062	\$ 370,000	\$ 77,957	\$ 370,000
TOTAL ASSET FORFEITURE FUND	\$ 169,831	\$ 177,575	\$ 745,500	\$ 204,195	\$ 745,500
<u>COPS FUND</u>					
4103 Overtime	\$ 38,485	\$ 1,266	\$ -	\$ -	\$ -
4202 FICA	550	18	-	-	-
4203 Workers' Compensation	3,544	117	-	-	-
Total Salaries & Benefits	\$ 42,579	\$ 1,401	\$ -	\$ -	\$ -
8104 Capital/Equipment	\$ 35,365	\$ 263,000	\$ -	\$ -	\$ 175,000
Total Capital Outlay	\$ 35,365	\$ 263,000	\$ -	\$ -	\$ 175,000
TOTAL COPS FUND	\$ 77,944	\$ 264,401	\$ -	\$ -	\$ 175,000
GRAND TOTAL POLICE - ALL FUNDS	\$ 20,448,573	\$ 21,691,046	\$ 22,491,692	\$ 16,638,234	\$ 24,096,293

Grants received by the Police Department are not reflected in the above presentation. They are included in the Summary of All Funds section of the budget document.

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**CITY OF EL SEGUNDO
FIRE DEPARTMENT ORGANIZATION CHART
FISCAL YEAR 2019 - 2020**



**CITY OF EL SEGUNDO
FIRE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Fire Department</u>				
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Fire Captain	9.00	9.00	9.00	9.00
Fire Engineer	9.00	9.00	9.00	9.00
Firefighter/Paramedic	15.00	15.00	15.00	15.00
Firefighter	6.00	6.00	6.00	6.00
Fire Marshal	1.00	1.00	1.00	1.00
Emergency Management Coordinator	-	-	-	1.00
Environmental Safety Manager	1.00	1.00	1.00	1.00
Principal Environmental Specialist	1.00	1.00	1.00	1.00
Fire Prevention Specialist	2.00	2.00	2.00	2.00
Administrative Specialist	1.00	1.00	1.00	1.00
Management Analyst (CUPA)	-	1.00	-	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Total Fire Department	50.00	51.00	50.00	52.00

**FIRE DEPARTMENT NARRATIVE
FISCAL YEAR 2019-2020**

MISSION & PURPOSE STATEMENT

Through Courtesy & Service, the El Segundo Fire Department is Committed to Protecting Our Community From All Risks with Integrity, Compassion, Dedication, Teamwork and Professionalism.

The Fire Department has five divisions, each representing a critical fire and life safety service delivery component with distinct functions as follows:

Administration:

Fire Administration is tasked with the overall effectiveness and efficiency of the fire department. Consisting of the Fire Chief, a Senior Management Analyst and Administrative Specialist, the fire administration division is responsible for the leadership, management and coordination of all activities within the department. Responsibilities include budget coordination and management, personnel and payroll administration, grant administration, contract management, billing, cashiering, revenue recovery, procurement, planning and organizational development. Administration supports each division within the department to provide the most effective and efficient service level given available resources. **3 FTE's.**

Fire Suppression:

Fire Suppression personnel respond to all hazards the community may encounter including: fires, floods, medical aid calls, hazardous material incidents and specialized technical rescue calls, while also providing non-emergency public assistance. When requested, our personnel respond and provide fire and life safety service to other communities throughout the State of California, through the California Master Mutual Aid System. This division activities also support fire prevention inspections, pre-fire planning, training, apparatus maintenance and communication. **27 FTE's.**

Emergency Medical Services Division:

The Emergency Medical Services (EMS) Division provides pre-hospital basic and advanced life support and patient stabilization, including ground ambulance transportation to medical facilities as necessary. Quickly becoming the most utilized service within the fire department, the EMS Division is positioned to provide efficient, effective life support to the injured and ill, while meeting mandated continuing education requirements to ensure quality assurance for patient care by all EMS personnel. **15 FTE's.**

Fire Prevention:

The Fire Prevention Division is tasked with one of the most important aspects in the fire service – reducing the likelihood of fires and fire related injuries while mitigating the potential severity of these events when they occur. Fire Prevention activities include: inspections of buildings and premises for code compliance; plan reviews for all proposed construction and tenant improvements including technical fire suppression equipment, above ground tanks and exiting systems; fire investigation; preparing and revising laws and codes; safety and fire prevention public education; and enforcement of fire regulations. **3 FTE's.**

**FIRE DEPARTMENT NARRATIVE
FISCAL YEAR 2019-2020**

Environmental Safety Division:

The Environmental Safety Division is one of only 83 Certified Unified Program Agencies (CUPA) designated and approved by the State of California to protect public health and the environment, and to implement environmental programs. The Division operates by guidance of State legislation to be self-sufficient and derives revenues through the requirements of business compliance. The Environmental Safety Division, as a Certified Unified Program Agency (CUPA), regulates the following programs: Hazardous Materials Business Plan (HMBP), California Accidental Release Prevention (CalARP), Risk Management Plan (RMP), Hazardous Waste Generation (HWG), Treatment of Hazardous Waste (TP), Underground Storage Tank (UST) and Aboveground Petroleum Storage Act (APSA) facilities. The Environmental Safety Division works in conjunction the Fire Suppression Division on hazardous materials incidents in a hazardous material technical reference role. It also serves as the liaison to the local health officer for hazardous materials clean-up. Part of the Division's responsibilities includes inspection and enforcement, public outreach, administration of the CUPA, annual billing of the regulated facilities, issuing annual operating permits and providing environmental data for public inquiries. **3 FTE's.**

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

Fire Administration

- Provided a balanced budget
- Enhanced firefighter health and wellness by implementing a functional exercise program
- Updated the Automatic Aid Agreement with Los Angeles City Fire Department
- Implemented a new Records Management System (RMS)
- Implemented a new on-line Policy and Procedure Manual complying with federal and state laws
- Conducted leadership development training and operational exercises for performance improvements
- Promoted one fire engineer, two paramedics and hired four entry-level firefighters

Fire Suppression/EMS Division

- Implemented new fire station pre-alert system, reducing fire dispatch times by 20%
- Purchased a Rapid Evacuation Module Support (REMS) vehicle for brush fire responses
- Purchased a new fire engine, through a grant from Chevron, completing the heavy vehicle replacement process for up to 10-years
- Purchased two (2) new Rescue Ambulances, one (1) through a grant from Chevron
- Completed over 14,000 hours of in-service training
- Awarded 2018 Gold Mission Lifeline Recognition from the American Heart Association
- Completed 2018 EMS Agency Audit with zero deficiencies

Fire Prevention Division

- Complied new State regulations related to performing and reporting on state mandated inspections with 90% compliance
- Completed all High-Rise inspections with 100% Compliance
- Updated the fire prevention inspection districts to improve efficiency and effectiveness
- Implemented new paperless fire inspection program
- Staff continued to participate in the California State Fire Marshal Office workgroup developing and implementing the new Sprinkler Fitter Certification.

**FIRE DEPARTMENT NARRATIVE
FISCAL YEAR 2019-2020**

Environmental Safety Division

- Hired a full-time Principal Environmental Specialist and Management Analyst
- Provided free of charge, a Hazardous Waste and Hazardous Materials Business Plan training for local businesses
- Underwent a thorough State of California Environmental Program Audit and Evaluation with very positive feedback, with the CUPA obtaining a Satisfactory Rating and zero deficiencies.
- Participated on the Interagency Task Force Group for refinery safety of the Accidental Release Prevention (Program 4) and helped shape the new regulatory requirements
- Completed all mandatory environmental inspections in all the programs, exceeding the minimum required frequency by almost 50%, in total, with more than 300 different inspections performed.
- Responded to 12 Emergency Response incidents involving unauthorized release and illegal disposal of Hazardous Materials and Hazardous Waste and obtained cost recovery from Responsible Parties.
- Initiated two Enforcement Actions against violators of Environmental Laws

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Given budget support, begin the accreditation process using a two-year funding plan
- Implement new scheduling and staffing software
- Enhance analytics and reporting of Fire Department activities
- Update Computer Aided Dispatch, enhancing speed and performance of emergency responses
- Update all Wi-Fi capabilities on Fire Department vehicles
- Comply with new State regulations related to community notification and new fence line monitoring requirements following refinery emergencies
- Comply with new State mandates related to underground storage tanks
- Audit and enhance the number of businesses within the CUPA
- Comply with mandatory County Emergency Medical Services audit
- Given budget support, train additional fire personnel as Paramedics
- Complete all Fire Department vehicle emergency radio and equipment upgrades

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (3201)					
Salaries & Benefits	\$ 635,775	\$ 749,580	\$ 654,290	\$ 584,554	\$ 706,005
Maintenance & Operations	123,396	150,698	272,441	166,586	321,043
Capital Outlay	-	2,769	-	-	-
Sub-total Administration	\$ 759,171	\$ 903,047	\$ 926,731	\$ 751,140	\$ 1,027,048
FIRE SUPPRESSION (3202)					
Salaries & Benefits	\$ 8,061,494	\$ 9,162,992	\$ 8,746,691	\$ 6,810,789	\$ 9,521,267
Maintenance & Operations	739,936	571,454	744,515	480,818	793,324
Capital Outlay	-	7,445	84,115	14,024	-
Sub-total Fire Suppression	\$ 8,801,430	\$ 9,741,891	\$ 9,575,321	\$ 7,305,631	\$ 10,314,591
PARAMEDIC (3203)					
Salaries & Benefits	\$ 3,966,862	\$ 4,581,693	\$ 4,498,101	\$ 3,197,640	\$ 4,215,045
Maintenance & Operations	341,207	354,486	363,257	215,327	334,091
Sub-total Paramedic	\$ 4,308,069	\$ 4,936,179	\$ 4,861,358	\$ 3,412,967	\$ 4,549,136
FIRE PREVENTION (3204)					
Salaries & Benefits	\$ 486,730	\$ 498,938	\$ 515,044	\$ 407,630	\$ 580,363
Maintenance & Operations	23,747	37,091	85,733	18,562	106,696
Sub-total Fire Prevention	\$ 510,477	\$ 536,029	\$ 600,777	\$ 426,192	\$ 687,059
EMERGENCY MANAGEMENT (3255)					
Salaries & Benefits	\$ 44,589	\$ 151,996	\$ 160,469	\$ 126,777	\$ 187,270
Maintenance & Operations	124,462	231,323	277,326	69,822	250,756
Sub-total Fire Prevention	\$ 169,051	\$ 383,319	\$ 437,795	\$ 196,599	\$ 438,026
TOTAL FIRE - GENERAL FUND	\$ 14,548,198	\$ 16,500,465	\$ 16,401,982	\$ 12,092,529	\$ 17,015,860
<u>CUPA FUND (126)</u>					
FIRE CUPA (3205)					
Salaries & Benefits	\$ 83,188	\$ 219,982	\$ 391,853	\$ 153,760	\$ 568,680
Maintenance & Operations	148,382	111,795	72,720	31,324	72,385
Capital Outlay	24,999	-	-	-	-
TOTAL CUPA FUND	\$ 256,569	\$ 331,777	\$ 464,573	\$ 185,084	\$ 641,065
GRAND TOTAL - FIRE - ALL FUNDS	\$ 14,804,767	\$ 16,832,242	\$ 16,866,555	\$ 12,277,613	\$ 17,656,925
<u>GENERAL FUND SUMMARY:</u>					
Salaries & Benefits	\$ 13,195,450	\$ 15,145,199	\$ 14,574,595	\$ 11,127,390	\$ 15,209,950
Maintenance & Operations	1,352,748	1,345,052	1,743,272	951,115	1,805,910
Capital Outlay	-	10,214	84,115	14,024	-

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
TOTAL GENERAL FUND	\$ 14,548,198	\$ 16,500,465	\$ 16,401,982	\$ 12,092,529	\$ 17,015,860

Salaries & Benefits	\$ 635,355	4.36%
Maintenance & Operations	62,638	3.59%
Capital Outlay	(84,115)	-100.00%
Total	\$ 613,878	3.74%

ALL FUNDS SUMMARY

Salaries & Benefits	\$ 13,278,638	\$ 15,365,181	\$ 14,966,448	\$ 11,281,150	\$ 15,778,630
Maintenance & Operations	1,501,130	1,456,847	1,815,992	982,439	1,878,295
Capital Outlay	24,999	10,214	84,115	14,024	-
TOTAL ALL FUNDS	\$ 14,804,767	\$ 16,832,242	\$ 16,866,555	\$ 12,277,613	\$ 17,656,925

Salaries & Benefits	\$ 812,182	5.43%
Maintenance & Operations	62,303	3.43%
Capital Outlay	(84,115)	-100.00%
Total	\$ 790,370	4.69%

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 5,816,797	\$ 5,926,683	\$ 6,407,894	\$ 4,680,510	\$ 6,169,163
4103 Overtime	278,700	470,960	346,500	184,443	375,000
4105 Holiday Pay	245,152	253,982	290,461	258,813	258,196
4107 FLSA Overtime	395,112	393,719	430,000	305,307	455,000
4110 Leave Replacement	1,303,709	1,648,814	1,215,000	1,132,510	1,550,000
4113 Reimbursable Overtime	31,362	18,073	30,000	17,953	30,000
4201 Retirement CalPERS	3,134,218	4,358,691	3,948,772	2,899,579	4,260,450
4202 FICA	138,164	156,523	127,947	124,672	129,139
4203 Workers' Compensation	1,027,265	1,102,954	897,415	835,192	1,017,763
4204 Group Insurance	674,078	688,875	752,812	569,140	791,911
4205 Uniform Allowance	2,999	2,237	3,176	3,172	3,176
4209 PARS Expense	21,860	-	-	-	-
4210 OPEB liability	100,852	103,783	96,118	98,623	131,352
4215 Uniform Replacement	25,182	19,905	28,500	17,476	38,800
Total Salaries & Benefits	\$ 13,195,450	\$ 15,145,199	\$ 14,574,595	\$ 11,127,390	\$ 15,209,950
5201 Office Supplies	\$ 4,442	\$ 5,767	\$ 5,000	\$ 5,471	\$ 5,000
5203 Repairs & Maintenance Supplies	7,948	3,917	10,500	5,512	10,500
5204 Operating Supplies	276,507	191,384	270,110	95,084	207,100
5207 Small Tools & Equipment	790	497	7,500	6,286	12,500
5214 Housing Supplies	7,575	14,390	13,500	10,049	13,500
5218 Training Materials and Supplies	1,250	2,678	11,000	5,805	11,252
5220 Computer Refresh Charges	14,300	15,259	14,300	10,725	-
5255 CPR Class Operating Supplies	2,859	75	2,500	-	2,500
6101 Gas	4,302	4,061	5,000	3,797	5,000
6102 Electricity	22,314	23,570	23,000	15,863	23,000
6103 Water	8,388	10,443	10,500	7,058	10,500
6201 Advertising/Publishing	1,614	-	11,250	650	7,500
6205 Other Printing & Binding	4,136	3,207	3,850	2,183	3,850
6207 Equipment Replacement Charges	581,904	475,992	522,662	391,995	561,185
6208 Dues & Subscriptions	13,494	13,493	18,720	7,573	23,691
6213 Meetings & Travel	9,481	25,549	68,750	13,944	61,000
6214 Professional/Technical	163,100	264,267	326,525	174,472	427,011
6215 Repairs & Maintenance	22,074	36,899	57,250	28,239	66,460
6217 Software Maintenance	29,786	39,371	56,700	42,062	84,457
6219 Network Operating Charge	55,100	55,100	55,100	41,325	55,100
6221 Educational Incentive	20,848	8,477	21,700	3,005	-
6223 Training & Education	48,401	63,763	90,100	39,407	101,468
6251 Communication/Mobile Radio	18,458	30,823	36,775	8,607	20,141
6253 Postage	2,423	2,746	4,000	2,360	4,000
6254 Telephone	19,988	30,549	52,680	22,633	34,895
6257 Public Education	1,410	15,459	24,000	1,150	29,000
6259 Breathing Apparatus	-	1,974	15,000	4,382	20,000
6260 Equipment Leasing Costs	9,856	5,342	5,300	1,478	5,300

**CITY OF EL SEGUNDO
 FIRE DEPARTMENT
 ADOPTED BUDGET SUMMARY BY ACCOUNT
 GENERAL FUND
 FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Maintenance & Operations	\$ 1,352,748	\$ 1,345,052	\$ 1,743,272	\$ 951,115	\$ 1,805,910
8104 Capital - Equipment	\$ -	\$ 7,445	\$ 14,115	\$ 14,024	\$ -
8105 Capital - Automotive	-	2,769	70,000	-	-
Total Capital Outlay	\$ -	\$ 10,214	\$ 84,115	\$ 14,024	\$ -
 TOTAL FIRE DEPARTMENT	 \$ 14,548,198	 \$ 16,500,465	 \$ 16,401,982	 \$ 12,092,529	 \$ 17,015,860

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
FIRE ADMINISTRATION					
4101 Salaries Full-Time	\$ 372,168	\$ 397,583	\$ 374,584	\$ 356,015	\$ 368,667
4113 Reimbursable Overtime	-	221	-	-	-
4201 Retirement CalPERS	174,732	256,752	187,805	143,875	223,637
4202 FICA	15,086	17,558	15,427	16,876	14,805
4203 Workers' Compensation	30,006	31,633	33,531	26,657	38,514
4204 Group Insurance	37,225	38,855	36,927	33,309	52,388
4205 Uniform Allowance	396	297	396	796	396
4210 OPEB liability	6,162	6,681	5,620	7,026	7,598
Total Salaries & Benefits	\$ 635,775	\$ 749,580	\$ 654,290	\$ 584,554	\$ 706,005
5201 Office Supplies	\$ 4,442	\$ 5,767	\$ 5,000	\$ 5,471	\$ 5,000
5204 Operating Supplies	8,856	5,846	13,400	9,329	13,400
5220 Computer Refresh Charges	1,200	1,200	1,200	900	-
6101 Gas	4,302	4,061	5,000	3,797	5,000
6102 Electricity	22,314	23,570	23,000	15,863	23,000
6103 Water	8,388	10,443	10,500	7,058	10,500
6205 Other Printing & Binding	4,136	3,207	3,850	2,183	3,850
6207 Equip Replacement Charges	10,800	8,772	8,770	6,579	8,770
6208 Dues & Subscriptions	3,509	3,659	11,280	956	11,280
6213 Meetings & Travel	5,485	12,607	17,200	2,143	17,200
6214 Professional/Technical	2,425	22,819	85,461	73,410	129,350
6215 Repair & Maintenance	931	1,268	3,500	915	3,660
6217 Software Maintenance	-	-	-	-	22,300
6219 Network Operating Charge	10,300	10,300	10,300	7,725	10,300
6223 Training & Education	4,101	850	14,000	5,347	14,348
6251 Communication/Mobile Radio	100	-	-	-	-
6253 Postage	2,423	2,746	4,000	2,360	4,000
6254 Telephone	19,828	28,610	50,680	21,161	33,785
6260 Equipment Leasing Costs	9,856	4,973	5,300	1,389	5,300
Total Maintenance & Operations	\$ 123,396	\$ 150,698	\$ 272,441	\$ 166,586	\$ 321,043
SUB-TOTAL FIRE ADMINISTRATION	\$ 759,171	\$ 900,278	\$ 926,731	\$ 751,140	\$ 1,027,048
FIRE SUPPRESSION					
4101 Salaries Full-Time	\$ 3,547,935	\$ 3,553,249	\$ 3,734,258	\$ 2,779,166	\$ 3,824,809
4103 Overtime	189,896	344,232	220,000	110,968	220,000
4105 Holiday Pay	171,352	175,123	200,000	181,539	175,387
4107 FLSA Overtime	233,030	229,469	250,000	191,170	265,000
4110 Leave Replacement	743,454	942,302	815,000	750,310	950,000
4201 Retirement CalPERS	1,969,928	2,663,771	2,419,476	1,793,744	2,777,942
4202 FICA	66,192	70,298	54,148	55,617	57,805
4203 Workers' Compensation	653,895	701,844	562,008	543,675	683,621

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION		ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4204	Group Insurance	405,190	403,523	415,087	329,710	453,545
4205	Uniform Allowance	1,440	1,080	1,500	1,096	1,500
4210	OPEB liability	61,752	62,510	56,014	59,157	82,158
4215	Uniform Replacement	17,430	15,591	19,200	14,637	29,500
Total Salaries & Benefits		\$ 8,061,494	\$ 9,162,992	\$ 8,746,691	\$ 6,810,789	\$ 9,521,267
5203	Repairs & Maintenance Supplies	\$ 7,948	\$ 3,917	\$ 10,500	\$ 5,512	\$ 10,500
5204	Operating Supplies	173,620	74,437	69,500	45,265	69,500
5207	Small Tools & Equipment	790	497	7,500	6,286	12,500
5214	Housing Supplies	7,575	14,390	13,500	10,049	13,500
5218	Training Materials and Supplies	1,250	2,678	11,000	5,805	11,252
5220	Computer Refresh Charges	3,800	3,800	3,800	2,850	-
5255	CPR Class Operating Supplies	-	-	2,500	-	2,500
6207	Equip Replacement Charges	455,196	354,744	416,465	312,345	465,381
6208	Dues & Subscriptions	116	206	300	-	300
6213	Meetings & Travel	-	-	13,000	1,437	13,000
6214	Professional/Technical	2,645	3,090	5,700	4,429	6,020
6215	Repairs & Maintenance	14,960	30,317	44,750	23,459	51,800
6217	Software Maintenance	7,082	15,455	28,000	21,776	39,580
6219	Network Operating Charge	10,300	10,300	10,300	7,725	10,300
6221	Educational Incentive	11,374	4,288	14,700	2,298	-
6223	Training & Education	38,721	39,468	60,000	25,187	60,000
6251	Communication/Mobile Radio	4,559	11,524	18,000	2,013	7,191
6259	Breathing Apparatus	-	1,974	15,000	4,382	20,000
6260	Equipment Leasing Costs	-	369	-	-	-
Total Maintenance & Operations		\$ 739,936	\$ 571,454	\$ 744,515	\$ 480,818	\$ 793,324
8104	Capital/Equipment	\$ -	\$ 7,445	\$ 14,115	\$ 14,024	\$ -
8105	Automotive	-	-	70,000	-	-
Total Capital Outlay		\$ -	\$ 7,445	\$ 84,115	\$ 14,024	\$ -
SUB-TOTAL FIRE SUPPRESSION		\$ 8,801,430	\$ 9,741,891	\$ 9,575,321	\$ 7,305,631	\$ 10,314,591
FIRE PARAMEDIC						
4101	Salaries Full-Time	\$ 1,588,012	\$ 1,578,461	\$ 1,895,290	\$ 1,229,511	\$ 1,543,837
4103	Overtime	73,411	97,543	105,000	48,392	105,000
4105	Holiday Pay	73,800	78,859	90,461	77,274	82,809
4107	FLSA Overtime	162,082	164,250	180,000	114,137	190,000
4110	Leave Replacement	560,255	706,512	400,000	382,200	600,000
4201	Retirement CalPERS	911,058	1,335,625	1,230,013	877,414	1,121,165
4202	FICA	32,448	35,798	27,483	26,739	23,493
4203	Workers' Compensation	328,822	351,309	285,242	250,190	277,835
4204	Group Insurance	201,746	201,125	246,885	162,808	228,214
4210	OPEB liability	27,476	27,897	28,427	26,136	33,392
4215	Uniform Replacement	7,752	4,314	9,300	2,839	9,300
Total Salaries & Benefits		\$ 3,966,862	\$ 4,581,693	\$ 4,498,101	\$ 3,197,640	\$ 4,215,045
5204	Operating Supplies	\$ 89,043	\$ 90,472	\$ 103,000	\$ 37,379	\$ 98,000

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6207 Equip Replacement Charges	96,204	96,228	84,957	63,720	60,091
6208 Dues & Subscription	1,000	2,400	2,000	1,000	2,200
6213 Meetings & Travel	-	-	1,500	-	1,500
6214 Professional/Technical	119,179	132,244	127,600	94,738	133,100
6215 Repairs & Maintenance	6,183	5,314	9,000	3,865	11,000
6217 Software Maintenance	6,954	8,166	12,700	8,181	12,700
6221 Educational Incentive	9,474	4,189	7,000	707	-
6223 Training & Education	3,138	3,389	5,000	2,011	5,000
6251 Communication/Mobile Radio	10,032	12,084	10,500	3,726	10,500
Total Maintenance & Operations	\$ 341,207	\$ 354,486	\$ 363,257	\$ 215,327	\$ 334,091
SUB-TOTAL FIRE PARAMEDIC	\$ 4,308,069	\$ 4,936,179	\$ 4,861,358	\$ 3,412,967	\$ 4,549,136

FIRE PREVENTION

4101 Salaries Full-Time	\$ 282,740	\$ 293,966	\$ 298,896	\$ 233,284	\$ 319,946
4103 Overtime	15,393	29,185	20,000	25,083	30,000
4113 Reimbursable Overtime	23,164	17,852	30,000	17,953	30,000
4201 Retirement CalPERS	73,980	75,689	83,527	63,331	114,078
4202 FICA	22,027	25,105	22,866	19,524	24,475
4203 Workers' Compensation	13,145	13,940	12,314	11,278	13,183
4204 Group Insurance	28,764	37,580	42,077	31,644	41,723
4205 Uniform Allowance	880	660	880	880	880
4209 PARS Expense	21,860	-	-	-	-
4210 OPEB liability	4,777	4,961	4,484	4,653	6,078
Total Salaries & Benefits	\$ 486,730	\$ 498,938	\$ 515,044	\$ 407,630	\$ 580,363

5204 Operating Supplies	\$ 2,770	\$ 11,439	\$ 8,200	\$ 1,697	\$ 8,200
5220 Computer Refresh Charges	1,200	1,200	1,200	900	-
6207 Equip Replacement Charges	7,404	7,440	7,433	5,571	8,957
6208 Dues & Subscriptions	3,354	1,904	3,400	385	3,400
6213 Meetings & Travel	1,169	1,337	3,800	1,082	3,800
6214 Professional/Technical	-	4,361	50,000	1,895	70,639
6219 Network Operating Charge	5,200	5,200	5,200	3,900	5,200
6223 Training & Education	1,240	2,173	4,000	1,990	4,000
6257 Public Education	1,410	2,037	2,500	1,142	2,500
Total Maintenance & Operations	\$ 23,747	\$ 37,091	\$ 85,733	\$ 18,562	\$ 106,696

8105 Automotive	-	2,769	-	-	-
Total Capital Outlay	\$ -	\$ 2,769	\$ -	\$ -	\$ -

SUB-TOTAL FIRE PREVENTION	\$ 510,477	\$ 538,798	\$ 600,777	\$ 426,192	\$ 687,059
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EMERGENCY MANAGEMENT

4101 Salaries Full-Time	\$ 25,942	\$ 103,424	\$ 104,866	\$ 82,534	\$ 111,904
4103 Overtime	-	-	1,500	-	20,000
4113 Reimbursable Overtime	8,198	-	-	-	-
4201 Retirement CalPERS	4,520	26,854	27,951	21,215	23,628

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

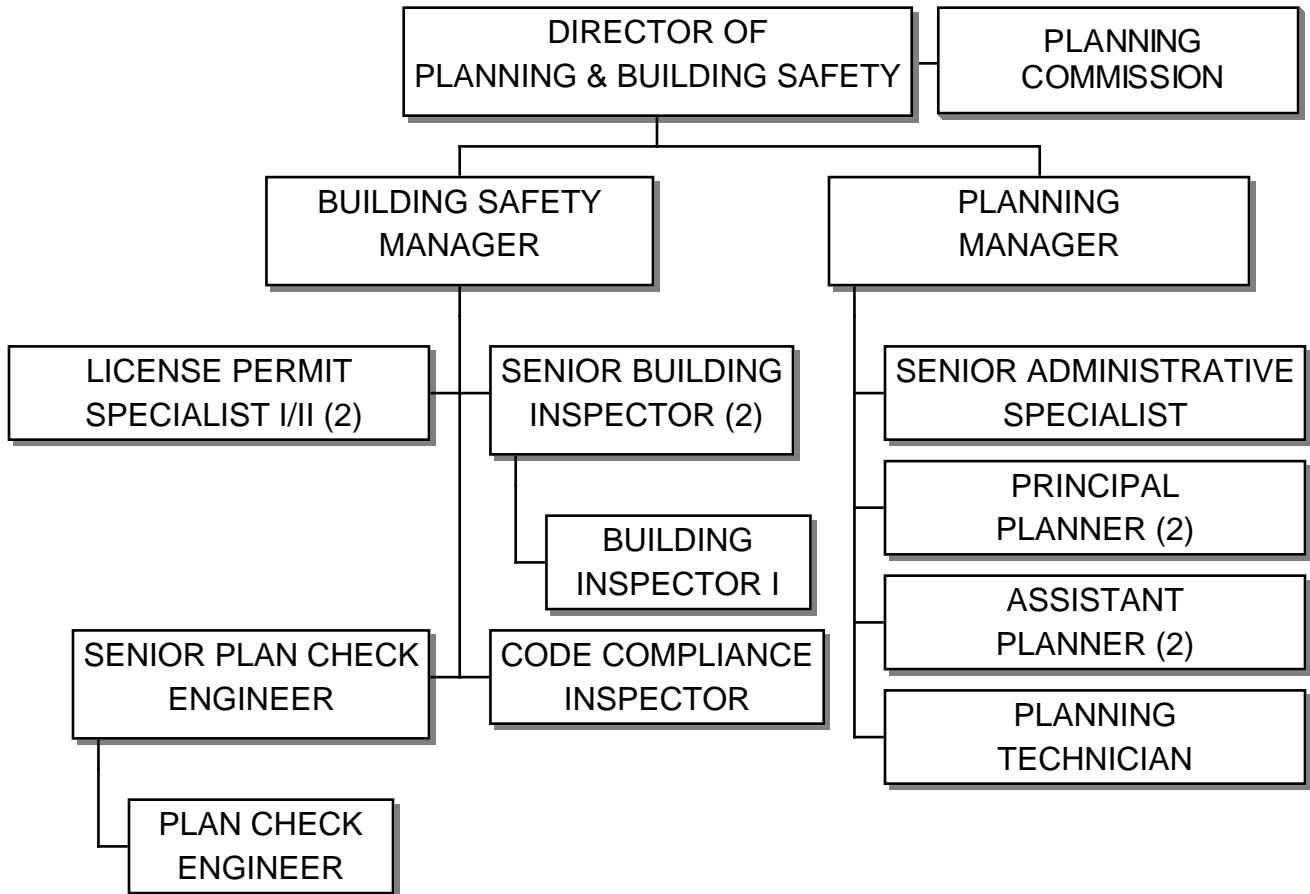
DESCRIPTION		ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4202	FICA	2,411	7,764	8,023	5,916	8,561
4203	Workers' Compensation	1,397	4,228	4,320	3,392	4,610
4204	Group Insurance	1,153	7,792	11,836	11,669	16,041
4205	Uniform Allowance	283	200	400	400	400
4210	OPEB liability	685	1,734	1,573	1,651	2,126
Total Salaries & Benefits		\$ 44,589	\$ 151,996	\$ 160,469	\$ 126,777	\$ 187,270
5204	Operating Supplies	\$ 2,218	\$ 9,190	\$ 76,010	\$ 1,414	\$ 18,000
5220	Computer Refresh Charges	8,100	9,059	8,100	6,075	-
5255	CPR Class Operating Supplies	2,859	75	-	-	-
6201	Advertising/Publishing	1,614	-	11,250	650	7,500
6207	Equip Replacement Charges	12,300	8,808	5,037	3,780	17,986
6208	Dues & Subscriptions	5,515	5,324	1,740	5,232	6,511
6213	Meetings & Travel	2,827	11,605	33,250	9,282	25,500
6214	Professional/Technical	38,851	101,753	57,764	-	87,902
6217	Software Maintenance	15,750	15,750	16,000	12,105	9,877
6219	Network Operating Charge	29,300	29,300	29,300	21,975	29,300
6223	Training & Education	1,201	17,883	7,100	4,872	18,120
6251	Communication/Mobile Radio	3,767	7,215	8,275	2,868	2,450
6254	Telephone	160	1,939	2,000	1,472	1,110
6257	Public Education	-	13,422	21,500	8	26,500
6260	Equipment Leasing Costs	-	-	-	89	-
Total Maintenance & Operations		\$ 124,462	\$ 231,323	\$ 277,326	\$ 69,822	\$ 250,756
SUB-TOTAL EMERGENCY MGMT		\$ 169,051	\$ 383,319	\$ 437,795	\$ 196,599	\$ 438,026
TOTAL FIRE - GENERAL FUND		\$ 14,548,198	\$ 16,500,465	\$ 16,401,982	\$ 12,092,529	\$ 17,015,860
CUPA FUND						
4101	Salaries Full-Time	\$ 25,866	\$ 127,679	\$ 230,487	\$ 97,233	\$ 341,100
4102	Salaries Part-Time	41,454	19,927	50,000	-	-
4103	Overtime	-	250	-	-	-
4113	Reimbursable Overtime	-	-	-	-	7,000
4201	Retirement CalPERS	8,177	51,385	64,409	42,045	124,559
4202	FICA	5,136	11,330	21,206	7,469	25,960
4203	Workers' Compensation	1,420	5,403	21,377	3,993	24,457
4204	Group Insurance	350	1,656	917	712	38,323
4205	Uniform Allowance	100	244	-	400	800
4210	OPEB liability	685	2,108	3,457	1,908	6,481
Total Salaries & Benefits		\$ 83,188	\$ 219,982	\$ 391,853	\$ 153,760	\$ 568,680
5204	Operating Supplies	\$ 8,640	\$ 7,064	\$ 10,000	\$ 13,611	\$ 10,000
5220	Computer Refresh Charges	1,900	1,900	1,900	1,425	-
6207	Equipment Replacement Charges	996	-	3,875	1,292	3,875
6208	Dues & Subscriptions	100	-	775	-	775
6213	Meetings & Travel	356	(22)	2,600	1,102	2,600
6214	Professional/Technical	125,778	86,193	30,500	-	25,500

**CITY OF EL SEGUNDO
FIRE DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6215 Repairs & Maintenance	-	-	1,250	-	2,250
6217 Software Maintenance	2,167	6,500	6,500	6,825	13,025
6219 Network Operating Charge	6,900	6,900	6,900	5,175	6,900
6223 Training & Education	340	2,084	5,000	1,174	5,000
6254 Telephone	-	480	1,920	720	960
6257 Public Education	1,205	696	1,500	-	1,500
Total Maintenance & Operations	\$ 148,382	\$ 111,795	\$ 72,720	\$ 31,324	\$ 72,385
8105 Capital Outlay - Automotive	24,999	-	-	-	-
Total Capital Outlay	\$ 24,999	\$ -	\$ -	\$ -	\$ -
TOTAL CUPA FUND	\$ 256,569	\$ 331,777	\$ 464,573	\$ 185,084	\$ 641,065
GRAND TOTAL FIRE - ALL FUNDS	\$ 14,804,767	\$ 16,832,242	\$ 16,866,555	\$ 12,277,613	\$ 17,656,925

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**CITY OF EL SEGUNDO
 PLANNING & BUILDING SAFETY DEPARTMENT
 ORGANIZATION CHART
 FISCAL YEAR 2019 - 2020**



**CITY OF EL SEGUNDO
 PLANNING AND BUILDING SAFETY DEPARTMENT
 FOUR-YEAR PERSONNEL SUMMARY
 FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Planning & Building Safety Department</u>				
Director of Planning & Building Safety	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Building Safety Manager	1.00	1.00	1.00	1.00
Administrative Specialist	0.50	0.50	-	-
Assistant Planner	2.00	2.00	2.00	2.00
Building Inspector I	-	-	-	1.00
Building Inspector II	1.00	1.00	1.00	-
Code Compliance Inspector	1.00	1.00	1.00	1.00
License Permit Specialist I/II	-	2.00	2.00	2.00
Office Specialist II	1.00	1.00	1.00	-
Permit Coordinator II	2.00	-	-	-
Plan Check Engineer	1.00	1.00	1.00	1.00
Plan Examiner (MEP)	1.00	1.00	1.00	-
Planning Technician	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	2.00
RSI Manager	1.00	1.00	-	-
Senior Administrative Specialist	-	-	-	1.00
Senior Building Inspector	1.00	1.00	1.00	2.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00
Sub-total Full-Time	18.50	18.50	17.00	17.00
Total Planning & Bldg Safety Department	18.50	18.50	17.00	17.00

**CITY OF EL SEGUNDO
PLANNING & BUILDING SAFETY DEPARTMENT PROFILE**

MISSION STATEMENT: Meet the needs of the community through responsible planning while maintaining a safe built environment for El Segundo's residents, businesses and visitors.

The Planning & Building Safety Department has 17 full-time positions spread among two divisions.

Administration: Provides the overall administrative direction for the department; provides management and technical oversight of the divisions.

Planning: Develops and implements the General Plan; administers land uses through the zoning, subdivision and environmental codes; provides staff support to the Planning Commission; and administers the CDBG program.

Building & Safety: Provides development and building services by educating, administering, and enforcing State and local construction regulations to maintain property and protect life, safety, and health all occupants; issues permits; conducts plan reviews; and provides inspection and code enforcement services in a professional, flexible, and equitable manner.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

Completed:

- Amend city zoning code - Smoky Hollow Specific Plan
- Amend city zoning code – In-lieu parking in Smoky Hollow
- Amend city zoning code – Marijuana land use controls
- Amend city zoning code – MDR Overlay chapter re-write
- Amend city zoning code – Update to uses in C-4 zone
- Amend city zoning code – Setbacks and encroachments in CO and MU-N zones
- Continued document-imaging improvements – scanning plans and other construction-related records to the City's document imaging system; started implementation of Laserfiche.
- Successfully recruited and hired a License Permit Specialist.
- Reviewed plans; issued permits; and inspected the following substantial projects:
 - DR Horton Residential Development
 - AC Hotel
 - EVA National Headquarters Office Buildings
 - Boeing Expansion
 - Chick-fil-A restaurant

GOALS & OBJECTIVES FOR FISCAL YEAR 2018-2019:

- Amend city zoning code – 4 to 6 code sections
- Continue document imaging and scanning of microfilms into Laserfiche
- Begin implementation of new Permitting System
- Recruit to fill vacant Senior Plan Check Engineer and License Permit Specialist positions to improve customer service and reduce wait time
- Adopt new State Building Standards Code

**CITY OF EL SEGUNDO
PLANNING AND BUILDING SAFETY DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2016-2017	ADOPTED FY 2017-2018	YTD 06/30/18	ADOPTED FY 2018-2019
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (2404)					
Salaries & Benefits	\$ 234,661	\$ 313,253	\$ 250,277	\$ 184,608	\$ 281,921
Maintenance & Operations	92,691	86,253	105,100	56,810	105,100
Sub-total Administration	\$ 327,352	\$ 399,506	\$ 355,377	\$ 241,418	\$ 387,021
PLANNING (2402)					
Salaries & Benefits	\$ 841,950	\$ 914,875	\$ 1,196,940	\$ 710,771	\$ 1,080,714
Maintenance & Operations	174,241	187,372	75,100	15,102	89,325
Sub-total Planning	\$ 1,016,191	\$ 1,102,247	\$ 1,272,040	\$ 725,873	\$ 1,170,039
BUILDING & SAFETY (2403)					
Salaries & Benefits	\$ 648,384	\$ 791,678	\$ 911,854	\$ 648,007	\$ 1,232,704
Maintenance & Operations	688,745	671,794	291,067	243,673	402,927
Sub-total Building & Safety	\$ 1,337,129	\$ 1,463,472	\$ 1,202,921	\$ 891,680	\$ 1,635,631
TOTAL P&BS - GENERAL FUND	\$ 2,680,672	\$ 2,965,225	\$ 2,830,338	\$ 1,858,971	\$ 3,192,691
<u>RSI PROGRAM FUND SUMMARY (116)</u>					
Salaries & Benefits	\$ 193,235	\$ 129,643	\$ -	\$ -	\$ -
Maintenance & Operations	6,012	3,482	-	461	-
TOTAL RSI PROGRAM FUND	\$ 199,247	\$ 133,125	\$ -	\$ 461	\$ -
<u>HYPERION FUND SUMMARY (117)</u>					
Maintenance & Operations	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 8,250
TOTAL HYPERION FUND	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 8,250
GRAND TOTAL - P&BS - ALL FUNDS	\$ 2,885,491	\$ 3,104,021	\$ 2,836,538	\$ 1,863,729	\$ 3,200,941
<u>GENERAL FUND SUMMARY</u>					
Salaries & Benefits	\$ 1,724,995	\$ 2,019,806	\$ 2,359,071	\$ 1,543,386	\$ 2,595,339
Maintenance & Operations	955,677	945,419	471,267	315,585	597,352
TOTAL GENERAL FUND	\$ 2,680,672	\$ 2,965,225	\$ 2,830,338	\$ 1,858,971	\$ 3,192,691

Salaries & Benefits	\$ 236,268	10.02%
Maintenance & Operations	126,085	26.75%
Total	\$ 362,353	12.80%

**CITY OF EL SEGUNDO
 PLANNING AND BUILDING SAFETY DEPARTMENT
 ADOPTED BUDGET SUMMARY
 FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2016-2017	ADOPTED FY 2017-2018	YTD 06/30/18	ADOPTED FY 2018-2019
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ALL FUNDS SUMMARY

Salaries & Benefits	\$ 1,918,230	\$ 2,149,449	\$ 2,359,071	\$ 1,543,386	\$ 2,595,339
Maintenance & Operations	967,261	954,572	477,467	320,343	605,602
TOTAL ALL FUNDS	\$ 2,885,491	\$ 3,104,021	\$ 2,836,538	\$ 1,863,729	\$ 3,200,941

Salaries & Benefits	\$ 236,268	10.02%
Maintenance & Operations	128,135	26.84%
Total	\$ 364,403	12.85%

**CITY OF EL SEGUNDO
 PLANNING AND BUILDING SAFETY DEPARTMENT
 ADOPTED BUDGET SUMMARY BY ACCOUNT
 GENERAL FUND
 FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 1,150,602	\$ 1,317,615	\$ 1,630,586	\$ 1,016,535	\$ 1,665,140
4102 Salaries Part-Time	45,153	21,908	-	-	-
4103 Overtime	2,997	7,385	2,500	657	2,500
4113 Reimbursable Overtime	14,846	14,792	-	17,336	20,000
4201 Retirement CalPERS	264,088	400,163	434,764	306,551	451,585
4202 FICA	85,683	98,882	119,464	75,235	120,705
4203 Workers' Compensation	36,827	41,355	54,934	31,335	58,727
4204 Group Insurance	85,788	96,331	91,964	76,002	243,040
4205 Uniform Allowance	400	200	400	-	400
4209 PARS Expense	19,740	-	-	-	-
4210 OPEB Liability	18,871	21,175	24,459	19,735	33,242
Total Salaries & Benefits	\$ 1,724,995	\$ 2,019,806	\$ 2,359,071	\$ 1,543,386	\$ 2,595,339
5204 Operating Supplies	\$ 13,513	\$ 17,633	\$ 18,000	\$ 7,737	\$ 18,000
5206 Computer Supplies	9,052	-	9,500	581	9,500
5220 Computer Refresh Program Equipr	7,700	7,700	7,700	5,775	-
6102 Electric Utility	-	14	-	34	-
6201 Advertising/Publishing	11,412	11,955	16,800	5,882	11,800
6203 Copy Machine Charges	-	-	3,600	-	-
6205 Other Printing & Binding	887	1,129	3,100	-	3,100
6207 Equip Replacement Charges	14,700	14,664	14,667	10,998	17,852
6208 Dues & Subscriptions	1,018	4,459	6,000	1,336	6,000
6213 Meetings & Travel	3,364	5,602	13,500	3,370	13,500
6214 Professional & Technical	812,147	807,683	280,000	225,576	420,000
6215 Repairs & Maintenance	-	-	2,800	-	2,800
6219 Network Operating Charge	50,000	50,000	50,000	37,500	50,000
6223 Training & Education	8,511	3,667	17,700	4,795	17,700
6253 Postage	954	2,883	5,100	1,637	4,300
6254 Telephone	7,640	7,760	7,000	5,516	7,000
6260 Equipment Leasing Costs	9,898	6,920	8,500	2,493	8,500
6263 Commissioners Expense	4,881	3,350	7,300	2,355	7,300
Total Maintenance & Operations	\$ 955,677	\$ 945,419	\$ 471,267	\$ 315,585	\$ 597,352
TOTAL P&BS - GENERAL FUND	\$ 2,680,672	\$ 2,965,225	\$ 2,830,338	\$ 1,858,971	\$ 3,192,691

**CITY OF EL SEGUNDO
PLANNING AND BUILDING SAFETY DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
P&BS ADMINISTRATION					
4101 Salaries Full-Time	\$ 182,361	\$ 240,402	\$ 182,248	\$ 133,460	\$ 192,000
4201 Retirement CalPERS	33,223	46,894	48,576	35,536	52,788
4202 FICA	10,778	15,897	10,763	9,482	11,154
4203 Workers' Compensation	1,590	2,092	1,604	1,165	1,690
4204 Group Insurance	3,812	4,534	4,352	2,426	20,641
4210 OPEB Liability	2,897	3,434	2,734	2,539	3,648
Total Salaries & Benefits	\$ 234,661	\$ 313,253	\$ 250,277	\$ 184,608	\$ 281,921
5204 Operating Supplies	\$ 11,142	\$ 15,272	\$ 18,000	\$ 7,055	\$ 18,000
5206 Computer Supplies	9,052	-	9,500	581	9,500
6102 Electric Utility	-	14	-	34	-
6208 Dues & Subscriptions	514	2,331	1,000	538	1,000
6213 Meetings & Travel	1,976	2,705	3,500	1,796	3,500
6214 Professional & Technical	26	-	-	-	-
6215 Repair & Maintenance	-	-	2,800	-	2,800
6219 Network Operating Charge	50,000	50,000	50,000	37,500	50,000
6223 Training & Education	2,537	1,251	3,500	109	3,500
6253 Postage	-	-	1,300	1,188	1,300
6254 Telephone	7,546	7,760	7,000	5,516	7,000
6260 Equipment Leasing Costs	9,898	6,920	8,500	2,493	8,500
Total Maintenance & Operations	\$ 92,691	\$ 86,253	\$ 105,100	\$ 56,810	\$ 105,100
SUB-TOTAL P&BS ADMINISTRATION	\$ 327,352	\$ 399,506	\$ 355,377	\$ 241,418	\$ 387,021
PLANNING					
4101 Salaries Full-Time	\$ 583,165	\$ 615,701	\$ 831,851	\$ 458,204	\$ 676,658
4103 Overtime	1,242	1,037	1,500	541	1,500
4113 Reimbursable Overtime	5,884	14,792	-	16,473	15,000
4201 Retirement CalPERS	129,659	163,943	221,867	151,218	197,315
4202 FICA	43,110	47,117	62,650	34,065	50,192
4203 Workers' Compensation	18,107	19,546	27,930	14,482	22,340
4204 Group Insurance	51,032	42,659	38,664	26,918	104,115
4210 OPEB Liability	9,751	10,080	12,478	8,870	13,594
Total Salaries & Benefits	\$ 841,950	\$ 914,875	\$ 1,196,940	\$ 710,771	\$ 1,080,714
<u>Planning Continued</u>					
5204 Operating Supplies	\$ 2,060	\$ 1,700	\$ -	\$ 242	\$ -
5220 Computer Refresh	3,100	3,100	3,100	2,325	-
6201 Advertising/Publishing	11,412	11,955	15,000	5,882	10,000
6203 Copy Machine Charges	-	-	2,100	-	-
6205 Other Printing & Binding	37	75	3,100	-	3,100
6207 Equip Replacement Charges	2,496	2,496	2,500	1,872	2,725

**CITY OF EL SEGUNDO
PLANNING AND BUILDING SAFETY DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

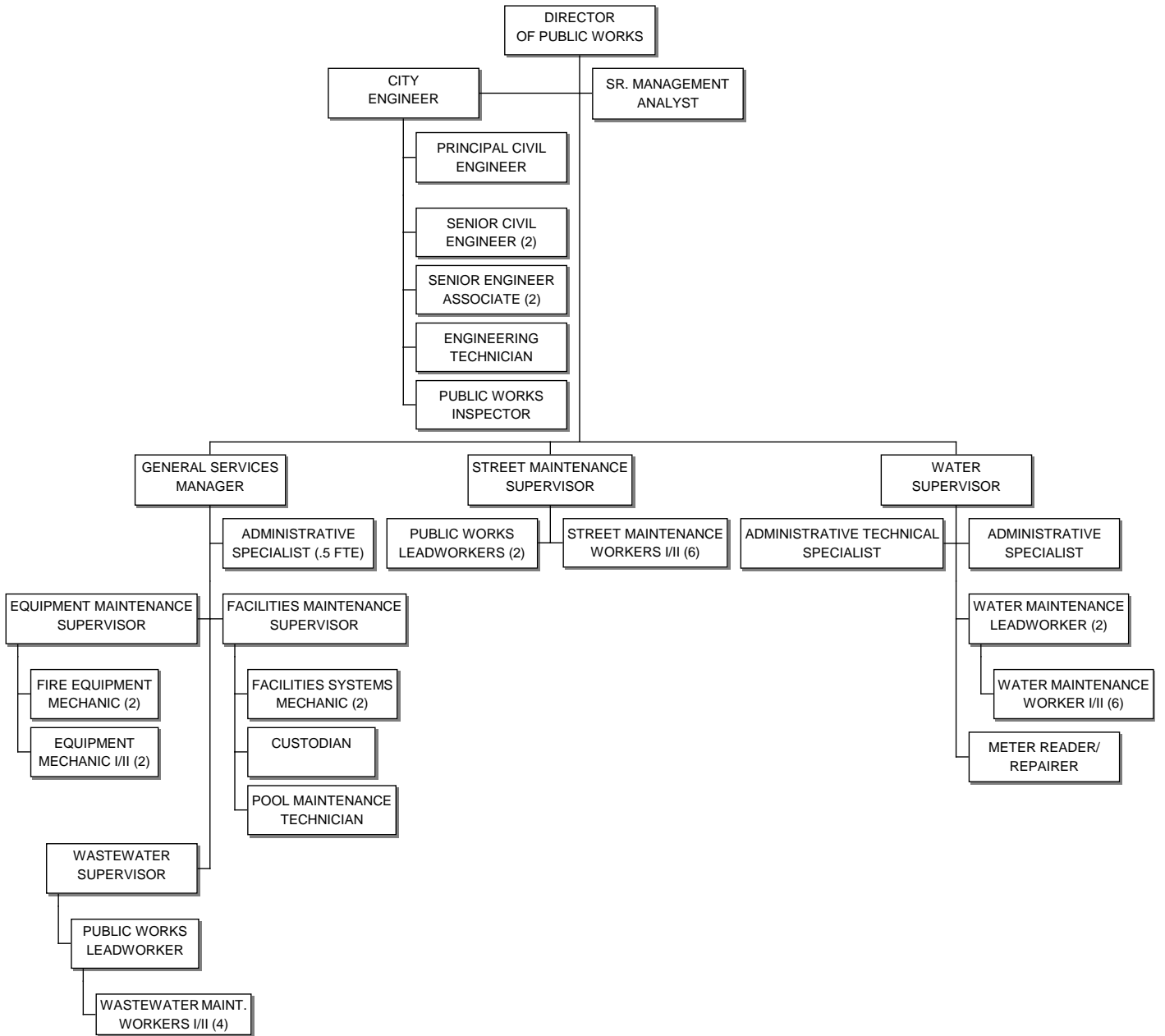
DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6208 Dues & Subscriptions	69	495	3,000	538	3,000
6213 Meetings & Travel	475	1,543	6,000	202	6,000
6214 Professional/Technical	147,515	159,581	25,000	293	50,000
6223 Training & Education	1,433	194	4,200	944	4,200
6253 Postage	743	2,883	3,800	449	3,000
6254 Telephone	20	-	-	-	-
6263 Commissioners Expense	4,881	3,350	7,300	2,355	7,300
Total Maintenance & Operations	\$ 174,241	\$ 187,372	\$ 75,100	\$ 15,102	\$ 89,325
 SUB-TOTAL PLANNING	 \$ 1,016,191	 \$ 1,102,247	 \$ 1,272,040	 \$ 725,873	 \$ 1,170,039
 BUILDING SAFETY					
4101 Salaries Full-Time	\$ 385,076	\$ 461,512	\$ 616,487	\$ 424,871	\$ 796,482
4102 Salaries Part-Time	45,153	21,908	-	-	-
4103 Overtime	1,755	6,348	1,000	116	1,000
4113 Reimbursable Overtime	8,962	-	-	863	5,000
4201 Retirement CalPERS	101,206	189,326	164,321	119,797	201,482
4202 FICA	31,795	35,868	46,051	31,688	59,359
4203 Workers' Compensation	17,130	19,717	25,400	15,688	34,697
4204 Group Insurance	30,944	49,138	48,948	46,658	118,284
4205 Uniform Allowance	400	200	400	-	400
4209 PARS Expense	19,740	-	-	-	-
4210 OPEB Liability	6,223	7,661	9,247	8,326	16,000
Total Salaries & Benefits	\$ 648,384	\$ 791,678	\$ 911,854	\$ 648,007	\$ 1,232,704
5204 Operating Supplies	\$ 311	\$ 661	\$ -	\$ 440	\$ -
5220 Computer Refresh Program Equipmer	4,600	4,600	4,600	3,450	-
6201 Advertising/Publishing	-	-	1,800	-	1,800
6203 Copy Machine Charges	-	-	1,500	-	-
6205 Other Printing & Binding	850	1,054	-	-	-
6207 Equip Replacement Charges	12,204	12,168	12,167	9,126	15,127
6208 Dues & Subscriptions	435	1,633	2,000	260	2,000
6213 Meetings & Travel	913	1,354	4,000	1,372	4,000
6214 Professional/Technical	664,606	648,102	255,000	225,283	370,000
6223 Training & Education	4,541	2,222	10,000	3,742	10,000
6253 Postage	211	-	-	-	-
6254 Telephone	74	-	-	-	-
Total Maintenance & Operations	\$ 688,745	\$ 671,794	\$ 291,067	\$ 243,673	\$ 402,927
 SUB-TOTAL BUILDING SAFETY	 \$ 1,337,129	 \$ 1,463,472	 \$ 1,202,921	 \$ 891,680	 \$ 1,635,631
 TOTAL P & BS - GENERAL FUND	 \$ 2,680,672	 \$ 2,965,225	 \$ 2,830,338	 \$ 1,858,971	 \$ 3,192,691

**CITY OF EL SEGUNDO
 PLANNING AND BUILDING SAFETY DEPARTMENT
 ADOPTED BUDGET DETAILS
 FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>RSI PROGRAM FUND (116)</u>					
4101 Salaries Full-Time	\$ 148,764	\$ 89,072	\$ -	\$ -	\$ -
4113 Reimbursable Overtime	19	-	-	-	-
4201 Retirement CalPERS	27,317	30,591	-	-	-
4202 FICA	10,112	5,652	-	-	-
4203 Workers' Compensation	1,387	775	-	-	-
4204 Group Insurance	3,288	2,127	-	-	-
4210 OPEB liability	2,348	1,426	-	-	-
Total Salaries & Benefits	\$ 193,235	\$ 129,643	\$ -	\$ -	\$ -
5204 Operating Supplies	\$ 139	\$ 48	\$ -	\$ -	\$ -
6102 Electricity	53	90	-	16	-
6103 Water	395	419	-	282	-
6213 Meetings & Travel	142	-	-	-	-
6224 Vehicle Operating Charges	-	13	-	-	-
6244 Other Unclassified Expense	-	34	-	-	-
6253 Postage	21	223	-	-	-
6254 Telephone	882	720	-	-	-
6260 Equipment Leasing Costs	4,380	1,935	-	163	-
Total Maintenance & Operations	\$ 6,012	\$ 3,482	\$ -	\$ 461	\$ -
TOTAL RSI PROGRAM FUND	\$ 199,247	\$ 133,125	\$ -	\$ 461	\$ -
<u>HYPERION MITIGATION FUND (117)</u>					
6206 Contractual Services	\$ 4,941	\$ 5,004	\$ 5,100	\$ 3,796	\$ 5,100
6254 Telephone	631	667	1,100	501	1,100
6286 General Administrative Charge	-	-	-	-	2,050
Total Maintenance & Operations	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 8,250
TOTAL HYPERION MITIGATION FUND	\$ 5,572	\$ 5,671	\$ 6,200	\$ 4,297	\$ 8,250
GRAND TOTAL P & BS - ALL FUNDS	\$ 2,885,491	\$ 3,104,021	\$ 2,836,538	\$ 1,863,729	\$ 3,200,941

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**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT ORGANIZATION CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Public Works Department</u>				
Director of Public Works	1.00	1.00	1.00	1.00
General Services Manager	1.00	1.00	1.00	1.00
Administrative Technical Specialist	1.00	1.00	1.00	1.00
Administrative Specialist (Water Fund)	0.50	0.50	0.50	1.00
City Engineer	-	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	1.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Systems Mechanic	2.00	2.00	2.00	2.00
Fire Equipment Mechanic	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	-	-
Pool Maintenance Technician	1.00	1.00	1.00	1.00
Principal Civil Engineer	2.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	-	-
Senior Civil Engineer	2.00	2.00	2.00	2.00
Senior Engineer Associate	2.00	2.00	2.00	2.00
Senior Management Analyst	-	-	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Leadworker	2.00	2.00	2.00	2.00
Street Maintenance Worker I/II	6.00	6.00	5.00	6.00
Wastewater Supervisor	1.00	1.00	1.00	1.00
Wastewater Maintenance Leadworker	1.00	1.00	1.00	1.00
Wastewater Maintenance Worker I/II	4.00	4.00	4.00	4.00
Water Maintenance Leadworker	2.00	2.00	1.00	2.00
Water Maintenance Worker I/II	6.00	6.00	6.00	6.00
Water Meter Reader/Repairer	1.00	1.00	1.00	1.00
Water Supervisor	1.00	1.00	1.00	1.00
Sub-total Full-Time	47.50	48.50	45.50	48.00
<u>Part-Time FTEs</u>				
Administrative Specialist	0.75	0.75	0.75	0.50
Custodian	1.50	1.50	1.00	1.00
Facilities Maintenance Worker	-	-	1.00	-
Street Maintenance Worker	-	-	1.00	-
Water Maintenance Worker I/II	0.75	0.75	1.00	-
Sub-total Part-Time	3.00	3.00	4.75	1.50
Total Public Works Department	50.50	51.50	50.25	49.50

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE**

MISSION STATEMENT: To deliver the highest quality public works services to residents and businesses in the City of El Segundo by providing outstanding public service; diligently maintaining City facilities and public infrastructure; and delivering the projects in the City's Capital Improvement Program (CIP) in a safe, logical, expedient, and cost-effective manner.

The Public Works Department has 50 FTE's spread among four distinct divisions. While most of the Department's operating costs are funded by the General Fund, staff also manages the City's Water Enterprise Fund, Wastewater Fund, and Equipment Replacement Fund.

There are no changes to the Public Works table of organization included in the adopted FY19/20 budget.

PUBLIC WORKS ADMINISTRATION: Provides overall administrative direction; ensures the Department provides the best service to the residents and the businesses in the City; represents the City with regard to regional, inter-agency and outside organization issues; manages the delivery of high profile projects; provides technical support to other City Departments, the City Manager, and City Council.

GENERAL SERVICES DIVISION:

Government Buildings: Operates and maintains 46 distinct City facilities comprised of over 260,000 square feet of space, including: City Hall; Fire Stations 1 & 2; the Police Station; Library; Maintenance Facility (the "Yard"); Water Plant; Recreation & Parks buildings, the Aquatics Center, and the Plunge.

Wastewater: Operates and maintains the City's wastewater system, which consists of nine lift stations, 18 pumps, and approximately 57 miles of sewer mains. The lift stations run in an automatic mode 24 hours per day, 365 days a year to convey over a half-billion gallons of sewage to treatment plants operated by LA City and LA County.

Storm Drains: Operates and maintains the City's storm drain system that consists of about 18 miles of storm drain pipe, almost 400 catch basins; several drainage basins; three lift stations; and force mains.

Equipment Maintenance: Maintains both motorized and portable equipment for 21 separate Divisions within the Fire, Police, Parks, Planning, Public Works and Library Departments; readies for service new Police and Fire equipment; administers the equipment replacement and vehicle operating budgets; evaluates equipment for replacement; prepares specifications necessary for the acquisition of the equipment; and, determines the disposal of vehicles and equipment to be sold at auction. Equipment Maintenance also coordinates the annual Department of Transportation Smog Program audits, the annual California Highway Patrol inspections, the annual CAL-OSHA crane inspection, and the operation of fuel storage, monitoring systems, and the carwash bay.

ENGINEERING DIVISION: The City Engineer leads the Engineering Division in the review, approval, and construction of public and private improvements in the public right-of-way; develops and implements the Capital Improvement Program; reviews and conditions land development applications in support of Planning & Building Safety; supports the Environmental Committee, the Safety Traffic Committee, the Hyperion Citizen's Advisory Committee, and the Capital Improvement Program Advisory Committee; and ensures compliance with and participation in various regional programs such as the NPDES Permit and South Bay Cities COG initiatives and projects. Engineering also provides grant oversight and administration; keeps and maintains record drawings of City-owned infrastructure; and provides engineering support to other City Departments and other Divisions within the Public Works Department.

STREETS DIVISION:

Street Services: Administers the street sweeping contract and provides personnel and equipment to transport debris generated by City Departments to a transfer station.

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE**

Street Maintenance: Maintains approximately 57 miles of City streets and six (6) miles of alleyways; performs weed abatement; repairs and/or replaces concrete curb, gutter and sidewalk and roadway surfaces; cleans spills of various non-hazardous materials in the public right-of-way; and provides First Responder services to emergencies in coordination with Police and Fire.

Traffic Safety: Manages the street lighting contract with Southern California Edison and coordinates contractual traffic signal maintenance services with the LA County Department of Public Works; maintains all roadway striping, marking and signage, crosswalks, parking stalls, street name signs; posts temporary signs for community events; installs community banners; and performs graffiti abatement on public property.

Solid Waste Recycling: Administers the City's refuse collection contract for single-family and duplex properties and City-owned facilities; administers the City's Source Reduction and Recycling (SRRE) Program; and provides technical assistance and outreach to increase awareness of waste reduction and recycling.

WATER DIVISION: Operates, maintains, and repairs the City's water distribution system consisting of approximately 65 miles of pipe; 5,000 meters; 3 million gallon (MG) and 6 MG reservoirs; and the 200,000-gallon elevated tank. Reads all water meters and assists with the billing process with the Finance Department.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Continuous delivery of an aggressive \$10M Capital Improvement Program including Citywide Roadway Resurfacing, New Shade Structures for the Campus Fields, Citywide Class III Bike Routes ("Sharrows"), Sewer Pump Stations 1& 7 Consolidation and Rehabilitation Project, completion of the Aquatics Center and commencement of maintenance operations, and installation of the Main Street Bollards.
- Completed the transition process to Automated Collection for Residential Solid Waste and Recycling Services with a new vendor (EDCO) to provide residential and municipal solid waste hauling services; and assisted in the Proposition 218 process that will enable the City to establish a maximum \$20 monthly fee upon eligible residential dwellings for the solid waste collection services. Amended new ordinance to Title 5, Chapter 2 of the ESMC to establish comprehensive regulations regarding solid waste management and establishing a permit process for and regulations governing, providers of solid waste collection and transportation services to commercial premises and multi-family dwellings.
- Completed the Citywide Facilities Condition Assessment.
- Completed the Downtown Traffic Safety Study (Main/Grand/Mariposa) and installed recommended improvements.
- Maintained and repaired streets, sidewalks, sewer mains, water mains, valves and meters, pump stations, generators, signage, vehicles and other motorized equipment.
- Managed a compliant stormwater program; cleaned catch basins; and ensured public health and safety during storm events.
- Responded to emergencies in an expeditious manner without issue.
- Provided support to other departments for City events such as the Farmer's Market and Candy Cane Lane, including traffic control; signage; banners, holiday decorations, and clean-up.
- Administered more than 200 contracts, including large contracts for street sweeping, trash collection, signal maintenance, and custodial services.

GOALS & OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Commence the recommended improvements from the Citywide Facilities Condition Assessment and develop a multi-year CIP Programs in cooperation with the Finance Department.
- Maintain and repair the City's equipment and infrastructure as needed, including sewer mains, water mains, streets, sidewalks, curbs, gutters, pump stations, potable water reservoirs, vehicles other motorized equipment, and buildings.

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE**

- Deliver the annual Capital Improvement Program as approved by City Council.
- Ensure consistent, effective, efficient maintenance services are provided at the new Aquatics Center, in cooperation with Recreation & Parks staff.
- Provide staff support as needed for City events and emergencies, including: traffic accidents; sewer overflows; main breaks; and abandoned items in the right-of-way.
- Provide outstanding customer service for all customers – internal and external; continue to represent the City’s interests in regional programs and issues; coordinate with and outreach to the general public, residents, developers, contractors, utility companies and other public agencies.
- Effectively administer and oversee City contracts for services and support.
- Extend contract amendment for street sweeping services, which expires September 30, 2019.
- Cooperatively improve the City’s disposal and recycling programs with CalRecycle to ensure compliance with State laws and maintain compliance with external agency requirements and regulations by enforcing the new commercial and multi-family permit regulations.
- Improve training and educational opportunities for all Public Works staff.
- Continue to seek and secure grants for a variety of Public Works activities and projects; and to investigate more cost-effective ways to maintain and improve the City’s infrastructure.

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (4801)					
Salaries & Benefits	\$ 88,207	\$ 120,040	\$ 126,114	\$ 93,598	\$ 364,449
Maintenance & Operations	147,206	13,312	17,700	8,948	17,600
Sub-total Administration	\$ 235,413	\$ 133,352	\$ 143,814	\$ 102,546	\$ 382,049
GOVERNMENT BUILDINGS (2601)					
Salaries & Benefits	\$ 694,613	\$ 726,626	\$ 924,619	\$ 579,436	\$ 796,228
Maintenance & Operations	817,655	1,070,273	1,467,332	719,928	1,417,344
Sub-total Government Buildings	\$ 1,512,268	\$ 1,796,899	\$ 2,391,951	\$ 1,299,364	\$ 2,213,572
ENGINEERING (4101)					
Salaries & Benefits	\$ 510,395	\$ 577,923	\$ 556,897	\$ 431,840	\$ 423,217
Maintenance & Operations	151,620	243,902	282,715	201,145	333,260
Sub-total Engineering	\$ 662,015	\$ 821,825	\$ 839,612	\$ 632,985	\$ 756,477
STREET SERVICES (4201)					
Salaries & Benefits	\$ 214,127	\$ 222,085	\$ 207,607	\$ 171,273	\$ 270,668
Maintenance & Operations	214,038	196,098	216,335	152,274	230,813
Sub-total Street Services	\$ 428,165	\$ 418,183	\$ 423,942	\$ 323,547	\$ 501,481
STREET MAINTENANCE (4202)					
Salaries & Benefits	\$ 564,604	\$ 332,578	\$ 525,989	\$ 320,587	\$ 677,558
Maintenance & Operations	128,231	129,148	192,476	130,490	200,722
Capital Outlay	-	17,166	-	-	-
Sub-total Street Maintenance	\$ 692,835	\$ 478,892	\$ 718,465	\$ 451,077	\$ 878,280
TRAFFIC SAFETY (4205)					
Salaries & Benefits	\$ 207,421	\$ 238,984	\$ 243,870	\$ 191,592	\$ 272,727
Maintenance & Operations	561,838	543,313	608,925	230,529	624,199
Sub-total Traffic Safety	\$ 769,259	\$ 782,297	\$ 852,795	\$ 422,121	\$ 896,926
SOLID WASTE RECYCLING (4206)					
Salaries & Benefits	\$ 48,181	\$ 36,421	\$ 270,961	\$ 109,426	\$ 23,937
Maintenance & Operations	501,260	508,880	926,000	461,423	340,000
Sub-total Solid Waste Recycling	\$ 549,441	\$ 545,301	\$ 1,196,961	\$ 570,849	\$ 363,937
STORM DRAINS (4302)					
Salaries & Benefits	\$ 184,438	\$ 166,227	\$ 182,002	\$ 118,647	\$ 170,505
Maintenance & Operations	146,849	130,828	366,100	140,733	351,600
Sub-total Storm Drains	\$ 331,287	\$ 297,055	\$ 548,102	\$ 259,380	\$ 522,105
EQUIPMENT MAINTENANCE (4601)					

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Salaries & Benefits	\$ 658,975	\$ 690,579	\$ 693,550	\$ 564,915	\$ 873,284
Maintenance & Operations	436,902	394,376	698,569	283,833	710,215
Sub-total Equipment Maintenance	\$ 1,095,877	\$ 1,084,955	\$ 1,392,119	\$ 848,748	\$ 1,583,499
TOTAL PUB WORKS - GEN FUND	\$ 6,276,560	\$ 6,358,759	\$ 8,507,761	\$ 4,910,617	\$ 8,098,326
<u>WATER UTILITY FUND (501)</u>					
WATER UTILITY (7102)					
Salaries & Benefits	\$ 1,884,257	\$ 2,065,519	\$ 1,677,003	\$ 1,156,692	\$ 2,123,797
Maintenance & Operations	24,311,365	25,486,905	25,658,147	19,272,736	25,688,873
Capital Outlay	14,900	40,316	3,310,000	521,998	1,810,000
TOTAL WATER UTILITY FUND	\$ 26,210,522	\$ 27,592,740	\$ 30,645,150	\$ 20,951,426	\$ 29,622,670
<u>WASTEWATER FUND (502)</u>					
WASTEWATER (4301)					
Salaries & Benefits	\$ 894,554	\$ 1,089,064	\$ 847,205	\$ 637,782	\$ 912,129
Maintenance & Operations	2,221,478	2,408,221	2,952,837	1,655,095	3,263,205
Capital Outlay	-	24,679	1,310,000	801,358	1,060,000
TOTAL WASTERWATER FUND	\$ 3,116,032	\$ 3,521,964	\$ 5,110,042	\$ 3,094,235	\$ 5,235,334
<u>SOLID WASTE FUND (505)</u>					
SOLID WASTE					
Maintenance & Operations	\$ -	\$ -	\$ -	\$ -	\$ 230,000
TOTAL SOLID WASTE FUND	\$ -	\$ -	\$ -	\$ -	\$ 230,000
<u>STATE GAS TAX FUND (106)</u>					
STATE GAS TAX (4202)					
Salaries & Benefits	\$ 27	\$ 118,906	\$ 234,096	\$ 110,505	\$ 106,681
Maintenance & Operations	1,832	-	-	-	-
Capital Outlay	(653)	946,176	-	966	300,000
TOTAL STATE GAS TAX FUND	\$ 1,206	\$ 1,065,082	\$ 234,096	\$ 111,471	\$ 406,681
<u>FACILITIES MAINTENANCE FUND (405)</u>					
FACILITIES MAINTENANCE (0000)					
Maintenance & Operations	\$ 203,343	\$ -	\$ -	\$ -	\$ -
TOTAL FACILITIES MAINT FUND	\$ 203,343	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL - PW - ALL FUNDS	\$ 35,807,663	\$ 38,538,545	\$ 44,497,049	\$ 29,067,749	\$ 43,363,011

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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GENERAL FUND SUMMARY

Salaries & Benefits	\$ 3,170,961	\$ 3,111,463	\$ 3,731,609	\$ 2,581,314	\$ 3,872,573
Maintenance & Operations	3,105,599	3,230,130	4,776,152	2,329,303	4,225,753
Capital Outlay	-	17,166	-	-	-
TOTAL GENERAL FUND	\$ 6,276,560	\$ 6,358,759	\$ 8,507,761	\$ 4,910,617	\$ 8,098,326

Salaries & Benefits	\$ 140,964	3.78%
Maintenance & Operations	(550,399)	-11.52%
Capital Outlay	-	0.00%
Total	\$ (409,435)	-4.81%

ALL FUNDS SUMMARY

Salaries & Benefits	\$ 5,949,799	\$ 6,384,952	\$ 6,489,913	\$ 4,486,293	\$ 7,015,180
Maintenance & Operations	29,843,617	31,125,256	33,387,136	23,257,134	33,407,831
Capital Outlay	14,247	1,028,337	4,620,000	1,324,322	3,170,000
TOTAL ALL FUNDS	\$ 35,807,663	\$ 38,538,545	\$ 44,497,049	\$ 29,067,749	\$ 43,593,011

Salaries & Benefits	\$ 525,267	8.09%
Maintenance & Operations	20,695	0.06%
Capital Outlay	(1,450,000)	-31.39%
Total	\$ (904,038)	-2.03%

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 1,866,420	\$ 1,784,999	\$ 2,163,549	\$ 1,551,085	\$ 2,187,041
4102 Salaries Part-Time	68,087	98,368	142,928	61,553	143,520
4103 Overtime	90,826	62,757	61,900	37,850	78,900
4113 Reimbursable Overtime	3,442	-	-	663	-
4116 Standby Pay	30,575	29,045	26,500	23,214	26,500
4201 Retirement CalPERS	437,009	532,789	592,404	397,455	586,112
4202 FICA	155,355	150,661	176,448	125,526	173,026
4203 Workers' Compensation	197,354	185,218	203,714	152,384	227,983
4204 Group Insurance	256,339	237,285	331,711	202,246	403,959
4209 PARS Expense	33,680	-	-	-	-
4210 OPEB Liability	31,674	30,341	32,455	29,338	45,532
4215 Uniform Replacement	200	-	-	-	-
Total Salaries & Benefits	\$ 3,170,961	\$ 3,111,463	\$ 3,731,609	\$ 2,581,314	\$ 3,872,573
5201 Office Supplies	\$ 148	\$ -	\$ -	\$ -	\$ -
5203 Repair & Maintenance	48,983	62,229	88,300	56,308	101,900
5204 Operating Supplies	199,758	144,794	236,300	132,586	283,700
5206 Computer Supplies	-	-	1,000	-	1,000
5207 Small Tools & Equipment	7,949	9,983	14,500	3,022	14,500
5215 Vehicle Gasoline Charge	136,440	206,774	250,000	144,036	250,000
5220 Computer Refresh Charges	6,600	6,600	6,600	6,052	-
6101 Gas	50,352	50,382	88,700	45,201	88,700
6102 Electricity	638,940	655,763	720,800	281,738	591,300
6103 Water	44,918	64,981	75,800	42,957	75,800
6104 Aquatics Electricity Charges	-	-	-	-	50,000
6105 Aquatics Gas Charges	-	-	-	63,702	70,000
6201 Advertising/Publishing	7,032	4,360	9,500	2,262	20,000
6203 Copy Machine Charges	-	-	200	-	-
6204 Fleet Operating Charges	22,778	-	-	-	-
6205 Other Printing & Binding	-	-	5,600	-	600
6206 Contractual Services	1,302,254	1,523,820	2,207,429	1,196,358	1,671,769
6207 Equip Replacement Charges	128,248	121,728	115,737	86,805	150,798
6208 Dues & Subscriptions	515	2,977	6,900	1,800	6,900
6209 Dump Fees	-	-	15,000	-	15,000
6210 Hazardous Materials Disposal Fees	410	-	3,000	195	3,000
6212 Laundry & Cleaning	10,769	10,309	22,000	5,958	22,000
6213 Meetings & Travel	1,520	4,002	10,000	2,804	10,000
6214 Professional/Technical	195,701	488	14,186	300	14,186
6215 Repair & Maintenance	50,232	15,994	98,000	37,831	98,000
6217 Software Maintenance	-	-	3,000	-	3,000
6219 Network Operating Charge	32,200	32,200	32,200	24,150	32,200
6223 Training & Education	3,401	5,058	33,000	9,168	33,000
6224 Vehicle Operating Charges	183,319	91,730	300,000	80,481	300,000
6253 Postage	730	3,060	1,500	1,683	1,500

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6254 Telephone	23,642	25,264	39,400	15,625	39,400
6260 Equipment Leasing Costs	2,720	3,688	2,500	3,086	2,500
6281 Emergency Facilities Maintenance	-	171,566	350,000	56,421	250,000
6282 Emergency Repair	6,040	12,380	25,000	13,579	25,000
6304 Smoky Hollow Parking in Lieu	-	-	-	15,195	-
Total Maintenance & Operations	\$ 3,105,599	\$ 3,230,130	\$ 4,776,152	\$ 2,329,303	\$ 4,225,753
Capital Outlay	\$ -	\$ 17,166	\$ -	\$ -	\$ -
TOTAL PUBLIC WORKS - GENERAL FUND	\$ 6,276,560	\$ 6,358,759	\$ 8,507,761	\$ 4,910,617	\$ 8,098,326

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
PW ADMINISTRATION					
4101 Salaries Full-Time	\$ 62,695	\$ 83,340	\$ 86,029	\$ 65,864	\$ 246,180
4102 Salaries Part-Time	176	-	-	-	-
4201 Retirement CalPERS	13,059	20,283	22,930	15,289	51,983
4202 FICA	4,311	6,064	6,581	4,065	18,331
4203 Workers' Compensation	1,633	2,595	2,732	2,066	4,319
4204 Group Insurance	5,236	6,414	6,552	5,032	38,958
4210 OPEB Liability	1,097	1,344	1,290	1,282	4,678
Total Salaries & Benefits	\$ 88,207	\$ 120,040	\$ 126,114	\$ 93,598	\$ 364,449
5204 Operating Supplies	\$ 1,950	\$ 1,884	\$ 4,000	\$ 1,939	\$ 4,000
6203 Copy Machine Charges	-	-	100	-	-
6208 Dues & Subscriptions	515	2,862	1,000	-	1,000
6213 Meetings & Travel	1,040	3,578	5,000	2,524	5,000
6214 Professional and Technical	138,904	-	300	-	300
6217 Software Maintenance	-	-	1,000	-	1,000
6223 Training & Education	1,016	-	1,000	25	1,000
6253 Postage	-	-	500	-	500
6254 Telephone	3,781	4,988	4,800	4,460	4,800
Total Maintenance & Operations	\$ 147,206	\$ 13,312	\$ 17,700	\$ 8,948	\$ 17,600
SUB-TOTAL PW ADMINISTRATION	\$ 235,413	\$ 133,352	\$ 143,814	\$ 102,546	\$ 382,049
GOVERNMENT BUILDINGS					
4101 Salaries Full-Time	\$ 389,000	\$ 362,006	\$ 523,239	\$ 287,544	\$ 348,121
4102 Salaries Part-Time	39,125	56,010	44,928	59,765	136,020
4103 Overtime	7,516	18,695	10,000	10,285	10,000
4113 Reimbursable Overtime	-	-	-	10	-
4116 Standby Pay	10,455	10,146	8,000	10,031	8,000
4201 Retirement CalPERS	104,576	127,238	155,179	92,324	118,236
4202 FICA	32,987	34,865	43,468	28,250	34,124
4203 Workers' Compensation	61,237	62,149	67,375	49,113	65,277
4204 Group Insurance	42,310	48,690	64,582	36,123	67,556
4210 OPEB Liability	7,309	6,827	7,848	5,991	8,894
4215 Uniform Replacement	98	-	-	-	-
Total Salaries & Benefits	\$ 694,613	\$ 726,626	\$ 924,619	\$ 579,436	\$ 796,228
5201 Office Supplies	\$ 148	\$ -	\$ -	\$ -	\$ -
5203 Repair & Maintenance	48,983	62,229	88,300	56,308	101,900
5204 Operating Supplies	49,076	40,917	81,600	28,150	114,500
5207 Small Tools & Equipment	1,139	-	1,500	-	1,500
5220 Computer Refresh Charges	800	800	800	600	-
6101 Gas	45,789	47,870	79,300	32,300	79,300
6102 Electricity	211,244	221,940	269,000	122,571	149,000
6103 Water	39,132	54,642	70,000	36,963	70,000
6104 Aquatics Electricity Charges	-	-	-	-	50,000

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6105 Aquatics Gas Charges	-	-	-	63,702	70,000
6206 Contractual Services	318,079	411,630	475,469	291,337	475,469
6207 Equip Replacement Charges	35,904	33,708	29,363	22,023	33,675
6212 Laundry & Cleaning	2,382	2,526	4,000	1,327	4,000
6213 Meetings & Travel	65	-	2,000	-	2,000
6214 Professional and Technical	54,393	-	-	-	-
6215 Repair & Maintenance	349	11,995	-	-	-
6219 Network Operating Charge	5,200	5,200	5,200	3,900	5,200
6223 Training & Education	1,135	435	5,000	1,695	5,000
6224 Vehicle Operating Charge	18	-	-	-	-
6253 Postage	71	118	-	1	-
6254 Telephone	3,748	4,697	5,800	1,863	5,800
6260 Equipment Leasing Costs	-	-	-	767	-
6281 Emergency Facilities Maintenance	-	171,566	350,000	56,421	250,000
Total Maintenance & Operations	\$ 817,655	\$ 1,070,273	\$ 1,467,332	\$ 719,928	\$ 1,417,344
SUB-TOTAL GOVERNMENT BUILDINGS	\$ 1,512,268	\$ 1,796,899	\$ 2,391,951	\$ 1,299,364	\$ 2,213,572

ENGINEERING

4101 Salaries Full-Time	\$ 365,352	\$ 380,571	\$ 380,833	\$ 298,764	\$ 258,879
4102 Salaries Part-Time	863	14,119	-	596	-
4103 Overtime	11	108	-	-	-
4201 Retirement CalPERS	75,248	108,922	101,509	75,106	87,762
4202 FICA	26,984	29,469	29,133	21,381	19,298
4203 Workers' Compensation	6,573	7,602	7,549	5,918	7,979
4204 Group Insurance	29,403	30,971	32,161	24,340	42,684
4210 OPEB Liability	5,961	6,161	5,712	5,735	6,615
Total Salaries & Benefits	\$ 510,395	\$ 577,923	\$ 556,897	\$ 431,840	\$ 423,217
5204 Operating Supplies	\$ 6,836	\$ 5,128	\$ 8,000	\$ 3,022	\$ 8,000
5206 Computer Supplies	-	-	1,000	-	1,000
5207 Small Tools & Equipment	854	-	2,500	-	2,500
5220 Computer Refresh	2,700	2,700	2,700	2,025	-
6201 Advertising/Publishing	2,845	1,896	1,500	912	5,000
6203 Copy Machine Charges	-	-	100	-	-
6205 Other Printing & Binding	-	-	600	-	600
6206 Contractual Services	104,682	201,061	230,000	156,602	280,000
6207 Equip Replacement Charges	8,848	5,220	5,215	3,915	5,060
6208 Dues & Subscriptions	-	115	1,800	1,650	1,800
6213 Meetings & Travel	400	424	3,000	233	3,000
6214 Professional/Technical	57	-	800	-	800
6219 Network Operating Charge	13,800	13,800	13,800	10,350	13,800
6223 Training & Education	910	1,073	4,000	450	4,000
6253 Postage	659	2,942	1,000	1,682	1,000
6254 Telephone	6,309	5,855	4,200	2,790	4,200
6260 Equipment Leasing Costs	2,720	3,688	2,500	2,319	2,500
6304 Smoky Hollow Parking in Lieu	-	-	-	15,195	-

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Maintenance & Operations	\$ 151,620	\$ 243,902	\$ 282,715	\$ 201,145	\$ 333,260
SUB-TOTAL ENGINEERING	\$ 662,015	\$ 821,825	\$ 839,612	\$ 632,985	\$ 756,477
STREET SERVICES					
4101 Salaries Full-Time	\$ 137,949	\$ 137,040	\$ 137,073	\$ 114,166	\$ 171,678
4102 Salaries Part Time	647	10,590	-	447	-
4103 Overtime	661	2,873	2,600	1,958	2,600
4113 Reimbursable Overtime	290	-	-	163	-
4116 Standby Pay	486	938	-	716	-
4201 Retirement CalPERS	30,957	39,122	36,535	27,811	41,755
4202 FICA	10,677	11,439	10,486	8,690	13,021
4203 Workers' Compensation	4,812	6,209	5,829	4,957	7,409
4204 Group Insurance	8,568	11,632	13,027	10,145	30,943
4209 PARS Expense	16,840	-	-	-	-
4210 OPEB Liability	2,240	2,242	2,057	2,220	3,262
Total Salaries & Benefits	\$ 214,127	\$ 222,085	\$ 207,607	\$ 171,273	\$ 270,668
5204 Operating Supplies	\$ 30,920	\$ -	\$ 12,200	\$ 998	\$ 12,200
6206 Contractual Services	180,718	194,226	200,660	149,872	215,000
6207 Equip Replacement Charges	2,400	1,872	1,875	1,404	2,013
6254 Telephone	-	-	1,600	-	1,600
Total Maintenance & Operations	\$ 214,038	\$ 196,098	\$ 216,335	\$ 152,274	\$ 230,813
SUB-TOTAL STREET SERVICES	\$ 428,165	\$ 418,183	\$ 423,942	\$ 323,547	\$ 501,481
STREET MAINTENANCE					
4101 Salaries Full-Time	\$ 311,953	\$ 176,799	\$ 285,648	\$ 185,986	\$ 380,491
4103 Overtime	25,744	13,740	13,500	11,311	30,500
4113 Reimbursable Overtime	2,747	-	-	311	-
4116 Standby Pay	4,780	2,260	5,500	2,255	5,500
4201 Retirement CalPERS	67,982	61,828	76,151	35,685	83,666
4202 FICA	26,930	15,137	21,852	15,374	29,106
4203 Workers' Compensation	43,656	26,534	41,363	28,299	56,198
4204 Group Insurance	75,741	33,324	77,689	37,708	84,867
4210 OPEB Liability	4,969	2,956	4,286	3,658	7,230
4215 Uniform Replacement	102	-	-	-	-
Total Salaries & Benefits	\$ 564,604	\$ 332,578	\$ 525,989	\$ 320,587	\$ 677,558
5204 Operating Supplies	\$ 45,545	\$ 44,011	\$ 70,000	\$ 66,528	\$ 70,000
5207 Small Tools & Equipment	-	-	500	600	500
5220 Computer Refresh Charges	800	800	800	1,702	-
6101 Gas	1,757	1,184	2,400	6,417	2,400
6102 Electricity	9,823	10,200	11,000	-	11,000
6207 Equip Replacement Charges	58,200	59,220	58,490	43,866	67,536
6209 Dump Fees	-	-	15,000	-	15,000
6212 Laundry & Cleaning	5,268	4,531	12,500	2,353	12,500

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6214 Professional & Technical	-	-	9,586	-	9,586
6217 Software Maintenance	-	-	2,000	-	2,000
6219 Network Operating Charge	5,200	5,200	5,200	3,900	5,200
6223 Training & Education	-	2,516	5,000	4,430	5,000
6224 Vehicle Operating Charge	17	-	-	-	-
6254 Telephone	1,621	1,486	-	694	-
Total Maintenance & Operations	\$ 128,231	\$ 129,148	\$ 192,476	\$ 130,490	\$ 200,722
8104 Equipment	\$ -	\$ 17,166	\$ -	\$ -	\$ -
Total Capital Outlay	\$ -	\$ 17,166	\$ -	\$ -	\$ -
STREET MAINTENANCE	\$ 692,835	\$ 478,892	\$ 718,465	\$ 451,077	\$ 878,280
TRAFFIC SAFETY					
4101 Salaries Full-Time	\$ 121,324	\$ 142,890	\$ 150,105	\$ 117,987	\$ 167,657
4103 Overtime	4,772	5,872	2,500	3,704	2,500
4113 Reimbursable Overtime	290	-	-	155	-
4116 Standby Pay	2,486	2,899	-	1,426	-
4201 Retirement CalPERS	30,978	37,394	40,009	30,233	46,095
4202 FICA	10,157	11,637	11,483	9,711	12,825
4203 Workers' Compensation	11,759	14,640	14,214	11,679	16,172
4204 Group Insurance	23,566	21,252	23,308	14,367	24,292
4210 OPEB Liability	2,089	2,400	2,251	2,330	3,186
Total Salaries & Benefits	\$ 207,421	\$ 238,984	\$ 243,870	\$ 191,592	\$ 272,727
5204 Operating Supplies	\$ 22,178	\$ 24,606	\$ 35,500	\$ 17,103	\$ 43,000
5207 Small Tools & Equipment	172	-	-	-	-
6102 Electricity	398,745	404,290	410,000	146,242	410,000
6206 Contractual Services	126,943	100,989	150,000	57,113	150,000
6207 Equip Replacement Charges	13,800	13,428	13,425	10,071	21,199
Total Maintenance & Operations	\$ 561,838	\$ 543,313	\$ 608,925	\$ 230,529	\$ 624,199
SUB-TOTAL TRAFFIC SAFETY	\$ 769,259	\$ 782,297	\$ 852,795	\$ 422,121	\$ 896,926
SOLID WASTE RECYCLING					
4101 Salaries Full-Time	\$ 33,547	\$ 8,565	\$ 98,919	\$ 76,372	\$ 15,948
4102 Salaries Part Time	1,078	17,649	98,000	745	-
4103 Overtime	14	135	-	44	-
4113 Reimbursable Overtime	-	-	-	3	-
4201 Retirement CalPERS	7,472	6,976	26,366	19,423	3,367
4202 FICA	2,473	1,985	15,064	5,775	1,108
4203 Workers' Compensation	408	443	1,949	844	657
4204 Group Insurance	2,742	528	29,179	6,068	2,554
4210 OPEB Liability	447	140	1,484	152	303
Total Salaries & Benefits	\$ 48,181	\$ 36,421	\$ 270,961	\$ 109,426	\$ 23,937
5204 Operating Supplies	\$ 665	\$ 961	\$ 3,000	\$ 755	\$ 10,000

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6201 Advertising/Publishing	1,824	1,114	3,000	450	10,000
6206 Contractual Services	498,771	506,805	920,000	460,191	320,000
6213 Meetings & Travel	-	-	-	27	-
Total Maintenance & Operations	\$ 501,260	\$ 508,880	\$ 926,000	\$ 461,423	\$ 340,000
SUB-TOTAL SOLID WASTE RECYCLING	\$ 549,441	\$ 545,301	\$ 1,196,961	\$ 570,849	\$ 363,937
STORM DRAINS					
4101 Salaries Full-Time	\$ 79,814	\$ 88,788	\$ 95,283	\$ 64,256	\$ 89,141
4103 Overtime	40,261	11,569	18,000	5,987	18,000
4113 Reimbursable Overtime	115	-	-	-	-
4116 Standby Pay	5,257	4,964	3,500	3,384	3,500
4201 Retirement CalPERS	18,530	22,947	25,396	18,312	22,039
4202 FICA	9,584	7,985	7,291	5,689	6,819
4203 Workers' Compensation	16,160	13,035	12,371	9,100	11,464
4204 Group Insurance	13,353	15,440	18,732	10,658	17,848
4210 OPEB Liability	1,364	1,499	1,429	1,261	1,694
Total Salaries & Benefits	\$ 184,438	\$ 166,227	\$ 182,002	\$ 118,647	\$ 170,505
5204 Operating Supplies	\$ 4,661	\$ -	\$ 7,000	\$ 3,893	\$ 7,000
6101 Gas	1,551	482	5,000	5,268	5,000
6102 Electricity	13,432	13,543	24,500	9,158	15,000
6103 Water	2,577	2,768	2,500	2,055	2,500
6201 Advertising/Publishing	2,363	1,350	5,000	900	5,000
6205 Other Printing & Binding	-	-	5,000	-	-
6206 Contractual Services	71,444	109,109	221,600	81,243	221,600
6215 Repair & Maintenance	48,076	-	90,000	36,150	90,000
6223 Training & Education	-	824	2,500	-	2,500
6254 Telephone	2,745	2,752	3,000	2,066	3,000
Total Maintenance & Operations	\$ 146,849	\$ 130,828	\$ 366,100	\$ 140,733	\$ 351,600
SUB-TOTAL STORM DRAINS	\$ 331,287	\$ 297,055	\$ 548,102	\$ 259,380	\$ 522,105
EQUIPMENT MAINTENANCE					
4101 Salaries Full-Time	\$ 364,786	\$ 405,000	\$ 406,420	\$ 340,146	\$ 508,946
4102 Salaries Part Time	26,198	-	-	-	7,500
4103 Overtime	11,847	9,765	15,300	4,561	15,300
4113 Reimbursable Overtime	-	-	-	21	-
4116 Standby Pay	7,111	7,838	9,500	5,402	9,500
4201 Retirement CalPERS	88,207	108,079	108,329	83,272	131,209
4202 FICA	31,252	32,080	31,090	26,591	38,394
4203 Workers' Compensation	51,116	52,011	50,332	40,408	58,508
4204 Group Insurance	55,420	69,034	66,481	57,805	94,257
4209 PARS Expense	16,840	-	-	-	-
4210 OPEB Liability	6,198	6,772	6,098	6,709	9,670
Total Salaries & Benefits	\$ 658,975	\$ 690,579	\$ 693,550	\$ 564,915	\$ 873,284

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
5204 Operating Supplies	\$ 37,927	\$ 27,287	\$ 15,000	\$ 10,198	\$ 15,000
5207 Small Tools & Equipment	5,784	9,983	10,000	2,422	10,000
5215 Vehicle Gasoline Charge	136,440	206,774	250,000	144,036	250,000
5220 Computer Refresh Charges	2,300	2,300	2,300	1,725	-
6101 Gas	1,255	846	2,000	1,216	2,000
6102 Electricity	5,696	5,790	6,300	3,767	6,300
6103 Water	3,209	7,571	3,300	3,939	3,300
6204 Fleet Operating Charges	22,778	-	-	-	-
6206 Contractual Services	1,617	-	9,700	-	9,700
6207 Equip Replacement Charges	9,096	8,280	7,369	5,526	21,315
6208 Dues & Subscriptions	-	-	4,100	150	4,100
6210 Haz Materials Disposal Fees	410	-	3,000	195	3,000
6212 Laundry & Cleaning	3,119	3,252	5,500	2,278	5,500
6213 Meetings & Travel	15	-	-	20	-
6214 Professional/Technical	2,347	488	3,500	300	3,500
6215 Repair & Maintenance	1,807	3,999	8,000	1,681	8,000
6219 Network Operating Charge	8,000	8,000	8,000	6,000	8,000
6223 Training & Education	340	210	15,500	2,568	15,500
6224 Vehicle Operating Charges	183,284	91,730	300,000	80,481	300,000
6254 Telephone	5,438	5,486	20,000	3,752	20,000
6282 Emergency Repair	6,040	12,380	25,000	13,579	25,000
Total Maintenance & Operations	\$ 436,902	\$ 394,376	\$ 698,569	\$ 283,833	\$ 710,215
SUB-TOTAL EQUIPMENT MAINTENANCE	\$ 1,095,877	\$ 1,084,955	\$ 1,392,119	\$ 848,748	\$ 1,583,499
TOTAL PUBLIC WORKS - GENERAL FUND	\$ 6,276,560	\$ 6,358,759	\$ 8,507,761	\$ 4,910,617	\$ 8,098,326
<u>WATER UTILITY FUND - FUND 501</u>					
4101 Salaries Full-Time	\$ 848,174	\$ 918,099	\$ 1,043,344	\$ 598,975	\$ 1,121,580
4102 Salaries Part-Time	66,147	19,821	-	67,813	184,600
4103 Overtime	39,100	24,282	20,000	16,394	20,000
4113 Reimbursable Overtime	(142)	60	-	584	-
4116 Standby Pay	24,541	25,271	22,000	21,757	22,000
4201 Retirement CalPERS	471,557	570,944	275,943	190,642	288,586
4202 FICA	75,845	76,387	64,202	51,975	98,673
4203 Workers' Compensation	93,860	82,334	85,576	63,060	108,589
4204 Group Insurance	231,794	206,455	140,505	131,960	246,461
4209 PARS Expense	16,840	8,563	7,900	-	10,000
4210 OPEB Liability	14,580	131,361	15,533	11,956	21,308
4215 Uniform Replacement	1,961	1,942	2,000	1,576	2,000
Total Salaries & Benefits	\$ 1,884,257	\$ 2,065,519	\$ 1,677,003	\$ 1,156,692	\$ 2,123,797
5204 Operating Supplies	\$ 16,229	\$ 39,226	\$ 42,800	\$ 24,404	\$ 42,800
5207 Small Tools & Equipment	136,431	9,833	162,000	101,433	192,000
5215 Vehicle Gasoline Charge	7,030	7,810	14,000	6,362	14,000
5220 Computer Refresh Charges	1,900	1,900	1,900	1,425	-

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6101 Gas	896	827	1,200	943	1,200
6102 Electricity	22,261	22,362	30,600	11,458	30,600
6201 Advertising/Publishing	6,043	3,045	8,000	-	8,000
6205 Other Printing & Binding	153	-	2,500	1,416	2,500
6206 Contractual Services	68,325	91,494	262,500	63,169	284,795
6207 Equip Replacement Charges	48,504	75,552	34,187	25,641	40,593
6208 Dues & Subscriptions	5,020	6,550	14,560	2,204	14,560
6211 General Liability/Bonds Insurance	926,904	1,146,300	1,146,300	859,725	996,300
6212 Laundry & Cleaning	4,927	4,685	10,000	3,006	10,000
6213 Meetings & Travel	1,368	-	1,600	-	1,600
6214 Professional/Technical	52,149	22,349	62,000	27,362	68,440
6215 Repair & Maintenance	10,134	4,899	33,000	1,290	43,000
6217 Software Maintenance	2,000	2,000	4,000	2,000	4,000
6219 Network Operating Charge	10,300	10,300	10,300	7,725	10,300
6223 Training & Education	1,610	770	7,500	3,332	7,500
6224 Vehicle Operating Charges	7,594	19,241	10,000	13,677	10,000
6235 Accrued Vac/Sick Pay	(39,806)	(23,420)	-	-	-
6253 Postage	10,875	11,542	32,000	5,198	32,000
6254 Telephone	19,775	21,034	32,000	16,107	32,000
6256 Pavement Rehabilitation	-	-	18,000	-	18,000
6260 Equipment Leasing Costs	2,789	2,311	4,600	589	4,600
6283 Water Purchases - Potable	9,061,235	10,343,622	10,500,000	7,398,141	10,500,000
6285 Water Purchases - Reclaimed Water	13,294,698	13,056,073	12,600,000	10,241,179	12,600,000
6286 General Administrative Charges	632,021	606,600	606,600	454,950	714,085
6354 Lifeline Expense	-	-	6,000	-	6,000
Total Maintenance & Operations	\$ 24,311,365	\$ 25,486,905	\$ 25,658,147	\$ 19,272,736	\$ 25,688,873
8108 Computer Hardware	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
8109 Computer Software	-	-	5,000	-	5,000
8206 Water Infrastructure Replacement	-	40,316	3,000,000	521,998	1,500,000
8381 Water Reservoir Rehabilitation	14,900	-	-	-	-
8655 Water Meter Conversion	-	-	300,000	-	300,000
Total Capital Outlay	\$ 14,900	\$ 40,316	\$ 3,310,000	\$ 521,998	\$ 1,810,000
SUB-TOTAL WATER OPERATION*	\$ 26,210,522	\$ 27,592,740	\$ 30,645,150	\$ 20,951,426	\$ 29,622,670

* Excludes Depreciation Expense, approximately \$314k/yr; and accrual of leave/pension benefits/non-cash items.

WASTEWATER FUND - FUND 502

4101 Salaries Full-Time	\$ 459,341	\$ 516,031	\$ 509,620	\$ 377,958	\$ 529,150
4102 Salaries Part-Time	49,799	10,590	-	447	12,480
4103 Overtime	17,735	20,228	20,000	8,007	20,000
4113 Reimbursable Overtime	190	-	-	8	-
4116 Standby Pay	13,788	13,086	20,000	10,099	20,000
4201 Retirement CalPERS	155,696	268,809	135,832	100,241	135,000
4202 FICA	40,034	42,905	38,984	29,661	40,521
4203 Workers' Compensation	49,088	49,500	42,723	36,978	50,016

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4204 Group Insurance	101,238	95,058	64,502	67,013	87,009
4209 PARS Expense	-	-	7,900	-	7,900
4210 OPEB Liability	7,645	72,857	7,644	7,370	10,053
Total Salaries & Benefits	\$ 894,554	\$ 1,089,064	\$ 847,205	\$ 637,782	\$ 912,129
5203 Repairs & Maintenance	\$ 7,526	\$ 9,721	\$ 50,000	\$ 5,327	\$ 50,000
5204 Operating Supplies	39,868	16,678	37,800	7,263	37,800
5207 Small Tools & Equipment	-	-	1,000	-	1,000
5215 Vehicle Gasoline Charge	6,121	9,693	9,000	5,791	9,000
6101 Gas	1,626	1,195	1,000	1,624	1,000
6102 Electricity	45,241	44,427	61,100	28,205	61,100
6103 Water	927	1,339	2,900	891	2,900
6201 Advertising/Publishing	-	450	-	-	-
6203 Copy Machine Charges	-	-	300	-	-
6205 Other Printing & Binding	649	-	-	-	-
6206 Contractual Services	1,570,245	1,626,974	1,965,000	1,077,486	1,999,993
6207 Equip Replacement Charges	88,704	120,804	80,237	60,174	80,237
6208 Dues & Subscriptions	-	180	1,000	188	1,000
6211 General Liability/Bonds Insurance	249,096	308,100	308,100	231,075	308,100
6212 Laundry & Cleaning	3,002	3,260	6,000	2,504	6,000
6213 Meetings & Travel	-	100	-	-	-
6214 Professional/Technical	8,859	-	20,000	-	20,000
6215 Repair & Maintenance	-	-	150,000	46,654	230,000
6217 Software Maintenance	-	-	3,000	-	3,000
6219 Network Operating Charge	3,400	3,400	3,400	2,550	3,400
6223 Training & Education	1,373	1,227	2,800	1,356	2,800
6224 Vehicle Operating Charges	5,911	29,745	16,000	19,476	16,000
6235 Accrued Vac/Sick Pay	(39,903)	9,470	-	-	-
6253 Postage	6,421	6,746	20,000	4,415	20,000
6254 Telephone	11,741	12,512	12,000	8,466	12,000
6286 General Administrative Charges	210,671	202,200	202,200	151,650	397,875
Total Maintenance & Operations	\$ 2,221,478	\$ 2,408,221	\$ 2,952,837	\$ 1,655,095	\$ 3,263,205
8108 Computer Hardware	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
8109 Computer Software	-	-	5,000	-	5,000
8635 Sanitary Sewer	-	-	500,000	-	650,000
8647 Annual Sewer Main Repair	-	24,679	500,000	58,093	100,000
8650 Sewer Pump Station #1	-	-	-	743,265	-
8655 Water Meter Conversion	-	-	300,000	-	300,000
Total Capital Outlay	\$ -	\$ 24,679	\$ 1,310,000	\$ 801,358	\$ 1,060,000
SUB-TOTAL WASTEWATER FUND*	\$ 3,116,032	\$ 3,521,964	\$ 5,110,042	\$ 3,094,235	\$ 5,235,334

* Excludes Depreciation Expense, approximately \$638k/yr and accrual of leave benefits, non cash items.

SOLID WASTE FUND - FUND 505

6206 Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ 230,000
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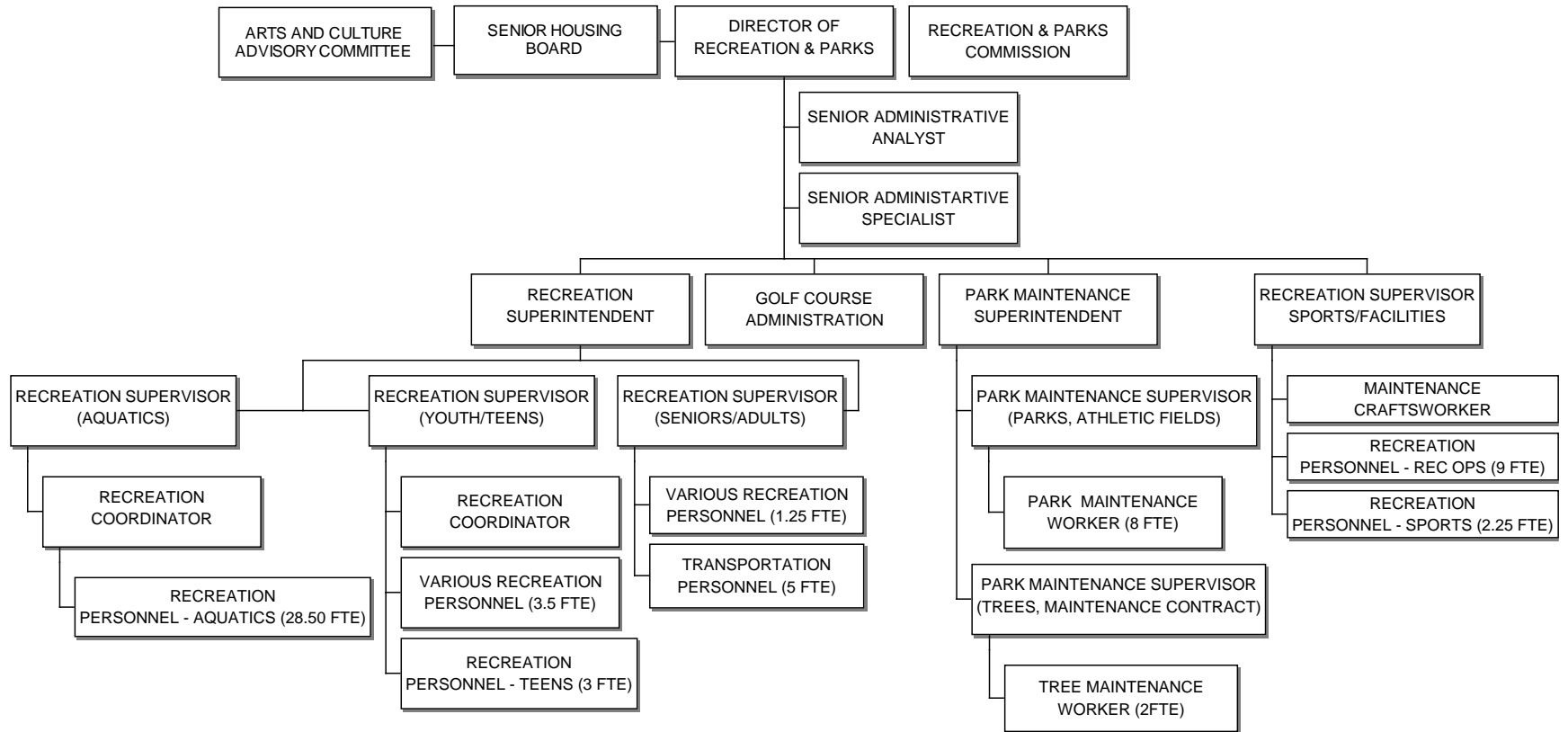
**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Maintenance & Operations	\$ -	\$ -	\$ -	\$ -	\$ 230,000
SUB-TOTAL SOLID WASTE FUND	\$ -	\$ -	\$ -	\$ -	\$ 230,000
STATE GAS TAX FUND					
4101 Salaries Full-Time	\$ 23	\$ 71,080	\$ 143,690	\$ 60,085	\$ 63,456
4103 Overtime	-	2,958	-	2,803	-
4116 Standby Pay	-	302	-	-	-
4201 Retirement CalPERS	2	9,770	11,613	24,498	13,400
4202 FICA	2	5,466	10,993	5,033	4,855
4203 Workers' Compensation	-	9,505	19,615	7,998	8,159
4204 Group Insurance	-	18,649	46,029	8,957	15,605
4210 OPEB Liability	-	1,176	2,156	1,131	1,206
Total Salaries & Benefits	\$ 27	\$ 118,906	\$ 234,096	\$ 110,505	\$ 106,681
6214 Professional/Technical	1,832	-	-	-	-
Total Maintenance & Operations	\$ 1,832	\$ -	\$ -	\$ -	\$ -
8357 Slurry Seal Streets	\$ -	\$ 166,297	\$ -	\$ -	\$ -
8606 New Sidewalk and Repair	(653)	-	-	-	300,000
8943 Local Streets Rehab Program	-	779,879	-	966	-
Total Capital Outlay	\$ (653)	\$ 946,176	\$ -	\$ 966	\$ 300,000
SUB-TOTAL STATE GAS TAX FUND	\$ 1,206	\$ 1,065,082	\$ 234,096	\$ 111,471	\$ 406,681
FACILITIES MAINTENANCE FUND					
6215 Repair & Maintenance	\$ 203,343	\$ -	\$ -	\$ -	\$ -
Total Maintenance & Operations	\$ 203,343	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL FACILITY MAINT. FUND	\$ 203,343	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL PW - ALL FUNDS	\$ 35,807,663	\$ 38,538,545	\$ 44,497,049	\$ 29,067,749	\$ 43,593,011

Note: Funding for emergency repairs was previously budgeted in the Facilities Maintenance Fund, which was supported by a transfer from the General Fund. Effective Fiscal Year 2017-2018, funding for emergency repairs will be budgeted in the General Fund Public Work's Government Buildings division.

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**CITY OF EL SEGUNDO
RECREATION & PARKS DEPARTMENT ORGANIZATION CHART
FISCAL YEAR 2019 - 2020**



**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Recreation & Parks Department</u>				
Director of Recreation & Parks	1.00	1.00	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00	1.00
Community Cable Program Manager	1.00	1.00	1.00	-
Community Cable Program Specialist	1.00	1.00	1.00	-
Computer Graphics Designer	1.00	1.00	1.00	-
Maintenance Craftworker	1.00	1.00	1.00	1.00
Park Maintenance Superintendent	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	2.00	2.00	2.00	2.00
Park Maintenance Worker II	5.00	5.00	5.00	5.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Recreation Supervisor	3.00	4.00	4.00	4.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Tree Maintenance Worker	2.00	2.00	2.00	2.00
Sub-total Full-Time	23.00	24.00	24.00	21.00
<u>Part-Time FTEs</u>				
Park Maintenance Worker I	3.00	3.00	3.00	3.00
Lifeguards / Aquatics	10.00	10.00	28.50	37.00
Recreation Leader	24.50	24.50	26.00	26.00
Video Technician	2.00	2.00	2.85	-
Sub-total Part-Time	39.50	39.50	60.35	66.00
Total Recreation & Parks Department	62.50	63.50	84.35	87.00

**CITY OF EL SEGUNDO
RECREATION & PARKS DEPARTMENT PROFILE**

MISSION STATEMENT: El Segundo Recreation and Parks strives to be a heart of community wellness by offering people of all ages the opportunity to enjoy engaging experiences within our parks and facilities. We Engage...We Inspire...We Play!

Administration: Provides overall direction of the department's multi-operations and administrative functions including budget planning; contract management; and grants administration. Identifies public needs and implements community problem-solving activities. Facilitates cooperative efforts with the Recreation and Parks Commission, Golf Course Subcommittee, and the Arts and Culture Advisory Committee.

Parks: Oversees the maintenance of over 65 acres of green space encompassing 22 parks, athletic fields, medians, and streetscapes; manages the City's approximately 6,000 trees; and, supports services for community special events.

Recreation: Provides opportunities for people of all ages to participate in a multitude of classes, programs, events and transportation services throughout its parks, fields and facilities. Works in cooperation with residents, community groups and other City departments to be collaborative in its service delivery. Facilitates and liaisons with community stakeholders such as the Youth Sports Council, Youth Drama Boosters, and the Senior Housing Board Corporation and Co-Op Preschool to provide a well-balanced community resource distribution.

Golf Course: Is an Enterprise Fund operations which include a nine-hole executive golf course; 58 station night-lighted driving range; golf instruction programs; pro shop; restaurant; and Clubhouse. A contract management company manages "The Lakes at El Segundo".

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- Successfully opened and fully staffed the City of El Segundo Wiseburn Unified School District Aquatics Center
- Unveiled the Department's new logo, mission statement, vision and values. "We Engage...We Inspire...We Play..."
- Collaborated with Human Resources to develop updated part-time job classifications, job titles and adjusted the pay scale to be competitive in the market and provide growth and development opportunities
- Completed Basketball Wall Mural in collaboration with the Arts & Culture Advisory Committee
- Implemented a successful new event, Go Fly a Kite Day, drawing several hundred people to Recreation Park
- Implemented a new Pickle Ball Tournament with overwhelming success and demand
- Successfully recruited and hired a Teen Recreation Coordinator and Aquatics Recreation Supervisor
- Increased the number of weeks for staff-led summer camps
- Increased Social Media presence on Facebook, Twitter and Instagram
- Entered into one-year contracts with seven private user groups at the Aquatics Center through an extensive RFP selection process
- Installed interim Acacia Park turf and picnic tables and reopened Acacia Pool
- Resurfaced basketball courts at Recreation Park
- Coordinated rubber surfacing workshop and no-cost repairs at the Clubhouse tot lot play area
- Designed and installed new play equipment with incorporated shade at Holly Valley Park
- Closed Brett Field for recovery turf renovation project
- Installed new drinking fountain at Large Dog Park and Recreation Park with a bottle filler
- Performed landscape plan checking services for development projects along with landscape inspection reviews

**CITY OF EL SEGUNDO
RECREATION & PARKS DEPARTMENT PROFILE**

- Updated the Clubhouse with new landscaping improvements, fruit trees, benches and tables
- Selected LandCare as most qualified bidder for landscape maintenance services through the RFP process

GOALS & OBJECTIVES FOR FISCAL YEAR 2020-2021

- Present RFPs to begin the informative phase for the future renovations of the Teen Center and the Plunge
- Implement permanent Pickle Ball courts as a result of the overwhelming popularity of the temporary courts
- Create and implement a part-time training program to develop new Recreation professionals
- Enhance Halloween programming with the new addition of a haunted house (Twisted Tales) in partnership with local non-profit organizations
- Design and publish a revamped Recreation and Parks Activity Guide
- Continue to research and discover alternate options for transportation services to best meet the needs of today's constituents
- Install additional trees and additional landscape improvements at the City Hall Civic Center
- Update landscape improvements at the Library and Library Park while utilizing the park for Library functions
- Complete Park Division staffing by filling Tree Maintenance Worker, Maintenance Craftworker and Part Time Park Maintenance Worker positions
- Renovate Richmond Field turf and enter into joint use agreement with ESUSD for a new parking lot to service the field users
- Review and revise Department processes to realize operational efficiencies and enhance customer service
- Launch the Department's new website in conjunction with the City website and develop internal workflow procedures for maintaining the site
- Explore possible improvements and enhancements at the El Segundo Dog Park, including fencing, irrigation, ground cover, and site amenities
- Deploy proper resources for the upkeep of Memory Row
- Develop measurable success criteria for user groups and community programs at the new Aquatics Center
- Reorganize the Department's Administrative Division to provide better support functions, enhance community service programs and manage facility improvement projects
- Review and add site amenities at Recreation Park including direction signage and maps, rules and program notices, drinking fountains, trash cans, tables, and more

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (5101)					
Salaries & Benefits	\$ 450,257	\$ 487,506	\$ 516,476	\$ 388,556	\$ 760,524
Maintenance & Operations	91,906	74,653	121,615	49,861	150,107
Sub-total Administration	\$ 542,163	\$ 562,159	\$ 638,091	\$ 438,417	\$ 910,631
PARKS (5102)					
Salaries & Benefits	\$ 1,227,237	\$ 1,281,427	\$ 1,407,894	\$ 1,026,085	\$ 1,340,006
Maintenance & Operations	731,529	881,878	1,226,913	774,849	1,232,427
Sub-total Parks	\$ 1,958,766	\$ 2,163,305	\$ 2,634,807	\$ 1,800,934	\$ 2,572,433
RECREATION OPERATIONS (5201)					
Salaries & Benefits	\$ 500,818	\$ 580,638	\$ 580,211	\$ 359,950	\$ 410,083
Maintenance & Operations	69,147	48,153	90,100	47,266	98,500
Sub-total Recreation Operations	\$ 569,965	\$ 628,791	\$ 670,311	\$ 407,216	\$ 508,583
AQUATICS (5202)					
Salaries & Benefits	\$ 394,403	\$ 396,459	\$ 727,333	\$ 164,847	\$ 729,682
Maintenance & Operations	9,807	22,371	30,300	11,511	31,300
Sub-total Aquatics	\$ 404,210	\$ 418,830	\$ 757,633	\$ 176,358	\$ 760,982
CULTURAL ARTS (5203)					
Salaries & Benefits	\$ 262,211	\$ 288,770	\$ 303,950	\$ 227,185	\$ 235,890
Maintenance & Operations	141,571	127,016	133,200	58,947	133,200
Sub-total Cultural Arts	\$ 403,782	\$ 415,786	\$ 437,150	\$ 286,132	\$ 369,090
SPORTS (5204)					
Salaries & Benefits	\$ 189,699	\$ 191,797	\$ 226,058	\$ 137,653	\$ 241,687
Maintenance & Operations	51,163	62,025	80,850	25,123	74,000
Sub-total Sports	\$ 240,862	\$ 253,822	\$ 306,908	\$ 162,776	\$ 315,687
TEEN CENTER (5205)					
Salaries & Benefits	\$ 86,677	\$ 75,761	\$ 109,920	\$ 51,143	\$ 238,371
Maintenance & Operations	6,305	6,807	17,100	8,364	20,100
Sub-total Teen Center	\$ 92,982	\$ 82,568	\$ 127,020	\$ 59,507	\$ 258,471
JOSLYN SENIOR CENTER (5206)					
Salaries & Benefits	\$ 66,272	\$ 161,076	\$ 176,304	\$ 141,693	\$ 189,689
Maintenance & Operations	43,805	51,687	66,500	43,196	66,500
Sub-total Joslyn Senior Center	\$ 110,077	\$ 212,763	\$ 242,804	\$ 184,889	\$ 256,189
FARMERS MARKET (5208)					
Salaries & Benefits	\$ 18,160	\$ 25,143	\$ 31,434	\$ 18,318	\$ 34,414

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Maintenance & Operations	8,418	12,233	14,000	7,062	14,000
Sub-total Farmers Market	\$ 26,578	\$ 37,376	\$ 45,434	\$ 25,380	\$ 48,414
SPECIAL EVENTS (5210)					
Salaries & Benefits	\$ 26,312	\$ 23,618	\$ 28,800	\$ 8,173	\$ 29,383
Maintenance & Operations	57,861	60,155	68,300	29,028	75,500
Sub-total Special Events	\$ 84,173	\$ 83,773	\$ 97,100	\$ 37,201	\$ 104,883
WISEBURN AQUATIC CENTER (5213)					
Salaries & Benefits	\$ -	\$ 68,499	\$ 553,481	\$ 392,101	\$ 903,457
Maintenance & Operations	-	15,104	85,850	17,284	88,000
Sub-total Recreation Trips	\$ -	\$ 83,603	\$ 639,331	\$ 409,385	\$ 991,457
CENTENNIAL CELEBATION (5418)					
Salaries & Benefits	\$ 12,400	\$ 5,788	\$ -	\$ -	\$ -
Maintenance & Operations	2,185	5,633	-	2,307	-
Sub-total Centennial Celebration	\$ 14,585	\$ 11,421	\$ -	\$ 2,307	\$ -
SENIOR IN-HOME CARE*					
Salaries & Benefits	\$ 5,250	\$ 5,763	\$ 6,346	\$ 3,809	\$ 6,983
Maintenance & Operations	15,984	13,716	17,000	6,732	17,000
Sub-total Senior In-Home Care	\$ 21,234	\$ 19,479	\$ 23,346	\$ 10,541	\$ 23,983
JUVENILE DIVERSION*					
Maintenance & Operations	\$ 5,354	\$ 5,555	\$ 19,000	\$ 9,589	\$ 19,000
Sub-total Juvenile Diversion	\$ 5,354	\$ 5,555	\$ 19,000	\$ 9,589	\$ 19,000
DELIVERED MEALS*					
Salaries & Benefits	\$ 11,371	\$ 12,050	\$ 12,692	\$ 8,139	\$ 13,965
Maintenance & Operations	25,409	27,355	23,000	18,806	23,000
Sub-total Delivered Meals	\$ 36,780	\$ 39,405	\$ 35,692	\$ 26,945	\$ 36,965
COMMUNITY OUTREACH ADMINISTRATION					
Maintenance & Operations	\$ 10,115	\$ 10,913	\$ 14,000	\$ 7,650	\$ 14,000
Sub-total Comm. Outreach Admin.	\$ 10,115	\$ 10,913	\$ 14,000	\$ 7,650	\$ 14,000
TOTAL RECREATION & PARKS - GENERAL FUND					
	\$ 4,521,626	\$ 5,029,549	\$ 6,688,627	\$ 4,045,227	\$ 7,190,768
<u>PROPOSITION "A" FUND (112)</u>					
ADMINISTRATION (5295)					
Salaries & Benefits	\$ 2,818	\$ 11,430	\$ 24,836	\$ 15,488	\$ 27,485
Sub-total Administration	\$ 2,818	\$ 11,430	\$ 24,836	\$ 15,488	\$ 27,485

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
DIAL-A-RIDE (5292)					
Salaries & Benefits	\$ 79,392	\$ 80,701	\$ 118,056	\$ 57,565	\$ 125,298
Maintenance & Operations	73,566	151,946	152,583	101,802	177,759
Sub-total Dial-A-Ride	\$ 152,958	\$ 232,647	\$ 270,639	\$ 159,367	\$ 303,057
SHUTTLE (5293)					
Salaries & Benefits	\$ 12,475	\$ 12,261	\$ 19,216	\$ 2,191	\$ 22,448
Maintenance & Operations	856	600	4,700	-	4,700
Sub-total Shuttle	\$ 13,331	\$ 12,861	\$ 23,916	\$ 2,191	\$ 27,148
RECREATION TRIPS (5294)					
Salaries & Benefits	\$ 6,177	\$ 7,064	\$ 13,642	\$ 5,970	\$ 14,666
Maintenance & Operations	6,095	3,105	13,000	-	13,000
Sub-total Recreation Trips	\$ 12,272	\$ 10,169	\$ 26,642	\$ 5,970	\$ 27,666
MTA BUY-DOWN (5297)					
Maintenance & Operations	\$ 4,236	\$ 5,082	\$ 5,000	\$ 2,544	\$ 5,000
Sub-total MTA Buy-Down	\$ 4,236	\$ 5,082	\$ 5,000	\$ 2,544	\$ 5,000
TOTAL PROPOSITION "A" FUND	\$ 185,615	\$ 272,189	\$ 351,033	\$ 185,560	\$ 390,356
<u>PROPOSITION "C" (114)</u>					
SHUTTLE (5293)					
Salaries & Benefits	\$ 32,600	\$ 28,443	\$ 64,055	\$ 24,887	\$ 70,553
Maintenance & Operations	31,598	28,942	49,338	18,729	36,500
Capital Outlay	-	-	-	-	240,000
Sub-total Shuttle	\$ 64,198	\$ 57,385	\$ 113,393	\$ 43,616	\$ 347,053
TOTAL PROPOSITION "C" FUND	\$ 64,198	\$ 57,385	\$ 113,393	\$ 43,616	\$ 347,053
<u>GOLF COURSE (503)</u>					
CITY ADMINISTRATION (5301)					
Maintenance & Operations	\$ 278,679	\$ 229,374	\$ 207,535	\$ 149,685	\$ 127,300
Capital Outlay	-	-	5,000	-	5,000
Sub-total City Administration	\$ 278,679	\$ 229,374	\$ 212,535	\$ 149,685	\$ 132,300
FOOD AND BEVERAGE (5302)					
Salaries & Benefits	\$ 180,460	\$ 185,542	\$ 173,800	\$ 132,327	\$ 184,800
Maintenance & Operations	178,246	158,398	168,400	104,747	105,400
Sub-total Food and Beverage	\$ 358,706	\$ 343,940	\$ 342,200	\$ 237,074	\$ 290,200

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020									
PRO SHOP (5304)														
Salaries & Benefits	\$ 39,197	\$ 115,066	\$ 35,800	\$ 95,145	\$ 65,100									
Maintenance & Operations	71,179	60,796	138,600	41,679	74,600									
Sub-total Pro Shop	\$ 110,376	\$ 175,862	\$ 174,400	\$ 136,824	\$ 139,700									
GOLF COURSE (5305)														
Salaries & Benefits	\$ 230,901	\$ 138,023	\$ 220,300	\$ 106,003	\$ 145,400									
Maintenance & Operations	86,295	101,173	111,000	58,002	96,000									
Sub-total Golf Course	\$ 317,196	\$ 239,196	\$ 331,300	\$ 164,005	\$ 241,400									
DRIVING RANGE (5306)														
Salaries & Benefits	\$ 50,653	\$ 38,942	\$ 53,000	\$ 29,661	\$ 45,000									
Maintenance & Operations	48,622	34,878	80,000	63,585	80,000									
Sub-total Driving Range	\$ 99,275	\$ 73,820	\$ 133,000	\$ 93,246	\$ 125,000									
GENERAL ADMINISTRATION (5307)														
Salaries & Benefits	\$ 165,401	\$ 170,123	\$ 153,200	\$ 130,211	\$ 162,800									
Maintenance & Operations	390,898	431,051	281,579	213,860	261,800									
Sub-total General Administration	\$ 556,299	\$ 601,174	\$ 434,779	\$ 344,071	\$ 424,600									
GOLF COURSE LESSONS (5308)														
Maintenance & Operations	\$ 86,768	\$ 91,947	\$ 64,600	\$ 6,016	\$ 64,600									
Sub-total Golf Course Lessons	\$ 86,768	\$ 91,947	\$ 64,600	\$ 6,016	\$ 64,600									
TOTAL GOLF COURSE FUND	\$ 1,807,299	\$ 1,755,313	\$ 1,692,814	\$ 1,130,921	\$ 1,417,800									
GRAND TOTAL - RECREATION & PARKS - ALL FUNDS	\$ 6,578,738	\$ 7,114,436	\$ 8,845,867	\$ 5,405,324	\$ 9,345,977									
GENERAL FUND SUMMARY														
Salaries & Benefits	\$ 3,251,067	\$ 3,604,295	\$ 4,680,899	\$ 2,927,652	\$ 5,134,134									
Maintenance & Operations	1,270,559	1,425,254	2,007,728	1,117,575	2,056,634									
TOTAL GENERAL FUND	\$ 4,521,626	\$ 5,029,549	\$ 6,688,627	\$ 4,045,227	\$ 7,190,768									
<table border="1" style="margin-left: auto;"> <tr> <td>Salaries & Benefits</td> <td style="text-align: right;">\$ 453,235</td> <td style="text-align: right;">9.68%</td> </tr> <tr> <td>Maintenance & Operations</td> <td style="text-align: right;">48,906</td> <td style="text-align: right;">2.44%</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 502,141</td> <td style="text-align: right;">7.51%</td> </tr> </table>						Salaries & Benefits	\$ 453,235	9.68%	Maintenance & Operations	48,906	2.44%	Total	\$ 502,141	7.51%
Salaries & Benefits	\$ 453,235	9.68%												
Maintenance & Operations	48,906	2.44%												
Total	\$ 502,141	7.51%												
ALL FUNDS SUMMARY														
Salaries & Benefits	\$ 4,051,141	\$ 4,391,890	\$ 5,556,804	\$ 3,527,100	\$ 5,997,684									
Maintenance & Operations	2,527,597	2,722,546	3,284,063	1,878,224	3,103,293									
Capital Outlay	-	-	5,000	-	245,000									
TOTAL ALL FUNDS	\$ 6,578,738	\$ 7,114,436	\$ 8,845,867	\$ 5,405,324	\$ 9,345,977									

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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Salaries & Benefits	\$	440,880	7.93%
Maintenance & Operations		(180,770)	-5.50%
Capital Outlay		240,000	4800.00%
Total	\$	500,110	5.65%

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 1,271,906	\$ 1,428,847	\$ 1,664,647	\$ 1,264,380	\$ 1,613,765
4102 Salaries Part-Time	1,052,593	1,071,169	1,765,218	834,686	2,077,670
4103 Overtime	15,119	20,972	17,000	14,198	23,000
4113 Reimbursable Overtime	939	-	-	1	-
4201 Retirement CalPERS	377,916	537,753	564,620	339,512	543,552
4202 FICA	187,127	190,973	260,259	164,166	277,226
4203 Workers' Compensation	174,781	181,589	228,441	149,300	294,388
4204 Group Insurance	141,730	142,586	145,544	127,258	252,621
4210 OPEB Liability	20,901	23,801	24,970	23,908	34,212
4215 Uniform Replacement	8,055	6,605	10,200	10,243	17,700
Total Salaries & Benefits	\$ 3,251,067	\$ 3,604,295	\$ 4,680,899	\$ 2,927,652	\$ 5,134,134
4999 Cash Over/Short	\$ -	\$ 138	\$ -	\$ 56	\$ -
5201 Office Supplies	-	387	-	-	-
5203 Repair & Maintenance Supplies	-	-	-	53,178	-
5204 Operating Supplies	147,927	208,848	229,400	83,901	264,600
5207 Small Tools & Equipment	649	1,739	3,000	737	3,000
5220 Computer Refresh	8,900	8,900	8,900	6,675	-
6101 Gas	4,741	4,966	4,500	4,444	4,500
6102 Electricity	73,415	78,270	77,400	44,809	77,400
6103 Water	173,744	230,779	215,000	132,369	215,000
6201 Advertising/Publishing	13,968	35,100	47,000	36,599	55,000
6203 Copy Machine Charges	-	-	6,200	-	-
6206 Contractual Services	426,531	486,622	602,300	343,190	565,000
6205 Other Printing and Binding	8,175	571	5,000	876	5,000
6207 Equip Replacement Charges	57,600	40,200	280,178	220,410	302,384
6208 Dues & Subscriptions	2,553	3,342	4,450	2,478	4,750
6211 Gen Liab Insurance & Bonds	26,454	3,182	25,500	-	25,000
6212 Laundry & Cleaning	6,472	6,171	6,500	4,298	6,500
6213 Meetings & Travel	1,791	3,592	11,050	2,926	14,700
6214 Professional & Technical	225,247	209,290	278,000	112,735	260,500
6215 Repair & Maintenance	16,488	12,956	64,000	13,348	110,500
6216 Rental Charges	320	-	2,200	-	2,200
6217 Software Maintenance	-	875	-	-	1,000
6219 Network Operating Charge	20,700	20,700	20,700	15,525	20,700
6223 Training & Education	4,874	10,964	21,950	6,692	25,650
6249 Fees & Licenses	9,391	9,514	15,500	6,244	15,250
6253 Postage	481	1,950	2,000	229	1,000
6254 Telephone	22,905	31,548	58,000	20,100	58,000
6260 Equipment Leasing Costs	14,630	12,423	16,000	4,279	16,000
6263 Commissioners Expense	2,603	2,227	3,000	1,477	3,000
6401 Community Promotions	-	-	-	-	-
Total Maintenance & Operations	\$ 1,270,559	\$ 1,425,254	\$ 2,007,728	\$ 1,117,575	\$ 2,056,634
TOTAL REC & PARKS - GENERAL FUND	\$ 4,521,626	\$ 5,029,549	\$ 6,688,627	\$ 4,045,227	\$ 7,190,768

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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GENERAL FUND

PARKS & RECREATION ADMINISTRATION

4101	Salaries Full-Time	\$ 327,216	\$ 336,381	\$ 340,270	\$ 264,613	\$ 362,960
4102	Salaries Part-Time	-	166	21,500	-	162,000
4201	Retirement CalPERS	70,180	87,876	92,169	68,083	111,924
4202	FICA	22,115	23,468	25,392	17,819	37,370
4203	Workers' Compensation	10,428	10,531	10,805	8,198	35,351
4204	Group Insurance	14,992	23,566	21,236	24,674	44,023
4210	OPEB Liability	5,326	5,518	5,104	5,169	6,896
	Total Salaries & Benefits	\$ 450,257	\$ 487,506	\$ 516,476	\$ 388,556	\$ 760,524

5204	Operating Supplies	\$ 7,459	\$ 2,920	\$ 11,500	\$ 2,314	\$ 26,300
5220	Computer Refresh	7,700	7,700	7,700	5,775	-
6203	Copy Machine Charges	-	-	6,200	-	-
6206	Contractual Services	-	170	-	-	-
6207	Equip Replacement Charges	22,296	7,368	7,365	5,526	11,857
6208	Dues & Subscriptions	525	877	650	355	650
6213	Meetings & Travel	41	1,986	2,000	1,402	3,300
6215	Repairs & Maintenance	-	-	2,500	2,217	24,000
6219	Network Operating Charge	20,700	20,700	20,700	15,525	20,700
6223	Training & Education	2,235	895	2,000	-	3,300
6253	Postage	481	1,950	2,000	229	1,000
6254	Telephone	13,236	15,437	40,000	10,762	40,000
6260	Equipment Leasing Costs	14,630	12,423	16,000	4,279	16,000
6263	Commissioners Expense	2,603	2,227	3,000	1,477	3,000
	Total Maintenance & Operations	\$ 91,906	\$ 74,653	\$ 121,615	\$ 49,861	\$ 150,107

SUB-TOTAL REC & PARKS ADMIN	\$ 542,163	\$ 562,159	\$ 638,091	\$ 438,417	\$ 910,631
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PARKS OPERATION

4101	Salaries Full-Time	\$ 578,216	\$ 592,365	\$ 736,261	\$ 544,951	\$ 655,533
4102	Salaries Part-Time	169,355	183,991	146,333	90,244	151,000
4103	Overtime	13,685	18,363	12,000	13,547	18,000
4113	Reimbursable Overtime	939	-	-	1	-
4201	Retirement CalPERS	171,334	214,505	206,272	148,092	188,792
4202	FICA	65,919	61,073	67,521	51,684	59,430
4203	Workers' Compensation	113,091	114,340	127,593	91,968	142,785
4204	Group Insurance	103,838	86,315	99,670	71,493	107,766
4210	OPEB Liability	9,846	10,000	11,044	10,515	15,500
4215	Uniform Replacement	1,014	475	1,200	3,590	1,200
	Total Salaries & Benefits	\$ 1,227,237	\$ 1,281,427	\$ 1,407,894	\$ 1,026,085	\$ 1,340,006

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
5203 Repair & Maintenance Supplies	\$ -	\$ -	\$ -	\$ 53,178	\$ -
5204 Operating Supplies	58,652	95,699	70,000	-	75,000
5207 Small Tools & Equipment	649	1,739	3,000	737	3,000
5220 Computer Refresh	1,200	1,200	1,200	900	-
6101 Gas	4,741	4,966	4,500	4,394	4,500
6102 Electricity	73,415	78,270	77,400	44,809	77,400
6103 Water	173,744	230,779	215,000	132,369	215,000
6206 Contractual Services	356,806	408,563	524,000	306,196	473,000
6207 Equip Replacement Charges	35,304	32,832	272,813	214,884	290,527
6208 Dues & Subscriptions	660	660	1,000	975	1,000
6212 Laundry & Cleaning	6,472	6,171	6,500	4,298	6,500
6214 Professional/Technical	-	150	1,000	483	1,000
6215 Repair & Maintenance	14,893	6,608	40,000	6,347	75,000
6216 Rental Charges	320	-	700	-	700
6223 Training & Education	914	5,231	5,000	690	5,000
6254 Telephone	3,759	9,010	4,800	4,589	4,800
Total Maintenance & Operations	\$ 731,529	\$ 881,878	\$ 1,226,913	\$ 774,849	\$ 1,232,427
SUB-TOTAL PARKS OPERATION	\$ 1,958,766	\$ 2,163,305	\$ 2,634,807	\$ 1,800,934	\$ 2,572,433
RECREATION OPERATION					
4101 Salaries Full-Time	\$ 79,440	\$ 120,861	\$ 128,476	\$ 93,513	\$ 108,971
4102 Salaries Part-Time	289,698	275,915	317,980	185,825	178,000
4103 Overtime	-	-	5,000	-	5,000
4201 Retirement CalPERS	66,440	117,690	56,026	27,490	56,180
4202 FICA	29,571	30,153	34,309	22,190	19,249
4203 Workers' Compensation	15,061	16,204	18,394	11,469	12,921
4204 Group Insurance	12,121	11,699	9,099	10,917	16,186
4210 OPEB Liability	1,446	1,986	1,927	1,893	2,576
4215 Uniform Replacement	7,041	6,130	9,000	6,653	11,000
Total Salaries & Benefits	\$ 500,818	\$ 580,638	\$ 580,211	\$ 359,950	\$ 410,083
4999 Cash Over/Short	\$ -	\$ 138	\$ -	\$ 56	\$ -
5201 Office Supplies	-	387	-	-	-
5204 Operating Supplies	23,131	19,132	31,200	15,209	39,000
6201 Advertising/Publishing	9,029	17,264	24,000	23,679	30,000
6205 Other Printing & Binding	8,175	571	5,000	876	5,000
6208 Dues & Subscriptions	330	274	600	352	600
6211 General Liability/Bonds Insurance	16,827	3,182	-	-	-
6213 Meetings & Travel	1,750	1,606	3,000	1,524	5,200
6214 Professional & Technical	6,695	920	10,000	720	10,000
6215 Repair & Maintenance	1,485	782	12,500	1,272	2,500
6217 Software Maintenance	-	875	-	-	1,000
6223 Training & Education	1,725	3,022	3,800	3,578	5,200
Total Maintenance & Operations	\$ 69,147	\$ 48,153	\$ 90,100	\$ 47,266	\$ 98,500
SUB-TOTAL RECREATION OPERATION	\$ 569,965	\$ 628,791	\$ 670,311	\$ 407,216	\$ 508,583

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
AQUATICS					
4101 Salaries Full-Time	\$ 52,299	\$ 34,271	\$ 137,449	\$ (36,324)	\$ 63,468
4102 Salaries Part-Time	281,100	304,139	450,000	183,922	555,600
4103 Overtime	231	486	-	-	-
4201 Retirement CalPERS	13,991	16,367	67,462	9,962	13,403
4202 FICA	25,608	25,927	44,940	12,076	47,358
4203 Workers' Compensation	13,612	13,827	24,203	6,052	25,506
4204 Group Insurance	6,794	910	1,217	(7,612)	17,641
4210 OPEB Liability	768	532	2,062	(3,229)	1,206
4215 Boots/Uniforms	-	-	-	-	5,500
Total Salaries & Benefits	\$ 394,403	\$ 396,459	\$ 727,333	\$ 164,847	\$ 729,682
5204 Operating Supplies	\$ 6,863	\$ 13,044	\$ 16,000	\$ 3,888	\$ 16,000
6101 Gas Utility	-	-	-	50	-
6208 Dues and Subscription	150	590	300	150	300
6214 Professional & Technical	1,204	2,532	3,000	3,660	3,000
6215 Repair & Maintenance	-	2,348	2,000	2,145	2,000
6223 Training & Education	-	1,816	5,000	681	6,000
6254 Telephone	1,590	2,041	4,000	937	4,000
Total Maintenance & Operations	\$ 9,807	\$ 22,371	\$ 30,300	\$ 11,511	\$ 31,300
SUB-TOTAL AQUATICS	\$ 404,210	\$ 418,830	\$ 757,633	\$ 176,358	\$ 760,982
CULTURAL ARTS					
4101 Salaries Full-Time	\$ 130,099	\$ 125,370	\$ 146,426	\$ 95,067	\$ 86,040
4102 Salaries Part-Time	73,428	88,348	77,500	71,369	82,500
4103 Overtime	493	330	-	293	-
4201 Retirement CalPERS	29,237	40,106	44,338	30,697	33,237
4202 FICA	16,319	16,437	17,131	12,886	12,893
4203 Workers' Compensation	8,324	8,733	9,226	6,791	6,944
4204 Group Insurance	2,463	7,278	7,133	8,159	12,641
4210 OPEB Liability	1,848	2,168	2,196	1,923	1,635
Total Salaries & Benefits	\$ 262,211	\$ 288,770	\$ 303,950	\$ 227,185	\$ 235,890
5204 Operating Supplies	\$ 11,377	\$ 14,566	\$ 13,000	\$ 6,766	\$ 13,000
6206 Contractual Services	22,315	29,943	24,000	15,985	34,000
6208 Dues & Subscriptions	350	200	200	170	200
6214 Professional & Technical	101,637	76,628	90,000	31,628	80,000
6215 Repair & Maintenance	110	1,037	-	-	-
6249 Fees & Licenses	5,782	4,642	6,000	4,398	6,000
Total Maintenance & Operations	\$ 141,571	\$ 127,016	\$ 133,200	\$ 58,947	\$ 133,200
SUB-TOTAL CULTURAL ARTS	\$ 403,782	\$ 415,786	\$ 437,150	\$ 286,132	\$ 369,090
SPORTS					

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101 Salaries Full-Time	\$ 93,121	\$ 93,709	\$ 93,037	\$ 71,500	\$ 93,493
4102 Salaries Part-Time	54,133	49,226	79,600	31,701	84,700
4103 Overtime	710	368	-	-	-
4201 Retirement CalPERS	21,228	28,375	30,251	19,710	25,703
4202 FICA	11,606	11,336	13,206	8,109	13,632
4203 Workers' Compensation	6,037	5,847	7,113	4,221	7,342
4204 Group Insurance	1,428	1,448	1,455	1,027	15,041
4210 OPEB Liability	1,436	1,488	1,396	1,385	1,776
Total Salaries & Benefits	\$ 189,699	\$ 191,797	\$ 226,058	\$ 137,653	\$ 241,687
5204 Operating Supplies	\$ 17,723	\$ 17,703	\$ 18,600	\$ 14,931	\$ 21,700
6208 Dues & Subscriptions	90	132	500	132	800
6211 Insurance & Bonds	-	-	1,000	-	1,000
6214 Professional & Technical	33,350	44,190	60,000	10,060	50,000
6249 Fees & Licenses	-	-	750	-	500
Total Maintenance & Operations	\$ 51,163	\$ 62,025	\$ 80,850	\$ 25,123	\$ 74,000
SUB-TOTAL SPORTS	\$ 240,862	\$ 253,822	\$ 306,908	\$ 162,776	\$ 315,687
TEEN CENTER					
4101 Salaries Full-Time	\$ 96	\$ -	\$ -	\$ 45,627	\$ 70,560
4102 Salaries Part-Time	76,928	67,615	92,665	-	101,200
4201 Retirement CalPERS	-	209	6,348	69	21,899
4202 FICA	6,293	5,176	7,089	3,578	13,139
4203 Workers' Compensation	3,360	2,761	3,818	1,869	14,591
4204 Group Insurance	-	-	-	-	15,641
4210 OPEB Liability	-	-	-	-	1,341
Total Salaries & Benefits	\$ 86,677	\$ 75,761	\$ 109,920	\$ 51,143	\$ 238,371
5204 Operating Supplies	\$ 4,540	\$ 4,037	\$ 11,000	\$ 7,117	\$ 14,000
6206 Contractual Services	-	750	-	-	-
6208 Dues & Subscriptions	-	170	200	-	200
6214 Professional & Technical	-	-	4,000	-	4,000
6215 Repair & Maintenance	-	29	-	-	-
6249 Fees & Licenses	433	441	700	-	700
6254 Telephone	1,332	1,380	1,200	1,247	1,200
Total Maintenance & Operations	\$ 6,305	\$ 6,807	\$ 17,100	\$ 8,364	\$ 20,100
SUB-TOTAL TEEN CENTER	\$ 92,982	\$ 82,568	\$ 127,020	\$ 59,507	\$ 258,471
JOSLYN SENIOR CENTER					
4101 Salaries Full-Time	\$ 11,419	\$ 78,169	\$ 82,728	\$ 55,888	\$ 88,128
4102 Salaries Part-Time	42,175	39,826	46,210	49,440	47,100
4103 Overtime	-	381	-	-	-
4201 Retirement CalPERS	5,505	21,709	25,215	17,650	29,229
4202 FICA	4,664	8,933	9,864	8,058	10,345

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4203 Workers' Compensation	2,184	4,829	5,312	4,309	5,572
4204 Group Insurance	94	5,919	5,734	5,127	7,641
4210 OPEB Liability	231	1,310	1,241	1,221	1,674
Total Salaries & Benefits	\$ 66,272	\$ 161,076	\$ 176,304	\$ 141,693	\$ 189,689
5204 Operating Supplies	\$ 5,402	\$ 12,094	\$ 15,500	\$ 10,235	\$ 15,500
6206 Contractual Services	750	-	-	-	-
6208 Dues & Subscriptions	448	439	500	344	500
6214 Professional & Technical	34,217	35,474	45,000	30,052	45,000
6216 Rental Charges	-	-	1,500	-	1,500
6254 Telephone	2,988	3,680	4,000	2,565	4,000
Total Maintenance & Operations	\$ 43,805	\$ 51,687	\$ 66,500	\$ 43,196	\$ 66,500
SUB-TOTAL JOSLYN SENIOR CENTER	\$ 110,077	\$ 212,763	\$ 242,804	\$ 184,889	\$ 256,189
FARMERS MARKET					
4102 Salaries Part-Time	\$ 16,254	\$ 22,468	\$ 26,500	\$ 16,264	\$ 29,000
4201 Retirement CalPERS	-	39	1,815	-	2,000
4202 FICA	1,243	1,719	2,027	1,384	2,219
4203 Workers' Compensation	663	917	1,092	670	1,195
Total Salaries & Benefits	\$ 18,160	\$ 25,143	\$ 31,434	\$ 18,318	\$ 34,414
5204 Operating Supplies	\$ 2,573	\$ 3,409	\$ 3,600	\$ 1,783	\$ 3,600
6201 Advertising/Publishing	604	1,623	2,500	2,428	2,500
6211 Insurance & Bonds	-	-	500	-	-
6214 Professional/Technical	2,065	2,770	3,000	1,005	3,500
6249 Fees & Licenses	3,176	4,431	4,400	1,846	4,400
Total Maintenance & Operations	\$ 8,418	\$ 12,233	\$ 14,000	\$ 7,062	\$ 14,000
SUB-TOTAL FARMERS MARKET	\$ 26,578	\$ 37,376	\$ 45,434	\$ 25,380	\$ 48,414
SPECIAL EVENTS					
4102 Salaries Part-Time	\$ 23,549	\$ 21,003	\$ 24,280	\$ 7,280	\$ 24,500
4201 Retirement CalPERS	-	151	1,663	38	2,000
4202 FICA	1,802	1,607	1,857	557	1,874
4203 Workers' Compensation	961	857	1,000	298	1,009
Total Salaries & Benefits	\$ 26,312	\$ 23,618	\$ 28,800	\$ 8,173	\$ 29,383
5204 Operating Supplies	\$ 9,539	\$ 13,292	\$ 15,000	\$ 7,484	\$ 16,500
6201 Advertising/Publishing	4,335	16,213	13,000	10,492	15,000
6206 Contractual Services	34,360	30,650	40,300	11,052	44,000
6211 Insurance & Bonds	9,627	-	-	-	-
Total Maintenance & Operations	\$ 57,861	\$ 60,155	\$ 68,300	\$ 29,028	\$ 75,500
SUB-TOTAL SPECIAL EVENTS	\$ 84,173	\$ 83,773	\$ 97,100	\$ 37,201	\$ 104,883

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
WISEBURN AQUATICS CENTER					
4101 Salaries Full-Time	\$ -	\$ 47,721	\$ -	\$ 129,545	\$ 84,612
4102 Salaries Part-Time	-	-	466,600	187,948	644,670
4103 Overtime	-	1,044	-	358	-
4201 Retirement CalPERS	-	7,763	31,962	17,721	57,685
4202 FICA	-	3,731	35,695	25,007	58,386
4203 Workers' Compensation	-	1,990	19,224	13,018	40,455
4204 Group Insurance	-	5,451	-	13,473	16,041
4210 OPEB Liability	-	799	-	5,031	1,608
Total Salaries & Benefits	\$ -	\$ 68,499	\$ 553,481	\$ 392,101	\$ 903,457
5204 Operating Supplies	\$ -	\$ 12,952	\$ 24,000	\$ 14,174	\$ 24,000
6201 Advertising/Publishing	-	-	7,500	-	7,500
6208 Dues & Subscriptions	-	-	500	-	500
6211 Insurance & Bonds	-	-	24,000	-	24,000
6213 Meetings & Travel	-	-	6,050	-	6,200
6214 Professional & Technical	-	-	3,000	-	5,000
6215 Repair & Maintenance	-	2,152	7,000	1,367	7,000
6223 Training & Education	-	-	6,150	1,743	6,150
6249 Fees & License	-	-	3,650	-	3,650
6254 Telephone	-	-	4,000	-	4,000
Total Maintenance & Operations	\$ -	\$ 15,104	\$ 85,850	\$ 17,284	\$ 88,000
SUB-TOTAL WISEBURN AQUATIC CTR	\$ -	\$ 83,603	\$ 639,331	\$ 409,385	\$ 991,457
CENTENNIAL CELEBRATION					
4102 Salaries Part-Time	\$ 11,098	\$ 5,030	\$ -	\$ -	\$ -
4201 Retirement CalPERS	-	169	-	-	-
4202 FICA	849	384	-	-	-
4203 Workers' Compensation	453	205	-	-	-
Total Salaries & Benefits	\$ 12,400	\$ 5,788	\$ -	\$ -	\$ -
6206 Contractual Services	\$ 2,185	\$ 5,633	\$ -	\$ 2,307	\$ -
Total Maintenance & Operations	\$ 2,185	\$ 5,633	\$ -	\$ 2,307	\$ -
SUB-TOTAL CENTENNIAL CELEB	\$ 14,585	\$ 11,421	\$ -	\$ 2,307	\$ -
SENIOR IN-HOME CARE					
4102 Salaries Part-Time	\$ 4,699	\$ 4,364	\$ 5,350	\$ 3,409	\$ 5,800
4201 Retirement CalPERS	-	887	366	-	500
4202 FICA	359	334	410	261	444
4203 Workers' Compensation	192	178	220	139	239
Total Salaries & Benefits	\$ 5,250	\$ 5,763	\$ 6,346	\$ 3,809	\$ 6,983
5204 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
6214 Professional & Technical	15,984	13,716	17,000	6,732	17,000

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Maintenance & Operations	\$ 15,984	\$ 13,716	\$ 17,000	\$ 6,732	\$ 17,000
SUB-TOTAL SENIOR IN-HOME CARE	\$ 21,234	\$ 19,479	\$ 23,346	\$ 10,541	\$ 23,983
JUVENILE DIVERSION					
6214 Professional & Technical	\$ 5,354	\$ 5,555	\$ 19,000	\$ 9,589	\$ 19,000
Total Maintenance & Operations	\$ 5,354	\$ 5,555	\$ 19,000	\$ 9,589	\$ 19,000
SUB-TOTAL JUVENILE DIVERSION	\$ 5,354	\$ 5,555	\$ 19,000	\$ 9,589	\$ 19,000
DELIVERED MEALS					
4102 Salaries Part-Time	\$ 10,176	\$ 9,078	\$ 10,700	\$ 7,284	\$ 11,600
4201 Retirement CalPERS	1	1,907	733	-	1,000
4202 FICA	779	695	818	557	887
4203 Workers' Compensation	415	370	441	298	478
Total Salaries & Benefits	\$ 11,371	\$ 12,050	\$ 12,692	\$ 8,139	\$ 13,965
5204 Operating Supplies	\$ 668	-	-	-	-
6214 Professional & Technical	24,741	27,355	23,000	18,806	23,000
Total Maintenance & Operations	\$ 25,409	\$ 27,355	\$ 23,000	\$ 18,806	\$ 23,000
SUB-TOTAL DELIVERED MEALS	\$ 36,780	\$ 39,405	\$ 35,692	\$ 26,945	\$ 36,965
COMMUNITY OUTREACH ADMIN					
6206 Contractual Services	\$ 10,115	\$ 10,913	\$ 14,000	\$ 7,650	\$ 14,000
Total Maintenance & Operations	\$ 10,115	\$ 10,913	\$ 14,000	\$ 7,650	\$ 14,000
SUB-TOTAL COMM. OUTREACH ADMIN	\$ 10,115	\$ 10,913	\$ 14,000	\$ 7,650	\$ 14,000
<u>TOTAL REC & PARKS - GENERAL FUND</u>	<u>\$ 4,521,626</u>	<u>\$ 5,029,549</u>	<u>\$ 6,688,627</u>	<u>\$ 4,045,227</u>	<u>\$ 7,190,768</u>
<u>PROPOSITION "A" FUND (112)</u>					
PROPOSITION "A" - ADMINISTRATION					
4101 Salaries Full-time	\$ 948	\$ 9,012	\$ 19,551	\$ 13,866	\$ 20,500
4102 Salaries Part-Time	1,584	330	-	-	-
4201 Retirement CalPERS	-	1,009	1,339	-	2,557
4202 FICA	183	714	2,180	1,059	1,568
4203 Workers' Compensation	103	365	798	563	2,470
4210 OPEB Liability	-	-	968	-	390
Total Salaries & Benefits	\$ 2,818	\$ 11,430	\$ 24,836	\$ 15,488	\$ 27,485
SUB-TOTAL PROP "A" - ADMIN	\$ 2,818	\$ 11,430	\$ 24,836	\$ 15,488	\$ 27,485
PROPOSITION "A" - DIAL-A-RIDE					
4102 Salaries Part-Time	\$ 71,069	\$ 71,034	\$ 99,525	\$ 51,509	\$ 100,500

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4201 Retirement CalPERS	2	1,334	6,817	9	5,000
4202 FICA	5,421	5,435	7,614	3,940	7,688
4203 Workers' Compensation	2,900	2,898	4,100	2,107	12,110
Total Salaries & Benefits	\$ 79,392	\$ 80,701	\$ 118,056	\$ 57,565	\$ 125,298
5204 Operating Supplies	\$ 240	\$ -	\$ 500	\$ 8,557	\$ 500
5215 Vehicle Gasoline Charge	11,464	23,447	31,000	-	31,000
6207 Equip Replacement Charges	-	34,680	36,883	26,010	51,559
6211 General Liability/Bonds Insurance	44,004	54,396	54,400	40,797	54,400
6214 Professional & Technical	4,895	4,762	12,800	383	15,800
6223 Training & Education	2,130	-	3,000	-	3,000
6224 Vehicle Operating Charges	10,421	34,247	13,500	26,002	21,000
6254 Telephone	412	414	500	53	500
Total Maintenance & Operations	\$ 73,566	\$ 151,946	\$ 152,583	\$ 101,802	\$ 177,759
SUB-TOTAL PROP "A" - DIAL-A-RIDE	\$ 152,958	\$ 232,647	\$ 270,639	\$ 159,367	\$ 303,057
PROPOSITION "A" - SHUTTLE					
4102 Salaries Part-Time	\$ 11,165	\$ 10,974	\$ 16,200	\$ 1,961	\$ 17,500
4201 Retirement CalPERS	-	-	1,110	-	1,500
4202 FICA	854	839	1,239	150	1,339
4203 Workers' Compensation	456	448	667	80	2,109
Total Salaries & Benefits	\$ 12,475	\$ 12,261	\$ 19,216	\$ 2,191	\$ 22,448
5204 Operating Supplies	\$ 256	\$ -	\$ 500	\$ -	\$ 500
6214 Professional & Technical	600	600	4,200	-	4,200
Total Maintenance & Operations	\$ 856	\$ 600	\$ 4,700	\$ -	\$ 4,700
SUB-TOTAL PROP "A" - SHUTTLE	\$ 13,331	\$ 12,861	\$ 23,916	\$ 2,191	\$ 27,148
PROPOSITION "A" - RECREATION TRIPS					
4102 Salaries Part-Time	\$ 5,529	\$ 6,322	\$ 11,500	\$ 5,343	\$ 11,500
4201 Retirement CalPERS	-	-	788	-	900
4202 FICA	422	484	880	409	880
4203 Workers' Compensation	226	258	474	218	1,386
Total Salaries & Benefits	\$ 6,177	\$ 7,064	\$ 13,642	\$ 5,970	\$ 14,666
6216 Rental Charges	\$ 6,095	\$ 3,105	\$ 13,000	\$ -	\$ 13,000
Total Maintenance & Operations	\$ 6,095	\$ 3,105	\$ 13,000	\$ -	\$ 13,000
SUB-TOTAL PROP "A"- REC. TRIPS	\$ 12,272	\$ 10,169	\$ 26,642	\$ 5,970	\$ 27,666
PROPOSITION "A" - MTA BUY-DOWN					
5204 Operating Supplies	\$ 4,236	\$ 5,082	\$ 5,000	\$ 2,544	\$ 5,000
Total Maintenance & Operations	\$ 4,236	\$ 5,082	\$ 5,000	\$ 2,544	\$ 5,000

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
SUB-TOTAL PROP "A" - MTA BUY-DOWN	\$ 4,236	\$ 5,082	\$ 5,000	\$ 2,544	\$ 5,000
<u>TOTAL PROPOSITION "A" FUND</u>	\$ 185,615	\$ 272,189	\$ 351,033	\$ 185,560	\$ 390,356
<u>PROPOSITION "C" FUND (114)</u>					
PROPOSITION "C" - SHUTTLE					
4102 Salaries Part-Time	\$ 29,177	\$ 25,463	\$ 54,000	\$ 22,272	\$ 55,600
4201 Retirement CalPERS	-	-	3,699	-	4,000
4202 FICA	2,232	1,948	4,131	1,704	4,253
4203 Workers' Compensation	1,191	1,032	2,225	911	6,700
Total Salaries & Benefits	\$ 32,600	\$ 28,443	\$ 64,055	\$ 24,887	\$ 70,553
5204 Operating Supplies	\$ -	\$ -	\$ 500	\$ -	\$ 500
6206 Contractual Services	31,335	22,138	42,838	17,082	30,000
6207 Equip Replacement Charges	-	6,804	-	1,647	-
6214 Professional & Technical	263	-	6,000	-	6,000
Total Maintenance & Operations	\$ 31,598	\$ 28,942	\$ 49,338	\$ 18,729	\$ 36,500
8943 Capital Improvements	\$ -	\$ 199,067	\$ -	\$ 73,749	\$ 240,000
SUB-TOTAL PROP "C" - SHUTTLE	\$ 64,198	\$ 256,452	\$ 113,393	\$ 117,365	\$ 347,053
<u>TOTAL PROPOSITION "C" FUND</u>	\$ 64,198	\$ 256,452	\$ 113,393	\$ 117,365	\$ 347,053
<u>GOLF COURSE FUND (503)</u>					
ADMINISTRATION					
5220 Computer Refresh Program Equip	\$ 2,300	\$ 2,300	\$ 2,300	\$ 1,725	\$ -
6207 Equipment Replacement Charges	18,996	11,052	17,333	12,996	-
6214 Professional/Technical	96,000	96,000	96,000	64,000	96,000
6286 General Administrative Charges	130,200	86,004	60,602	45,450	-
6501 Right of Way Lease	31,183	34,018	31,300	25,514	31,300
Total Maintenance & Operations	\$ 278,679	\$ 229,374	\$ 207,535	\$ 149,685	\$ 127,300
8104 Equipment	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Total Capital Outlay	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
SUB-TOTAL ADMINISTRATION	\$ 278,679	\$ 229,374	\$ 212,535	\$ 149,685	\$ 132,300

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
FOOD & BEVERAGE					
4104 Permanent Contract	\$ 143,055	\$ 148,035	\$ 138,000	\$ 107,150	\$ 150,000
4202 FICA	13,665	13,644	14,000	9,199	13,000
4203 Workers' Compensation	8,560	9,821	10,200	6,741	10,200
4204 Group Insurance	13,965	12,620	9,600	8,517	9,600
4205 Uniform Allowance	1,215	1,422	2,000	720	2,000
Total Salaries & Benefits	\$ 180,460	\$ 185,542	\$ 173,800	\$ 132,327	\$ 184,800
5203 Repair & Maintenance Supplies	\$ 635	\$ 62	\$ 3,000	\$ 2,729	\$ 3,000
5204 Operating Supplies	30,961	18,012	18,200	11,511	18,200
5210 Paper Goods	3,221	3,892	3,000	470	3,000
5213 Replacement Of Damaged Goods	1,200	1,200	1,500	900	1,500
6201 Advertising/Publishing	3,266	4,223	3,500	783	3,500
6215 Repair & Maintenance	3,797	5,054	10,000	4,046	10,000
6242 Employee Meals	6,300	6,300	6,200	4,725	6,200
6244 Other Unclassified Expenses	66	555	-	200	-
6249 Fees & Licenses	-	1,250	-	1,438	-
7550 Cost of Sales	128,800	117,850	123,000	77,945	60,000
Total Maintenance & Operations	\$ 178,246	\$ 158,398	\$ 168,400	\$ 104,747	\$ 105,400
SUB-TOTAL FOOD & BEVERAGE	\$ 358,706	\$ 343,940	\$ 342,200	\$ 237,074	\$ 290,200
PRO SHOP					
4104 Permanent Contract	\$ 29,657	\$ 96,168	\$ 28,000	\$ 82,810	\$ 50,000
4202 FICA	2,481	8,268	2,600	6,962	9,900
4203 Workers' Compensation	1,257	6,210	2,100	5,354	2,100
4204 Group Insurance	5,466	4,420	2,600	19	2,600
4205 Uniform Allowance	336	-	500	-	500
Total Salaries & Benefits	\$ 39,197	\$ 115,066	\$ 35,800	\$ 95,145	\$ 65,100
5203 Repair & Maintenance Supplies	\$ -	\$ -	\$ 1,500	\$ 112	\$ 1,500
5204 Operating Supplies	2,742	4,057	7,100	2,393	7,100
6201 Advertising/Publishing	3,896	4,932	5,000	3,754	5,000
6215 Repair & Maintenance	300	339	500	148	500
6244 Other Unclassified Expenses	-	-	900	-	900
6270 Commissions	-	-	1,700	780	1,700
7600 Hard Goods	36,058	33,128	69,000	20,778	35,000
7601 Purchase Discount	(1,410)	(853)	(1,300)	-	(1,300)
7602 Soft Goods	27,243	16,969	50,000	11,906	20,000
7604 Freight	2,350	2,224	4,200	1,808	4,200
Total Maintenance & Operations	\$ 71,179	\$ 60,796	\$ 138,600	\$ 41,679	\$ 74,600
SUB-TOTAL PRO SHOP	\$ 110,376	\$ 175,862	\$ 174,400	\$ 136,824	\$ 139,700

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GOLF COURSE					
4104 Permanent Contract	\$ 195,194	\$ 113,665	\$ 182,000	\$ 82,172	\$ 115,000
4202 FICA	17,929	10,253	17,000	6,495	9,100
4203 Workers' Compensation	12,632	7,789	13,000	5,048	13,000
4204 Group Insurance	4,736	6,292	7,500	12,288	7,500
4205 Uniform Allowance	410	24	800	-	800
Total Salaries & Benefits	\$ 230,901	\$ 138,023	\$ 220,300	\$ 106,003	\$ 145,400
5203 Repair & Maintenance Supplies	\$ 33,926	\$ 44,188	\$ 45,000	\$ 29,540	\$ 30,000
5204 Operating Supplies	18,501	19,911	30,000	10,286	30,000
6201 Advertising/Publishing	2,531	4,212	5,000	3,804	5,000
6206 Contractual Services	14,499	13,336	15,000	6,000	15,000
6215 Repair & Maintenance	15,797	18,714	15,000	7,125	15,000
6244 Other Unclassified Expense	77	-	200	1,247	200
6260 Equipment Leasing Costs	964	812	800	-	800
Total Maintenance & Operations	\$ 86,295	\$ 101,173	\$ 111,000	\$ 58,002	\$ 96,000
SUB-TOTAL GOLF COURSE	\$ 317,196	\$ 239,196	\$ 331,300	\$ 164,005	\$ 241,400
DRIVING RANGE					
4104 Permanent Contract	\$ 44,550	\$ 33,481	\$ 45,000	\$ 25,993	\$ 38,000
4202 FICA	3,707	3,139	4,000	2,087	3,000
4203 Workers' Compensation	2,396	2,322	3,500	1,581	3,500
4205 Uniform Allowance	-	-	500	-	500
Total Salaries & Benefits	\$ 50,653	\$ 38,942	\$ 53,000	\$ 29,661	\$ 45,000
5204 Operating Supplies	\$ 6,065	\$ 13,626	\$ 10,000	\$ 5,102	\$ 10,000
6201 Advertising/Publishing	3,222	5,018	5,000	4,406	5,000
6202 Range Balls and Mats	28,061	-	50,000	31,372	50,000
6215 Repair & Maintenance	11,274	16,234	15,000	22,705	15,000
Total Maintenance & Operations	\$ 48,622	\$ 34,878	\$ 80,000	\$ 63,585	\$ 80,000
SUB-TOTAL DRIVING RANGE	\$ 99,275	\$ 73,820	\$ 133,000	\$ 93,246	\$ 125,000
GENERAL & ADMINISTRATION					
4104 Permanent Contract	\$ 127,442	\$ 126,686	\$ 120,000	\$ 94,606	\$ 130,000
4202 FICA	11,421	11,441	12,000	7,775	11,600
4203 Workers' Compensation	7,630	8,709	8,000	6,018	8,000
4204 Group Insurance	18,908	23,287	13,200	21,812	13,200
Total Salaries & Benefits	\$ 165,401	\$ 170,123	\$ 153,200	\$ 130,211	\$ 162,800
5203 Repair & Maintenance Supplies	\$ 16,302	\$ 23,014	\$ 12,000	\$ 15,527	\$ 12,000
5204 Operating Supplies	9,745	9,811	10,000	4,463	10,000
6101 Gas	3,369	3,124	4,200	2,557	4,200
6102 Electricity	29,047	25,376	31,000	18,884	31,000
6103 Water	131,311	136,197	112,000	65,532	112,000

**CITY OF EL SEGUNDO
RECREATION AND PARKS DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
6135 Credit Card Expense	34,062	35,944	33,500	25,795	33,500
6139 Bank Service Charges	7,544	6,079	18,000	5,498	18,000
6153 Personal Property Damage	3,953	5,650	4,000	7,507	4,000
6201 Advertising/Publishing	4,015	7,773	5,000	3,842	5,000
6208 Dues & Subscriptions	485	-	1,500	-	1,500
6211 General Liability/Bonds Insurance	118,208	144,020	8,979	31,588	-
6213 Meetings & Travel	-	-	500	-	500
6214 Professional/Technical	3,257	3,313	2,600	2,112	2,600
6215 Repair & Maintenance	9,907	10,714	18,800	13,054	8,000
6223 Training & Education	149	-	1,000	45	1,000
6244 Other Unclassified Expense	(5,792)	(5,063)	(500)	(2,588)	(500)
6249 Fees & Licenses	1,563	188	2,300	-	2,300
6253 Postage	486	306	1,000	700	1,000
6254 Telephone	15,442	16,923	9,000	14,324	9,000
6284 Security Costs	7,686	7,682	6,000	5,020	6,000
6301 Legal Counsel	159	-	500	-	500
6502 Contribution Expense	-	-	200	-	200
Total Maintenance & Operations	\$ 390,898	\$ 431,051	\$ 281,579	\$ 213,860	\$ 261,800
SUB-TOTAL GENERAL & ADMIN	\$ 556,299	\$ 601,174	\$ 434,779	\$ 344,071	\$ 424,600
GOLF COURSE - LESSONS					
6093 Junior Camp Expenses	\$ 12,852	\$ 10,512	\$ 11,500	\$ 6,016	\$ 11,500
6201 Advertising/Publishing	88	-	-	-	-
6270 Commissions	73,828	81,435	52,300	-	52,300
7606 Teaching Supplies	-	-	800	-	800
Total Maintenance & Operations	\$ 86,768	\$ 91,947	\$ 64,600	\$ 6,016	\$ 64,600
SUB-TOTAL GOLF COURSE - LESSONS	\$ 86,768	\$ 91,947	\$ 64,600	\$ 6,016	\$ 64,600
<u>TOTAL GOLF COURSE FUND *</u>	<u>\$ 1,807,299</u>	<u>\$ 1,755,313</u>	<u>\$ 1,692,814</u>	<u>\$ 1,130,921</u>	<u>\$ 1,417,800</u>
GRAND TOTAL REC & PARKS - ALL FDS	<u>\$ 6,578,738</u>	<u>\$ 7,313,503</u>	<u>\$ 8,845,867</u>	<u>\$ 5,479,073</u>	<u>\$ 9,345,977</u>

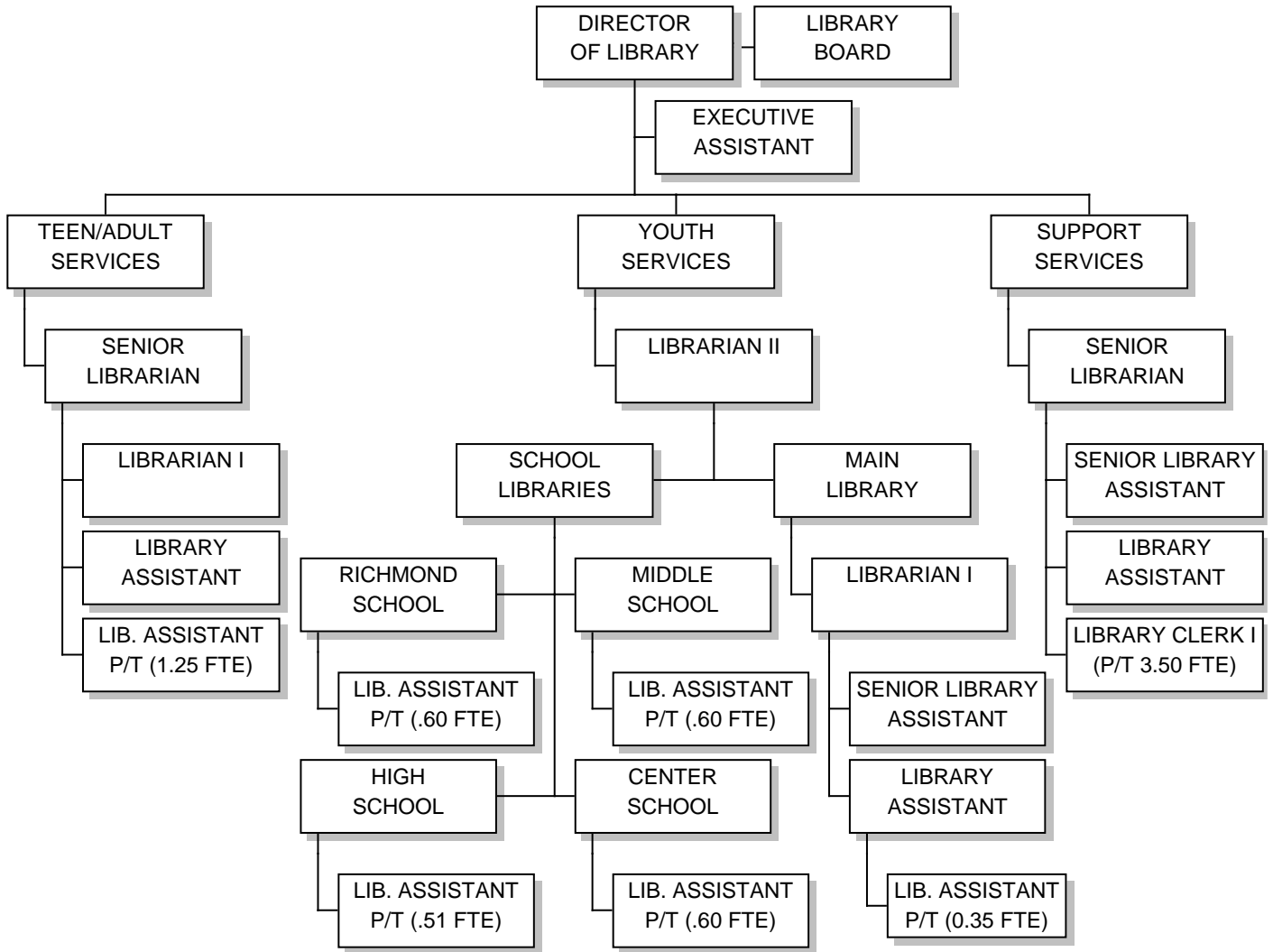
* Excludes Depreciation Expense, approximately \$235k/yr.

Note: Capital Improvement Projects (CIP) were previously presented as part of the department's budget.

Beginning FY16-17, all CIP are shown separately from the department's operating budget.

Grants received in the past are not reflected in the presentation above because the grants were recorded either under non-departmental or in some other forms describing the grants themselves. However, the various grants are presented under the Summary of All Funds.

**CITY OF EL SEGUNDO
LIBRARY DEPARTMENT ORGANIZATION CHART
FISCAL YEAR 2019-2020**



**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2016-2017 TO 2019-2020**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2016-17	ADOPTED FY 2017-18	ADOPTED FY 2018-19	ADOPTED FY 2019-20
<u>Library Services Department</u>				
Director of Library Services	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Librarian I	2.00	2.00	2.00	2.00
Librarian II	1.00	1.00	1.00	1.00
Library Assistant	3.00	3.00	3.00	3.00
Senior Librarian	2.00	2.00	2.00	2.00
Senior Library Assistant	2.00	2.00	2.00	2.00
Sub-total Full-Time	12.00	12.00	12.00	12.00
<u>Part-Time FTEs</u>				
Library Assistant	3.10	3.10	3.91	3.91
Library Clerk I	3.60	2.75	3.50	3.50
Sub-total Part-Time	6.70	5.85	7.41	7.41
Total Library Services Department	18.70	17.85	19.41	19.41

**CITY OF EL SEGUNDO
LIBRARY SERVICES DEPARTMENT PROFILE**

MISSION STATEMENT: The El Segundo Public Library is a civic and cultural hub for information and innovation where big (and small) ideas take off. We maintain comfortable, safe, and welcoming public and school libraries and connect people of all ages to information, experiences, and ideas to help them learn and be successful.

ADMINISTRATION: Oversees the operations of the Main Library and four school libraries and provides direction and resources for continual improvements in library services, programs, and facilities based on community input and in collaboration with the Friends of the Library, Library Board of Trustees, Arts and Culture Advisory Committee, El Segundo Unified School District (ESUSD), and other partners.

SUPPORT SERVICES: Oversees the ordering, cataloging, processing and circulation of all print, audiovisual, and electronic resources for the Main Library and four school libraries. Coordinates the use of the library's meeting room and conference room for individuals and organizations. Helps maintain the library's facilities and technology.

YOUTH SERVICES: Supports children's educational development by providing a wide-ranging collection of books and other materials to meet varying needs and interests as well as staff assistance in locating and using resources in the Main Library and four school libraries in coordination with ESUSD. Provides ongoing and special library programs for youth throughout the year, including toddler, preschool, family, and bilingual storytimes, a popular Summer Reading Program, library tours and class visits, and science and art activities for elementary and middle school students.

TEEN/ADULT SERVICES: Cultivates the library as a center for learning by providing effective delivery of materials and information through an established collection of reliable print resources and web-based technologies. Conducts enriching literary and cultural programs in the library and beyond for teens and adults, provides computer and Internet instruction, offers Literacy Volunteer Training, coordinates the use of library study rooms, and offers outreach services in the community. In coordination with the Friends of the Library, provides access to the History Room Archives and Photograph Collection.

ACCOMPLISHMENTS IN FISCAL YEAR 2018-2019:

- 231,446 patrons visited the Main Library and four school libraries
- Over 161,000 books and other items were borrowed (including 10,305 eBooks)
- The elementary, middle, and high school libraries hosted 2068 class visits
- Program attendance at the Main Library increased 33% with the Teen/Adult Services Division offering 51 more events than FY 2017-2018
- 16,570 patrons utilized library meeting and study rooms, customers logged 11,356 hours on the library's public computers, and 8500 items were added to the collection
- Over five times as many patrons (79,191) accessed the library's Wi-Fi network compared to the previous year due to service improvements
- Completed a Capital Improvement Project on the first floor of the Main Library to add new tables with charging stations and 50 new seats in order to provide an additional area in the library for reading, studying, and group projects. Other significant facility improvements included interior painting of most of the public areas in the library and new children's furniture.
- Upgraded additional technology for better customer service, including implementing self-checkout, wireless printing, public scanning, online booking of the library's meeting room and conference room, replacing the audiovisual system in the Sue Carter Friends of the Library Community Room, and expanding the eBook and digital photography collections

- Removed DVD rental fees and offered Fine Forgiveness Month for overdue fees to help remove barriers to library access for customers
- Provided high quality library programming for all ages, including Summer Reading Programs for children, teens, and adults, Author Fair, Concerts in the Library, art activities and exhibits, cultural programs with community partners, computer classes, and more. New library programming included bilingual and family storytimes, yoga and meditation in Library Park, a Genealogy Club, and aging mastery classes at Park Vista.
- Offered the first Living Library in El Segundo in partnership with ESMoA. Participants checked out people instead of books to learn about others' unique experiences.
- Participated in the Book to Action Program sponsored by the California State Library for the first time by encouraging community members to read and discuss Tommy Orange's There There and participate in creation of a library mural highlighting contemporary Native American and Indigenous experiences in partnership with artist Nanibah Chacon, the Arts and Culture Advisory Committee, the Library Board of Trustees, Friends of the El Segundo Public Library, and additional community organizations.
- Issued the Library's first Limited Edition Artist Series Library Card featuring the art of John Van Hamersveld during National Library Week
- Hosted art exhibits and related programs at the library, including selections from ESMoA's EAT and Oz Experiences, artist Mercedes Dorame, the El Segundo Art Association, Art Walk artists Derrick Anderson and Manda Mosher, and more. A new interactive art space at the library – named the Room of Requirement in honor of Harry Potter – opened in May 2019.
- Facilitated a series of community conversations with teens and older adults around town to learn about aspirations for El Segundo and look for opportunities for collaborative action
- Developed a Cultural Development Fund proposal in coordination with the Arts and Culture Advisory Committee

GOALS AND OBJECTIVES FOR FISCAL YEAR 2019-2020:

- Technology upgrades, including website redesign, expansion of digital resources, and installation of self-checkout in the Children's Section
- Grow Teen Services in partnership with the Recreation and Parks Department, including contributing to Teen Center enhancements and the formation of a Teen Advisory Board
- Develop Early Literacy Services via introduction of Baby Storytime and other programs and services targeted to children 0-3 and their caregivers
- Activate Library Park, including adding outdoor seating, interactive spaces, and expanded programming as well as a lower level library entrance for improved access at targeted times
- Expand Community Outreach to offer additional library services beyond the walls of the Main Library and School Libraries
- Develop Age Friendly Library Action Plan
- Consider implementation of a Fine Free Children's Library Card
- Expand public art projects and programming in coordination with the Arts and Culture Advisory Committee and community partners

**CITY OF EL SEGUNDO
LIBRARY DEPARTMENT
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>GENERAL FUND (001)</u>					
ADMINISTRATION (6101)					
Salaries & Benefits	\$ 350,560	\$ 267,276	\$ 309,764	\$ 262,159	\$ 399,673
Maintenance & Operations	349,264	320,325	332,567	230,489	312,020
Capital Outlay	-	-	18,262	18,262	-
Sub-total Administration	\$ 699,824	\$ 587,601	\$ 660,593	\$ 510,910	\$ 711,693
SUPPORT SERVICES (6102)					
Salaries & Benefits	\$ 392,175	\$ 469,636	\$ 479,440	\$ 363,176	\$ 503,578
Maintenance & Operations	20,970	20,803	26,600	18,968	24,000
Sub-total Support Services	\$ 413,145	\$ 490,439	\$ 506,040	\$ 382,144	\$ 527,578
YOUTH SERVICES (6103)					
Salaries & Benefits	\$ 458,264	\$ 450,627	\$ 469,094	\$ 328,584	\$ 459,390
Maintenance & Operations	39,623	40,549	47,850	14,510	48,250
Sub-total Youth Services	\$ 497,887	\$ 491,176	\$ 516,944	\$ 343,094	\$ 507,640
TEEN / ADULT SERVICES (6104)					
Salaries & Benefits	\$ 393,261	\$ 388,124	\$ 432,942	\$ 317,599	\$ 493,217
Maintenance & Operations	113,038	110,135	112,550	72,756	119,750
Sub-total Public/Information Services	\$ 506,299	\$ 498,259	\$ 545,492	\$ 390,355	\$ 612,967
ESUSD SCHOOL SUPPORT (6105)					
Salaries & Benefits	\$ 108,052	\$ 116,713	\$ 134,719	\$ 108,158	\$ 129,367
Sub-total ESUSD School Support	\$ 108,052	\$ 116,713	\$ 134,719	\$ 108,158	\$ 129,367
<u>TOTAL LIBRARY - GENERAL FUND</u>	\$ 2,225,207	\$ 2,184,188	\$ 2,363,788	\$ 1,734,661	\$ 2,489,245
<u>GENERAL FUND SUMMARY</u>					
Salaries & Benefits	\$ 1,702,312	\$ 1,692,376	\$ 1,825,959	\$ 1,379,676	\$ 1,985,225
Maintenance & Operations	522,895	491,812	519,567	336,723	504,020
Capital Outlay	-	-	18,262	18,262	-
TOTAL GENERAL FUND	\$ 2,225,207	\$ 2,184,188	\$ 2,363,788	\$ 1,734,661	\$ 2,489,245

Salaries & Benefits	\$ 159,266	8.72%
Maintenance & Operations	(15,547)	-2.99%
Capital Outlay	(18,262)	-100.00%
Total	\$ 125,457	5.31%

Note: Beginning in fiscal year 2016-2017, the reimbursements from the El Segundo Unified School District (ESUSD) for the librarians assigned to the schools are now treated as revenues; in the past, the reimbursements were netted against the salaries and benefits costs, which consequently, did not reflect the actual costs of the service.

**CITY OF EL SEGUNDO
LIBRARY DEPARTMENT
ADOPTED BUDGET SUMMARY BY ACCOUNT
GENERAL FUND
FISCAL YEAR 2019-2020**

DESCRIPTION		ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
4101	Salaries Full-Time	\$ 965,448	\$ 935,276	\$ 990,312	\$ 755,736	\$ 1,012,280
4102	Salaries Part-Time	298,854	268,299	317,486	231,270	322,934
4103	Overtime	-	-	1,850	-	1,850
4201	Retirement CalPERS	193,784	247,679	265,562	196,899	299,618
4202	FICA	97,514	92,941	100,048	76,621	99,673
4203	Workers' Compensation	45,142	45,893	50,500	37,886	49,555
4204	Group Insurance	85,615	87,020	85,345	66,739	178,879
4210	OPEB Liability	15,955	15,268	14,856	14,525	20,436
Total Salaries & Benefits		\$ 1,702,312	\$ 1,692,376	\$ 1,825,959	\$ 1,379,676	\$ 1,985,225
5204	Operating Supplies	\$ 13,574	\$ 18,145	\$ 17,100	\$ 12,686	\$ 15,100
5206	Computer Supplies	2,514	28,020	3,200	640	3,200
5220	Computer Refresh Charges	23,000	23,000	23,000	17,250	-
5501	Books/Other Printed Materials	74,887	77,367	79,650	54,537	74,650
5503	Book Fair	1,817	1,708	-	189	-
5505	Young Peoples Books	20,236	21,389	23,250	4,537	23,250
5507	School Library Materials	2,702	3,259	3,200	(2,394)	3,200
6082	Broadband Fiber	-	9,963	18,000	10,062	15,000
6101	Gas	4,109	4,739	8,000	6,447	8,000
6102	Electricity	48,728	44,597	56,000	30,214	51,000
6103	Water	4,074	3,977	6,000	2,753	5,000
6201	Advertising/Publishing	2,906	2,043	3,900	964	2,000
6205	Other Printing & Binding	-	41	2,100	206	1,300
6206	Contractual Services	5,070	4,604	5,200	3,694	5,400
6207	Equip Replacement Charges	12,504	1,824	1,667	1,251	12,120
6208	Dues & Subscriptions	2,711	4,959	3,300	-	3,300
6213	Meetings & Travel	5,342	1,327	5,900	149	5,300
6214	Professional/Technical	28,158	16,876	24,900	21,370	31,000
6215	Repair & Maintenance	3,741	7,873	6,600	2,594	6,200
6217	Software Maintenance	49,137	45,264	48,000	49,911	52,000
6219	Network Operating Charge	117,200	117,200	117,200	87,900	117,200
6223	Training & Education	1,911	814	2,800	-	3,600
6253	Postage	2,165	2,000	3,600	233	2,600
6254	Telephone	61,191	15,303	19,000	11,711	18,400
6260	Equipment Leasing Costs	9,005	7,183	9,000	3,590	9,000
6277	Resource Databases	26,213	28,337	29,000	16,226	28,600
6409	Audiovisual Materials	-	-	-	-	2,000
6410	E-Books	-	-	-	-	5,600
Total Maintenance & Operations		\$ 522,895	\$ 491,812	\$ 519,567	\$ 336,723	\$ 504,020
8108	Computer Hardware	\$ -	\$ -	\$ 18,262	\$ 18,262	\$ -
Total Capital Outlay		\$ -	\$ -	\$ 18,262	\$ 18,262	\$ -
TOTAL LIBRARY - GENERAL FUND		\$ 2,225,207	\$ 2,184,188	\$ 2,363,788	\$ 1,734,661	\$ 2,489,245

**CITY OF EL SEGUNDO
LIBRARY DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
LIBRARY - ADMINISTRATION					
4101 Salaries Full-Time	\$ 258,505	\$ 176,524	\$ 221,344	\$ 181,347	\$ 248,916
4201 Retirement CalPERS	47,489	57,321	58,998	44,671	85,598
4202 FICA	17,633	13,193	16,933	13,873	17,858
4203 Workers' Compensation	2,249	2,940	1,948	5,083	2,190
4204 Group Insurance	20,542	14,453	7,221	13,728	40,382
4210 OPEB Liability	4,142	2,845	3,320	3,457	4,729
Total Salaries & Benefits	\$ 350,560	\$ 267,276	\$ 309,764	\$ 262,159	\$ 399,673
4999 Cash Over/Short	\$ -	\$ -	\$ -	\$ 3	\$ -
5204 Operating Supplies	4,093	4,714	4,000	4,332	5,000
5206 Computer Supplies	566	26,703	600	257	600
5220 Computer Refresh Charges	23,000	23,000	23,000	17,250	-
6082 Broadband Fiber	-	9,963	18,000	10,062	15,000
6101 Gas	4,109	4,739	8,000	6,447	8,000
6102 Electricity	48,728	44,597	56,000	30,214	51,000
6103 Water	4,074	3,977	6,000	2,753	5,000
6201 Advertising/Publishing	525	-	2,600	-	1,000
6206 Contractual Services	5,070	4,604	5,200	3,694	5,400
6207 Equip Replacement Charges	12,504	1,824	1,667	1,251	12,120
6208 Dues & Subscriptions	2,711	4,959	3,300	-	3,300
6213 Meetings & Travel	3,300	-	3,300	622	2,300
6214 Professional/Technical	1,492	1,103	1,600	1,528	1,600
6215 Repair & Maintenance	(5)	3,664	1,600	90	1,600
6217 Software Maintenance	49,137	45,264	48,000	49,911	52,000
6219 Network Operating Charge	117,200	117,200	117,200	87,900	117,200
6223 Training & Education	900	-	900	-	900
6253 Postage	2,165	2,000	3,600	233	2,600
6254 Telephone	61,191	15,303	19,000	11,711	18,400
6260 Equipment Leasing Costs	8,504	6,711	9,000	2,231	9,000
Total Maintenance & Operations	\$ 349,264	\$ 320,325	\$ 332,567	\$ 230,489	\$ 312,020
8104 Computer Hardware	\$ -	\$ -	\$ 18,262	\$ 18,262	\$ -
Total Capital Outlay	\$ -	\$ -	\$ 18,262	\$ 18,262	\$ -
SUB-TOTAL LIBRARY - ADMINISTRATION	\$ 699,824	\$ 587,601	\$ 660,593	\$ 510,910	\$ 711,693
TECHNICAL SUPPORT SERVICES					
4101 Salaries Full-Time	\$ 188,455	\$ 230,709	\$ 223,988	\$ 175,847	\$ 219,772
4102 Salaries Part-Time	112,971	114,863	130,035	91,476	130,051
4103 Overtime	-	-	500	-	500
4201 Retirement CalPERS	35,166	57,532	59,702	45,519	72,405
4202 FICA	23,536	26,913	27,084	20,853	25,629
4203 Workers' Compensation	13,816	15,025	14,600	10,873	15,577
4204 Group Insurance	15,077	20,841	20,171	15,241	34,931
4210 OPEB Liability	3,154	3,753	3,360	3,367	4,713

**CITY OF EL SEGUNDO
LIBRARY DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Salaries & Benefits	\$ 392,175	\$ 469,636	\$ 479,440	\$ 363,176	\$ 503,578
5204 Operating Supplies	\$ 4,245	\$ 7,985	\$ 7,600	\$ 4,522	\$ 4,600
5206 Computer Supplies	400	9	400	-	400
6205 Other Printing & Binding	-	41	300	40	300
6213 Meetings & Travel	742	535	1,000	-	1,000
6214 Professional/Technical	14,592	11,443	16,800	13,047	16,800
6223 Training & Education	490	318	500	-	900
6260 Equipment Leasing Costs	501	472	-	1,359	-
Total Maintenance & Operations	\$ 20,970	\$ 20,803	\$ 26,600	\$ 18,968	\$ 24,000
SUB-TOTAL TECH SUPPORT SERVICES	\$ 413,145	\$ 490,439	\$ 506,040	\$ 382,144	\$ 527,578
YOUTH SERVICES					
4101 Salaries Full-Time	\$ 292,405	\$ 287,602	\$ 300,077	\$ 205,869	\$ 272,785
4102 Salaries Part-Time	29,613	18,543	12,251	14,248	17,785
4103 Overtime	-	-	800	-	800
4201 Retirement CalPERS	63,010	72,694	79,984	57,655	71,686
4202 FICA	26,523	23,719	23,894	17,075	22,075
4203 Workers' Compensation	13,138	12,614	12,868	8,944	13,417
4204 Group Insurance	28,760	30,752	34,718	20,825	54,993
4210 OPEB Liability	4,815	4,703	4,502	3,968	5,849
Total Salaries & Benefits	\$ 458,264	\$ 450,627	\$ 469,094	\$ 328,584	\$ 459,390
5204 Operating Supplies	\$ 2,098	\$ 2,409	\$ 2,400	\$ 1,231	\$ 2,400
5206 Computer Supplies	626	579	1,200	131	1,200
5505 Young Peoples Books	20,236	21,389	23,250	4,537	23,250
5507 School Library Materials	2,702	3,259	3,200	(2,394)	3,200
6201 Advertising/Publishing	857	703	1,300	964	1,000
6213 Meetings & Travel	600	444	600	-	1,000
6214 Professional/Technical	5,000	4,264	5,000	5,592	6,100
6215 Repair & Maintenance	3,746	4,209	5,000	2,504	4,600
6223 Training & Education	21	321	900	-	900
6277 Resource Databases	3,737	2,972	5,000	1,945	4,600
Total Maintenance & Operations	\$ 39,623	\$ 40,549	\$ 47,850	\$ 14,510	\$ 48,250
SUB-TOTAL YOUTH SERVICES	\$ 497,887	\$ 491,176	\$ 516,944	\$ 343,094	\$ 507,640
TEEN / ADULT SERVICES					
4101 Salaries Full-Time	\$ 226,083	\$ 240,441	\$ 244,903	\$ 192,622	\$ 270,807
4102 Salaries Part-Time	59,462	31,264	59,067	28,803	60,786
4103 Overtime	-	-	550	-	550
4201 Retirement CalPERS	47,636	59,204	65,278	49,054	68,329
4202 FICA	22,804	21,188	23,253	17,415	25,366
4203 Workers' Compensation	12,196	11,086	12,982	9,027	13,661
4204 Group Insurance	21,236	20,974	23,235	16,945	48,573
4210 OPEB Liability	3,844	3,967	3,674	3,733	5,145

**CITY OF EL SEGUNDO
LIBRARY DEPARTMENT
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
Total Salaries & Benefits	\$ 393,261	\$ 388,124	\$ 432,942	\$ 317,599	\$ 493,217
5204 Operating Supplies	\$ 3,138	\$ 3,037	\$ 3,100	\$ 2,601	\$ 3,100
5206 Computer Supplies	922	729	1,000	252	1,000
5501 Books/Other Printed Materials	74,887	77,367	79,650	54,537	74,650
5503 Book Fair	1,817	1,708	-	189	-
6201 Advertising/Publishing	1,524	1,340	-	-	-
6205 Other Printing & Binding	-	-	1,800	166	1,000
6213 Meetings & Travel	700	348	1,000	(473)	1,000
6214 Professional/Technical	7,074	66	1,500	1,203	6,500
6223 Training & Education	500	175	500	-	900
6277 Resource Databases	22,476	25,365	24,000	14,281	24,000
6409 Audiovisual Materials	-	-	-	-	2,000
6410 E-Books	-	-	-	-	5,600
Total Maintenance & Operations	\$ 113,038	\$ 110,135	\$ 112,550	\$ 72,756	\$ 119,750
SUB-TOTAL PUBLIC/INFO SERVICES	\$ 506,299	\$ 498,259	\$ 545,492	\$ 390,355	\$ 612,967
ESUSD LIBRARY SUPPORT					
4101 Salaries Full-Time	\$ -	\$ -	\$ -	\$ 51	\$ -
4102 Salaries Part-Time	96,808	103,629	116,133	96,743	114,312
4201 Retirement CalPERS	483	928	1,600	-	1,600
4202 FICA	7,018	7,928	8,884	7,405	8,745
4203 Workers' Compensation	3,743	4,228	8,102	3,959	4,710
Total Salaries & Benefits	\$ 108,052	\$ 116,713	\$ 134,719	\$ 108,158	\$ 129,367
SUB-TOTAL ESUSD LIBRARY SUPPORT	\$ 108,052	\$ 116,713	\$ 134,719	\$ 108,158	\$ 129,367
TOTAL LIBRARY - GENERAL FUND	\$ 2,225,207	\$ 2,184,188	\$ 2,363,788	\$ 1,734,661	\$ 2,489,245

Note: The total budget for the Library does not include any Federal or State grants. Grants are included in the Summary of All Funds.

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**CITY OF EL SEGUNDO
NON-DEPARTMENTAL PROFILE**

The Non-Departmental budget is used to “house” expenditures that are not specifically attributed or allocated to a particular department in the City. Non-Departmental merely serves as a cost-center.

Examples of budgeted expenditures that are housed in the Non-Departmental cost-center are:

Vacation and Sick leave payouts – Since it is unknown which employees may leave the City during the fiscal year, the estimated amount for payouts is temporarily included in Non-Departmental.

Retirement/CalPERS – Applies to the Retirement Benefit Plan (RBP) which allows for replacement of the annual allowance that exceeds the Internal Revenue Code (IRC) Section 415 dollar limit. CalPERS retirees who became CalPERS members prior to January 1, 2013 and whose combined reportable compensation, benefit factor, retirement contributions, and service credit cause their annual retirement allowance to exceed the Section 415 dollar limits are eligible to participate in the RBP.

Group Insurance – Applies to the medical premium paid on behalf of retirees. The current amount approved by the City Council ranges from \$1,095 to \$1,425 per month per retiree, depending on the employee group that the employee retired from.

PARS (Public Agency Retirement Services) Expense – Applies to plan funding for certain active employees and retirees.

Contractual Service – Accounts for the Pitney Bowes contract for postage meter used Citywide.

Equipment Replacement Charge – Accounts for replacement of other equipment not specifically assigned to a department and used Citywide.

General Liability Insurance – Accounts for the insurance premium paid to the Independent Cities Risk Management Authority (ICRMA) for coverage above the City’s self-insured retention (SIR).

Professional/Technical – Accounts for the administrative cost for PARS.

Networking Operating Charge – Under review for all departments for charges from the Information Systems Division.

Unemployment Compensation – Accounts for the reimbursements to the Employment Development Department (EDD) for unemployment benefits claims for employees who did not voluntarily leave the City.

Telephone – Accounts for the general telephone number for City Hall, Police, and Fire.

Credit Card Fees – Accounts for charges for use of credit cards as payments for City services; the City accepts credit card payments for any services provided by the departments.

Community Promotion – Accounts for the annual employee recognition program.

ESUSD Funding Agreement – Accounts for the agreement with El Segundo Unified School District for the City to pay for crossing guards.

Capital Outlay – Accounts for various technology equipment temporarily housed (as listed below) in Non-Departmental until the Technology Committee makes its’ recommendations.

**CITY OF EL SEGUNDO
NON-DEPARTMENTAL
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2015-2016	ACTUAL FY 2016-2017	ADOPTED FY 2017-2018	YTD 06/30/18	ADOPTED FY 2018-2019
<u>GENERAL FUND (001)</u>					
NON-DEPARTMENTAL (2901)					
Salaries & Benefits	\$ 4,662,008	\$ 6,171,448	\$ 6,859,550	\$ 5,968,749	\$ 4,422,200
Maintenance & Operations	1,099,887	1,053,303	1,391,823	918,400	1,321,764
Capital / Computer	-	-	-	-	-
TOTAL NON-DEPARTMENTAL	\$ 5,761,895	\$ 7,224,751	\$ 8,251,373	\$ 6,887,149	\$ 5,743,964

Salaries & Benefits	\$ (2,437,350)	-35.53%
Maintenance & Operations	(70,059)	-5.03%
Capital Outlay	-	0.00%
Total	\$ (2,507,409)	-30.39%

**CITY OF EL SEGUNDO
NON-DEPARTMENTAL
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
GENERAL FUND					
NON-DEPARTMENT					
4108 Vacation Leave Payout	\$ 453,267	\$ 401,294	\$ 425,000	\$ 276,605	\$ 400,000
4109 Vac/Sick Pay - Termination	693,043	557,901	550,000	400,545	525,000
4112 Sick Leave Payout	568,133	150,161	217,350	183,625	215,000
4201 Retirement CalPERS	5,655	23,174	2,500,000	1,505,690	-
4202 FICA	-	-	-	2,706	-
4204 Group Insurance	2,835,790	2,901,244	3,025,000	1,969,157	3,140,000
4209 PARS Expense	106,120	2,137,674	142,200	1,613,000	142,200
4251 CalPERS Payments	-	-	-	17,421	-
Total Salaries & Benefits	\$ 4,662,008	\$ 6,171,448	\$ 6,859,550	\$ 5,968,749	\$ 4,422,200
4999 Cash Over / Short	\$ -	\$ -	\$ -	\$ 105	\$ -
5204 Operating Supplies	-	-	-	1,737	-
6116 Building Lease Charge	17,039	-	-	-	-
6139 Bank Service Charges	4	39,620	-	37,504	47,400
6205 Other Printing & Binding	413	-	-	1,247	-
6206 Contractual Services	20,662	19,344	20,000	13,709	-
6207 Equip Replacement Charges	168,300	12,576	4,433	3,321	2,357
6208 Dues & Subscriptions	3,337	-	-	1,841	17,000
6211 General Liability/Bonds Insurance	293,100	362,496	449,200	336,897	500,000
6213 Meetings & Travel	-	-	-	221	-
6214 Professional/Technical	38,631	65,467	218,000	99,626	200,000
6219 Network Operating Charge	8,600	8,600	8,600	6,450	8,600
6222 Lease Payment Parking Garage	283,034	292,816	300,690	245,915	309,711
6244 Other Unclassified Expense	3,151	3,486	-	-	5,000
6245 Employee Recognition	3,577	7,319	10,000	8,168	-
6247 Unemployment Compensation	67,338	27,382	55,000	22,069	45,000
6250 Volunteer Recognition	2,796	1,628	1,500	1,597	-
6253 Postage	701	1,728	-	1,534	-
6254 Telephone	26,194	24,812	30,000	17,435	27,000
6260 Equipment Leasing Cost	(2,109)	3,834	3,600	7,482	10,000
6297 Credit Card Fees	58,922	85,706	175,000	2,703	20,000
6401 Community Promotion	15,000	-	15,000	15,000	15,000
6405 ESUSD Funding Agreement	91,197	96,489	100,800	93,839	114,696
Total Maintenance & Operations	\$ 1,099,887	\$ 1,053,303	\$ 1,391,823	\$ 918,400	\$ 1,321,764
TOTAL NON-DEPARTMENTAL	\$ 5,761,895	\$ 7,224,751	\$ 8,251,373	\$ 6,887,149	\$ 5,743,964

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CITY OF EL SEGUNDO EQUIPMENT REPLACEMENT FUND PROFILE

As an internal service fund, the Equipment Replacement Fund accounts for in-house charges to City departments to accumulate funding for future replacement of equipment used by the departments. The Fund also accounts for the proceeds from sale of surplus equipment.

The Finance Department maintains the Equipment Replacement schedule and works closely with all impacted Departments to ensure accuracy of the schedule. The charges are based on the estimated replacement cost of the equipment using the projected life and an inflationary factors (percentages) depending on the type of equipment. During fiscal year 2017-2018, the threshold of equipment to be added to the schedule was raised to \$5,000, which is consistent to the City's capitalization policy. Also, a thorough review of the schedule was made to determine equipment eligible to remain on the schedule and remove equipment that fell below the threshold of \$5,000. The funding for the equipment removed from the schedule was allocated to equipment that remained on the schedule.

The adopted budget for fiscal year 2019-2020 includes appropriations for those equipment that are scheduled to be replaced based on the current methodology, regardless of whether the equipment will actually be replaced or not in the fiscal year. In addition, if the equipment is being replaced, but has not accumulated full funding, the department has to make a request for additional funding to make up the difference from the General Fund.

For future budgeting, staff will be recommending some procedural changes to more efficiently manage the Fund. These changes include:

- Only those equipment that are actually going to be replaced, regardless of whether they have achieved "full" funding or not, should be included in the proposed/adopted budget.
- Consider adjusting the estimated replacement cost every year, based on inflationary factors, e.g., CPI, as compared to what have been originally used; note actual cost when the equipment is replaced.

Also, there is an outstanding loan balance from the Equipment Replacement Fund to the enterprise Golf Fund in the amount of \$5,655,675. This outstanding inter-fund loan will need to be addressed during FY 2019-20 through a formal loan adoption and repayment scheduled approved by the City Council in compliance with the City's formal inter-fund loan policy.

**CITY OF EL SEGUNDO
EQUIPMENT REPLACEMENT FUND
ADOPTED BUDGET SUMMARY BY ACCOUNT
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
EQUIPMENT REPLACEMENT FUND					
8104 Capital/Equipment	\$ 503,619	\$ 503,618	\$ 1,928,420	\$ 126,139	\$ 625,853
8105 Capital/Automotive	39,726	161,035	3,671,023	894,436	1,170,396
8106 Capital / Communications	20,936	-	1,260,303	(2,039)	154,047
8108 Capital / Computer Hardware	14,127	7,069	1,263,351	8,918	139,143
Total Capital Outlay	\$ 578,408	\$ 671,722	\$ 8,123,097	\$ 1,027,454	\$ 2,089,439
TOTAL EQUIP REPLACEMENT FUND*	\$ 578,408	\$ 671,722	\$ 8,123,097	\$ 1,027,454	\$ 2,089,439

Capital Outlay increase	\$ (6,033,658)	-74.28%
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* Excludes Depreciation Expense (non-cash item) of approximately \$500k/yr.

**CITY OF EL SEGUNDO
SCHEDULE OF EQUIPMENT ELIGIBLE FOR REPLACEMENT
FISCAL YEAR 2019-2020**

CLASSIFICATION	ANNUAL REPLACEMENT CHARGE FY 2019-2020	CAPITAL OUTLAY ELIGIBLE TO BE REPLACED CHARGE FY 2019-2020
<u>CITY MANAGER</u>		
Emergency Management		
3255 8104 Equipment	\$ 17,986	\$ 70,300
3255 8106 Communications	-	31,000
Sub-total Emergency Management	17,986	101,300
TOTAL CITY MANAGER	\$ 17,986	\$ 101,300
<u>INFORMATION SYSTEMS</u>		
2505 8104 Equipment	\$ 50,910	\$ 435,333
2505 8105 Automotive	1,893	-
2505 8106 Communications	9,029	-
2505 8108 Computer Hardware	110,401	1,331,217
TOTAL INFORMATION SYSTEMS	\$ 172,233	\$ 1,766,550
<u>FINANCE</u>		
2501 8104 Equipment	\$ 1,720	-
TOTAL FINANCE DEPARTMENT	\$ 1,720	-
<u>POLICE</u>		
Police		
3101 8104 Equipment	\$ 129,760	\$ 785,445
3101 8105 Automotive	535,308	578,204
3101 8106 Communications	9,510	755,600
Sub-total Administration	674,578	2,119,249
TOTAL POLICE	\$ 674,578	\$ 2,119,249
<u>FIRE</u>		
Administration		
3201 8104 Equipment	\$ 3,470	\$ 17,350
3201 8105 Automotive	5,300	-
3201 8108 Computer Hardware	-	-
Sub-total Administration	\$ 8,770	\$ 17,350
Suppression		
3202 8104 Equipment	\$ 78,649	\$ 397,599
3202 8105 Automotive	244,999	475,278
3202 8106 Communications	121,915	334,242
3202 8108 Computer Hardware	19,818	75,790
Sub-total Fire Suppression	\$ 465,381	\$ 1,282,909
Paramedic		
3203 8104 Equipment	\$ 33,643	\$ 34,100
3203 8105 Automotive	26,448	-

**CITY OF EL SEGUNDO
SCHEDULE OF EQUIPMENT ELIGIBLE FOR REPLACEMENT
FISCAL YEAR 2019-2020**

CLASSIFICATION	ANNUAL REPLACEMENT CHARGE FY 2019-2020	CAPITAL OUTLAY ELIGIBLE TO BE REPLACED CHARGE FY 2019-2020
3203 8106 Communications	-	11,000
Sub-total Paramedic	\$ 60,091	\$ 45,100
Prevention		
3204 8105 Automotive	\$ 8,957	\$ 64,500
Sub-total Fire Prevention	\$ 8,957	\$ 64,500
Environmental Safety (CUPA)		
3205 8104 Equipment	\$ -	\$ 24,300
3205 8105 Automotive	3,875	27,314
Sub-total Environmental Safety	\$ 3,875	\$ 51,614
TOTAL FIRE	\$ 547,074	\$ 1,461,473
<u>PLANNING & BUILDING SAFETY</u>		
Planning		
2402 8104 Equipment	\$ 2,725	-
Sub-total Planning	\$ 2,725	-
Building Safety		
2403 8105 Automotive	\$ 15,127	\$ 35,000
Sub-total Building & Safety	\$ 15,127	\$ 35,000
TOTAL PLANNING & BLDG SAFETY	\$ 17,852	\$ 35,000
<u>PUBLIC WORKS</u>		
Government Buildings		
2601 8104 Equipment	\$ 8,121	\$ 45,160
2601 8105 Automotive	25,554	454,709
Sub-total Government Buildings	\$ 33,675	\$ 499,869
Engineering		
4101 8104 Equipment	\$ 1,694	\$ 12,000
4101 8105 Automotive	3,366	-
Sub-total Engineering	\$ 5,060	\$ 12,000
Street Service		
4201 8108 Computer Hardware	\$ 2,013	-
Street Maintenance		
4202 8104 Equipment	\$ 4,376	-
4202 8105 Automotive	63,160	353,966
Sub-total Street Maintenance	\$ 67,536	\$ 353,966
Traffic Safety		
4205 8104 Equipment	\$ 720	\$ 6,000
4205 8105 Automotive	20,479	11,800
Sub-total Traffic Safety	\$ 21,199	\$ 17,800
Equipment Maintenance		
4601 8105 Automotive	\$ 7,721	\$ 79,077
4601 8106 Communications	13,593	40,000

**CITY OF EL SEGUNDO
SCHEDULE OF EQUIPMENT ELIGIBLE FOR REPLACEMENT
FISCAL YEAR 2019-2020**

CLASSIFICATION	ANNUAL REPLACEMENT CHARGE FY 2019-2020	CAPITAL OUTLAY ELIGIBLE TO BE REPLACED CHARGE FY 2019-2020
Sub-total Equipment Maintenance	\$ 21,314	\$ 119,077
Wastewater		
4301 8104 Equipment	\$ 20,227	\$ 12,000
4301 8105 Automotive	57,898	387,700
4301 8108 Computer Hardware	2,111	-
Sub-total Wastewater	\$ 80,236	\$ 399,700
Water Operations		
7102 8104 Equipment	\$ 3,545	\$ 28,910
7102 8105 Automotive	32,248	182,400
7102 8108 Computer Hardware	4,800	-
Sub-total Water Utility	\$ 40,593	\$ 211,310
TOTAL PUBLIC WORKS	\$ 271,626	\$ 1,613,722
<u>RECREATIONAL & PARKS</u>		
Administration		
5101 8104 Equipment	\$ 2,398	\$ 8,000
5101 8105 Automotive	9,459	-
Sub-total Administration	\$ 11,857	\$ 8,000
Parks Operation		
5102 8104 Equipment	\$ 233,482	\$ 32,900
5102 8105 Automotive	57,045	184,100
Sub-total Parks Operation	\$ 290,527	\$ 217,000
Community Cable		
6601 8104 Equipment	\$ 17,950	\$ 177,767
6601 8105 Automotive	-	25,000
Sub-total Community Cable	\$ 17,950	\$ 202,767
Proposition "A" Dial-A-Ride		
5292 8105 Automotive	\$ 51,559	\$ 156,200
TOTAL RECREATION AND PARKS	\$ 371,893	\$ 583,967
<u>LIBRARY SERVICES</u>		
Administration		
6101 8104 Equipment	\$ 12,120	\$ 14,000
6101 8108 Computer Hardware	-	3,800
TOTAL LIBRARY SERVICES	\$ 12,120	\$ 17,800
<u>NON-DEPARTMENTAL</u>		
2901 8104 Equipment	\$ 2,357	\$ 121,700
2901 8105 Automotive	-	29,000
TOTAL NON-DEPARTMENTAL	\$ 2,357	\$ 150,700

**CITY OF EL SEGUNDO
SCHEDULE OF EQUIPMENT ELIGIBLE FOR REPLACEMENT
FISCAL YEAR 2019-2020**

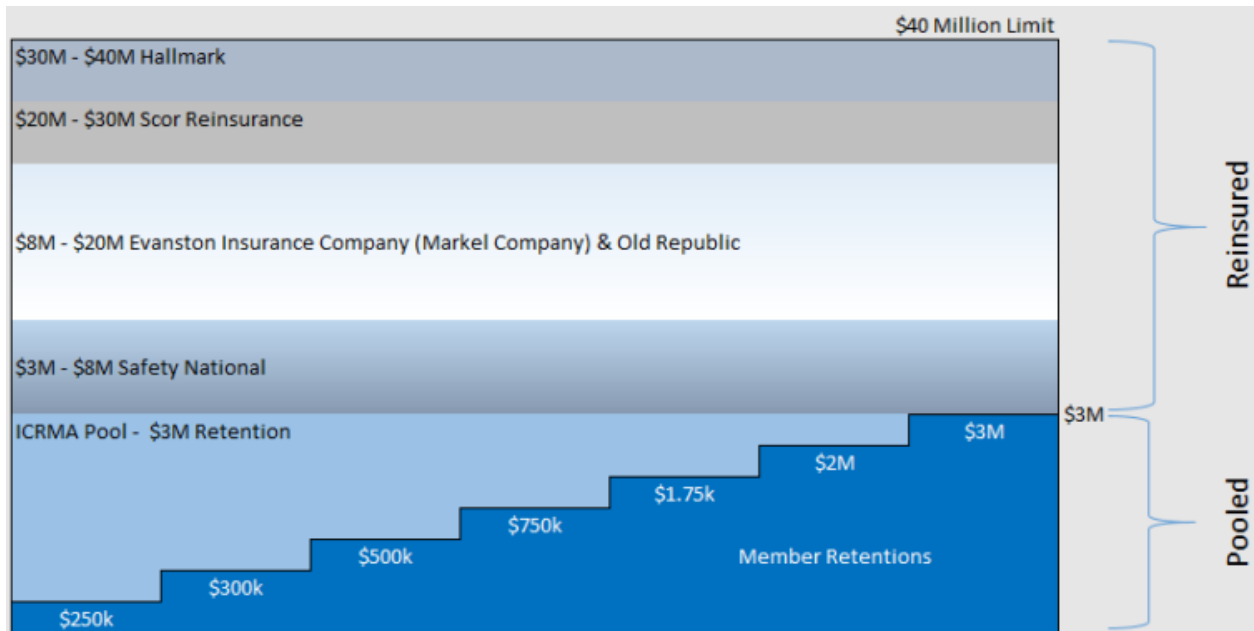
CLASSIFICATION	ANNUAL REPLACEMENT CHARGE FY 2019-2020	CAPITAL OUTLAY ELIGIBLE TO BE REPLACED CHARGE FY 2019-2020
GRAND TOTAL - ALL FUNDS	\$ 2,089,439	\$ 7,849,761
<u>ALL FUNCTIONS</u>		
8104 Equipment	\$ 625,853	\$ 2,222,864
8105 Automotive	1,170,396	3,044,248
8106 Communications	154,047	1,171,842
8108 Computer Hardware	139,143	1,410,807
TOTAL ALL FUNCTIONS	\$ 2,089,439	\$ 7,849,761

**CITY OF EL SEGUNDO
GENERAL LIABILITY INSURANCE FUND PROFILE**

As an internal service fund, the General Liability Insurance Fund accounts for charges to departments for their share of general liability claims and the administration cost of the self-insurance program. The City belongs to the Independent Cities Risk Management Authority (ICRMA), a joint-powers authority of 18 participating members for the purpose of pooling the City’s risk for general liability claims and losses with those member cities. ICRMA covers up to \$40,000,000 for general liability claims, of which the first \$3 million is covered by the pool with member cities responsible for their self-insured retention (SIR). The City of El Segundo has a SIR of \$750,000. The pooled layer is funded at a confidence level of 70%.

ICRMA provides actuarial assumptions for the City to use in assessing the departmental charges, typically, using a 10-year rolling claims experience including administrative costs and other factors, as applicable.

A third-party administrator (TPA) manages the program by using a revolving bank account. The third-party administrator issues the payments to the claimants and submits the list of payments to the City Treasurer’s Office, who in turn, replenishes the bank account.



**CITY OF EL SEGUNDO
GENERAL LIABILITY INSURANCE FUND
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
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GENERAL LIABILITY FUND (602)

GENERAL LIABILITY (0000)

Salaries & Benefits	\$ 95,299	\$ 109,045	\$ 97,680	\$ 74,545	\$ 109,875
Maintenance & Operations	2,679,049	1,418,294	1,756,448	1,200,007	1,673,458
TOTAL GENERAL LIABILITY FUND	\$ 2,774,348	\$ 1,527,339	\$ 1,854,128	\$ 1,274,552	\$ 1,783,333

Salaries & Benefits	\$ 12,195	12.48%
Maintenance & Operations	(82,990)	-4.72%
Total Increase	\$ (70,795)	-3.82%

**CITY OF EL SEGUNDO
GENERAL LIABILITY INSURANCE FUND
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>LIABILITY INSURANCE FUND</u>					
4101 Salaries Full-Time	\$ 51,675	\$ 67,585	\$ 69,365	\$ 53,181	\$ 69,696
4201 Retirement CalPERS	35,387	23,462	18,151	13,741	24,393
4202 FICA	3,840	4,753	5,254	3,447	4,835
4203 Workers' Compensation	450	588	579	464	613
4204 Group Insurance	3,075	3,416	3,290	2,693	9,013
4210 OPEB liability	872	9,241	1,041	1,019	1,325
Total Salaries & Benefits	\$ 95,299	\$ 109,045	\$ 97,680	\$ 74,545	\$ 109,875
6211 Insurance & Bonds	\$ 1,229,242	\$ 1,348,037	\$ 1,321,448	\$ 991,828	\$ 1,238,458
6214 Professional & Technical	24,050	47,669	35,000	38,617	35,000
6246 Claims Expense (SIR)	1,425,757	22,588	400,000	169,562	400,000
Total Maintenance & Operations	\$ 2,679,049	\$ 1,418,294	\$ 1,756,448	\$ 1,200,007	\$ 1,673,458
TOTAL GENERAL LIABILITY FUND	\$ 2,774,348	\$ 1,527,339	\$ 1,854,128	\$ 1,274,552	\$ 1,783,333

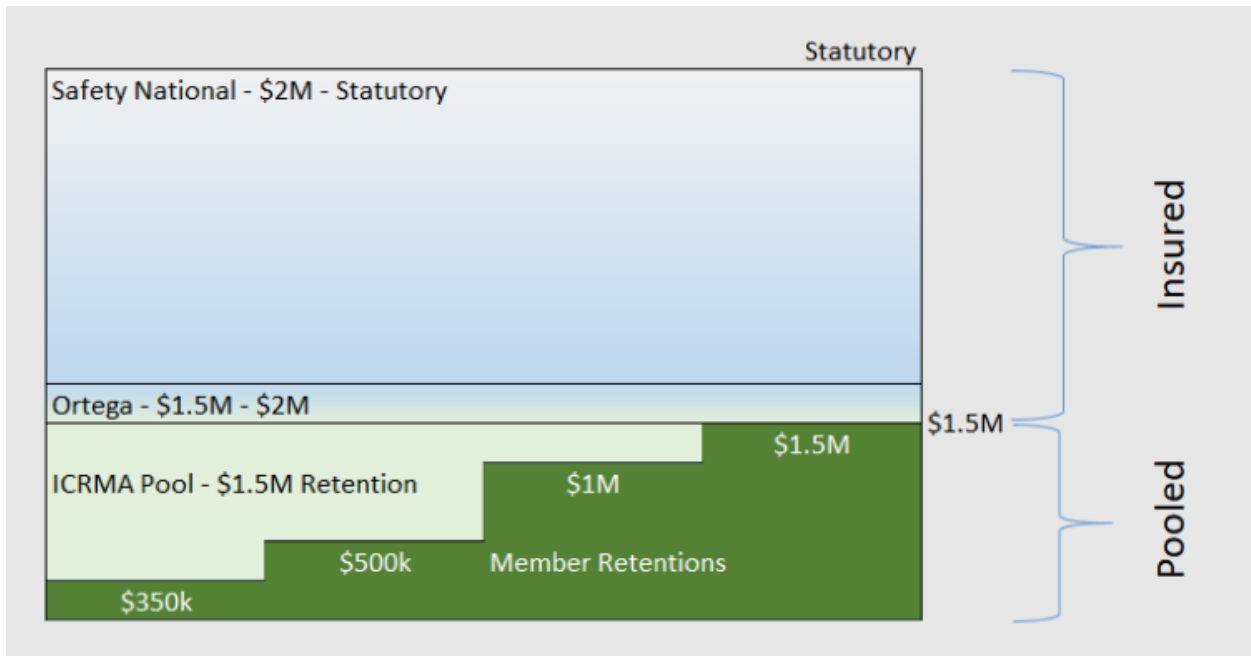
**CITY OF EL SEGUNDO
WORKERS' COMPENSATION INSURANCE FUND PROFILE**

As an internal service fund, the Workers' Compensation Insurance Fund accounts for charges to the departments for their share of workers' compensation claims and administrative costs of the self-insurance program. The City belongs to the Independent Cities Risk Management Authority (ICRMA), a joint-powers authority of 16 participating members, for the purpose of pooling the City's risk for workers' compensation claims and losses with those member cities. ICRMA pool covers up to the first \$1.5 million in workers' compensation claims, of which the City is liable for its self-insured retention (SIR) of \$500,000 for FY 2019-20. The member cities fund the pooled layer at a 75% confidence level. Claims above \$1.5 million up to the statutory limit are covered by the insurance carriers: Ortega covers claims from \$1.5 million up to \$2 million; and Safety National covers claims above \$2 million and up to the statutory limit.

ICRMA provides actuarial assumptions for the City to use in calculating the charges to the operating departments, using a rolling 10-year claims experience. Departments are charged through the payroll system in which employees are assigned a payroll code similar to what's used by the insurance industry in determining the employee's degree of risk. For example, clerical employees would have a lower rate than a safety – i.e., police or fire personnel - or those employees that work outside City Hall such as tree trimmers or street maintenance staff.

A third-party administrator (TPA) administers the program by using a revolving bank account. The administrator processes and issues payments to claimants and routinely, submits the list of payments to the City Treasurer's Office, who in turn, replenishes the bank account.

Included in the Fund's adopted budget for fiscal year 2019-2020 is personnel cost which covers a portion of the following positions: Director of Finance and the staff in the Human Resources Department. The above positions are actually assigned to the Finance and the Human Resources departments, respectively.



**CITY OF EL SEGUNDO
WORKERS' COMPENSATION INSURANCE FUND
ADOPTED BUDGET SUMMARY
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>WORKERS' COMPENSATION FUND (603)</u>					
ADMINISTRATION (2321)					
Salaries & Benefits	\$ 129,045	\$ 92,138	\$ 93,301	\$ 65,757	\$ 130,271
Maintenance & Operations	2,733,279	3,530,048	2,803,952	2,321,018	2,804,001
Sub-total W/Comp Reserve / Ins	\$ 2,862,324	\$ 3,622,186	\$ 2,897,253	\$ 2,386,775	\$ 2,934,272
EMPLOYEE SAFETY (2331)					
Maintenance & Operations	\$ 134	\$ -	\$ 35,200	\$ -	\$ -
Sub-total Employee Safety	\$ 134	\$ -	\$ 35,200	\$ -	\$ -
TOTAL WORKERS' COMP FUND	\$ 2,862,458	\$ 3,622,186	\$ 2,932,453	\$ 2,386,775	\$ 2,934,272

Salaries & Benefits	\$ 36,970	39.62%
Maintenance & Operations	(35,151)	-1.24%
Total	\$ 1,819	0.06%

**CITY OF EL SEGUNDO
WORKERS' COMPENSATION INSURANCE FUND
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>WORKERS' COMP INSURANCE FUND</u>					
ADMINISTRATION					
4101 Salaries Full-Time	\$ 66,293	\$ 50,458	\$ 69,932	\$ 44,917	\$ 82,380
4201 Retirement CalPERS	51,635	26,922	13,109	13,205	26,970
4202 FICA	5,147	3,542	5,350	3,028	5,734
4203 Workers' Compensation	577	494	579	392	725
4204 Group Insurance	4,325	3,872	3,290	3,348	12,896
4210 OPEB liability	1,068	6,850	1,041	867	1,566
Total Salaries & Benefits	\$ 129,045	\$ 92,138	\$ 93,301	\$ 65,757	\$ 130,271
5204 Operating Supplies	\$ -	\$ 21	\$ -	\$ -	\$ -
6211 Insurance & Bonds	639,092	734,407	859,952	733,546	989,001
6214 Professional & Technical	107,450	138,130	125,000	27,140	25,000
6246 Claims Expense (SIR)	1,986,737	2,657,490	1,819,000	1,560,332	1,790,000
Total Maintenance & Operations	\$ 2,733,279	\$ 3,530,048	\$ 2,803,952	\$ 2,321,018	\$ 2,804,001
SUB-TOTAL ADMINISTRATION	\$ 2,862,324	\$ 3,622,186	\$ 2,897,253	\$ 2,386,775	\$ 2,934,272
EMPLOYEE SAFETY PROGRAM					
5204 Operating Supplies	134	-	8,000	-	-
6214 Professional/Technical	-	-	27,200	-	-
Total Maintenance & Operations	\$ 134	\$ -	\$ 35,200	\$ -	\$ -
SUB-TOTAL EMP SAFETY PROGRAM	\$ 134	\$ -	\$ 35,200	\$ -	\$ -
TOTAL WORKERS' COMPENSATION FD	\$ 2,862,458	\$ 3,622,186	\$ 2,932,453	\$ 2,386,775	\$ 2,934,272

CITY OF EL SEGUNDO
SENIOR HOUSING – COMPONENT UNIT PROFILE

The El Segundo Senior Citizen Housing Corporation, dba Park Vista (“the Corporation”), is a California nonprofit public benefit corporation created by the City of El Segundo in 1984 to operate a low income senior apartment complex. Rather than operate the complex as a fund of the City, the City elected to form the Corporation to facilitate better communication with the residents who live there. The Corporation is managed by a seven-member Board of Directors, which is appointed by the City Council. The City is financially accountable and has the ability to impose its will on the Corporation which has the potential to provide specific financial benefits to, or impose specific financial burdens on, the City.

**CITY OF EL SEGUNDO
 SENIOR HOUSING
 ADOPTED BUDGET SUMMARY
 FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>SENIOR HOUSING FUND (504)</u>					
SENIOR HOUSING (0000)					
Maintenance & Operations	\$ 5,970	\$ 22,612	\$ 27,000	\$ 15,003	\$ 14,113
Capital Improvements	-	-	-	-	60,000
TOTAL SENIOR HOUSING FUND	\$ 5,970	\$ 22,612	\$ 27,000	\$ 15,003	\$ 74,113

Maintenance & Operations	\$ (12,887)	-47.73%
Capital Improvements	60,000	0.00%
Total Increase	\$ 47,113	174.49%

**CITY OF EL SEGUNDO
SENIOR HOUSING
ADOPTED BUDGET DETAILS
FISCAL YEAR 2019-2020**

DESCRIPTION	ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ADOPTED FY 2018-2019	YTD 06/30/19	ADOPTED FY 2019-2020
<u>SENIOR HOUSING FUND</u>					
6301 Legal Counsel	5,970	4,612	7,000	-	7,000
6286 General Administrative Charges	-	18,000	20,000	15,003	7,113
Total Maintenance & Operations	5,970	22,612	27,000	15,003	14,113
8103 Capital Improvements	-	-	-	-	60,000
Total Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ 60,000
TOTAL SENIOR HOUSING FUND	5,970	22,612	27,000	15,003	74,113

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**CITY OF EL SEGUNDO
ADOPTED CAPITAL IMPROVEMENT AND TECHNOLOGY PROJECT SUMMARY
FISCAL YEAR 2019-2020**

Capital Project Description	CIP Fund*	Water Fund	Wastewater Fund	Special Revenue Funds	Internal Service Fund	Total
Annual ADA Ramp Installation	\$ -	\$ -	\$ -	\$ 152,556	\$ -	\$ 152,556
Annual Sewer Infrastructure Improvement	-	-	100,000	-	-	100,000
Sanitary Sewer	-	-	650,000	-	-	650,000
Water Meter Conversion	-	-	300,000	-	-	300,000
Computer Hardware/Software	-	-	10,000	-	-	10,000
Water Infrastructure Replacements	-	1,500,000	-	-	-	1,500,000
Water Meter Conversion	-	300,000	-	-	-	300,000
Computer Hardware/Software	-	10,000	-	-	-	10,000
Local Street Rehab and Slurry Seal	-	-	-	1,630,437	-	1,630,437
Bike Paths	-	-	-	50,000	-	50,000
Asset Forfeiture	-	-	-	370,000	-	370,000
COPS Fund	-	-	-	175,000	-	175,000
Teen Center Upgrades	800,000	-	-	-	-	800,000
City Hall Windows Replacement	500,000	-	-	-	-	500,000
Fiber Vault Lids Replacements	300,000	-	-	-	-	300,000
Acacia Park Construction	300,000	-	-	-	-	300,000
Police Firing Range Remodel	204,000	-	-	-	-	204,000
Rec Park Restroom Rehabilitation	200,000	-	-	-	-	200,000
City Hall Security Improvements	125,000	-	-	-	-	125,000
Library Park Project	120,000	-	-	-	-	120,000
Fitness Trail at Memory Row	100,000	-	-	-	-	100,000
Catch Basin Inserts Installations	100,000	-	-	-	-	100,000
Total Capital Improvement Projects	\$ 2,749,000	\$ 1,810,000	\$ 1,060,000	\$ 2,377,993	\$ -	\$ 7,996,993

* *Transfer from General Fund*

Capital Improvement Program FY 2019-20		
	Proposed CIP Projects (new funding)	FY 2019-20 Budget Requests
No.	Wastewater (Sewer) Enterprise Fund	
1 (a)	Acacia Park Construction	\$200,000
	Gas Tax/ Prop C / SB 1/ Measure R/ Measure M	
2	Roadway Rehabilitation (Annual Program)	700,000
3	El Segundo Blvd. Improvements	500,000
4	Sidewalk Improvement and Construction (Annual Program)	300,000
	Other Grant or Special Funds	
1(b)	Acacia Park Construction - Prop 68 Grant - (CIPAC Rank: #2)	200,000
5	FCA - Park Vista Senior Housing Plumbing (Senior Housing Funds)	60,000
6	ADA Ramp Improvements - CDBG Funds	50,000
	General Fund	
7	Teen Center Upgrades Including Skate Park and Basketball Court (CIPAC Rank: #6)	800,000
8	City Hall Windows Replacement	500,000
9	Fiber Vault Lids Replacements	300,000
10	Plunge Pool Reserve (CIPAC Rank: #1) (also reallocated \$700,000 previously approved for Acacia Park construction from total FY 2018-19 allocation of \$1,150,000 previously approved by City Council)	300,000
11	Rec Park Restroom Rehabilitation	200,000
12	Police Firing Range Remodel – (PD Developer Impact Fee reserves): (CIPAC Rank: #3) – rolling over \$41,000 previously allocated in FY 2018-19	204,000
13	City Hall Security Improvements	125,000
14	Library Park Project (CIPAC Rank: #7)	120,000
15	Fitness Trail at Memory Row (CIPAC Rank: #4)	100,000
16	Catch Basin Inserts Installations	100,000
	Total General Fund Allocation to CIP	\$2,749,000
	Total All Funding Sources	\$4,759,000

City of El Segundo

9/17/2019

Three-Year Capital Improvement Program (CIP) FY 2020-22

PROJECTS (FUNDS ALLOCATED/AVAILABLE)	FY 2019/20	FY 2020/21	FY 2021/22
Water Enterprise Fund			
Water Infrastructure Replacement (Annual Program)	\$ -	\$ -	\$ 2,000,000
Indiana Street Water Main Replacement *	700,000		
Grand Ave. Water Main Replacement		1,200,000	
Water Valve Replacements		300,000	300,000
Wastewater (Sewer) Enterprise Fund			
Wastewater Infrastructure Replacement (Annual Program)		150,000	500,000
Lifeguard Pump Station Construction *	650,000		
Acacia Park Construction	200,000		
Gas Tax/ Prop C / SB 1/ Measure R/ Measure M			
Roadway Rehabilitation (Annual Program)	700,000	500,000	500,000
El Segundo Blvd. Improvements	500,000	7,500,000	
Sidewalk Improvement and Construction (Annual Program)	300,000	250,000	250,000
Other Grant or Special Funds			
Police Firing Range Remodel - PD Develop. Impact (CIPAC Rank: #3)	245,000		
Acacia Park Construction - Prop 68 Grant - (CIPAC Rank: #2)	200,000		
FCA - Park Vista Senior Housing Plumbing (Senior Housing Funds)	60,000	630,000	640,000
ADA Ramp Improvements - CDBG Funds	50,000	50,000	50,000
General Fund			
Acacia Park Construction (CIPAC Rank: #2)	450,000	-	
Teen Center Upgrades Including Skate Park and Basketball Court (CIPAC Rank: #6)	800,000		
Richmond Field Renovation with ADA Accessibility *	470,000		
City Hall Windows Replacement	500,000		
Community Cameras & Fixed License Plate Readers *	375,000		
Fiber Vault Lids Replacements	300,000		
800 Block McCarthy Court Street Improvement *	275,000		
Washington Park Playground Replacement *	270,000		
500 Block E. Walnut Ave. Drainage Improvement *	265,000		
Access Control System-Facility Security for Police and Fire *	200,000		
Rec Park Restroom Rehabilitation	200,000		
Hockey Rink Rehabilitation *	155,000		
Main and Imperial Entryway Beautification Project *	150,000		
California Street Storm Drain Improvement *	150,000		
City Hall Security Improvements	125,000		
Library Park Project (CIPAC Rank: #7)	120,000		
Fitness Trail at Memory Row (CIPAC Rank: #4)	100,000		
The Plunge Replacement Scope Assessment *	100,000		
Catch Basin Inserts Installations	100,000		
Rec Park Softball Field Bleacher Replacement *	70,000		
FCA - Miscellaneous Improvement Projects (City Staff)*	65,000		
FCA - Clubhouse HVAC Ductwork*	55,000		
FCA - Library South Wall Waterproofing and Repair *	50,000		
FCA - Various Masonry Walls and Floor Rehabilitations*	30,000		
Plunge Rehabilitation Funding Reserve (CIPAC Rank: #1)	1,000,000	1,000,000	1,500,000
Park Place Gap Closure and Grade Separation Project (Design)	-	300,000	300,000
Stevenson Field Fence Replacement (CIPAC Rank: #5)		270,000	
FCA - Library Elevator Renovation		125,000	
FCA - Water Plant Office Roof Replacement		55,000	
FCA - City Hall Rooftop Duct and Interior Ductworks		40,000	
FCA - FS #2 Flooring Replacement		30,000	
FCA - PW Yard NE Storage Roof Replacement and Masonry Wall Repairs		25,000	
FCA - Racquetball Court Flooring		20,000	
FCA - Miscellaneous Improvement Projects (City staff)		20,000	
FCA - FS #1 Gym Interior Paint and Exterior Door Replacement		15,000	
FCA - Library Reseal Exterior Windows		15,000	
FCA - Camp Eucalyptus Anti-Erosion Sod and Landscaping		13,000	
FCA - FS #1 Water Heater Replacement		12,000	
FCA - Annual Scheduled Projects			1,000,000
Pump Station #17 Pump Replacement			800,000
TOTAL CIP	\$ 9,980,000	\$ 12,520,000	\$ 7,840,000

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CITY OF EL SEGUNDO HISTORY OF EL SEGUNDO

El Segundo, now home to a population of more than 17,000 people and a number of Fortune 500 corporate offices, was mostly uninhabited land used for dry farming. The land was once part of the Sausal Redondo Rancho controlled by Daniel Freeman, the founder of Inglewood. In 1885, most of the rancho was sold in square mile sections to wealthy investors. While the beach areas of the south attracted some residents, the El Segundo and airport land in late 1910 was vacant. Standard Oil Company, recognizing the need for a refinery in Southern California, sent a large party of executives from the East as well as California to scout for a site in November 1910.

The El Segundo area was an easy choice, being mostly vacant, with ocean access providing a water source for cooling and close to oil fields. William Rheem, having constructed and managed Standard Oil's refinery at Point Richmond, was instrumental in bringing Richard Hanna, Superintendent of a Franklin, Pennsylvania refinery to build this second refinery at El Segundo. Richard Hanna's wife, Virginia, named this expanse El Segundo, Spanish for "the second", and with Rheem's approval, it was done. In late May 1911, construction had begun on the refinery after a two-mile long rail spur serving the site was completed. One of the first major tasks was dealing with the sand dunes. About 400 mules, mule-skinners, and Fresno scrapers were brought in to level sites for the refinery structures and storage tanks. In September 1911, Hanna invited Rheem down from San Francisco to "fire" the No. 1 battery of stills starting the production of end products. Raw crude had been accumulating in storage tanks having arrived by pipeline from the Whittier-Fullerton oil fields. By the end of the year, reportedly Standard Oil had spent over \$1 million of the \$3 million allotted to complete the refinery.

By the end of 1912, El Segundo had grown from a "tent city" to include 180 homes and 20 businesses, a school, a bank, churches, and five hotels. The El Segundo Land and Improvement Company offered Standard Oilers inducements to those wanting to build a home. This company managed the growth of El Segundo until the City was incorporated on January 18, 1917.

An early highlight in El Segundo occurred in 1914 when a Pacific Electric Rail line commenced operation into the heart of the town providing service without scaling the dunes to catch the service along the beach.

The city grew along with the growth of the refinery. There were other short-lived smaller ventures such as a tractor assembly plant that later became a tile manufacturing plant.

Next door to the north Mines Field, a landing strip used by early aviators was chosen for the site for the Los Angeles Municipal Airport. Expansion with the official opening of the airport in 1930 ushered in numerous aviation companies. The likes of Douglas Aircraft, Hughes Aircraft, Northrop Corporation, Interstate, and North American Aviation (Northrop) all located in El Segundo.

After a high point of activity during WWII many of these companies eventually transitioned into the aerospace/defense industry. In the 1960's, the addition of The Aerospace Corporation and Los Angeles Air Force Base gave El Segundo claim to the title of "The Aerospace Capital of the World." Today the city's population has leveled off around 17,500, which has enabled the community to preserve its small town intimacy and charm.

El Segundo has twice been named the "Most Business-Friendly City in Los Angeles County" and is proud to be the home of the Los Angeles Lakers and the L.A. Kings.

**CITY OF EL SEGUNDO
HISTORY OF EL SEGUNDO**

CITY OF EL SEGUNDO TIMELINE

- 1917 January 18, the City incorporates
- 1919 March 10, there is a major fire on Richmond Street. The Library moves to City Hall.
- 1920 General Chemical Company (followed by Allied, Honeywell, and now El Segundo Plaza) builds a plant on Sepulveda Blvd. in El Segundo.
- 1923 Standard Oil Company spends \$10-15 million on equipment program, making plant one of the largest of its kind in the world; Police and Water Departments established.
- 1928 January 3, Converse Drugstore opens. El Segundo High School opens with an enrollment of 124.
- 1929 August 28, Graf Zeppelin lands a Mines Field. Moreland Aircraft Plant opens. El Segundo High School graduates first class of 37 students.
- 1930 Pickwick Nitecoach opens. El Segundo Library opens with 1400 books.
- 1933 Earthquake damages plunge, City Hall, and school buildings; the Converse Building becomes second home for Library.
- 1935 General Tile Company begins operations.
- 1936 Elementary and High School Districts combine to form El Segundo Unified School District.
- 1938 City builds water treatment plant.
- 1939 Patmar's Drive-in opens Memorial Day.
- 1946 Nash-Kelvinator builds factory in El Segundo; West Basin Water District formed; Library construction resumes.
- 1947 Fire Department established November 24 with 6 members.
- 1948 West Basin Water District joins Metropolitan District; Library completed at a cost \$76,000; two-way radios installed in Fire and Police departments; City buys Maxim fire truck.
- 1949 State of California celebrates Centennial; Center Street Elementary School opens.
- 1956 City adopts Council-Manager form of government; Recreation Department formed; El Segundo becomes Aerospace Capital of the World.
- 1957 Contract awarded to Marion Varner & Associates for \$80,000 to build Fire Station No. 2 at El Segundo Boulevard & Nash Street.
- 1958 Recreation Park dedicated.
- 1963 Library is expanded for additional shelving and a children's room.
- 1966 Joslyn Center dedicated in Recreation Park.
- 1967 City joins in week-long 50th anniversary celebration; dedication of City Hall at 350 Main Street.
- 1969 Airplane crash at Holly and Eucalyptus.
- 1983 The Oakland Raiders (NFL) moves to Los Angeles and establish a training facility in town. El Segundo Education Foundation founded.

**CITY OF EL SEGUNDO
HISTORY OF EL SEGUNDO**

- 1986 Park Vista home for seniors opens its doors.
- 1991 Library expands again to accommodate more seating, a large meeting room, and converts the card index to online catalog.
- 1996 City mural program begins with 5 murals completed; Heritage Walk begins on Main Street.
- 1999 Hometown baseball hero George Brett, ESHS Class of 1971, inducted into the Baseball Hall of Fame after a 20-year career with the Kansas City Royals. Brett returns to El Segundo to attend April 24 dedication of George Brett Field at Recreation Park.
- 2000 Dog Park opens. Balls and pucks fly as Lakers (NBA), Kings (NHL), and Sparks (WNBA) establish HealthSouth Sports facility; 911 center opens for 24-hour emergency assistance; Center Street, Richmond Street, Middle School, and the High School are renovated, including the libraries.
- 2003 The Downtown Improvement Project completed.
- 2005 Groundbreaking for Douglas Street Gap Closure Project and for Plaza El Segundo lifestyle retail center. Library converts storage space to new meeting rooms and renames the large meeting room the "Friends of the Library Room". Office spaces are refurbished and modernized.
- 2006 Schriever Space Complex dedicated at new Los Angeles Air Force Base headquarters facility; Landmark Los Angeles International Airport Settlement Agreement ratified that scraps massive airport expansion plan and approves aggressive aircraft noise mitigation and residential sound insulation program. Plaza El Segundo opened in fall/winter of this year.
- 2007 July, Athletic Fields of Campus El Segundo (of which the soccer fields were part) opens.
- 2009 December 16, Fire Station No. 2's opening –day ceremony.
- 2010 The Edge, Plaza El Segundo is the second phase of the Plaza El Segundo development, invites outdoor strolling and shopping experience.
- 2013 El Segundo Lifeguard Tower dedication funded from the \$1.7 million set aside by the LA County Board of Supervisors for a lifeguard station and restrooms at El Segundo beach.
- 2014 Hyatt Place, one of the newest hotels catering to business clientele opens.
- 2015 The Point, the final phase of the Rosecrans Avenue and Sepulveda Boulevard development opens; Elevon at Campus El Segundo, a 210,000 square foot office development complemented by 13,500 square feet of restaurants and retail is complete, and; Chevron Products Company celebrates its 100th year in the City.
- Cosmetics giant L'Oreal is the parent company of NYX which selects El Segundo as the location for their company headquarters.
- DaVita Healthcare Partners, a Fortune 500 company that provides a variety of health care services throughout the world, moved its headquarters to El Segundo.
- 2016 Two new hotels opened at the former site of the Hacienda Hotel. The 246-room Aloft and the 350-room Fairfield Inn and Suites are both conveniently located just minutes from LAX with free shuttle service and new, modern guest facilities.
- The state-of-the-art, 200,000 square foot Kite Pharma facility is complete. This bioscience company is innovating cancer treatment.
- 2017 El Segundo marks its centennial anniversary with a year-long celebration.
- The Lakers' new practice facility and headquarters – the UCLA Health Training Center opens.

**CITY OF EL SEGUNDO
HISTORY OF EL SEGUNDO**

This two-story 122,000 square foot facility includes two basketball courts, state-of-the-art training rooms, cryogenic chambers, whirlpools and team lounge and locker room areas.

The Chan Soon-Shiong Institute for Medicine grand opening. This highly-anticipated new institute combines personalized care and next-generation research to deliver cancer treatments unique to each patient.

A beautiful new six-story Cambria hotel opens and has 152-rooms, a restaurant, bar, pool and a meeting room.

Hampton Inn & Suites opens and features an aviation themed lounge, indoor pool and 190 guest rooms.

Continental Development constructs "Apollo Landing," comprised of three new buildings to accommodate several restaurants with 3,700 square feet of outdoor dining.

2018 Changed the name of Sepulveda Blvd to Pacific Coast Highway

The Los Angeles Times moved its headquarters to El Segundo

Completed Frank Gehry designed office building at Utah and Douglas that will be the new headquarters of Radiology Partners.

Boeing expanded its footprint in El Segundo by constructing a new 3-story, 100,000 sq. ft. building.

2019 El Segundo hosted the inaugural LA Street Festival featuring e-sports competitions and FIBA 3x3 World Tour Masters basketball tournament.

LA Kings and the Toyota Sports Performance Center partnered with Keck Medicine of USC and Meyer Institute of Sport to open a world-class sports medicine and athletic rehabilitation facility for professional athletes and the public.

New 180-room AC Hotel opened including a rooftop garden, bar and restaurant.

Phase one of the 142-acre Raytheon project continued and includes the development of 92,000 square feet of office and restaurant. Phase two began with the announcement of nearly 30 acres listed for sale for commercial office use.

History of El Segundo



El Segundo's First School House, c. 1913

City Hall, c. 1950



Library Park gazebo dedication,
July 3, 1976

History of El Segundo

Main Street and Grand Avenue, 1959



El Segundo, c. 2015

Centennial Celebration, 2017





2018 – City of El Segundo-Wiseburn Unified School District Aquatics Center



2018 – Name Change from Sepulveda Blvd to Pacific Coast Highway

**CITY OF EL SEGUNDO
FINANCIAL POLICIES/PROCEDURES**

General Fund Reserve: Set General Fund Reserve at 17% of the adopted expenditures with a target of 20% when funds are available.

Economic Uncertainty Fund Reserve: Maintain the Economic Uncertainty Fund at \$2.0 million up to a maximum of \$2 million to mitigate current and future risks due to fluctuations in the City's core tax revenues.

Capitalization of Fixed Assets: Capitalize fixed asset with a value of \$5,000 or more and with an estimated life of **over one year**.

Balanced Budget: Is defined as a budget in which estimated revenues equal or exceed expenditures; in some instances, the City considers the budget is balanced when using available reserves to make up the gap between revenues and expenditures. Council policy is to adopt a balanced budget each year.

Revenue Estimates: Maintain a conservative approach in projecting revenues.

Budgetary Control: The budgetary level of control is held at the department level.

Budget Transfers: Budget transfer requests between accounts or object codes shall be limited; meaning, departments may overspend on one account without processing a budget request transfer form as long as that overage is covered by savings from another account within the department. Budget transfers within a division required the Director of Finance's approval. Budget transfers between divisions require City Manager's approval. Budget transfers between funds require Council approval. Additional appropriations requests after the budget is adopted require Council approval.

Basis of Budgeting: The City uses the modified accrual basis in budgeting government funds. This means that obligations of the City, including outstanding purchase orders, are budgeted as expenses and revenues are recognized when they are both measurable and available to fund current expenditures. Included in the budget for governmental funds are estimated payouts during the budget year for compensation absences in excess of maximum accrued leave allowable. For the enterprise funds, the City uses the full accrual method. This means expenses are recognized when incurred and revenues are recognized when due the City.

Basis of Accounting: The basis of accounting is the same as the basis of budgeting.

Budgetary Data: Annual budgets are legally adopted for all funds on a basis consistent with generally accepted accounting principles.

Debt Limit: The City does not have general bonded debt.

Purchasing: Purchase orders ranging from \$25,000 - \$50,000 require City Manager's approval; above \$50,000 require formal bids to be approved by City Council.

Encumbrance Carryovers: Encumbered purchase orders with remaining balances at year-end may be carried over to the next fiscal year after review by the Purchasing Agent and approval by the Director of Finance. All carryover appropriations require Council approval.

Contracts Review: The Risk Manager should review contracts when procured through a negotiated/award procedure at any given time during the fiscal year.

**CITY OF EL SEGUNDO
TOP 10 PROPERTY TAXPAYERS/TOP 10 EMPLOYERS
FY 19-20**

TOP 10 PROPERTY TAXPAYERS

2121 Park Place Fee Owner Ca L
800 Apollo Fee Owner Ca LLC
Aerospace Corp
Boeing Company
Chevron Usa Inc.
Kilroy Realty Lp
Northrop Grumman Systems Corp
Pacific Corp Towers LLC
Pes Partners LLC
Raytheon Co

TOP 10 EMPLOYERS

Accenture
Boeing Satellite Systems Inc.
Chevron Products Company/USA inc
HealthCare Partners LLC
Internet Brands Inc
Mattel Inc
Northrop Grumman Corporation
Raytheon Space & Airborne Syst
The Aerospace Corporation (Boeing)
Time Warner Cable Information Services(CA) LLC

Top 10 Sales Taxpayers

Best Buy
Chevron Usa Inc.
Home Goods
Kari Storz Endoscopy
Linde Gas
Los Angeles Times
Optiv Security
Patterson Dental Supply
Raytheon Co
Trace3

**CITY OF EL SEGUNDO
GLOSSARY OF BUDGET TERMS**

APPROPRIATION: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount and limited as to the time period in which it may be expended.

ASSESSED VALUATION: A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

BOND: A security whereby an issuer borrows money from an investor and agrees or promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

BUDGET MESSAGE: A written discussion of the budget presented by the City Manager to the City Council.

CAPITAL IMPROVEMENT PLAN (CIP): A financial plan of proposed capital improvement projects and the means of financing them, usually prepared for a five year period.

CAPITAL OUTLAY: An operating budget category which accounts for all furniture and equipment with a unit cost of more than \$1000 and an estimated useful life of more than one year.

DEBT SERVICE FUNDS: Account for the accumulation of resources set aside for the repayment of City issued debt.

DEPARTMENT: An organizational unit comprised of one or more divisions.

DIVISION: A program or activity, within a department, that furthers the objectives of the City Council by providing services or products.

ENCUMBRANCES: Financial commitments related to unperformed contracts for goods or services for which part of an appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

ENTERPRISE FUND: A type of fund established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

FISCAL YEAR: The twelve-month period of time to which the operating budget applies. El Segundo's fiscal year is October 1 through September 30.

FUND: An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. There are four major types of funds: General, Proprietary, Special Revenue, and Trust and Agency.

FUND BALANCE: The amount of financial resources immediately available for use. This generally represents the excess of current assets over current liabilities.

GANN APPROPRIATIONS LIMIT: Article XIII B of the California Constitution was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits the growth of governmental spending by multiplying the limit for the prior year tax proceeds by a growth factor. The growth factor is the percentage change in the cost of living (or per capital personal income, whichever is lower) multiplied by the percentage change in population. The 1979 base year limit amount consists of all tax proceeds appropriated in that year.

GENERAL FUND: The primary fund of the City which is used to account for those revenues and expenditures of the City that are not legally restricted as to use.

GRANT: Contributions of cash or other assets from another governmental entity to be used for a specific purpose.

INTERFUND TRANSFERS: Monies transferred from one fund to another in order to reimburse that fund for

**CITY OF EL SEGUNDO
GLOSSARY OF BUDGET TERMS**

expenditures or to finance the operation of that fund.

INTERNAL SERVICE FUNDS: A fund type that accounts for revenues received and expenses incurred for services or commodities provided by that fund to user departments.

MUNICIPAL CODE: A book containing the City Council approved Ordinances currently in effect. The Code defines City policies related to building codes, planning and zoning regulations, sanitation and health standards, traffic violations, etc.

OBJECTIVES: Departmental statements describing significant activities to be accomplished during the fiscal year.

OPERATING BUDGET: A financial and organizational plan for furthering the goals of the City Council through the City departments. The operating budget does not include capital improvement projects.

ORDINANCE: A formal legislative enactment by the City Council. An Ordinance has the full force and effect of law within City boundaries, unless it is in conflict with a higher form of law, such as a State Statute or Constitutional provision. An Ordinance has a higher legal standing than a Resolution.

PROPOSITION 111 LIMIT: On June 5, 1990, California voters approved Proposition 111, to amend Article XIII B of the California Constitution, relating to the Gann Appropriations Limit Initiative.

REIMBURSEMENTS: Payments remitted by another agency, department, or fund to help defray the costs of a particular service or activity for which some benefit was obtained by the reimbursing party. These amounts are recorded as expenditures, or expenses, in the reimbursing fund and as a reduction of expenditures, or expenses, in the fund that is reimbursed.

RESERVE: An account used to earmark a portion of the fund balance as legally segregated for a specific use.

RESOLUTION: A special order of the City Council that requires less legal formality than an Ordinance in terms of public notice and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance. The City's budget is approved by Resolution and requires a majority vote of the Council members present at the time of adoption.

SALARIES AND BENEFITS: An operating budget category which generally accounts for full-time, part-time and temporary salaries, overtime costs and fringe benefits.

SPECIAL REVENUE FUNDS: These are funds that separately account for monies that are restricted as to use by the City Council, the State of California or the Federal Government.

SUBVENTIONS: Revenue collected by the State (or other level of government) which is allocated to the City on a formula basis. The major subventions received from the State of California include Motor Vehicle License Fees and Gasoline Taxes.

SUPPLIES AND SERVICES: An operating budget category accounting for expenditures not related to personnel or capital outlay (e.g. buildings and grounds maintenance, contractual services, equipment maintenance, office and computer supplies, small tool purchases, utility costs, postage, copier costs, etc.).

TRUST AND AGENCY FUND: A type of fund which temporarily holds monies for other agencies or legal entities

**CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION**

- 4101 Salaries/Full-Time:** Compensation to full-time benefited employees
- 4102 Salaries/Part-Time:** Compensation for part-time non-benefited or partially-benefited employees
- 4103 Overtime:** Compensation to employees for hours worked in excess of regularly- scheduled worked week
- 4104 Permanent Contract:** Compensation to Golf Course employees under contract with the City of El Segundo
- 4105 Holiday Pay:** Compensation to safety employees in-lieu of holiday leave taken
- 4107 FLSA Overtime:** Overtime pay as defined under the Federal Labor Standards Act (FLSA)
- 4108 Vacation/Sick Leave Buyback:** Buyback of a portion of an employee's vacation and sick leave balance as allowed under each bargaining unit's memorandum of understanding (MOU)
- 4109 Vacation/Sick Leave-Termination:** Payout of an employee's vacation and sick leave balance at termination, as allowed under each bargaining unit's MOU
- 4110 Leave Replacement:** Compensation to Fire employees for hours worked to replace open positions due to leave time (vacation/sick)
- 4112 Compensated Sick Time:** Payouts for accrued sick leave which may be optional at end of the year or required if sick leave balance is over the prescribed maximum accumulation.
- 4113 Reimbursable Overtime:** Overtime compensation reimbursed by outside agencies/vendors for specific work performed on behalf of another agency or vendor.
- 4116 Standby Pay:** Compensation to employees who have been released from work but are specifically required by their supervisor to be available to return to work as needed by the City.
- 4201 PERS Retirement:** Employee and employer contributions to the Public Employees Retirement System (PERS)
- 4202 FICA:** Employee and employer contributions to the Federal social security system including Medicare
- 4203 Workers' Compensation:** Contributions to the City of El Segundo's Internal Service Workers' Compensation Fund
- 4204 Group Insurance:** Payment for insurance premiums for health, dental, and vision
- 4205 Uniform Allowance:** Quarterly payments, through payroll, to employees who are required to purchase and maintain prescribed uniform clothing and personal equipment.
- 4209 PARS (Public Agency Retirement Services):** Supplementary retirement system to the California Public Employees Retirement System
- 4210 OPEB (Other Post-Employment Benefits):** GASB 45 liability to fund annual required contribution
- 4215 Uniform Replacement:** Annual uniform maintenance allowance for employees required to wear a specific work attire including boots
- 5203 Repairs & Maintenance Supplies:** Supplies used for repairs and maintenance
- 5204 Operating Supplies:** Business cards, law library books, blueprint paper, pre-printed forms, book covers, and other supplies necessary to support the ongoing operations

**CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION**

- 5205 Cleaning & Sanitation:** Pool maintenance and custodial supplies
- 5206 Computer Supplies:** Computer paper, diskettes, magnetic tapes, printer ribbons, software, and other computer related items
- 5207 Small Tools & Equipment:** Hammers, wrenches, screwdrivers, small hand and power tools
- 5210 Paper Goods:** Napkins, paper towels, cups, and other paper goods used at the Golf Course restaurant
- 5211 Photo Supplies:** Film, flashbulbs, photo processing costs, and other miscellaneous photo supplies
- 5212 Prisoner Meals:** Meals for in-custody prisoners and court commitment program participants
- 5213 Replacement of Damaged Goods:** Replacement of damaged or broken dishes, glasses, utensils, and other items used at the Golf Course restaurant
- 5214 Housing Supplies:** General supplies for Fire Station.
- 5215 Vehicle Gasoline Charge:** Fuel charges for operating City vehicles
- 5216 Range Balls & Mats:** Range balls and mats for the Golf Course
- 5218 Police Training Materials & Supplies:** Training materials and supplies for Police Department
- 5501 Books & Other Printed Materials:** Books, pamphlets, periodicals, etc.
- 5502 Audio & Video:** Books on tape, cassettes, compact discs, and periodical microfiche
- 5505 Young People's Books:** Children's books, pamphlets, magazines, and kits.
- 5507 School Library Materials:** Books and other printed materials for the El Segundo Unified School District's libraries.
- 5220 Computer Refresh Charges:** Annual charge to departments for core workstation hardware and software
- 5255 CPR Class Operating Supplies:** Supplies used in CPR training courses
- 6093 Junior Camp Expenses:** Junior golf camp operating expenses
- 6101 Gas:** Cost of natural gas used at City buildings, parks, and other public facilities
- 6102 Electricity:** Cost of electricity for City buildings, parks, and other public facilities
- 6103 Water:** Cost of water used in City buildings, parks, and other public facilities
- 6116 Building Lease Charge:** RSI office lease charges
- 6135 Credit Card Expense:** Merchant's fees for accepting credit payments throughout the City, including the Golf Course
- 6139 Bank Service Charges:** Bank service charges exceeding earnings allowance on City's checking accounts.
- 6153 Personal Property Damage:** Golf Course personal property damage expenses
- 6172 NSF Charges:** The expense of non-sufficient funds checks deemed uncollectible

**CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION**

6201 Advertising & Publishing: Public notices and job announcements, newsletters, flyers, and other informational or promotional materials distributed by the City

6203 Copy Machine Charges: Charges for copy machine usage, maintenance, and supplies

6205 Other Printing & Binding: Use of outside printers for forms, pamphlets, brochures, and other printing needs

6206 Contractual Services: Contracts with vendors for engineering services, traffic studies, signal maintenance, refuse collection, street sweeping, janitorial services, pump maintenance, and other miscellaneous services.

6207 Equipment Replacement Charges: Charges to departments to accumulate funds necessary to replace old, outdated, and unusable furniture, computers, office equipment, vehicles, and other capital items

6208 Dues & Subscriptions: Dues for memberships in various professional organizations and subscriptions to trade journals, magazines, newspapers, etc.

6209 Dump Fees: Costs to dump debris at local transfer stations

6210 Hazardous Materials Disposal Fees: Costs associated with the disposal of hazardous materials dropped on City streets.

6211 Insurance & Bonds: Property, liability, workers' compensation, and employee bond policies

6212 Laundry Cleaning: Cleaning of uniforms, floor mats, jail linens, beddings, and towels

6213 Meetings & Travel: Attendance at professional meetings and luncheons, and travel costs to attend training seminars and conferences

6214 Professional/Technical: Costs of professional services such as independent auditors, consultants, pre-employment physicals, and recreation class instructors

6215 Repairs & Maintenance: Repairs of buildings and facilities, and maintenance contracts for office equipment, computers, library circulation system, and print shop equipment

6216 Rental Charges: Rental of investigative equipment and miscellaneous equipment for emergency repairs

6217 Software Maintenance: Costs of maintaining the City's financial systems

6218 Hardware Maintenance: Costs associated with maintaining the City's computer network system

6219 Network Operating Charge: A "per computer charge" to each department for costs associated with computer systems network operations

6221 Educational Incentive: Compensation to firefighters who complete approved academic courses

6222 Lease Payment/Parking Garage: 612 Twin Holdings payments for parking garage

6223 Training & Education: Registration at educational seminars and conferences, and also for purchases of training materials

6224 Vehicle Operating Charge: Costs related to the operation, repair, and maintenance of the City's fleet of vehicles

6228 POST TRAINING EDUCATION: Reimbursement to Police Officers for approved training and educational programs under the Police Officers' Standards and Training (POST) program

**CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION**

- 6237 Water Conservation:** Water conservation bulletins and pamphlets, water-saving shower heads, etc.
- 6245 Employee Recognition:** Annual employee service awards luncheon.
- 6246 Claims Expense:** Liability and workers' compensation claims, settlements, and expenses
- 6247 Unemployment Compensation:** Quarterly payments to EDD for unemployment claims reimbursements
- 6249 Fees & Licenses:** Fees and licenses necessary for the operation of "The Lakes at El Segundo" golf course
- 6250 Volunteer Recognition:** Annual picnic for recognition of City volunteers
- 6251 Communications/Mobile Radios:** Maintenance and supplies for the Police and Fire Department mobile radios and pagers
- 6253 Postage:** Costs of mailing City correspondence, notices, water bills, etc.
- 6254 Telephone:** Telephone and cellular communications
- 6255 ESMC Reproduction:** Updating and reproduction of the City's Municipal Code
- 6256 Pavement Rehabilitation:** Expenditures related to pavement repairs
- 6257 Public Education:** Community service programs
- 6259 Breathing Apparatus:** Service, maintenance, and repair of the Fire Department's self-contained breathing apparatus (SCBA)
- 6260 Equipment Leasing:** Leases of copiers and fax machines.
- 6262 Testing/Recruitment:** Employment testing, oral board raters, brochures, and flyers
- 6263 Commissioners' Expense:** Compensation for attendance at Planning Commission meetings and reimbursement of commissioners' expenses
- 6266 Training Allowance:** Special training materials for the golf course pros
- 6267 Zoning Text Amendments:** Costs related to amendments to the zoning codes
- 6268 General Plan Update:** Costs of updating or amending the General Plan
- 6270 Commissions:** Commissions earned by the golf course pros
- 6271 Animal Regulation:** Contract with the SPCA and dog license tags
- 6272 Court Costs:** Meals and auto expenses for off-duty officers attending court proceedings
- 6273 In-Custody Medical Charges:** Medical care and treatment of prisoners
- 6274 Investigation Expenses:** Sheriff custodial charges, fingerprinting costs, blood alcohol and drug testing, and Municipal Code prosecutions
- 6275 K-9 Dog Care Services:** Dog food, veterinary care, and training

**CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION**

- 6276 Police Reserve Program:** Plaques, certificates, and training for Police Reserves
- 6278 Computer Charges:** County upgrades of in-house JDIC system and hardware and software maintenance
- 6279 Explorer Program:** Field trips and monthly meetings for Police Explorers
- 6280 CAL I.D.:** State/County computerized fingerprint system
- 6281 Emergency Facilities Maintenance:** Emergency repairs to city buildings
- 6282 Emergency Repairs:** Charges for repairs to vehicles damaged in accidents
- 6283 Water Purchases - Potable:** Potable water purchases
- 6284 Security Costs:** Golf Course security expenses
- 6285 Water Purchases - Reclaimed:** Cost of purchasing water from the West Basin Municipal Water District
- 6286 General Administrative Charges:** Administrative charges to the Water Fund for services provided by City departments
- 6288 S.W.A.T. Program:** Training equipment, ammunition, and hostage negotiations costs
- 6289 Education Reimbursement:** Police educational reimbursements for eligible classes
- 6292 Hyperion Issues:** City's share of mitigation monitoring costs per contract with the City of Los Angeles
- 6294 Special Projects:** Funds set aside for special projects initiated by the City Council or City Manager
- 6296 R.S.V.P. PROGRAM:** Costs of the Retired Senior Volunteer Program
- 6301 Legal Counsel:** Monthly retainer of City Attorney.
- 6302 Special Plaintiff & Defense Litigation & Experts:** Costs associated with special plaintiff and defense litigation, and expert witnesses
- 6303 Commercial & Space Marketing:** Marketing of vacant commercial space
- 6310 Labor Negotiation:** Attorney fees related to labor negotiations
- 6311 Code Enforcement Litigation:** Attorney fees related to Municipal Code enforcement
- 6354 Lifeline Expense:** Operating expense for qualified customers for a subsidized water rate
- 6401 Community Promotion:** Miscellaneous expenditures to promote community activities
- 6402 Noise Abatement:** Agenda and minute preparation for the Noise Abatement Committee and membership dues in the national organization
- 6403 Sister City:** Program support and travel to Guaymas
- 6405 ESUSD Funding Agreement:** Costs funding agreement with the El Segundo Unified School District for crossing guards
- 6406 LAX Master Plan Intervention:** Attorney fees related to LAX Masterplan Intervention

**CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION**

6407 Washington Lobbyist: Federal advocacy professional services related to LAX Masterplan

6409 Audiovisual Materials audiovisual materials purchase by the Library department

6410 E-Books Electronic books purchased by the Library

6501 Right of Way Lease: Right of Way lease agreement with Southern California Edison

6502 Contribution Expense: Golf Course contribution expense

7550 Cost of Sales: Golf Course cost of food and beverages sales

7600 Hard goods: Golf Course cost of hard goods sales, e.g., golf equipment

7601 Purchase Discount: Golf Course discounts on inventory purchases

7602 Soft Goods: Golf Course cost of soft goods sales, e.g., golf apparel

7604 Freight: Golf Course freight charges on inventory purchases

7606 Teaching Supplies: Golf Course lesson supplies

8103 Capital & Other Improvements: Capital improvements to City buildings and facilities

8104 Capital/Equipment: Capital equipment and furniture

8105 Capital/Automotive: Vehicles and motorized equipment

8106 Capital/Communications: Communications equipment

8108 Capital/Computer Hardware: Computer hardware and related equipment

8109 Capital/Computer Software: Computer software programs

**CITY OF ELSEGUNDO
ACRONYMS USED
ADOPTED BUDGET
FISCAL YEAR 2019-2020**

ACRONYM	TITLE
AB	Assembly Bill
ABC	Alcoholic Beverage Control
ADA	Americans with Disabilities Act
APSA	Aboveground Petroleum Storage Act
BOD	Board of Directors
CAD	Computer-Aided Dispatch
CalARP	California Accidental Release Prevention
CalPERS	California Public Employees' Retirement System
CASP	California Association of School Psychologists
CDBG	Community Development Block Grant
CDIAC	California Debt & Investment Advisory Commission
CD's	Certificate of Deposit
CERS	California Environmental Reporting System
CERS	California Environmental Reporting System
CERT	Community Emergency Response Team
CES	Campus El Segundo
CIEDB	Californian Infrastructure & Economic Development Bank
CIP	Capital Improvement Project
CMTA	California Municipal Treasurers' Association
COPS	Citizens' Option for Public Safety
CPI	Consumer Price Index
CPR	Cardio Pulmonary Resuscitation
CSI	Crime Scene Investigation
CTIP	Coordinated Technology Implementation Program
CUPA	California Unified Program Agencies
DOJ	Department of Justice
DVD	Digital Video Disc
EDAC	Economic Development Advisory Committee
EEO	Equal Employment Opportunity
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EKG	Electrocardiogram
EKPTO	Exceptional Kids Parent Teacher Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERF	Equipment Replacement Fund
ES	El Segundo
ESMC	El Segundo Municipal Code
ESMoA	El Segundo Museum of Art
ESARG	El Segundo Amateur Radio Group
ESUSD	El Segundo Unified School District
FAA	Federal Aviation Administration

**CITY OF ELSEGUNDO
ACRONYMS USED
ADOPTED BUDGET
FISCAL YEAR 2019-2020**

ACRONYM	TITLE
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FLSA	Federal Labor Standards Act
FPPC	Fair Political Practices Commission
FRO	First Responder Operations
FT	Full Time
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GIOA	Government Investment Officers' Association
GIS	Geographic Information System
HIPAA	Health Insurance Portability & Accountability Act
HMBP	Hazardous Materials Business Plan
HOX	Home Owners Exemption
HSI	Homeland Security Investigation
HUD	Housing Urban Developmet
HVAC	Heating, Ventilation, Air Conditioning
ICE	Immigration & Customs Enforcement
ICRMA	Independent Cities Risk Management Authority
ICS	Incident Command Center
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ISO	Insurance Services Office or International Standardization Organization
JAC	Joint Apprentice Committee
JDIC	Justice Data Interface Controller
LA	Los Angeles
LACMTA	Los Angeles County Metropolitan Transportation Commission
LADOA	Los Angeles Department of World Airports
LAEDC	Los Angeles Economic Development Corporation
LAWA	Los Angeles World Airport
LAX	Los Angeles Airport
MAX	Municipal Area Express
MEP	Mechanical, Electrical, Plumbing
MOU	Memorandum of Understanding
NFPA	National Fire Protection Administration
NIMS	National Incident Management System
NSF	No Sufficient Funds
OES	Office of Emergency Services
OPEB	Other Post Employment Benefits
P&BS	Planning & Building Safety
PAC	Political Action Committee
PARS	Public Agency Retirement Services
PD	Police Department
PEG	Public Education & Government

**CITY OF ELSEGUNDO
ACRONYMS USED
ADOPTED BUDGET
FISCAL YEAR 2019-2020**

ACRONYM	TITLE
PERS	Public Employees' Retirement System
POST	Peace Officers' Standard Training
PSAF	Public Safety Augmentation Fund
PSO	Public Services Officer
PT	Part Time
PW	Public Works
RBP	Retirement Benefit Plan
RFP	Request for Proposal
RMP	Risk Management Plan
RMS	Records Management System
RPOSD	Regional Park & Open Space District
RSI	Residential Sound Insulation
RSVP	Retired Senior Volunteer Program
SB	Senate Bill
SCAQMD	South Coast Air Quality Management District
SCE	Southern California Edison
SEMS	Standardized Emergency Management System
SIR	Self-Insured Retention
SLESF	Supplemental Law Enforcement Services Fund
SLOT	State Local Overtime
SMIP	Strong Motion Instrumentation Program
SPCA	Society for the Prevention of Cruelty to Animals
SPEA	Supervisory & Professional Employee Association
SRRE	Source Reduction & Recycling
STAR	State (of California & Nevada) Television Access Recognition
STC	Standard Training Corrections
SWAT	Special Weapons and Tactics
TDA	Transportation Development Act
TEMS	Tactical Emergency Medical Support
TOT	Transient Occupancy Tax
TRA	Tax Resolution Agreement
TRAP	Taskforce for Regional Autotheft Prevention
TV	Television
UASI	Urban Areas Security Initiative
UPA	Unified Program Agency
US	United States
UST	Underground Storage Tank
UUT	Utility Users' Tax
VIP	Very Important Person
VLF	Vehicle License Fee